

**MONO COUNTY SHERIFF'S DEPARTMENT
CIVIL DIVISION
INSTRUCTIONS FOR PROCESS**

COURT: _____ DATE: _____

(plaintiff) VS _____
(defendant)

TO THE MONO COUNTY SHERIFF, PLEASE SERVE THE FOLLOWING DOCUMENT:

IF WRIT OF EXECUTION LEVY ON: _____

ON: _____

HOME ADDRESS: _____
(defendant)

MAILING ADDRESS: _____
(defendant)

WORK ADDRESS: _____
(defendant)

PHONE #: _____
(defendant)

PLAINTIFF: _____ PHONE #: _____

ADDRESS: _____

X _____ (SIGNATURE OF LITIGANT OR ATTORNEY)

****This form must be signed or the Civil Process will be returned for signature****

ADDITIONAL COMMENTS: _____

ENCLOSE SHERIFF'S FEE: See FEE SCHEDULE document (PER SERVICE, ON EACH DEFENDANT)
YOU MUST ENCLOSE A STAMPED SELF-ADDRESSED ENVELOPE:

NOTICE: ALL COMMUNICATION, REFUNDS, AND COLLECTIONS SHALL BE MADE TO THE NAME, AND ADDRESS LISTED BELOW:
