

**EL DORADO COUNTY SHERIFF
CIVIL DIVISION**

**GENERAL LETTER OF INSTRUCTION FOR
SERVICE OF PROCESS**

PLAINTIFF

EDSO CIVIL FILE NO.

DEFENDANT

COURT CASE NO.

****PLEASE NOTE: YOU MUST PROVIDE US WITH AN ADDRESS FOR SERVICE.** It is against California Civil Code for us to research an address or access any crime report or arrest log.

This is my authorization for the Sheriff of El Dorado County to serve the following process:

This is my authorization for the Sheriff of El Dorado County to serve the attached documents on the following person or business listed below:

NAME: _____

HOME ADDRESS: _____

WORK ADDRESS: _____

HOME/WORK PHONE: _____

I authorize the Sheriff of El Dorado County to enforce the enclosed court process in the following manner:

REQUESTOR'S INFORMATION:

NAME: _____ **PHONE:** _____

ADDRESS: _____

SIGNATURE: _____ **DATE:** _____