

Court Services Division Manual

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- • • • **6-07/670.00 Owner of Multi-Unit Dwelling**
- • • • **6-07/680.00 Fictitious Name (Doe)**
- • • • **6-07/690.00 Defendant Incorrectly Named**
- • • • **6-07/700.00 Manner of Service of Summons**
- • • • **6-07/710.00 Personal Delivery**
- • • • **6-07/720.00 Substitute Service**
 - • • • • **6-07/720.10 Natural Person Defendant**
 - • • • • **6-07/720.20 Artificial Person Defendant (Corporation, Partnership, Etc.)**
 - • • • • **6-07/720.30 Commercial Mail Receiving Agency (CMRA)**
 - • • • • **6-07/720.40 Unknown Business Entity**
 - • • • • **6-07/720.50 Gated Community**
- • • • **6-07/800.00 Service on Federal Lands**
- • • • **6-07/810.00 Out-of-State Summons**
 - • • • • **6-07/810.10 Instructions**
 - • • • • **6-07/810.20 Affidavit of Service**
- • • • **6-07/820.00 Military Affidavit**
- • • • **6-07/830.00 Affidavit of Jurisdiction**
- • • • **6-07/840.00 Statement of Damages**
- • • • **6-07/850.00 Certificate of Service of Summons**

- • • • 6-07/860.00 Return of Lost Summons
- • • • 6-07/870.00 Return as Evidence
- • • • 6-07/900.00 Criminal Summons
- • • 6-08/000.00 Job Discrimination
- • • • 6-08/100.00 JOB DISCRIMINATION
- • • • • 6-08/100.10 Verified Complaint
- • • • 6-08/200.00 Subpoenas
- • • • • 6-08/200.10 Time to Serve
- • • • • 6-08/200.20 Subpoena Duces Tecum
- • • • • 6-08/200.30 Subpoena re Deposition
- • • • • 6-08/200.40 Attendance
- • • • 6-08/300.00 Request for Production of Documents
- • • • • 6-08/300.10 Manner of Service
- • • • • 6-08/300.20 Contents
- • • • • 6-08/300.30 Production of Documents
- • • • 6-08/400.00 Order to Show Cause
- • • • 6-08/500.00 Court Order
- • • • 6-08/600.00 Preliminary Injunction
- • • • 6-08/700.00 Civil Penalty
- • • 6-09/000.00 Housing Discrimination
- • • • 6-09/100.00 Housing Discrimination
- • • • • 6-09/100.10 Complaint
- • • • • 6-09/100.20 Preliminary Injunction
- • • 6-10/000.00 Civil Subpoenas
- • • • 6-10/100.00 Civil Subpoenas

- • • • • **6-10/100.10 Who May Issue Subpoenas**
- • • • • **6-10/100.20 Arbitration Subpoena**
- • • • • **6-10/100.30 Notice to Appear in Lieu of Subpoena**
- • • • • **6-10/100.40 Witness Fees and Mileage**
- • • • • **6-10/100.41 Designated Public Employee Witness**
- • • • • **6-10/100.42 Other Witness**
- • • • • **6-10/200.00 Confidential Records**
- • • • • **6-10/200.10 Consumer Records**
- • • • • **6-10/200.20 Consumer Notification**
- • • • • **6-10/200.30 Service on Witness**
- • • • • **6-10/200.40 Quash Subpoena**
- • • • • **6-10/200.50 Telephone Records**
- • • • • **6-10/200.60 Peace Officer Personnel Files**
- • • • • **6-10/200.70 Public Employee Personnel Records**
- • • • • **6-10/300.00 Time for Service**
- • • • • **6-10/310.00 Manner of Service**
- • • • • **6-10/310.10 Designated Public Employee Witness**
- • • • • **6-10/310.20 CHP Witness**
- • • • • **6-10/310.30 Other Witness**
- • • • • **6-10/310.40 Department of Motor Vehicles (DMV) Records**
- • • • • **6-10/320.00 Certificate of Service**
- • • • • **6-10/400.00 On-Call Witness**
- • • • • **6-10/500.00 Disobedience to Subpoena**
- • • • • **6-10/500.10 Contempt**
- • • • • **6-10/500.20 Forfeit Damages**

