



Instructions To The Sheriff, County of Madera

Office Hours: Mon. – Fri. 8 am to 5 pm
Civil Division 2725 Falcon Drive Madera CA 93637
Telephone: (559) 675-7737

The Sheriff must have written and signed instructions by the attorney, or the party if he/she has no attorney in accordance with CCP 262; 687.010. The Sheriff is entitled to his fee whether or not the service has been effected.

Date/Time Process was received

Date: _____ **Court Case No.** _____

Plaintiff / Petitioner: _____

Defendant / Respondent: _____

By authority of the accompanying writ or civil process, you are hereby instructed to serve:

<input type="checkbox"/>	3 Day Notice	<input type="checkbox"/>	30 Day Notice	<input type="checkbox"/>	60 Day Notice
<input type="checkbox"/>	Bank Levy - Writ of Execution	<input type="checkbox"/>	Eviction - Writ of Possession	<input type="checkbox"/>	Order For Appearance & Exam
<input type="checkbox"/>	Order To Show Cause	<input type="checkbox"/>	Order To Show Cause / TRO	<input type="checkbox"/>	Small Claims - Plaintiff / Defendant
<input type="checkbox"/>	Summons & Complaint	<input type="checkbox"/>	S/Comp - Unlawful Detainer	<input type="checkbox"/>	S/Comp - UD & Prejudgment
<input type="checkbox"/>	Summons & Petition	<input type="checkbox"/>	Temporary Restraining Order	<input type="checkbox"/>	Other:

The Sheriff is hereby instructed to perform service upon:

1) **Name:** _____ **Address:** _____ **City/Zip:** _____

Alternate address: _____ Helpful Info: _____

2) **Name:** _____ **Address:** _____ **City/Zip:** _____

Alternate address: _____ Helpful Info: _____

Return of Service shall be directed to the Attorney or Party without Attorney:

Print Name: _____ **Address:** _____ **City/Zip:** _____

Telephone No.: _____ **Signature:** _____

**** PLEASE SEE REVERSE SIDE FOR FEE SCHEDULE ****

OFFICE USE ONLY:

Method of service fee payment:

Cash / Fee Amt \$ _____

Check / Fee Amt \$ _____ Check No. _____

Money Order / Fee Amt \$ _____ Money Order No. _____

**CIVIL PROCESS REQUIREMENTS
FOR MOST COMMON SERVICES**

Type of Services	Number of Copies Required (Per Person)	Service Fee (Per Person)
3, 30 or 60 Day Notice	Three (3) of Notice	\$40.00
Cancellation of Service		\$40.00
Citation	Two (2), Both Sides	\$40.00
Civil Subpoena	Two (2), Both Sides	\$40.00
Civil Subpoena - Law Enforcement	Two (2), Both Sides	\$40 plus \$275 witness fee for Deputy
Not Found - Return		\$40.00
Notary Fee		\$10.00
Order For Appearance and Examination	Two (2), Both Sides	\$40.00
Order To Show Cause	Two (2), Both Sides	\$40.00
Small Claims - Plaintiff or Defendant	Three (3), Both Sides	\$40.00
Summons and Complaint	Three (3), Each Document	\$40.00
Summons and Complaint-Unlawful Detainer	Three (3), Each Document	\$40.00
Summons and Complaint-Unlawful Detainer and Prejudgment Claim of Right to Possession	Three (3), Each Document	\$40.00
Summons and Petition	Two (2), Each Document	\$40.00

Eviction Process	Number of Copies Required (Per Person)	Service Fee (Per Person)
Cancellation of Eviction - Before Service of Notice to Vacate		\$40.00 (Refund of \$105.00)
Cancellation of Eviction - After Service of the Notice to Vacate		\$85.00 + \$40.00 = \$125.00 (Refund of \$20.00)
Notice to Vacate – Reposting after cancellation of eviction	Two (2) Copies of the Writ	\$40.00(Reposting Fee) + \$40.00 Cancellation Fee = \$80.00 Additional Deposit.
Writ of Possession - Real Property	Original Writ Plus Three (3) Copies	\$145.00

Writ of Execution - Money Judgment	Number of Copies Required	Service Fee
8 Hour Keeper Levy	Original Writ Plus Four (4) Copies	\$240.00
Bank Levy	Original Writ Plus Four (4) Copies	\$40.00
Earnings Withholding Order	Original Writ Plus Two (2) Copies	\$35.00
Third Party Levy	Original Writ Plus Four (4) Copies	\$40.00
Till Tap	Original Writ Plus Four (4) Copies	\$100.00

** Due to the complexity of Real and Personal Property Levies - the fees and deposits vary.

Please contact the Levying Officer for estimated costs of these services **