

## **5-07/340.00 - Department Service and Enforcement of Civil and Criminal Process**

Citizens making inquiries relative to the function of serving and enforcing process should be informed that this Department provides these professional services. Since each civil process must be inspected for proper instructions and fees, Deputy personnel at a Station or other facility should direct all litigants making inquiries concerning the service and enforcement of civil and criminal process to contact the appropriate branch office of this Department's Court Services Division serving their particular district (see section 7-03/040.00).

Should the litigant insist that the Station/facility accept the process and fees, concerned Deputy personnel shall proceed as follows:

- During normal working hours, immediately notify Court Services Division, Headquarters Unit, at (626) 300-3100. Between 1700 and 0800 hours weekdays, weekends and holidays, contact the Duty Commander through the Sheriff's Headquarters Bureau at (323) 526-5541; and
  - If any questions arise as to proper procedures, Deputy personnel should contact the closest Court Services Bureau branch office between 0800 and 1700 hours weekdays.
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