FORMS INCLUDED IN THIS PACKET:

|  | FORM NUMBER | FORM NAME / DESCRIPTION |
| :--- | :---: | :--- |
| 1$)$ | EA-115-INFO | How to Ask for a New Hearing Date |
| 2$)$ | EA-115 | Request to Continue Court Hearing |
| 3) | EA-116 | Order on Request to Continue Court Hearing |
| 4$)$ | EA-200-INFO | What is "Proof of Personal Service"? |
| 5) | EA-200 | Proof of Personal Service |
| 6$)$ | SER-001 | Request for Sheriff to Serve Court Papers |

You can get additional forms from the Superior Court Clerk's Office in either the Ukiah courthouse or the Fort Bragg Justice Center, the Self-Help Center in the Ukiah courthouse, on the court's website at www.mendocino.courts.ca.gov, or from the Judicial Council's website at www.courts.ca.gov.

## Filing Fee: There is not a filing fee.

INSTRUCTIONS: Print or type all paperwork neatly (legibly) in black or blue ink.

- Fill out one (1) original of each form that applies to your case.
- DO NOT STAPLE the forms, instead paperclip the individual forms (with any attachments clipped the related form) and turn the forms into the Clerk's Office. The clerk will process the forms, scan them, and return them to you.
***If your request for a continuance is granted, pick up three (3) certified copies of your paperwork from the Clerk's Office for service. ***

For Service by Sheriff's Department, contact the Mendocino County Sheriff's Department at:
Ukiah:
589A Low Gap Road, Ukiah, CA 95482
(707) 463-4411 Monday-Friday, 8am-5pm
(707) 964-6308 Monday-Thursday, 8am-5pm

