



**Superior Court of California
County of Sacramento
720 Ninth Street
Sacramento, CA 95814-1380**

**Order of Examination
Bench Warrant Instructions**

Pursuant to local rule 3.21(C)(2) a judgment creditor may apply to the court for the issuance of a bench warrant when the served party fails to appear at an Order of Examination hearing. If a bench warrant is ordered, the judgment creditor shall:

- Prepare the local form entitled Order of Examination Bench Warrant
- Prepare the local form entitled Instruction to the Sheriff
- Prepare a check, in the amount of \$105.00, made payable to the **Sacramento County Sheriff's Department** and submit it to :

Superior Court of California,
County of Sacramento
720 Ninth Street, Room. 102
Sacramento, CA 95814
Attn: Civil Unit

Upon receipt, the clerk's office will forward the bench warrant to the Judge in the Order of Examination department for review.

Once the Judge has reviewed and signed the bench warrant, the clerk's office will forward the bench warrant, together with the completed instruction to the Sheriff form and check to the Civil Division of the Sacramento County Sheriff's Department to be served. The Sacramento County Sheriff's Department - Civil Division is located at 3341 Power Inn Road, Suite 313, Sacramento, CA 95826.

Bench warrants are normally processed by the court and forwarded to the Sheriff's Department within 2 weeks of receipt.