



SHERIFF-CORONER DEPARTMENT ORANGE COUNTY- COURT OPERATIONS

Service Instructions

Case Number _____

Court (circle one): Central North West Newport Beach Laguna Hills Laguna Niguel Other _____
TYPE OF PROCESS:

- | | | |
|--|--|---|
| <input type="checkbox"/> Plaintiff's Claim and Order | <input type="checkbox"/> Notice to Pay Rent (3-Day Notice) | <input type="checkbox"/> Summons & Complaint |
| <input type="checkbox"/> Defendant's Claim and Order | <input type="checkbox"/> Notice to Terminate (30-Day Notice) | <input type="checkbox"/> Summons & Petition |
| <input type="checkbox"/> Order for Examination | <input type="checkbox"/> Small Claims Subpoena and Declaration | <input type="checkbox"/> Civil Subpoena |
| <input type="checkbox"/> Order to Show Cause | | <input type="checkbox"/> Civil Subpoena Duces |

Tecum

Other _____

Additional Documents _____

INSTRUCTIONS FOR SERVICE OF THE ATTACHED DOCUMENTS:

SERVE ON: _____

ADDRESS: _____

ADDITIONAL ADDRESS: _____

LIST ANY SPECIAL INFORMATION: (Best hours for service, Corporate Officers names, etc.)

Physical description of person: Male, Female, Age _____ DOB _____ Height _____ Weight _____

Race _____ Unique Characteristics _____

Substitute service is authorized on Summons Unlawful Detainer Action (Additional copy of process is required)

Dated _____ Signature _____

Plaintiff/Attorney for Plaintiff _____

Address _____ Day Phone () _____

City _____ State _____ Zip Code _____