

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

To find out if someone is in JAIL, call Santa Clara County Jail-Main booking:
408-299-2306

Do the following to serve someone who is located at Elmwood or the Main Jail (150 W. Hedding):

1. Make 3 copies of the forms you want to have served. Keep a 4th copy for your own records
 2. **ELMWOOD:** Bring the 3 copies to the West Gate at Elmwood Jail and give them to the deputy
MAIN JAIL: Bring the 3 copies to the lobby at the Main Jail and give them to the deputy
 3. 6:00 am and 6:00 pm are their busiest times. For best service try to come at some other time
 4. The deputy on duty will fill out the Proof of Service form you give them
 5. Leave **with** your Proof of Service form (make a copy and file the original & copy with the Court)
 6. The deputy will forward the copies you bring to the Sergeant on duty
 7. The Sergeant will serve the forms
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Do the following to serve someone who is in PRISON in California:

1. To locate an inmate who is in prison call **(916) 445-6713** (California Department of Corrections)
 - a. You must have either the inmate's CDC number or the inmate's full name
 - b. You need to know their birth date
 - c. For new or transferring inmates it can take up to 7 business days to update location information.
2. Find the facility where the person is in custody (see back of this sheet)
3. On back of this sheet look under that facility's name and call to find out what is the correct procedure for that facility, and follow those instructions to serve.

Important: Prisoners and people in jail 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, 99 Notre Dame Avenue San Jose, CA 95113 408-882-2900 x-2926*

www.sccselfservice.org
Santa Clara County
Self-Help website

www.ss.ca.gov
Secretary of State
General website

www.legalselfhelp.ca.gov
State of California
Self-Help website