

**MENDOCINO COUNTY SHERIFF'S CIVIL DEPARTMENT**

951 LOW GAP ROAD, UKIAH CA 95482 707-463-4411

**TRO/ RESTRAINING ORDER SERVICE INSTRUCTIONS**

WE NEED TWO COMPLETE COPIES OF EVERYTHING YOU WANT SERVED

**If you do not have an address we cannot serve your papers!**

To the Sheriff of Mendocino County, you are instructed to serve the attached papers as indicated below:

Type of papers for service:

\*  Domestic Violence  Civil Harassment  Elder Abuse  Workplace Violence

\* Date of Hearing \_\_\_\_\_ Is the an order shortening time  Yes  No

\* A complete first and last name must be provided, spelling must be exact. We cannot look up or verify names.

**\*Physical Description:** Fill out info below

Male  Female Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_ Race \_\_\_\_\_ Facial Hair \_\_\_\_\_

Tattoo(s) \_\_\_\_\_

**\*Vehicle Description** \_\_\_\_\_ **License Plate** \_\_\_\_\_

**\*\*Address for service: A complete address MUST be provided. Spelling must be exact. We cannot verify addresses or locate individuals. If you do not submit address, we can not serve paperwork.\*\***

**\*Home or Service Address:** \_\_\_\_\_

**\*Business Name, Address & Schedule:** \_\_\_\_\_

**\*Threat of Firearms:** Check all boxes below that apply to the person being served:

The person owns firearms (Check type and enter Number of each owned)  
 Handguns \_\_\_\_\_  Long Guns (rifles and shotguns) \_\_\_\_\_  Other \_\_\_\_\_

This person has firearms in their home.  
Location of where firearms are stored: \_\_\_\_\_

**\*Protected Party Information: All information below\*\*\* REQUIRED\*\***

Protected Party Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\*\*\*Signed \_\_\_\_\_ Date \_\_\_\_\_

Instructions must be signed by the protected party listed on order, or protected persons attorney of record.

(CCP 262)

\*\*\*We do not guarantee service or serve on demand\*\*\*

**IF THERE IS ANY OTHER INFORMATION WE SHOULD HAVE TO PROTECT OUR DEPUTIES OR MAKE SERVICE EASIER PLEASE CHECK OVER AND WRITE INFORMATION ON THE BACK**

OVER