



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).