

Service of Process

12001.1 SERVING ELECTRONIC MEDIA

- (a) If we are requested to serve electronic media (DVDs or CDs) along with court documents.
- (a) We will serve the electronic media only if it is an attachment to legal paperwork that we are required by law to serve.
- (b) Electronic media will not be served by themselves.

Reference

POST ORDER 10-03

12001.2 PRIORITIZING CIVIL AND CRIMINAL PROCESSES FOR FIELD SERVICE

Civil and criminal process to be served by field sections shall be given a service priority as indicated below. Process within a given priority category are listed alphabetically and are considered equal. Process listed in Priority #1 requires the field section to complete service or make diligent efforts on the first day it is received.

- (a) PRIORITY 1
 - 1. Criminal Subpoenas.
 - 2. Garnishments (Escrow, Banks, Notice to Quit).
 - 3. Order to Show Cause with a short date (3 days or less) (OSC).
 - 4. Sale Postings.
 - 5. Writs of Possession – Real Property (Posting and Enforcement).
 - 6. Grand Jury Summons.
 - 7. Restraining Orders.
- (b) PRIORITY 2
 - 1. Claim and Deliveries.
 - 2. Criminal Summons.
 - 3. Earnings Withholding Order (EWO).
 - 4. Order for Examination of Judgment Debtor.
 - 5. Summons Unlawful Detainer (SUD).
- (c) PRIORITY 3
 - 1. Civil Bench Warrants.
 - 2. Civil Subpoenas.

Orange County Sheriff-Coroner Department

Custody and Court Procedures Manual

Service of Process

3. Claim and Order.
4. Execution Levy – Car (ELC).
5. Execution Levy – Keeper (ELK).
6. Execution Levy – Till Tap (ELTT).
7. Summons and Complaint (S&C).
8. Traffic Bench Warrants.

Note

- (a) Due to unusual circumstances exceptions to the above will be made by the Civil Sergeant.
- (b) Additionally, any process which is extremely short dated should be considered as Priority #1 regardless of type.

Reference:

POST ORDER 07-01

California State Sheriffs' Association Civil Procedures Manual.

12001.3 PROCESS FROM PLAINTIFFS WITHOUT SIGNED INSTRUCTIONS FROM ATTORNEY OF RECORD

This policy is intended to clarify and standardizes divisional procedures for the acceptance (for service) of civil actions from plaintiffs, when an attorney of record is shown on the face of the process.

- (a) Writs and Other Civil Processes
 1. Court Operations will not accept writs and/or other civil process delivered to Court Operations by a plaintiff and accompanied by the plaintiff's signed instructions, when the court process indicates on its face that there is an attorney of record.
- (b) Attorney of Record
 1. If the plaintiff has an attorney of record, instructions signed by the attorney of record are required by CCP Sections 488.030 and 687.010 [\[1\]](#).
- (c) Changes to Written Instructions
 1. Once Court Operations has accepted and commenced action on a case only the party signing the instructions (or their authorized agent if the party is unavailable) may authorize any change in the written instructions.
 2. All changes to the original instructions must be in writing and properly signed.
 3. If agreed upon in advance, documents may be electronically transmitted from the appropriate parties.

References:

Orange County Sheriff-Coroner Department

Custody and Court Procedures Manual

Service of Process

California State Sheriff's Association Civil Procedures Manual

California Code of Civil Procedure (CCP) [\[2\]](#) POST ORDER 06-02