



"A Professional Service Agency"

INSTRUCTIONS TO THE SHERIFF OF INYO COUNTY

The Sheriff requires written instructions from the plaintiff or their attorney before serving court documents. (CCP 252)

****WE MUST RECEIVE YOUR DOCUMENTS AT LEAST 10 DAYS PRIOR TO THE LAST DAY FOR SERVICE****

Plaintiff VS _____

Court Case Number _____
Hearing Date (If Applicable)

SERVE DOCUMENTS ON:

DEFENDANT #1

Name _____ Name of Employer _____

Residence Address _____ Employer's Address _____

City, State, Zip Code _____ City, State, Zip Code _____

Telephone Number _____ Employer's Telephone Number _____

Description of Defendant #1:

Race Sex Age Height Weight Hair Eyes

Defendant may pose threat

DEFENDANT #2

Name _____ Employer Name _____

Physical Address _____ Employer's Address _____

City, State, Zip Code _____ City, State, Zip Code _____

Telephone Number _____ Employer's Telephone Number _____

Description of Defendant #2:

Race Sex Age Height Weight Hair Eyes

Defendant may pose threat

LIST ALL DOCUMENTS TO BE SERVED TO DEFENDANT(S):

Substitute service is authorized (CCP 116.340; 415.20; Rules of Court 1702)

MAKE ALL COMMUNICATIONS TO:

Name _____

Address _____

Daytime Telephone Number _____ E-Mail Address _____

X _____
Signature of attorney or plaintiff (If there is no attorney of record) Date