

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN BERNARDINO**
www.sbcounty.gov/courts/

CIVIL BENCH WARRANT INSTRUCTIONS

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

- ▶ Identifying information must be entered on the Bench Warrant. Please also include as much information in Section 3 of the instruction sheet 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.
- ▶ Complete the Bench Warrant and the Sheriff Instruction Sheet.
- ▶ Please submit the appropriate fees, if applicable with the warrant (make your check payable to the "Sheriff"). For San Bernardino County the fee is:
 - \$ 50.00: Failure to Appear for Examination of Judgment Debtor (Code of Civil Procedure 491.160 or 708.170).
 - \$ 105.00: Failure of Witness to Attend Hearing (Code of Civil Procedure 1993).
 - There is no charge for Support Establishment or Enforcement warrants authorized by the Department of Child Support Services (Government Code 6103.9).
 - If your Bench Warrant is for another county, please contact the Sheriff in that county for their fees.
- ▶ Hand deliver or mail the completed Bench Warrant, Sheriff Instruction Sheet, and any required fee to the clerk's office at the Court District where your case is filed. The clerk's office will present the completed warrant to a judge for signature, affix the court seal to the form, and will 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 Court District 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.

SHERIFF'S CIVIL DIVISION INSTRUCTION SHEET

Case Number: _____

If issued for San Bernardino County, check one of the following Court Districts:

- Barstow District, 235 East Mountain View, Barstow, CA 92311
- Big Bear District, P. O. Box 2806, Big Bear Lake, CA 92315
- Chino District, 13260 Central Avenue, Chino, CA 91710
- Fontana District, 17780 Arrow Highway, Fontana, CA 92335
- Joshua Tree District, 6527 White Feather Road, Joshua Tree, CA 92252
- Needles District, 1111 Bailey Street, Needles, CA 92363
- Rancho Cucamonga District, 8303 Haven Avenue, Rancho Cucamonga, CA 91730
- Redlands District, 216 Brookside Avenue, Redlands, CA 92373
- San Bernardino Civil Division, 303 West Third Street, San Bernardino, CA 92415-0210
- San Bernardino District, 351 North Arrowhead Avenue, San Bernardino, CA 92415
- Victorville District, 14455 Civic Drive, Victorville, CA 92392

If issued for an out-of-county Sheriff, complete address for Sheriff or Levying Officer:

Agency: _____
Address: _____
City: _____ Zip Code: _____

1. Party requesting service of warrant:

Name _____
Address _____
City _____ State _____ Zip _____
Daytime phone number () _____

2. Please arrest party named on the warrant.

The address for arrest is (required for service):

Name _____
Address _____
City _____ State _____ Zip _____
Daytime phone number () _____

A valid address within California and availability of party to be served is required for service. Fees are not refundable.

3. Other information. List any special information known (driver's license number; vehicle, make & license number; aka names; hours available for service; alternate address; party owns guns or may have weapons; tattoos and scars, etc.): _____

Date: _____

Signature