

Service of Process

12001.1 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 in a timely manner.

(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.
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).

Note: Due to unusual circumstances exceptions to the above may be approved by the Civil Sergeant.

Orange County Sheriff-Coroner Department

Custody and Court Operations Manual

Service of Process

12001.2 PROCESS FROM PLAINTIFFS WITHOUT SIGNED INSTRUCTIONS FROM ATTORNEY OF RECORD

This policy is intended to clarify and standardize 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.

(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. Documents may be electronically transmitted from the appropriate parties.