

# **BENCH WARRANT BOOKLET**

## **HOW TO HAVE A BENCH WARRANT SERVED**



## **SUPERIOR COURT OF CALIFORNIA COUNTY OF ORANGE**

**To have a bench warrant served, refer to and fill out the following forms:**

- Bench Warrant Instructions (form L1166)
- Bench Warrant (form L525)
- Sheriff Service Instructions (form OCSD2)

**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
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE</b> JUSTICE CENTER: 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 – Newport Beach – 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 13 <sup>th</sup> Street, Westminster, CA 92683-4593	
PLAINTIFF/PETITIONER:  DEFENDANT/RESPONDENT:	CASE NUMBER:
<b>BENCH WARRANT</b>	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: Male Female Nonbinary Height: _____ Weight: _____ Race: _____
Hair Color: _____ Eye Color: _____ Age: _____ Date of Birth: _____

The last known address of the person to be arrested is: \_\_\_\_\_

**To be completed by the clerk:**

<b>BAIL SET AT: \$ _____</b>	<b>This warrant expires on (date): _____</b>
<b>Upon posting bail or promising to appear, set appearance on (date): _____</b>	
<b>at (time): _____ (Dept.): _____ located at the above Justice Center.</b>	

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



# SHERIFF-CORONER DEPARTMENT ORANGE COUNTY- COURT OPERATIONS

## Service Instructions

Case Number \_\_\_\_\_

Court (check one): Santa Ana Fullerton Westminster Newport Beach Laguna Hills 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 Terminate (30-Day Notice)
- Small Claims Subpoena and Declaration
- Summons & Complaint
- Summons & Petition
- Civil Subpoena
- Civil Subpoena Duces Tecum

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### INSTRUCTIONS FOR SERVICE OF THE ATTACHED DOCUMENTS:

#### SERVE DOCUMENT(S) ON:

(Please Print)

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Name: _____	Name: _____
Address: _____	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)

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**X** Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Day Phone (     ) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_