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 <u>Elmwood</u> or the <u>Main Jail</u>:

- 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.

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:

Step 3

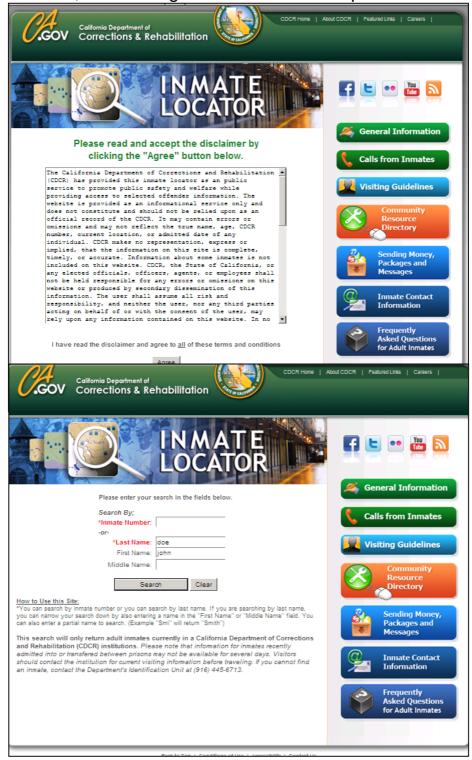If this person is an inmate their information will be listed as below.

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: