



SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT  
**INSTRUCTIONS TO THE SHERIFF**  
 EVICTIONS



NORMAL HOURS FOR SERVICE ARE MONDAY – FRIDAY, 6:30 A.M. TO 3:30 P.M.

**Shannon D. Dicus, Sheriff**

		<b>VS</b>	
<b>Court Case Number</b>	<b>(Plaintiff/Petitioner)</b>		<b>(Defendant/Respondent)</b>
Does Writ specify "No Lockout Prior To:"?	Yes      No	Date:	_____
Was the property subject to a foreclosure?	Yes      No		
Was the property subject to a bankruptcy proceeding?	Yes      No	Bankruptcy Case #	_____
Was the Prejudgment Claim of Right to Possession served in compliance with CCP 415.46?	Yes      No		

**WHAT IS REQUIRED FOR SERVICE?**

- Original Writ of Possession for Real Property
- Initial Service Fee \$145.00 per unit (Separate units must be described in the writ.)

**TO THE SHERIFF OF SAN BERNARDINO COUNTY, PLEASE ENFORCE THE WRIT IN THE MANNER PRESCRIBED BY LAW.**

**1. Please provide a description of the property or a map if necessary.**

- a. Who are we evicting? \_\_\_\_\_
- b. What is the full address? \_\_\_\_\_
- c. Is there a Access/Gate Code or key card required to gain entry?      Yes, the code is: \_\_\_\_\_      No

**IF AN ACCESS/GATE CODE IS REQUIRED TO POST THE NOTICE TO VACATE AND IT IS NOT PROVIDED  
 -OR-  
 IF THE PROPERTY ADDRESS AND/OR UNIT IS NOT CLEARLY VISIBLE,  
 THE EVICTION WILL NOT TAKE PLACE AND ADDITIONAL FEES WILL APPLY.**

**2. Who will be meeting the Sheriff at the time of eviction/restoration?**

<b>Name</b>	<b>Phone Number</b>	<b>Fax Number</b>

**You (and your locksmith if required) should be at the property at least 30 minutes prior to the scheduled restoration time. The scheduled restoration time will be provided to the above listed individual either by fax or phone after posting of the Notice to Vacate. An updated threat assessment is required prior to restoration or the eviction will be canceled.**

1. Are the tenants, occupants or visitors involved with DRUGS or GANGS? No Yes \_\_\_\_\_
2. Do the tenants, occupants or visitors OWN or POSSESS WEAPONS? No Yes \_\_\_\_\_
3. Have the tenants, occupants or visitors been VIOLENT or made any THREATS towards you, law enforcement or anyone else regarding this eviction? No Yes \_\_\_\_\_
4. Do you know of any ILLEGAL ACTIVITY that may be taking place at this address? No Yes \_\_\_\_\_
5. Are there any SECURITY CAMERAS on the property? No Yes \_\_\_\_\_
6. Are there DANGEROUS ANIMALS on the property? No Yes \_\_\_\_\_  
Type of animal, how many, and sizes \_\_\_\_\_
7. Are there ELDERLY, BED RIDDEN, DISABLED tenants on the property? No Yes, Explain below: \_\_\_\_\_
8. Are there CHILDREN on the property? No Yes, How Many \_\_\_\_\_ Approximate age(s) \_\_\_\_\_
9. Do you know of any PRIOR POLICE CONTACT at this address? No Yes, see below: \_\_\_\_\_
10. Are you aware of any DANGEROUS CONDITIONS on or around the property? No Yes, describe below: \_\_\_\_\_

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

**(NO REFUNDS AFTER PROCESSING)**

Printed name of party requesting service  
Plaintiff representing him/herself of the Attorney of Record (CCP 262)

MAILING ADDRESS APT/SPACE CITY STATE ZIP CODE

Telephone number where you may be reached (between 8 a.m. & 4:30 p.m.) EMAIL ADDRESS

Signature of party requesting service DATE:  
Plaintiff or the Attorney of Record (CCP 262)

\*\*\*\*\* I authorize forced entry into the premises. I understand forced entry may cause property damage for which I will not hold the Sheriff's Department or any of its employees liable. \*\*\*\*\*

Plaintiff or Attorney signature: \_\_\_\_\_ Date: \_\_\_\_\_

- The Sheriff **WILL NOT** cancel any eviction without written and signed instructions from the plaintiff or the plaintiff's attorney.
- Faxed or emailed instructions are sufficient to cancel an eviction.
- We do not accept phone cancellations.
- The Sheriff is entitled to the fee for service whether or not the service is successful (Gov't Code 26738).

FOR OFFICE USE ONLY

Date \_\_\_\_\_ Time \_\_\_\_\_ Initials \_\_\_\_\_ Counter Mail Email Cash Check Waiver Other \_\_\_\_\_