

(Levy Upon A Debtor's Going Business – KEEPER/TILL TAP)
INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF KERN

The Sheriff must have written, signed, instructions by the attorney for the creditor, or the creditor if he/she has no attorney in accordance with CCP 262; 687.010.

Plaintiff _____ vs _____ Defendant

Court Case No: _____ Levying Officer File Number (if known) _____

LEVY ON JUDGEMENT DEBTOR(S) MUST BE OWNER(S) OF THE BUSINESS: _____

(check one box only)

SECTION I (Property)

1. **CONDUCT "TILL TAP" ONLY** by taking immediate custody of CASH / CHECK PROCEEDS ONLY from the cash register or usual money receptacle at the business.
2. **PLACE A KEEPER** in the judgment debtor's business for the period of time indicated in Section II (below), for the purpose of taking custody of CASH / CHECK PROCEEDS ONLY pursuant to Section 700.070(c) of the Code of Civil Procedure.
3. **PLACE A KEEPER** in the judgment debtor's business for the period of time indicated in Section II (below), for the purpose of taking custody of CASH / CHECK PROCEEDS AND TANGIBLE PERSONAL PROPERTY OF THE JUDGMENT DEBTOR'S BUSINESS. 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:

(check one box only)

- 3a Seize all cash and checks, release all other tangible personal property, release the levy, keeper and leave.
- 3b Seize cash and checks. Seize, move, store and sell the tangible personal property of the judgment debtor's business. (A minimum deposit of \$2,000.00 is required pending further quotation. Pursuant to CCP 685.100, the levying officer will not take exclusive custody of property unless the judgment creditor has deposited a sufficient sum of money to pay costs of moving and storage).

SECTION II (Keeper period)

(check one box only)

THE KEEPER IS TO BE INSTALLED IN THE BUSINESS FOR A PERIOD OF 8 12 24 hours each day (excluding weekends) for a period of _____ days.

SECTION III (Business information)

Name of Business _____ / Address/City/Zip _____

Business hours are _____ a.m. to _____ p.m., except on _____

SECTION IV (Installation Information)

Normal keeper installation hours are Monday thru Friday from 8:00 am to 5:00 pm (except holidays). Installing a keeper outside of these hours requires an additional overtime fee (please call for the current overtime rate).

Install the keeper from _____ am to _____ pm

Additional comments: _____

MAKE ALL COMMUNICATIONS AND PAYMENTS TO:

Name

Telephone Number

Fax Number

Signature of Attorney or Plaintiff without an Attorney

Address

City, State, Zip Code

Email Address

Printed Name

Date

The Sheriff is entitled to his fee for service whether or not service is successful (GC 26738). No refund for an amount of \$10.00 or less (GC 29375.1).