



South County Office - 1105 Santa Barbara St, Santa Barbara CA 93102 - Tel 805-568-2900, Fax 805-568-2909
 North County Office - 312 E Cook St, Santa Maria CA 93454 - Tel 805-346-7430, Fax 805-346-7437

EVICTON INSTRUCTIONS TO THE SHERIFF OF SANTA BARBARA COUNTY

The Sheriff requires original instructions signed by the attorney of record or the plaintiff if they have no attorney. (CCP 262)
 You must submit the original writ, or an electronically filed writ with a writ declaration.

YOU MUST ALSO COMPLETE THE SAFETY ASSESSMENT FORM OR YOUR EVICTION MAY BE DELAYED.
(FORM MUST BE SIGNED)

Plaintiff _____ Defendant _____

Court Case Number _____ Sheriff's File Number (if known) _____

PURSUANT TO THE ATTACHED WRIT OF POSSESSION:

Remove/evict the following person(s) and place the plaintiff or their agent in quiet and peaceful possession of the property:

Name(s): _____
All names must match judgment debtors on the writ

Property Address: _____
The complete address must match the property address on the

City _____ State _____ ZIP _____ Gate Code _____

The **defendants** in this case are Renters (former) Owner

IS THIS EVICTION THE RESULT OF A FORECLOSURE SALE? YES NO

The Sheriff's Office will mail the person named below the date and time of the eviction. We do not accept telephone inquiries regarding eviction date/time. A representative must be at the address at the time of the eviction and be able to provide access to the interior of the property for the deputy.

The person (agent) to be contacted by telephone during normal business hours:

Name: _____ Daytime Phone Number: _____

All correspondence will be sent to the plaintiff or attorney listed on the writ of possession.

Plaintiff / Plaintiff's Attorney: _____

Mailing Address: _____ City _____ State _____ Zip _____

SIGNATURE (Attorney or plaintiff without an attorney)

(Date)

Printed Name:

NOTEPer CCP 262, if you have been represented by an attorney during the eviction process, the attorney of record must sign the Sheriff's instructions. If you were not represented by an attorney, you as the plaintiff must sign the instructions. A plaintiff's agent or representative may not sign the Sheriff's instructions unless they are the attorney representing you as described above.

The Sheriff will not cancel any eviction without written and signed instructions from the plaintiff or their attorney. Faxed instructions from the plaintiff or attorney will be sufficient to cancel an eviction; however, we must receive the original letter of cancellation as soon as possible after the faxed letter of cancellation. **WE DO NOT ACCEPT PHONE CANCELLATIONS.** The Sheriff is entitled to his fee for service whether or not the service is successful (GC 26738).



EVICTON SAFETY ASSESSMENT FORM

THIS FORM MUST BE FILLED OUT COMPLETELY BY AN INDIVIDUAL WITH ACTUAL KNOWLEDGE OF THE PROPERTY SCHEDULED FOR EVICTION.

PLAINTIFF/AGENT INSTRUCTIONS

- The property and individual unit(s) must be clearly marked with property address and unit designation, if applicable.
- Promptly arrive at the scheduled eviction time.
- Provide keys or a means of entry through a normal entry point to the dwelling. If using a locksmith insure they arrive at the scheduled time. Deputies **WILL NOT** enter through a window nor allow you to enter through a window at the start of the eviction.
- If the property requires a gate code or access card you must provide it with your instructions. Failure to do this may result in a delay or unsuccessful eviction.
- **DO NOT** enter the property or make contact with anyone at the property before the deputies arrive. Park several dwellings away from the property on day of eviction. When the deputies arrive, make your presence known and identify yourself.
- **DO NOT DISCLOSE EVICTION DATE/TIME TO TENANT.**

****FAILURE TO FULLY COMPLETE THIS FORM MAY CAUSE THE SHERIFF TO DELAY THE EVICTION****

Please complete all areas of the form below:

Eviction Address: _____ City _____

The eviction is a result of:

FORECLOSURE FAILURE TO PAY RENT VIOLATION OF AGREEMENT ILLEGAL ACTIVITY

Explain: _____

Are the tenants, occupants, or visitors involved with any of the following: DRUGS GANGS WEAPONS VIOLENCE

Explain: _____

Have threats been made regarding the eviction? YES NO UNKNOWN

Explain: _____

Are there dogs on the property? YES breed? _____ how many? _____ NO UNKNOWN

Are there elderly, bedridden, or disabled tenants on the property? YES NO UNKNOWN

Explain: _____

Are there children on property? YES ages? _____ NO UNKNOWN

Are you aware of any dangerous conditions on or around the property? YES NO UNKNOWN

If yes, what are those conditions? _____

YOUR NAME: _____

RELATIONSHIP TO THE PROPERTY: _____ Phone Number: _____

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