



**CLERK OF THE COUNCIL**  
**SERVICE OF PROCESS FOR CITY OF SANTA ANA**  
**DURING LOCAL EMERGENCY DUE TO COVID-19**

1. Agendas/ Minutes/ Resolution/ Ordinances – can be found at <https://publicdocs.santa-ana.org/WebLink/Welcome.aspx?cr=1>
2. Public records requests- May be submitted at <https://www.santa-ana.org/cc/public-records-request>
3. For Legal Service - **Claims, Subpoenas, Summons, Legal Documents** may be submitted via:

**By Mail**

Clerk of Council  
City of Santa Ana  
20 Civic Center Plaza, M-30  
Santa Ana, California 92701

**\*By Email**

[CityClerk@santa-ana.org](mailto:CityClerk@santa-ana.org)

**\*By Fax**

(714) 647-6956

If the legal service requires payment, please provide a hard copy, along with payment by check or money order payable to “City of Santa Ana.”

Anyone serving legal documents may call (714) 647-6520 during regular City business hours to confirm receipt of service of legal documents.