



SHANNON D. DICUS, SHERIFF-CORONER

## Requirements for Service of Out-of-State Documents

- Service address must be in San Bernardino County
- Signed instruction form to the San Bernardino County Sheriff's Department
- Attorney of record or plaintiff (if no attorney of record) information
- Name, mailing address, contact phone number, email address, and the attorney or plaintiff's original signature. **We will not accept a paralegal or assistant's signature.**
- List each of the types of documents to be served
- Issuing court's name, address, and case number
- Name of the person or business to be served. If a business, list the name(s) of who can be served and their title(s).
- Physical description of the person to be served
- Officer safety information about the person to be served
- Exact address (up to two) for service. If we are serving a person's place of employment, including the business name.
- If the documents must be personally served, we require one copy of the documents, along with the parameters for service (i.e., last day for service, mailing, in addition to substitute service, etc.).
- If your state allows substitute service, we require one copy of all documents. Also, provide the parameters for service (i.e., minimum age requirement, last day for substitute service, mailing in addition to substitute service, etc.).
- If your state requires a notarized proof/affidavit of service, note it on the instructions.
- Our computer system generates a proof of service, so we will not accept blank proofs of service.
- We serve the documents you provide. **It is your responsibility to redact confidential information before submitting your documents to our office.**

### FEES:

- \$40/document/person or entity served
- \$15/notarized proof of service