- • • • • **6-10/500.30 Warrant for Witness**
- • • • **6-10/600.00 Civil Subpoena Duces Tecum**
- • • • **6-10/610.00 Manner of Production Ordered**
- • • • **6-10/620.00 Affidavit in Support of Subpoena**
- • • • **6-10/630.00 Notice of Privacy Rights**
- • • • **6-10/640.00 Witness Fees**
- • • • **6-10/650.00 Service**
 - • • • • **6-10/650.10 Designated Public Employee Witness**
 - • • • • **6-10/650.20 CHP Witness**
 - • • • • **6-10/650.30 Other Witness**
 - • • • • **6-10/650.40 Department of Motor Vehicles (DMV) Records**
- • • • **6-10/660.00 Attendance**
- • • • **6-10/670.00 Disobedience to Subpoena**
- • • • **6-10/700.00 Deposition Subpoena For Production of Business Records**
- • • • **6-10/710.00 Manner of Production Ordered**
- • • • **6-10/720.00 Affidavit in Support of Subpoena**
- • • • **6-10/730.00 Issuance**
- • • • **6-10/740.00 Service on Consumer or Employee**
- • • • **6-10/750.00 Service on Parties**
- • • • **6-10/760.00 Service on Witness**
- • • • **6-10/770.00 Deposition Officer (photocopier)**
- • • • **6-10/780.00 Witness Fees**
 - • • • • **6-10/780.10 Attendance by Custodian Not Required**
 - • • • • **6-10/780.20 Attendance by Custodian Is Required**
- • • • **6-10/800.00 Attendance**

- • • • **6-10/810.00 Disobedience to Subpoena**
- • • • **6-10/900.00 Deposition Subpoena for Personal Appearance for Production of Documents and Things**
- • • • **6-10/910.00 Manner of Production Ordered**
- • • • **6-10/920.00 Affidavit in Support of Subpoena**
- • • • **6-10/930.00 Notice of Privacy Rights**
- • • • **6-10/940.00 Witness Fees**
- • • • **6-10/950.00 Service**
- • • • **6-10/960.00 Attendance**
- • • • **6-10/970.00 Disobedience to Subpoena**
- • • • **6-10/980.00 Civil Subpoena For Personal Appearance at Trial or Hearing**
- • • • • **6-10/980.10 Witness Fees**
- • • • • **6-10/980.20 Service**
- • • • • **6-10/980.21 Designated Public Employee**
- • • • • **6-10/980.22 CHP Witness**
- • • • • **6-10/980.23 Other Witness**
- • • • **6-10/990.00 Attendance**
- • • • • **6-10/990.10 On-Call Witness**
- • • • • **6-10/990.20 Disobedience to Subpoena**
- • • • **6-11/000.00 Criminal Subpoena**
- • • • **6-11/100.00 Criminal Subpoena**
- • • • **6-11/110.00 Subpoena Duces Tecum (Criminal or Juvenile)**
- • • • **6-11/120.00 Subpoena (Criminal or Juvenile)**
- • • • • **6-11/120.10 Service**
- • • • • **6-11/120.20 Minors**

- • • • • **6-11/120.30 Peace Officers**
- • • • • **6-11/120.40 Other Witness**
- • • • • **6-11/200.00 Mailed Subpoena**
- • • • • **6-11/300.00 Teletype Subpoena**
- • • • • **6-11/400.00 Witness Fees**
- • • • • **6-11/500.00 Attendance**
- • • • • **6-11/600.00 On-Call Witness**
- • • • • **6-11/700.00 Disobedience to Subpoena**
- • • • • **6-11/800.00 Concealed Witness**
- • • • • **6-11/900 Certificate of Service**
- • • • • **6-12/000.00 Electronic Transactions for Levying Officers**
- • • • • **6-12/100.00 Electronic Transactions for Levying Officers**
- • • • • **6-12/200.00 Definitions**
- • • • • **6-12/210.00 Levying Officer Instructions**
- • • • • **6-12/220.00 Display of Process**
- • • • • **6-12/230.00 Electronic Record or Document**
- • • • • **6-12/240.00 Facsimile Record or Document**
- • • • • **6-12/300.00 Writ Return**
- • • • • **6-12/400.00 Memorandum of Garnishee**
- • • • • **6-12/500.00 Redaction**
- • • • • **6-12/600.00 Technical Problems**
- • • • • **6-12/700.00 Electronic Recording with Recorderâ€™s Office**
- • • • • **6-12/800.00 Electronic Court Records**
- • • • • **6-12/900.00 Electronic Service of Documents**
- • • • • **6-13/000.00 Miscellaneous Remedies Of Plaintiffs**

