

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 Jailand 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
99 Notre Dame Avenue, San Jose, CA 95113
(408) 882-2926

www.scscourt.org
Superior Court, County of Santa Clara

www.courts.ca.gov/selfhelp
State of California Courts Self-Help

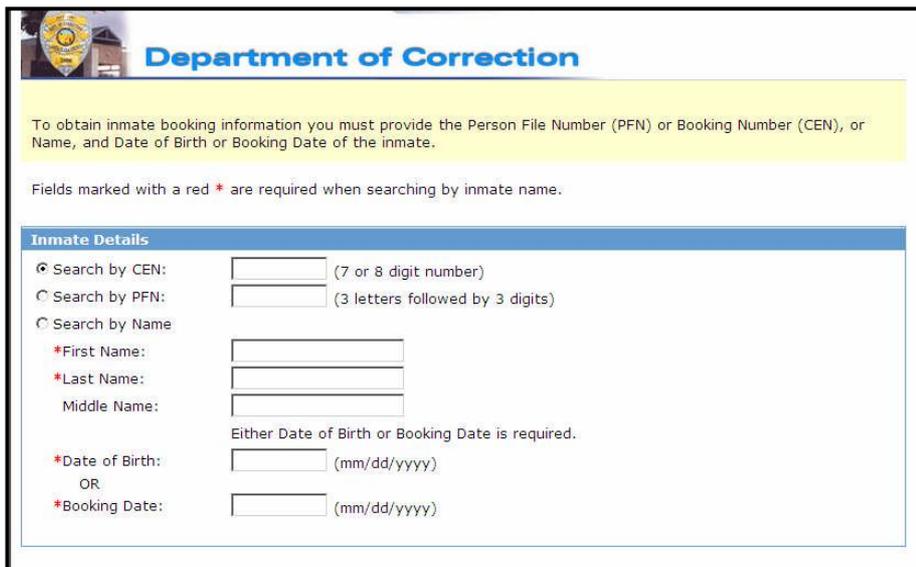
How to find out if someone is in JAIL in Santa Clara County

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:



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.

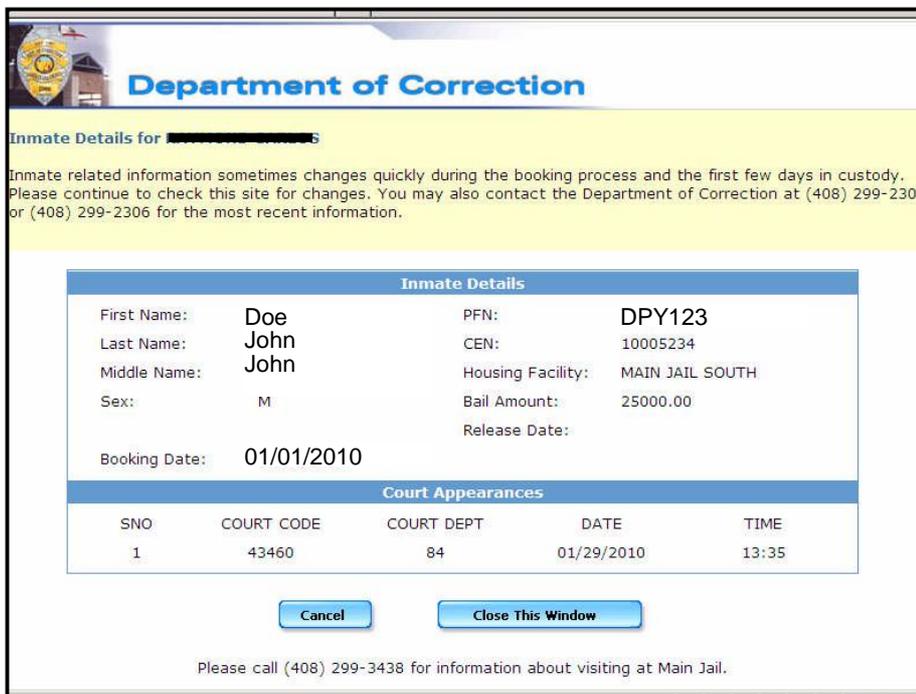
*Date of Birth: (mm/dd/yyyy)

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 [REDACTED]

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

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 displays the California Department of Corrections & Rehabilitation (CDCR) Inmate Locator website. The page is divided into two main sections: a disclaimer and a search form.

Top Section (Disclaimer):

- Header: CA.GOV California Department of Corrections & Rehabilitation
- Navigation: CDCR Home | About CDCR | Featured Links | Careers
- Section Title: INMATE LOCATOR
- Disclaimer Text: "Please read and accept the disclaimer by clicking the 'Agree' button below." The disclaimer states that the website is an informational service only, does not constitute an official record, and may contain errors or omissions. It also states that the user shall assume all risk and responsibility for any errors or omissions.
- Agreement: "I have read the disclaimer and agree to all of these terms and conditions" with an "Agree" button.
- Right Sidebar: Social media icons (Facebook, Twitter, YouTube, RSS) and a list of 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.

Bottom Section (Search Form):

- Header: CA.GOV California Department of Corrections & Rehabilitation
- Navigation: CDCR Home | About CDCR | Featured Links | Careers
- Section Title: INMATE LOCATOR
- Search Instructions: "Please enter your search in the fields below."
- Search Fields: "Search By:" with fields for "Inmate Number:", "Last Name:" (filled with "doe"), "First Name:" (filled with "john"), and "Middle Name:". There is also an "-or-" option.
- Buttons: "Search" and "Clear".
- How to Use this Site: "You can search by inmate number or you can search by last name. If you are searching by last name, you can narrow your search down by also entering a name in the 'First Name' or 'Middle Name' field. You can also enter a partial name to search. (Example: 'Smi' will return 'Smith')"
- Search Results Note: "This search will only return adult inmates currently in a California Department of Corrections and Rehabilitation (CDCR) institutions. Please note that information for inmates recently admitted into or transferred between prisons may not be available for several days. Visitors should contact the institution for current visiting information before traveling. If you cannot find an inmate, contact the Department's Identification Unit at (916) 445-6713."
- Right Sidebar: Same as the top section, including social media icons and service buttons.

Step 3.

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

CA.GOV 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	03/10/2005	Kern Valley	Directions
DOE, JOHN TWO	G42713	29	12/08/2008	SATF-CSP	Directions

Page 1 of 1

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