



Requirements for Service of Out of State Documents by the Sheriff of Stanislaus County

NORMAL HOURS FOR SERVICE ARE MONDAY – FRIDAY, 8:00 A.M. TO 4:00 P.M.

Jeff Dirkse, Sheriff-Coroner

We require a signed letter of instruction directed to the Stanislaus County Sheriff's Office with the following information:

Attorney of record or plaintiff (if no attorney of record) information.

Name, mailing address, contact phone number and an original signature. The signature must be by the attorney/plaintiff, not a paralegal or assistant.

Type of documents to be served.

- Please list each Document.

Please provide Court Information for services pertaining to a court case, i.e. Court Name, Court Address and Case ID.

Name of person or business to be served

- If a business is to be served, please list the name(s) of those who can be served on behalf of the business and their title.

Description of person to be served

Any officer safety information know about the person to be served

Exact address for service within Stanislaus County; we will allow up to 2 addresses.

- If serving at place of employment please list name of business.

If documents must be personally served, we require 2 copies of the documents. Please state the parameters for service, i.e. last day for service, mailing in addition to personal service, etc.

If your state allows substitute service, please provide the parameters for service, i.e. minimum age requirement, last day for substitute service, mailing in addition to substitute service, etc.

- We require 3 copies of all documents if substitute service allowed.

If your state requires a notarized proof/affidavit of service, please indicate such on your instructions.

Our system generates a proof of service, thus we will not accept blank out of state proofs of service.

Please note that there are some cities that are split between multiple counties.

- Please verify the address is in Stanislaus County prior to requesting service or contact our office for assistance.

FEES:

- The standard fee for service is \$40 per document to be served per person/entity served.
- If you require a notarized Proof of Service, there is a \$15 fee per proof.
- We do NOT accept out of state fee waivers.

SHOULD YOU HAVE A QUESTION CONTACT THE SHERIFF'S CIVIL OFFICE AT THE FOLLOWING:

801 11th St, Suite 2200

P.O. Box 3288

Modesto, CA. 95354

(209) 491-8762 FAX: (209) 491-8766