



Instructions to the Sheriff of the County of YOLO

The Sheriff's Office **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 ~ **\$40.00** Account # (if known) _____
- Levy on Funds Due to Debtor by Third Party ~ **\$40.00** Levy on Contents of Cash Receptacles (Till Tap) ~ **\$100.00**
- Vehicle Levy ~ **\$1500.00 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: _____
Physical Address (a complete address must be provided, spelling of street must be exact) City/Zip _____

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 Office DOES NOT guarantee service*****

*The Sheriff's Office 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 Office 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 \$12.00 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).