- • • • 6-13/000.00 Miscellaneous Remedies of Plaintiffs
- • • • 6-13/100.00 Order for Examination of Debtor of Defendant
 - • • • • 6-13/100.10 Court Seal Not Required
 - • • • • 6-13/100.20 Service
 - • • • • 6-13/100.30 Distance of Travel
 - • • • • 6-13/100.40 Failure to Appear
 - • • • • 6-13/100.50 Protective Order
 - • • • • 6-13/100.60 Order Directing Transfer
 - • • • • 6-13/100.70 Lien
 - • • • • 6-13/100.80 Return of Service
- • • • 6-13/200.00 Creditorâ€™s Suit
- • • • 6-13/300.00 Pending Action
- • • 6-14/000 Miscellaneous Remedies For Judgment Creditors
 - • • • 6-14/000.00 Miscellaneous Remedies For Judgment Creditors
 - • • • 6-14/100.00 Order For Examination of Judgment Debtor
 - • • • • 6-14/100.10 Court Seal Not Required
 - • • • • 6-14/110.20 Service
 - • • • • 6-14/110.30 Affidavit of Identity
 - • • • • 6-14/110.40 Travel Distance
 - • • • • 6-14/110.50 Appearance by Artificial Person
 - • • • • 6-14/110.60 Failure to Appear
 - • • • • 6-14/120.00 Order For Examination of Debtor of Judgment Debtor
 - • • • • 6-14/120.10 Service on Debtor of Judgment Debtor
 - • • • • 6-14/120.20 Service on Judgment Debtor
 - • • • • 6-14/120.30 Certificate of Service

- • • • • 6-14/120.40 Lien
- • • • • 6-14/200.00 Creditor's Suit
- • • • • 6-14/200.10 Grounds for Suit
- • • • • 6-14/200.20 Restraining Order
- • • • • 6-14/200.30 Lien
- • • • • 6-14/300.00 Receiver
- • • • • 6-14/300.10 Grounds for Receiver
- • • • • 6-14/300.20 Alcoholic Beverage License
- • • • • 6-14/310.00 Written Interrogatories
- • • • • 6-14/320.00 Inspection of Documents
- • • • • 6-14/330.00 Charging Order
- • • • • 6-14/340.00 Pending Action
- • • • • 6-14/400.00 Assignment Order
- • • • • 6-14/500.00 Money Owed by Public Entity
- • • • • 6-14/500.10 Filing Abstract or Certified Judgment with Public Entity
- • • • • 6-14/500.20 Filing Abstract or Certified Judgment with State Agency
- • • • • 6-14/500.30 Payment of Debt by Public Entity Other Than State Agency
- • • • • 6-14/500.40 Lottery Prize
- • • • • 6-14/500.50 Debtor is Public Works Contractor
- • • • • 6-14/500.60 Franchise Issued by Public Entity
- • • • • 6-14/600.00 Trust
- • • • • 6-14/700.00 Nonvested Property
- • • • • 6-14/800.00 Guardianship or Conservatorship Property
- • • • • 6-16/000.00 Writ of Habeas Corpus
- • • • • 6-16/100.00 Writ of Habeas Corpus

