

YOUR COUNTY LETTERHEAD

To: Presiding Judge of the Superior Court
Attention: _____, Court Executive Officer

From: County Clerk

Date:

Subject: Request for judicial review of criminal record pursuant to Business and Professions Code 22351.5(b)

Pursuant to B&P Code 22351(b) requiring judicial review of the criminal record of any person who has been convicted of a felony and subsequently registered as a process server; the _____ County Clerk hereby requests a judicial review of the criminal record of

The above individual has registered as a [] individual natural person process server, [] corporate officer of a process server, or [] general partner of a process server on _____, with process server registration # _____.

This office has been officially notified by the State of California Department of Justice that the Live Scan of said registrant submitted to their office for a search of their records and the records of the Federal Bureau of Investigation show that the registrant has been convicted of a felony.

We have prepared for your signature, the attached memorandum stating the criminal record has been reviewed, a felony conviction exists, directing this office to revoke the registration of the above named process server and to notify the registrant of the revocation.

The memorandum will be filed by this office and a certified copy of the memorandum issued. The certified copy will be mailed, certified mail **“return receipt requested”**, to the registrant at the address listed on their registration certificate to notify them of the revocation of their registration as a process server in this county.

Sincerely,

Your Name
Your Title