

**KERN COUNTY SHERIFF'S OFFICE  
CIVIL SECTION**

5251 Office Park Dr, Bldg 300, Bakersfield, California 93309

**Mailing/Payment Address: PO Box 80786 , Bakersfield, California 93380**

**REGISTERED PROCESS SERVER REQUIREMENTS**

(CCP 706.108/700.010/699.080/488.080/417.40)

The process of reviewing levies submitted for service by registered process servers becomes more time consuming due to the packets not being submitted properly or as requested. To streamline the process and assign the levying officer file number in a shorter amount of time, please prepare and submit your packet as follows:

**Sheriff's Packet:**

Wage garnishments:

1. Payment for service
2. Original application for earnings withholding order\*
3. WG-035 form (if applicable)
4. Original writ
5. Writ declaration (if applicable)
6. Copy of writ

Bank/Third Party Levy:

1. Payment for service
2. Original instructions\*
3. Original writ
4. Writ declaration (if applicable)
5. Copy of writ

**We do not need the entire packet for our file. Please only submit the above.**

**Process Server Packet:**

1. Coversheet with information on returning the packet
2. One copy of writ or application/instructions

\*The original instructions for bank/third party levy must be signed by the attorney of record stating the type of levy to be performed, the description of what is being levied upon, the name of the judgment debtor, and the name and address where the levy will be performed. The instructions must also authorize the levy to be served by the Registered Process Server. The application must also be signed by the attorney of record and the authorize service by the Registered Process Server. **We will not accept a separate authorization form.**

if you do not have a box for pickup, you must state the method by which we are supposed to provide the levying officer file number. If you want your documents mailed back to you, you must provide a self-addressed stamped envelope.

**IT IS YOUR RESPONSIBILITY TO ENSURE THAT OUR PROPER MAILING ADDRESS AND THE LEVYING OFFICER FILE NUMBER IS ON ALL DOCUMENTS SERVED TO PREVENT LOST CORRESPONDENCE AND TO PROPERLY IDENTIFY ALL CASES.**

WITHIN FIVE (5) COURT DAYS AFTER SERVICE, we must receive the signed original and one copy of the proof of service and proof of mailing (when required). The proof of service must include the following:

- ✓ The levying officer file number.
- ✓ The name of all documents served (as required).
- ✓ The person served and their title.
- ✓ The address of service
- ✓ The date and time of service.
- ✓ The county of registration and registration number of the process server.

If the Registered Process Server does not comply with the above, the levy is ineffective and the levying officer will issue a release.