

HOW TO SERVE A BENCH WARRANT

SELF-HELP FORM PACKET



SHC-CPJ-05 (Rev. 07/21/2021)

Self-Help Services can review your completed forms before you file them with the Court. To request review of your completed forms:

1. Complete the attached forms in black ink.
2. Scan your completed forms and save as a single PDF file.
3. Go to www.occourts.org/self-help (click the blue button labeled *Click Here to Contact Self-Help Services*), attach the PDF, and complete the online request form. Make sure to select CIVIL as the case type on the form.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF ORANGE**

www.occourts.org

BENCH WARRANT INSTRUCTIONS

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

- Complete the Bench Warrant (#L525) and the Sheriff Service Instructions (#OCSD2).
- Identifying information must be entered on the Bench Warrant or it may not be entered into the Sheriff's warrant system. Please include as much information on the Service Instructions 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.
- Please submit the appropriate fees, if applicable, with the warrant. Go to the Sheriff's website of the county where your warrant will be served to obtain current fees.
- If your warrant is for an out-of-county Sheriff, please provide address for Sheriff and return this page along with documents noted below:

Address: _____

City: _____ Zip code: _____

- Hand deliver or mail the completed Bench Warrant, Sheriff Service Instructions, and any required fee to the Clerk's Office at the Justice Center where your case is filed. The Clerk's Office will issue the warrant as appropriate and 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.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name & Address) Telephone No.: _____ Fax No.(Optional): _____ E-Mail Address (Optional): _____ Attorney for (Name): _____ Bar No.: _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE JUSTICE CENTER: <input type="checkbox"/> Central – 700 Civic Center Dr. West, Santa Ana, CA 92701-4045 <input type="checkbox"/> Civil Complex Center – 751 W. Santa Ana Blvd., Santa Ana, CA 92701-4512 <input type="checkbox"/> Harbor – Newport Beach – 4601 Jamboree Rd., Newport Beach, CA 92660-2595 <input type="checkbox"/> Lamoreaux – 341 The City Drive, Orange, CA 92868-3205 <input type="checkbox"/> North – 1275 N. Berkeley Ave., P.O. Box 5000, Fullerton, CA 92838-0500 <input type="checkbox"/> West – 8141 13 th Street, Westminster, CA 92683-4593	
PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:	CASE NUMBER:
BENCH WARRANT	Case assigned to: Judge: Department: Date complaint filed: Hearing/trial date:

TO: SHERIFF OF: _____ COUNTY ANY PEACE OFFICER OF THIS STATE

YOU ARE COMMANDED TO ARREST (name): _____

and bring said person to the above-named Justice Center, or the nearest court if in session, for the setting of bail in the amount of the warrant or to release on the person's own recognizance. Any person arrested pursuant to Code of Civil Procedure § 1993, shall be released from custody if the person cannot be brought before the court within 12 hours of arrest, and the person shall not be arrested if the court will not be in session during the 12-hour period following the arrest.

Physical description: Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Nonbinary Height: _____ Weight: _____ Race: _____ Hair Color: _____ Eye Color: _____ Age: _____ Date of Birth: _____
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The last known address of the person to be arrested is: _____

To be completed by the clerk:

BAIL SET AT: \$ _____ This warrant expires on (date): _____ Upon posting bail or promising to appear, set appearance on (date): _____ at (time): _____ (Dept.): _____ located at the above Justice Center.
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- Good cause is shown as provided in Penal Code § 840 for nighttime service.
- This person may be released upon a promise to appear as provided by Code of Civil Procedure § 1993.1.

The issuance of this warrant is for the following reason:

- Failure to appear on (date): _____ for an examination hearing (CCP 491.160, 708.170), served on (date): _____
- Failure to appear on (date): _____ pursuant to a subpoena (CCP 1993), served on (date): _____
- Contempt (CCP 1209), served on (date): _____
- Failure of witness to attend hearing (CCP 1993) on (date): _____, served on (date): _____
- Other (specify): _____, served on (date): _____

Issued in the County of Orange on (date): _____ Seal _____
Judicial Officer



ORANGE COUNTY SHERIFF'S DEPARTMENT

SHERIFF-CORONER DON BARNES

SERVICE INSTRUCTIONS

Court Case Number: _____
Court (Circle One): Santa Ana Fullerton Westminster Newport Beach Lamoreaux Other _____

TYPE OF PROCESS:

- Plaintiff's Claim and Order
 - Defendant's Claim and Order
 - Order for Examination
 - Order to Show Cause
 - Other _____
 - Additional Documents – Print on Back
- Civil Bench Warrant
 - Notice to Pay Rent (3-day Notice)
 - Notice to Pay Rent (30-day Notice)
 - Small Claims Subpoena & Declaration
- Summons and Complaint
 - Summons and Petition
 - Civil Subpoena
 - Civil Subpoena Duces Tecum

SERVE DOCUMENT(S) ON: (Please Print)

Name _____	Name _____
Address _____	Address _____
City _____ Zip Code _____	City _____ Zip Code _____
Phone Number _____	Phone Number _____
Name _____	Name _____
Address _____	Address _____
City _____ Zip Code _____	City _____ Zip Code _____
Phone Number _____	Phone Number _____

LIST ANY SPECIAL INFORMATION: (Best hours for service, Authorized Agent's name, etc.)

Physical description of person: Male Female Age _____ DOB _____ Height _____ Weight _____
 Race _____ Unique Characteristics _____
 Substitute service is authorized. (Additional copy of process is required.)

The Sheriff's Department DOES NOT guarantee service.

The Sheriff's Department is entitled to its fees whether the service is completed or not. (California Government Code 26738)

X Signature _____ Date _____

Name of Attorney (Or Party Without Attorney) Requesting Service _____

Address _____ Email Address _____

City _____ State _____ Zip Code _____ Phone Number _____