

Instructions to submit Temporary Restraining Order service requests *(California issued only)*

The Sheriff's Office will accept California issued Temporary Restraining Orders (TRO) by three forms of submission: email, facsimile, or in-person delivery at the Sheriff's Main Administration Office. Please see below for instructions based on the form of submission. Please note requirements may vary depending on the chosen form of submission.

The Sheriff's Office must receive the below items before the levying officer may perform services. Instructions to Sheriff must be signed by an original (wet ink), electronic signature or typed name.

1. Signed Sheriff Form SH CIV-206 – Restraining Order Service Instructions. Visit the Civil Forms section on website.
2. One (1) complete copy of the papers to be served.
3. Payment if required, see below:
 - **Granted Orders** – In most cases, no payment due on granted orders, however, for Civil Harassment cases, refer to Form 110 to confirm if fee is waived.
 - **Denied Orders** - Check made payable to the *Sonoma County Sheriff* in the amount of \$40. For emailed or faxed requests, immediately mail payment to:

Civil Bureau
2796 Ventura Avenue
Santa Rosa, CA 95403

Include case number on check

TRO's will not be processed until required payment is received.

Following Code of Civil Procedure sections 262 and 263, the Sheriff will accept one of the following methods in which to submit your service request. Please select only one method and provide the information as outlined below:

1) In-person delivery – preferred method:

Visit the Sheriff's Office Civil Bureau at 2796 Ventura Avenue, Santa Rosa. Civil desk is open Monday through Friday, 8:00am to 5:00pm.

Submit:

- One (1) complete copy of all papers to be served.
 - Signed Sheriff's Instruction Form SH CIV-206 – Restraining Order Service Instructions.
 - Payment if required, see below:
 - **Granted Orders** – In most cases, no payment is due. Civil staff will confirm.
 - **Denied Orders** - Check payable to the *Sonoma County Sheriff* in the amount of \$40.
2. Retain a copy for your records.

2) **Email:**

Email items 1 & 2 from above as separate attachments to: Sheriff-Civil@sonoma-county.org. In the email subject line, include "TRO" and case number. When required, immediately mail item 3 (payment). TRO's will not be processed until required payment is received.

For a successful submittal, please follow the below requirements:

- Instructions to Sheriff must be a separate document/attachment.
- Single-sided pages only. Double-sided pages will not be accepted.
- Confirm all pages are attached in numbered page order (1,2,3...).
- Ensure all forms listed on Form 109, page 2 are included.

**Requests will be returned when the above requirements are not met. At any time, Civil staff members may determine your request must be submitted in-person.*

Code of Civil Procedure section 263.4:

- (b) An electronic record transmitted to a levying officer shall be accompanied by all of the following information:
1. The name of the sender.
 2. The electronic address of the sender.
 3. The name of the levying officer.
 4. The electronic address or fax number of the levying officer.
- (c) The person transmitting the electronic record shall do both of the following:
1. Retain the paper version of the record or document.
 2. Deliver the paper version of the record or document to the levying officer within five days after a request to do so has been mailed to the sender by the levying officer.

3) **Facsimile:**

Fax items 1 & 2 from above to: (707) 526-0403 with subject as "TRO" and case number. When required, immediately mail item 3 (payment). TRO's will not be processed until required payment is received.

For a successful submittal, please follow the below requirements:

- Single-sided pages only. Double-sided pages will not be accepted.
- Confirm all pages are attached in numbered page order (1,2,3...).
- Ensure all forms listed on Form 109, page 2 are included.

Code of Civil Procedure section 263.3:

- (b) A facsimile cover sheet shall accompany the faxed record or document and include all of the following information:
1. The name of the sender.
 2. The fax number of the sender.
 3. The name of the levying officer.

4. The fax number of the levying officer.
 5. The description of the record or document, including its name, if any, and the number of pages.
 6. A statement directing the recipient of the faxed document or record to fax to the sender a confirmation, if true, that the fax was properly received.
- (c) A person authorized to fax a record or document to the levying officer shall do all of the following:
1. Retain the paper version of the record or document.
 2. Print or otherwise retain a transmission record of the fax transmission.
 3. Deliver the paper version of the record, document, or transmission record to the levying officer within five days after a request to do so has been mailed to the sender by the levying officer.

Requests will be returned when the above requirements are not met. At any time, Civil staff members may determine your request must be submitted in-person.