

**LAKE COUNTY SHERIFF  
INFORMATION/INSTRUCTIONS**

**CIVIL BENCH WARRANTS**

FTA Order of Examination – CCP 491.160(a)(1)(A) & 708.107(a)(1)(A)  
FTA Order/Subpoena, etc. – CCP 1993, 491.160(a)(1)(B) & 708.107(a)(1)(B)

COURT # \_\_\_\_\_,

Re: \_\_\_\_\_, Defendant

YOU ARE REQUESTED TO COMPLETE AND SIGN THIS FORM AND RETURN IT WITH CORRECT FEES IMMEDIATELY TO THE COURT CLERK'S OFFICE OR SHERIFF'S CIVIL OFFICE AS DIRECTED. THE CIVIL WARRANT WILL BE SENT BY THE COURT TO THE SHERIFF WHO WILL ACTIVATE THE WARRANT ONLY AFTER RECEIPT OF THE WARRANT, THIS FORM AND ALL NECESSARY FEES.

**DEFENDANT(S) INFORMATION**

NAME: \_\_\_\_\_ AKA: \_\_\_\_\_

RESIDENT ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

RACE: \_\_\_\_\_ SEX: \_\_\_\_\_ DATE OF BIRTH/AGE: \_\_\_\_\_ HT: \_\_\_\_\_

WT: \_\_\_\_\_ HAIR: \_\_\_\_\_ EYES: \_\_\_\_\_ DL# \_\_\_\_\_ SSN# \_\_\_\_\_

\*Any Officer Safety Information we should be aware of? \_\_\_\_\_  
\_\_\_\_\_

**SHOULD A FINANCIAL AGREEMENT BE REACHED BETWEEN YOURSELF AND THE DEFENDANT YOU ARE TO CONTACT THE SHERIFF'S CIVIL OFFICE IMMEDIATELY SO THAT THE BENCH WARRANT CAN BE STOPPED. FAILURE TO DO SO MAY RESULT IN A FALSE ARREST AND POSSIBLE LEGAL ACTION AGAINST YOU.**

**PLAINTIFF'S AUTHORIZATION**

YOUR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

The defendant may be notified of the Warrant by mail at the address provided with instructions on positing bail, or cited to appear. The defendant will be given a new court date; you will be notified in time to allow for you or your representative to appear at the hearing.

SHOULD YOU HAVE A QUESTION CONTACT THE SHERIFF'S CIVIL OFFICE AT THE FOLLOWING:

1220 Martin St.  
P.O. Box 489  
Lakeport, CA. 95453  
(707) 262-4085 FAX: (707) 262-4080

SERVICE FEE: CCP 491.160(a)(1)(A) & 708.107(a)(1)(A) - \$50.00 (Govt. Code 26744)  
SERVICE FEE: CCP 1993, 491.160(a)(1)(B) & 708.107(a)(1)(B) - \$140.00 (Govt. Code 26744.5)  
MAKE ALL CHECKS PAYABLE TO THE LAKE COUNTY SHERIFF.