

Sonoma County Sheriff's Office

Civil Bureau-Sheriff Instruction

2796 Ventura Avenue, Santa Rosa, California 95403, 707-565-2751
Katie Straley, Civil Bureau Manager

Bench Warrant

Sheriff Service of Civil Bench Warrant / Body Attachment Instructions

To request service of the arrest warrant: Submit this completed form to the Sonoma County Sheriff along with your check for fees made payable to "THE SHERIFF." The Sheriff will obtain the original Warrant from the Court.

BE ADVISED: 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 Sheriff so the warrant can be recalled. Failure to do so may result in a wrongful arrest and possible legal action against you.

COURT NUMBER: (REQUIRED) _____ COURT DATE: _____
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TO THE SHERIFF of the COUNTY of _____, you are instructed to serve the attached civil bench warrant/body attachment as follows:

Where does the Defendant live? CHECK ONE

Defendant lives in Sonoma County.

Defendant does not live in Sonoma County. We will forward your request to the other county.

Name of County: _____ Sheriff's address: _____

The Sonoma County Sheriff will forward your request to the other county.

Defendant's information:

Name: _____

Service address: _____
Address, City and Zip Code

Employer or other address for service: _____
Address, City and Zip Code

Phone Number: _____

Defendant may pose a threat Yes No. Explain: _____

Other instructions: _____

Your information: I am the plaintiff plaintiff's attorney of record assignee of record.

Your Name: _____ Phone: _____

Your Address: _____
Address, City and Zip Code

Signature: _____ Date: _____

INSTRUCTIONS MAY ONLY BE SIGNED BY THE PLAINTIFF OR THE ATTORNEY OF RECORD

Returned paperwork: Paperwork will be returned unprocessed if the warrant is incomplete, if the warrant is missing required information, if the warrant is invalid on its face or if the letter of instruction is unclear or insufficient. Any changes or corrections to a warrant after it is issued must be approved by the Judge. The Sheriff will not act upon the warrant otherwise. Sheriff: Papers reviewed and returned by: _____ Date: _____ Reason: _____