# SUPERIOR COURT OF CALIFORNIA
## COUNTY OF MARIN

**INSTRUCTIONS FOR COMPLETING A**
**BODY ATTACHMENT AND WARRANT OF ARREST LETTER**

If a copy of the Warrant of Arrest Letter is not returned to the Court
a *minimum of 3* days preceding the hearing date,
the case will go off calendar subject to issuance of a new order of examination.

Warrant of Arrest Letter *FORMAT ONLY* Below:

Today's Date

Judgment Creditor's Name and Address

Judgment Debtor's Name and Address

Re: Failure to Appear for Order of Examination
Action No. (*YOUR CASE NUMBER*)

_____ vs. _____
(*PLAINTIFF'S NAME*) (*DEFENDANT'S NAME*)

Dear (*JUDGMENT DEBTOR'S NAME*):

A body attachment and warrant for your arrest was demanded by the judgment creditor because of your failure to appear in court on _____ for a judgment debtor's examination. Our records indicate that the order of examination was served on you on the _____ day of _____.

To allow you a further opportunity to comply with the order, the examination is continued to _____ at _____AM, (8:45 AM if a small claims case or 9:00 AM if a civil case) and you are directed to then and there appear. Please report to the court floor at the Marin County Superior Court, 3501 Civic Center Drive, San Rafael, CA 94901. Please check the bulletin board located in the lobby on the court floor to ascertain the proper courtroom.

If you fail to appear at the above indicated time and place, it will be ordered that you be arrested and brought before this court to show cause why you should not be punished for contempt in disobeying the court's order.

_____
(*JUDGMENT CREDITOR'S SIGNATURE*)

cc: Marin County Superior Court
Civil Division
P.O. Box 4988
San Rafael, CA 94913-4988