

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SAN BERNARDINO**

[www.sb-court.org](http://www.sb-court.org)

**CIVIL BENCH WARRANT INSTRUCTIONS**

A Civil Bench Warrant is an Order of the Court directing a Sheriff within the State of California to arrest a person and bring him or her to the Court.

If a Civil Bench Warrant has been authorized by the Court on your case and you want to proceed with the warrant, please do the following:

- ▶ Identifying information must be entered on the Bench Warrant. Please also include as much information in Section 3 of the instruction sheet as possible. For example, is there more than one address at which the person can be found? Is there a particular time of the day when the party can most likely be reached at a particular address? Do you know what kind of car the person drives? Does he or she have any unique characteristics? If the Sheriff (or other peace officer) is not given enough information, it may be impossible to serve the warrant.
- ▶ Complete the Bench Warrant and the Sheriff Instruction Sheet.
- ▶ Please submit the appropriate service fees, if applicable with the warrant (make your check payable to the "Sheriff"). Please check your warrant for the specific Code of Civil Procedure (CCP) section it was issued under. Per California Government Code the Sheriff's service fees are as follows:
  - \$120.00: Failure to Appear pursuant to court order (CCP 1993; CCP 708.170-which refers back to CCP 1993) Government Code 26744.5.
  - \$ 50.00: Failure to Appear pursuant to court order for examination (Code of Civil Procedure 491.160 or 708.170(a)(1)(A). Government Code 26744.
  - There is no charge for Support Establishment or Enforcement warrants authorized by the Department of Child Support Services (Government Code 6103.9).
- ▶ Hand deliver or mail the completed Bench Warrant, Sheriff Instruction Sheet, and any required fee to the clerk's office at the Court District where your case is filed. The clerk's office will present the completed warrant to a judge for signature, affix the court seal to the form, and will forward the completed Bench Warrant and fee to the Sheriff's Department.

**Should an agreement be reached between you and the party the warrant was issued against, or if the judgment is paid in full, or if the party files bankruptcy, you must immediately submit written notice to the Clerk's Office at the Court District where your case is filed and the Sheriff's Department attempting service so the warrant can be recalled. Failure to do so may result in a wrongful arrest and possible legal action against you.**

# SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT CIVIL DIVISION WARRANT INSTRUCTION SHEET

Case Number: \_\_\_\_\_

**If issued for San Bernardino County, check one of the following Court Districts:**

- Barstow District: 235 E Mt View Ave, Barstow, CA 92311
- Big Bear District: 477 Summit Blvd, Big Bear Lake, CA 92315 (Mailing address use Victorville District)
- Chino District: 13260 Central Ave, Chino, CA 91710
- Fontana District: 17780 Arrow Blvd, Fontana, CA 92335
- Joshua Tree District: 6527 White Feather Road, Joshua Tree, CA 92252
- Needles District: 1111 Bailey Ave, Needles, CA 92363
- Rancho Cucamonga District: 8303 Haven Ave, Rancho Cucamonga, CA 91730
- San Bernardino Civil Division: 303 West Third Street, S.B., CA 92415-0210
- San Bernardino Criminal, Family Law, Traffic & Probate Division: 351 N. Arrowhead Ave, S.B., CA 92415-0240
- San Bernardino Child Support Division: 655 West Second Street, Second Floor, San Bernardino, CA 92415-0248
- Victorville District: 14455 Civic Drive Ste 100, Victorville, CA 92392

**If the warrant is issued for an address outside of San Bernardino County, please list the complete address for Sheriff or Levying Officer:**

Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

1. Party requesting service of warrant:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime phone number ( ) \_\_\_\_\_

2. Please arrest party named on the warrant.

The address for arrest is (required for service):

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime phone number ( ) \_\_\_\_\_

**A valid address within California and availability of party to be served is required for service. Fees are not refundable.**

3. Other information. List any special information known (driver's license number; vehicle, make & license number; aka names; hours available for service; alternate address; party owns guns or may have weapons; tattoos and scars, etc.):

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature