

PERSONAL PROPERTY/VEHICLE LEVY
INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF KERN

The Sheriff must have original instructions signed by the attorney of record or party without attorney before serving documents or prior to taking any additional action on an existing case including cancellations. (CCP 262, 687.010)

_____ vs _____
Plaintiff Name Defendant Name

_____ _____
Court Case Number Levying Officer File Number (if known)

1. TO THE SHERIFF OF KERN COUNTY, pursuant to the attached writ (check one):

- You are hereby instructed to execute the levy as described below.
- A Registered Process Server (RPS), (Name and Address) _____
_____ will serve the levy as described below.

2. Writ Type (Check One):

- Writ of Execution (Money Judgment) (EJ-130) Writ of Attachment (AT-135)
- Writ of Possession of Personal Property (EJ-130) Writ of Possession (Claim & Delivery) (CD-130)

3. Levy on the property of: *(The name(s) listed below must match the name exactly as it appears on the writ)*

Judgment Debtor Name: _____

Judgment Debtor Mailing Address: _____

Judgment Debtor Name: _____

Judgment Debtor Mailing Address: _____

4. Property Description: *You are required to identify and specifically describe the property to be levied upon. Include physical description, quantity, weight, size, color, photos, serial numbers, etc.*

- See attachment for additional and/or a detailed property description.

5. For vehicle:

Color _____ Year _____ Make _____ Model _____

License plate _____ State _____ Vehicle Identification Number _____

Other Identifying Information: _____

6. Identify the specific method of levy (code section) that pertains to the specific property you are seeking to levy:

7. Address where property may be found: _____

8. Is the property in the possession of the debtor? Yes No

Do you have a Private Place Order? Yes No

If the property is held in a private place, the Sheriff will not enter to take the property unless you gave a Private Place Order. If you do not have a Private Place Order, the Sheriff will only make a demand for the property but will not enter the property.

9. Is the property in the possession of a third party? Yes No

The Sheriff does not seize property from a third party. The Sheriff will only make a demand. If the property is held in a private place, the Sheriff will not enter to demand the property. The garnishment procedure is limited in the type of property subject to levy. You should be familiar with CCP 720.110-720.880 before requesting this type of levy.

Please serve the following third party: _____

Address: _____

10. Payment (if applicable) to be made to:

Name: _____

Address: _____

Signature of Attorney (or plaintiff without an attorney) Date

Printed Name (include title if signing on behalf of business entity)

Address (number, street, city, state and zip code)

Telephone Number Fax Number Email Address

Please ensure you are submitting all required documents and the proper fees for your specific writ and levy. Documents will be returned unprocessed if the writ is incomplete, if the writ is missing required information, if the writ is invalid on its face, if all required documents are not submitted, if the instructions are unclear or insufficient, or if proper fees are not included.

The Sheriff does not guarantee service and is entitled to his fee for service whether or not the service is successful (GC 26738). All fees must be prepaid unless the Court has issued a valid fee waiver. No refund for an amount of \$10.00 or less (GC 29375.1).