- • • • 6-16/200.00 Fee
- • • • 6-16/300.00 Issuance of Writ of Habeas Corpus
- • • • 6-16/400.00 Contents of Writ
- • • • 6-16/500.00 Service of Writ of Habeas Corpus
- • • • • 6-16/500.10 Service Requested
- • • • • 6-16/500.20 Service On Sheriff's Department
- • • • 6-16/600.00 Disobedience to Writ
- • • • 6-16/700.00 Warrant in Lieu of Writ of Habeas Corpus
- • • 6-17/000.00 Innkeeper's Lien
- • • • 6-17/100.00 Innkeeper's Lien
- • • • 6-17/110.00 Issuance of Writ of Possession
- • • • 6-17/120.00 Summons and Complaint
- • • • 6-17/130.00 Temporary Restraining Order
- • • • 6-17/140.00 Contents of Writ of Possession
- • • • 6-17/200.00 Seizure of Property
- • • • • 6-17/210.00 Method of Seizure
- • • • • 6-17/220.00 Service of Writ of Possession
- • • • • 6-17/230.00 After Hearing Writ of Possession
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- • • • • 6-17/250.00 Writ Return
- • • • 6-17/300.00 Objection to Undertaking
- • • • 6-17/400.00 Motion To Quash Ex Parte Writ
- • • • 6-17/500.00 Third Party Claim
- • • • 6-17/600.00 Disposition of Property
- • • • • 6-17/610.00 Delivery to the Plaintiff

- • • • • **6-17/620.00 Redelivery to the Defendant**
- • • • • **6-17/700.00 Perishable Property Sale**
- • • • • **6-17/800.00 Sale of Seized Items After Judgment**
- • • • • **6-18/000.00 Attachment of A Vessel**
- • • • • **6-18/100.00 Attachment of A Vessel**
- • • • • **6-18/100.00 Issuance of Writ of Attachment**
- • • • • **6-18/200.00 Seizure**
- • • • • **6-18/300.00 Undertaking for Release**
- • • • • **6-18/400.00 Claim for Wages**
- • • • • **6-18/500.00 Sale After Judgment**
- • • • • **6-19/000.00 Writ of Attachment**
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- • • • • **6-19/110.00 Jurisdiction of Court**
- • • • • **6-19/120.00 Definitions**
 - • • • • • **6-19/120.01 Interchangeable Terms**
 - • • • • • **6-19/120.02 Account Debtor**
 - • • • • • **6-19/120.03 Account Receivable**
 - • • • • • **6-19/120.04 Chattel Paper**
 - • • • • • **6-19/120.05 Complaint**
 - • • • • • **6-19/120.06 Defendant**
 - • • • • • **6-19/120.07 Deposit Account**
 - • • • • • **6-19/120.08 Document of Title**
 - • • • • • **6-19/120.09 Equipment**
 - • • • • • **6-19/120.10 Farm Products**
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- • • • • **6-19/120.12 General Intangible**
- • • • • **6-19/120.13 Instrument**
- • • • • **6-19/120.14 Inventory**
- • • • • **6-19/120.15 Levying Officer**
- • • • • **6-19/120.16 Person**
- • • • • **6-19/120.17 Personal Property**
- • • • • **6-19/120.18 Plaintiff**
- • • • • **6-19/120.19 Probable validity**
- • • • • **6-19/120.20 Property**
- • • • • **6-19/120.21 Public Entity**
- • • • • **6-19/120.22 Real Property**
- • • • • **6-19/120.23 Secured party**
- • • • • **6-19/120.24 Security**
- • • • • **6-19/120.25 Security Agreement**
- • • • • **6-19/120.26 Security Interest**
- • • • • **6-19/130.00 Additional Writs of Attachment**
- • • • • **6-19/140.00 Actions in Which Attachment Authorized**
- • • • • **6-19/150.00 Undertaking**
- • • • • **6-19/160.00 Noticed Hearing Procedure**
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- • • • • **6-19/160.30 Affidavit in Support of Application**
- • • • • **6-19/160.40 Notice of Application and Hearing**
- • • • • **6-19/160.50 Opposition to Issuance of Writ**
- • • • • **6-19/160.60 Claim of Exemption**

