



Requirements for Service of Out of State Documents by the Sheriff of Solano County

NORMAL HOURS FOR SERVICE ARE MONDAY – FRIDAY, 6:00 A.M. TO 2:00 P.M.

Thomas Ferrara, Sheriff-Coroner

We require a signed letter of instruction directed to the Solano County Sheriff's Office with the following information:

- Attorney of record or plaintiff (if no attorney of record) information.
- Name, mailing address, contact phone number and an original signature. The signature must be by the attorney/plaintiff, not a paralegal or assistant. (CCP 262)
- Type of documents to be served.
 - Please list each Document as you need written on the proof of service
- Please provide Court Information for services pertaining to a court case, i.e. Court Name, Court Address and Case ID.
- Name of person or business to be served
 - If a business is to be served, please list the name(s) of those who can be served on behalf of the business and their title.
- Description of person to be served
- Any officer safety information know about the person to be served
- Exact address for service within Solano County; we will allow up to 2 addresses.
 - If serving at place of employment please list name of business.
- If documents must be personally served, we require 1 copy of the documents. Please state the parameters for service, i.e. last day for service, mailing in addition to personal service, etc.
- If your state allows substitute service, please provide the parameters for service, i.e. minimum age requirement, last day for substitute service, mailing in addition to substitute service, etc.
 - We require 2 copies of all documents if substitute service allowed.
- If your state requires a notarized proof/affidavit of service, please indicate such on your instructions.
- Our system generates a proof of service, thus we will not accept blank out of state proofs of service.
- Please verify the address is in Solano County prior to requesting service or contact our office for assistance.

FEES:

- The standard fee for service is \$40 per document to be served per person/entity served.
- If you require a notarized Proof of Service, there is a \$15 fee per proof.
- We do NOT accept out of state fee waivers.

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

530 Union Ave, Ste 100
Fairfield, CA 94533
(707) 784-7020 FAX: (707) 784-1436
Email SHFCivil@solanocounty.com