

INSTRUCTIONS TO THE SHERIFF OF SANTA BARBARA COUNTY

(The Sheriff must have written and signed instructions by the Litigant or the Litigants attorney for serving of Civil Documents in accordance with California Civil Procedure Code 262.)

SHERIFF'S NUMBER: _____

(PLEASE PRINT or Type)

_____ vs _____
Litigant / Plaintiff Defendant

CASE NUMBER _____

The Sheriff is instructed to serve the attached writ(s):

- CONDUCT TAP ONLY \$100.00 fee**
- FULL LEVY AND SALE of inventory, equipment of a going business. Deposit of \$2,500.00 required**
- PLACE A KEEPER in the Judgment debtors business, pursuant to Section 700.070(a) CCP on a weekday for**
 - 8 Hours 12 Hours 24 hours Other _____

upon the following named Individual/Defendants – Business at the following address or location:

Name of business: _____ **Business phone number:** _____

Business address: _____ **City:** _____

Business hours are: _____

If the writ contains multiple debtors, please indicate which debtor is subject to this levy: _____

Accept \$ _____ plus cost of levy to satisfy this care.

AT THE END OF THE KEEPER PERIOD, OR IF, PURSUANT TO CCP 700.070(b)(1), THE JUDGMENT DEBTOR OBJECTS TO THE PLACEMENT OF THE KEEPER....

- Seize all cash and checks, release all other assets, release the keeper and leave**
- Seize all cash and checks, inventory, size, move & store, and set the assets for sale EXCEPT the property described**

Minimum deposit \$2500.00 required pending further quotation. The levying officer will not take or hold property unless the judgment creditor has deposited a sum of money sufficient to pay the cost of moving and storage.

Signature: _____

Your name printed: _____

Today's date: _____

Your address: _____

Your day time phone number: _____

City: _____

Note: The Sheriff is entitled to his fee, whether or not the service is successful.

If this office needs to contact you, we will call collect. Please, do not call us for status on your case. We will notify you by mail of the outcome of the levy.

**Santa Barbara Civil Bureau
1105 Santa Barbara Street
P.O. Box 690
Santa Barbara, Ca. 93102**

**Santa Maria Civil Bureau
312 East Cook Street
P.O. Box 5049
Santa Maria, Ca. 93456**

SH-952C Levy (09-2011)