- • • • • **6-19/160.70 Right to Attach Order**
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- • • • • **6-19/170.10 Grounds for Ex Parte Hearing**
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- • • • • **6-19/180.30 Temporary Protective Order**
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- • • • • **6-19/180.50 Effect of Temporary Protective Order**
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- • • • • **6-19/188.10 Service on Other than Defendant**
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 - • • • • 6-19/210.40 Liability of Levying Officer
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 - • • • • 6-19/220.44 Lien with Secretary of State
 - • • • • 6-19/220.50 Negotiable Document of Title
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- • • • • **6-19/220.80 United States Savings Bond**
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- • • • • **6-19/250.00 Tangible Property in Possession of Third Party**
- • • • • **6-19/300 Lien Levies in General**
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- • • • • **6-19/310.11 Equipment Other Than Vehicle or Vessel**

- • • • • **6-19/310.12 Equipment That Is a Vehicle or Vessel**
- • • • • **6-19/310.20 Inventory and Farm Products**
- • • • • **6-19/400.00 Recording Levies in General**
- • • • • **6-19/410.00 Recording Levies on Specific Types of Property**
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- • • • • **6-19/410.30 Notification to Record Owner**
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- • • • • **6-19/420.00 Growing crops**
- • • • • **6-19/500.00 Property in the Custody of Levying Officer**
- • • • • **6-19/510.00 Service of Attachment Process on Defendant**
- • • • • **6-19/520.00 Levy Lien**
- • • • • **6-19/530.00 Perishable Property Sale**
- • • • • **6-19/540.00 Defendant's Payover Authorization**
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- • • • • **6-19/910.00 Writ Return to Court**
- • • • • **6-20/000.00 Writ of Execution (Money Judgment)**
- • • • • **6-20/100.00 Writ of Execution**
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- • • • • **6-20/100.20 Judgment for Support**
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- • • • 6-20/110.00 Fee Deposit
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- • • • • 6-20/210.10 Community Property
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- • • • • **6-20/210.30 Real Property Lease**
- • • • • **6-20/300.00 Pending Action or Proceeding**
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- • • • • **6-20/420.00 Proof of Service**
- • • • • **6-20/500.00 Methods of Levy**
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- • • • • **6-20/510.10 Possession of Third Party**
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- • • **7-03/060.40 Transportation from Juvenile Facilities to Court**
- • • **7-03/060.50 Juvenile Warrants**
- • • **7-03/070.00 Medical Procedures**
- • • **7-03/070.05 Sick/Injured Inmate**
- • • **7-03/070.10 Reporting Procedures**
- • • **7-03/070.20 Overnight Hospital Detention**
- • • **7-03/070.25 Inmates with Crutches**
- • • **7-03/070.30 Medical Transfer between Facilities**
- • • **7-03/080.00 Inmate Security**

- • • **7-03/080.05 Counting, Loading and Unloading Inmates**
- • • **7-03/080.07 Accountability of Inmates in the Superbus**
- • • **7-03/080.08 Loading and Unloading Inmates in the Superbus**
- • • **7-03/080.10 Handcuffing and Chaining**
- • • **7-03/080.13 Female Lockup**
- • • **7-03/080.15 Transportation of Inmates Requiring Segregation**
- • • **7-03/080.17 Informant Transportation**
- • • **7-03/080.20 En Route Procedures**
- • • **7-03/080.23 En Route Procedures for the Superbus**
- • • **7-03/080.25 Conversations with Inmates**
- • • **7-03/080.30 Wristbands**
- • • **7-03/080.35 Security of Inmates at Courts without Secure Sallyports**
- • • **7-03/080.40 Security Procedures for Inmate Movement at Unsecured Locations, Other than Courts**
- • • **7-03/090.00 Special Transportation**
- • • **7-03/090.05 Funeral Escorts and/or Family Contact**
- • • **7-03/090.10 Medical Visits**
- • • **7-03/090.15 Transportation for Hemodialysis**
- • • **7-03/100.00 Courtline Miss Outs**
- • • **7-03/110.00 Inmate Incident Reports**
- • • **7-03/120.00 Extraction Procedures**
- • • **7-03/120.05 En Route - Disturbance Occurs**
- • • **7-03/120.10 On a Bus in CST Compound, Court Sallyport or Custody Facility**
- • • **7-03/120.15 Off Loading Procedures**
- • • **7-03/120.20 Uncooperative Inmate(s) During Off Loading**

- • • **7-03/120.25 Combative Inmate(s) During Off Loading Procedures**
- • • **7-03/120.30 Medical Treatment**