


OFFICE OF THE SHERIFF
COUNTY OF INYO
STEPHANIE J. RENNIE, SHERIFF

INSTRUCTIONS TO THE SHERIFF OF INYO COUNTY

The Sheriff requires written instructions from the plaintiff or their attorney before serving court documents. (CCP 252)

****WE MUST RECEIVE YOUR DOCUMENTS AT LEAST 10 DAYS PRIOR TO THE LAST DAY FOR SERVICE****

Plaintiff VS _____

Court Case Number _____
Hearing Date (If Applicable)

SERVE DOCUMENTS ON:

DEFENDANT #1

Name _____ Name of Employer _____

Residence Address _____ Employer's Address _____

City, State, Zip Code _____ City, State, Zip Code _____

Telephone Number _____ Employer's Telephone Number _____

Description of Defendant #1:

 Race Sex Age Height Weight Hair Eyes

Defendant may pose threat

DEFENDANT #2

Name _____ Employer Name _____

Physical Address _____ Employer's Address _____

City, State, Zip Code _____ City, State, Zip Code _____

Telephone Number _____ Employer's Telephone Number _____

Description of Defendant #2:

 Race Sex Age Height Weight Hair Eyes

Defendant may pose threat

LIST ALL DOCUMENTS TO BE SERVED TO DEFENDANT(S):

Substitute service is authorized (CCP 116.340; 415.20; Rules of Court 1702)

MAKE ALL COMMUNICATIONS TO:

Name _____

Address _____

Daytime Telephone Number _____ E-Mail Address _____

X _____
Signature of attorney or plaintiff (If there is no attorney of record) _____ Date _____