

# Do you want to serve someone who is in JAIL or PRISON in California?

## JAIL

Follow these steps to locate and serve an inmate at Elmwood or the Main Jail:

- Locate inmate in jail in Santa Clara County (see page 2 of this flier for more information)
  - You must either have the inmate's PFN, booking number or first and last name.
- Make 3 copies of the forms you want to serve. Keep a 4<sup>th</sup> copy for your own records
- Have **someone, NOT you**, who is at least 18 years old, bring the 3 copies to:
  - **ELMWOOD**: the West Gate at Elmwood Jail
  - **MAIN JAIL**: the lobby at the Main Jail
 and give the copies to the deputy.  
 NOTE: 6:00 am and 6:00 pm are the busiest times. For best service try going at other times.
- Whoever serves the forms must complete the proof of service form and give it back to you.  
 "Serve" means: **someone, NOT you**, who is at least 18 years old, must **hand deliver** ("serve") the filed copies to the deputy. The deputy will deliver the forms to the person who is incarcerated. You can find a "Process Server" who will do this for a fee.
- You must file the original and a copy of this form at the court Clerk's Office. The clerk will file stamp the copy and give it back to you. Keep this copy for your records.
- The jail will deliver the forms to the person who is incarcerated.

## PRISON

Follow these steps to locate and serve a California Department of Corrections and Rehabilitation (Prison) inmate:

- Locate the inmate (see page 3 of this flier for more information)
  - You must have either the inmate's CDC number or the inmate's full name
  - If you search by name you also need to know their birth date or booking date
  - It can take up to 7 business days to update location information for new or transferring inmates
- Find the facility where the person is in custody by going to [http://www.cdcr.ca.gov/Facilities\\_Locator/index.html](http://www.cdcr.ca.gov/Facilities_Locator/index.html)
- Call that facility to find out the correct service procedure for that facility. Follow their instructions

**Remember: People in jail and prison cannot have access to staples or paperclips. Put a rubberband around the forms to keep them in order.**

Self-Help Center/Family Law Facilitator's Office, Superior Court, County of Santa Clara  
201 N. First Street, San Jose, CA 95113

Visit our Websites:

[www.scscourt.org](http://www.scscourt.org)

[www.courts.ca.gov/selfhelp](http://www.courts.ca.gov/selfhelp)

Call us: (408) 882-2926

Email us: [www.scscourt.org](http://www.scscourt.org) click "Self-Help" then click "Contact the Self-Help Center"

# How to find out if someone is in JAIL in Santa Clara County

**Step 1.**

Call **408-299-2306** or go to [http://eservices.sccgov.org/ovr/find\\_inmate.do](http://eservices.sccgov.org/ovr/find_inmate.do)

**Step 2.**

If you go to the website, fill in the requested information:

**Department of Correction**

To obtain inmate booking information you must provide the Person File Number (PFN) or Booking Number (CEN), or Name, and Date of Birth or Booking Date of the inmate.

Fields marked with a red \* are required when searching by inmate name.

**Inmate Details**

Search by CEN:  (7 or 8 digit number)

Search by PFN:  (3 letters followed by 3 digits)

Search by Name

\*First Name:

\*Last Name:

Middle Name:

Either Date of Birth or Booking Date is required.

\*Date of Birth:  (mm/dd/yyyy)

OR

\*Booking Date:  (mm/dd/yyyy)

**Step 3**

If this person is an inmate their information will be listed as below.

**Department of Correction**

**Inmate Details for RAYMOND CARLOS**

Inmate related information sometimes changes quickly during the booking process and the first few days in custody. Please continue to check this site for changes. You may also contact the Department of Correction at (408) 299-2305 or (408) 299-2306 for the most recent information.

Inmate Details			
First Name:	<b>Doe</b>	PFN:	<b>DPY123</b>
Last Name:	<b>John</b>	CEN:	<b>10005234</b>
Middle Name:	<b>John</b>	Housing Facility:	<b>MAIN JAIL SOUTH</b>
Sex:	<b>M</b>	Bail Amount:	<b>25000.00</b>
		Release Date:	
Booking Date:	<b>01/01/2010</b>		

Court Appearances				
SNO	COURT CODE	COURT DEPT	DATE	TIME
1	43460	84	01/29/2010	13:35

Please call (408) 299-3438 for information about visiting at Main Jail.

# How to find out if someone is in PRISON in California

**Step 1.**

Call (916) 445-6713 or go to <http://inmatelocator.cdcr.ca.gov>

**Step 2.**

If you go to the website, click on "Agree" then fill in the requested information:

The screenshot shows the California Department of Corrections & Rehabilitation (CDCR) Inmate Locator website. The top navigation bar includes the CA.GOV logo, the CDCR name, and links for Home, About CDCR, Featured Links, and Careers. The main header features a large 'INMATE LOCATOR' title with a magnifying glass icon over a map of California. Below the header, a green banner prompts users to read and accept a disclaimer by clicking an 'Agree' button. The disclaimer text states that the website is an informational service and does not constitute an official record. A search form is provided with fields for Inmate Number, Last Name (pre-filled with 'doe'), First Name (pre-filled with 'john'), and Middle Name. A 'Search' button and a 'Clear' button are located below the form. To the right of the search form is a vertical sidebar with several service buttons: General Information, Calls from Inmates, Visiting Guidelines, Community Resource Directory, Sending Money, Packages and Messages, Inmate Contact Information, and Frequently Asked Questions for Adult Inmates. Social media icons for Facebook, Twitter, YouTube, and RSS are also present.

**Step 3.**

If this person is an inmate, you will locate their name and current location as shown below:

California Department of Corrections & Rehabilitation

CDCR Home | About CDCR | Featured Links | Careers

# INMATE LOCATOR

Name	CDCR #	Age	Admission Date	Current Location	Map Link
DOE, JOHN ONE	V71270	61	03/10/2006	Kern Valley	Directions
DOE, JOHN TWO	G42713	29	12/08/2008	SATF-CSP	Directions

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New Search

- General Information
- Calls from Inmates
- Visiting Guidelines
- Community Resource Directory
- Sending Money, Packages and Messages
- Inmate Contact Information
- Frequently Asked Questions for Adult Inmates