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 4th 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
- 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

www.courts.ca.gov/selfhelp

Call us: (408) 882-2926

Email us: 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

Step 2.

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

Der Der	partment of Correction							
	ng information you must provide the Person File Number (PFN) or Booking Number (CEN), or h or Booking Date of the inmate.							
Fields marked with a re	d st are required when searching by inmate name.							
Inmate Details								
© Search by CEN:	(7 or 8 digit number)							
C Search by PFN:	(3 letters followed by 3 digits)							
C Search by Name								
*First Name:								
*Last Name:								
Middle Name:								
	Either Date of Birth or Booking Date is required.							
*Date of Birth:	(mm/dd/yyyy)							
*Booking Date:	(mm/dd/yyyy)							

Step 3

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

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	Inmate Details							
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	Last Name:	John	CE	N:	10005234			
	Middle Name:	John	Но	using Facility:	MAIN JA	IL SOUTH		
	Sex:	М	Ва	il Amount:	25000.00)		
		Release Date:						
	Booking Date:	01/01/2010						
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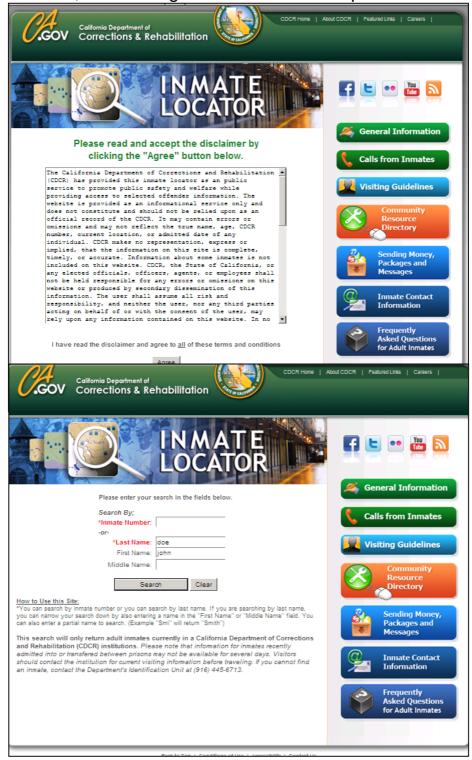
How to find out if someone is in PRISON in California

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:



Step 3.

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

