



# Instructions to the Sheriff of the County of YOLO

The Sheriff's Department **MUST** have written and signed instructions by the Plaintiff representing him/herself or the Attorney of record in accordance with CCP 262.

## LEVY ~ Writ of Execution/Writ of Attachment

\_\_\_\_\_  
Plaintiff/Creditor vs. \_\_\_\_\_  
Defendant/Debtor Court Case # \_\_\_\_\_

### Type of LEVY Requested:

- Levy on Bank Account of Judgment Debtor ~ **\$35.00** Account # (if known) \_\_\_\_\_
- Levy on Funds Due to Debtor by Third Party ~ **\$35.00**  Levy on Contents of Cash Receptacles (Till Tap) ~ **\$85.00**
- Vehicle Levy ~ **\$1000.00 deposit**

Vehicle Description: \_\_\_\_\_

## Defendant(s)/Debtors(s) \*as it appears on the Writ of Execution/Writ of Attachment\*

Name: \_\_\_\_\_ SS# (if known) \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip \_\_\_\_\_

Name: \_\_\_\_\_ SS# (if known) \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip \_\_\_\_\_

## Serve Levy Upon

Name: \_\_\_\_\_  
Individual, Bank, Business or Agency (business name MUST be exact)

Address: \_\_\_\_\_ City/Zip \_\_\_\_\_  
Physical Address (a complete address must be provided, spelling of street must be exact)

## Plaintiff or Plaintiff's Attorney

\_\_\_\_\_  
Name of Plaintiff or Plaintiff/Attorney Phone Number \_\_\_\_\_

\_\_\_\_\_  
Address ~ where the proof of service will be mailed to City State Zip

**\*\*\*The Sheriff's Department DOES NOT guarantee service\*\*\***

*The Sheriff's Department is entitled to its fees, whether the service is completed or not (CA Gov't Code 26738)  
Papers are Served in the order they are received, the Sheriff's Department can not guarantee service on a specific date or time.*

\_\_\_\_\_  
Signature (this may only be signed by the Plaintiff or the Plaintiff's Attorney) Date

**NOTE:** Monies received by the Sheriff from a levy are held a *minimum* of 20 days before being released to the judgment creditor or refunded to the judgment

debtor. A \$10.00 processing fee is assessed for every disbursement of money collected under a writ. This fee is added to the fees charged for processing civil papers (Government Code 26746).