

OUT OF STATE DOCUMENTS

To request the Sheriff to serve out of state documents, you need to mail the documents to:

**Kern County Sheriff - Civil Section
P O Box 70127
Bakersfield, CA 93387**

You must include:

1. A complete set of documents per person you want served **plus** one additional complete set of documents for the Sheriff's file.
2. An instruction letter containing the following:
 - The name or form number of each of the documents you want served,
 - The name(s) of the person(s) you want served (the names must match exactly with the court documents)
 - The Kern County address for service,
 - The last day for service, if applicable,
 - The instructions must be dated and signed by the attorney of record or the plaintiff/petitioner if there is no attorney (there are no exceptions)
3. Service fees for each process as follows:
 - \$35.00 per person served plus a \$10.00 notary fee for a total of \$45.00 per person. All fees must be prepaid. We do not accept out-of-state fee waivers
 - If your court does not require the proof of service to be notarized, your instructions must state "no notary required" and the notary fee will not be required,
 - Payment must be in the form of a business check or money order payable to the "Kern County Sheriff." We do not accept out-of-state personal checks.
4. Your proof of service or answer will be returned by mail to the address you provide in your instructions.

If you have further questions, you may call our office at (661) 635-1300. Our telephone hours are Monday through Friday (except holidays), 8:00 am to 4:00 pm, Pacific Time.

We have attached an instruction sheet for your convenience.

INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF KERN OUT OF STATE PROCESS ~ SERVICE INSTRUCTIONS

The Sheriff must have original, signed instructions by the attorney of record or party without attorney before serving court documents (CCP 262)
You must submit a complete set of documents per person being served plus an additional copy for the Sheriff's file.
(PLEASE PRINT EXCEPT FOR SIGNATURE)

Plaintiff vs. _____
Defendant Court Case Number

Court Hearing Date (If applicable): _____ Last Date for Service: _____ Notary Required? ___ Yes ___ No
(We must receive your documents no later than 10 days prior to the last day for service) (Please initial yes or no)

To the Sheriff, you are instructed to serve the following documents (list the name of every document or its form number):

Person(s) to be served: (A complete first and last name must be provided and must match the court documents. We cannot look up or verify names or addresses)

Defendant #1 Defendant may pose threat.

Name Residence Address

City, State, Zip Code Telephone Number

Name of Employer Employer's Address/Other Address for Service

City, State, Zip Code Employer's/Other Telephone Number

Description of Defendant #1: _____
Race Sex Age Height Weight Hair Eyes

Defendant #2 Defendant may pose threat.

Name Residence Address

City, State, Zip Code Telephone Number

Name of Employer Employer's Address/Other Address for Service

City, State, Zip Code Employer's/Other Telephone Number

Description of Defendant #2: _____
Race Sex Age Height Weight Hair Eyes

(Attach an additional sheet for additional defendants)

Substitute service is authorized (If allowable pursuant to CCP 116.340; 415.20; Rules of Court 1702)

YOUR INFORMATION (All notices, including proofs of service, will be sent to the name and address listed below):

Name

Address

City, State, Zip Code

Daytime Telephone Number Email Address @

Sign Here (attorney of record or plaintiff if there is no attorney) Date

The Sheriff does not guarantee service and is entitled to his fees whether or not the service is successful (GC 26738). All fees must be prepaid. Out of state fee waivers are not accepted. No refund for an amount of \$10.00 or less. (GC 29375.1).