**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SONOMA**
**3055 Cleveland Ave**
**Santa Rosa, CA 95403-2122**
**Civil Division**
**Office Hours: 8:00 a.m. to 3:30p.m.**
**(707) 521-6610**
**www.sonoma.courts.ca.gov**

# CIVIL BENCH WARRANT INSTRUCTION SHEET

**Failure to Appear for Order of Examination**
**Failure to Appear per Court Order or per Subpoena**

1. Complete the following forms:
   - CV-30 Declaration Re: Civil Warrant
   - CV-31 Civil Bench Warrant

2. Submit to Clerk:
   - Original and 2 copies of the Civil Bench Warrant (CV-31)
   - Original and 2 copies of the Declaration Re: Civil Warrant (CV-30)
   - A self-addressed stamped envelope for return of the forms or provide your attorney box number on the forms.

3. Clerk will return endorsed filed copies of the Declaration Re: Civil Warrant to you and a copy of the Civil Bench Warrant**. THE CLERK WILL HOLD THE ORIGINAL CIVIL BENCH WARRANT** and will not forward it to the Sheriff until you comply with Step 4 listed below.

***IMPORTANT NEXT STEPS***

4. The Sheriff MUST receive *signed* instructions from you before they will serve a Civil Warrant. Once you receive your declaration and copy of the civil warrant that has been signed by the judicial officer:

   Complete the Request for Sheriff to Serve Court Papers (SER-001).

   Submit the form to the Sheriff Civil Division located at 2796 Ventura Avenue, Santa Rosa, CA 95403 (Telephone: 565-2751).

   The Sheriff charges a fee for this process. The fee varies between depending on the type of warrant served.

5. Once the Sheriff receives your instructions, they will request the original civil warrant from the Clerk and start the process of service of the warrant.

6. All parties must appear at the hearing or matter will be dropped.