

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF ORANGE**
www.occourts.org

CIVIL BENCH WARRANT INSTRUCTIONS

A Civil Bench Warrant is an order of the Court directing a Sheriff within the State of California to arrest a person and bring him or her to the Court.

If a Civil Bench Warrant has been authorized by the court on your case and you want to proceed with the warrant, please do the following:

- ▶ Identifying information must be entered on the Bench Warrant. Please also include as much information in Section 3 of the instruction sheet as possible. For example, is there more than one address at which the person can be found? Is there a particular time of the day when the party can most likely be reached at a particular address? Do you know what kind of car the person drives? Does he or she have any unique characteristics? If the Sheriff (or other peace officer) is not given enough information, it may be impossible to serve the warrant.
- ▶ Complete the Bench Warrant (local form #L525) and the Sheriff Instruction Sheet.
- ▶ Please submit the appropriate fees, if applicable with the warrant (make your check payable to the "Sheriff"). For Orange County the fee is:
 - \$50: Failure to Appear for Examination of Judgment Debtor (Civil Code of Procedure 491.160 or 708.170).
 - \$105: Failure of Witness to Attend Hearing (Civil Code of Procedure 1993).
 - There is no charge for Support Establishment or Enforcement warrants authorized by the Department of Child Support Services (Government Code 6103.9).
 - If your Bench Warrant is for another county, please contact the Sheriff in that county for their fees.
- ▶ Hand deliver or mail the completed Bench Warrant, Sheriff Instruction Sheet, and any required fee to the Clerk's Office at the Justice Center where your case is filed. The Clerk's Office will present the completed warrant to a judge for signature, affix the court seal to the form, and will forward the completed Bench Warrant and fee to the Sheriff's Department.

Should an agreement be reached between you and the party the warrant was issued against, or if the judgment is paid in full, you must immediately submit written notice to the Clerk's Office at the Justice Center where your case is filed so the warrant can be recalled. Failure to do so may result in a wrongful arrest and possible legal action against you.

SHERIFF'S INSTRUCTION SHEET

Case Number: _____

TO: SHERIFF OF _____ COUNTY

If issued for Orange County, check one of the following Justice Centers:

- Central - 700 Civic Center Dr. West, Santa Ana, CA 92701-4045
- Civil Complex Center - 751 W. Santa Ana Blvd., Santa Ana, CA 92701-4512
- Harbor-Laguna Hills Facility - 23141 Moulton Pkwy., Laguna Hills, CA 92653-1251
- Harbor-Newport Beach Facility - 4601 Jamboree Rd., Newport Beach, CA 92660-2595
- Lamoreaux - 341 The City Drive, Orange, CA 92868-3205
- North - 1275 N. Berkeley Ave., P. O. Box 5000, Fullerton, CA 92838-0500
- West - 8141 13th Street, Westminster, CA 92683-4593

If issued for an out-of-county Sheriff, complete address for Sheriff:

Address: _____
City: _____ Zip Code: _____

1. Party requesting service of warrant:

Name _____
Address _____
City _____ State _____ Zip _____
Day time phone number (____) _____

2. Please arrest party named on the warrant).

The address for arrest is (Required for service.):

Address _____
City _____ State _____ Zip _____
Day time phone number (____) _____

A valid address within California and availability of party to be served is required for service. Fees are not refundable.

3. Other information. List any special information known (Driver's License Number; Vehicle, Make & License Number; AKA names; hours available for service; alternate address; party owns guns or may have weapons; tattoos and scars, etc.):

Date: _____

Signature