



GARY PENROD, SHERIFF



June 29, 2004

To: All Redlands Civil Process users.

Dear Sirs:

Effective Monday, September 27th, 2004, the Redlands civil office will no longer be staffed with direct clerical support. Your civil process can still be submitted through our kiosk at the court services division in Redlands. The kiosk provides telephonic assistance should questions arise. Your civil process will be handled in the same expeditious manner as in the past. Should you or your staff desire personal contact you may come to the civil office in San Bernardino, at the address is listed below. As an additional reminder, you may mail your process to this office as well.

**SAN BERNARDINO SHERIFF'S CIVIL OFFICE**

**Civic Center Building  
157 West Fifth St., Third Floor  
San Bernardino, Ca. 92415  
Phone 909-387-5700**

We look forward to assisting you with your future process service needs at our San Bernardino office.

Sincerely,  
Melanie Kellner, Lieutenant  
East Area Court Services Commander  
For  
Gary Penrod, Sheriff