3-15/010.00 - Forthwith Bench Warrants

On occasion, the court will request (order) that the bailiff make the service of a warrant immediately (forthwith). When this situation occurs, the bailiff shall immediately notify the Branch Supervisor. Court Services Division (CSD) Headquarters will contact the Court's Security Director and a determination will be made as to the appropriate way to handle each individual Forthwith Bench Warrant. Any deviation from this procedure requires the permission of the Bureau Commander. If it is determined that no forthwith action will be taken on the warrant, the bailiff will then proceed with the "Priority Warrant" procedure, which is as follows:

- Write "faxed to CWS" on the bottom of the original warrant.
- Fax the warrant to County Warrant System (CWS) at (562) 345-4417 or 4418.
- Call CWS (562) 345-4457 to verify they have received the fax. Obtain the name and employee number of the CWS clerk verifying receipt of the faxed document.
- Note the name, employee number, date and time on the back of the original document.
- Mail the original warrant to Record and Identification Bureau (RIB) Attention: CWS at: 12440 East Imperial Highway, Suite 400-West, Norwalk CA 90650.
- Follow all normal procedures involving the recall process, when the warrant is recalled.