

# KERN COUNTY SHERIFF'S OFFICE CIVIL SECTION

5251 Office Park Dr, Bldg 300, Bakersfield, California 93309

**Mailing/Payment Address: PO Box 70127, Bakersfield, California 93387**

## **REGISTERED PROCESS SERVER REQUIREMENTS**

(CCP 706.108/700.010/699.080/488.080/417.40)

Effective immediately, the Kern County Sheriff's Office Civil Section requires the following to open a file for a Registered Process Server:

- ✓ Original instructions signed by the attorney of record stating the type of levy to be performed, the description of what is being levied upon, the name of the judgment debtor, and the name and address where the levy will be performed. The instructions must also authorize the levy to be served by the Registered Process Server. We will not accept a separate authorization form but we require that the authorization be contained on the original instruction form or application for earnings withholding order.
- ✓ The WG-035 if the box is checked on the application for earnings withholding order.
- ✓ The proper fee according to the current year fee schedule.
- ✓ An original writ of execution or an original electronically issued writ with a writ declaration in accordance with CCP 687.010.
- ✓ A copy of the writ and instructions to return to you with the levying officer file number. **DO NOT SUBMIT THE ENTIRE LEVY PACKET.**
- ✓ If you do not have a box for pickup, you must state the method by which we are supposed to provide the levying officer file number, preferably provide a fax number for tracking purposes.

**IT IS YOUR RESPONSIBILITY TO ENSURE THAT OUR PROPER MAILING ADDRESS AND THE LEVYING OFFICER FILE NUMBER IS ON ALL DOCUMENTS SERVED TO PREVENT LOST CORRESPONDENCE AND TO PROPERLY IDENTIFY ALL CASES.**

WITHIN FIVE (5) COURT DAYS AFTER SERVICE, we must receive the original and one copy of the proof of service and proof of mailing (when required). The proof of service must include the following:

- ✓ The levying officer file number.
- ✓ The name of all documents served (as required).
- ✓ The person served and their title.
- ✓ The date and time of service.
- ✓ The county of registration and registration number of the process server.

If the Registered Process Server does not comply with the above, the levy is ineffective and the levying officer will issue a release.