

## Personal Property Levy Instructions

**1. To the Sheriff of Yuba County**, pursuant to the attached Writ: **CHECK ONE**

- You are instructed to execute the levy as described below.  
 A Registered Process Server (RPS) will serve the levy as described below. **NOTE:** RPS may not serve every type of levy.  
Name and phone number of RPS: \_\_\_\_\_

**2. WHAT TYPE OF WRIT DO YOU HAVE? CHECK ONE**

- |   |  |
|---|--|
| <p><input type="checkbox"/> <b>Writ of Execution (Money Judgment) (EJ-130)</b><br/>Methods of Levy CCP 700.010-700.200</p> <p><input type="checkbox"/> <b>Writ of Possession of Personal Property (EJ-130)</b><br/>Method of Levy CCP 714.010-714.020</p> | <p><input type="checkbox"/> <b>Writ of Attachment (AT-135)</b><br/>Methods of Levy CCP 488.300-488.485</p> <p><input type="checkbox"/> <b>Writ of Possession (Claim and Delivery) (CD-130)</b><br/>Method of Levy CCP 512.080, 514.010-514.050</p> |
|---|--|

**3. Whose property you want us to levy?** The name listed below must match the name exactly as it appears on the writ, or the Sheriff will not act upon your instructions.

Debtor Name: \_\_\_\_\_

Debtor address for service by mail: \_\_\_\_\_

**4. Identify the Property.** You are required to identify and describe the property to be levied upon. Additionally, unless you have a writ of execution - money judgment, the Sheriff will not levy on property that is not specifically ordered or described in the writ. The property must be described in such a way that no other property could reasonably be mistaken for the wanted property. Include physical description, quantity, VIN, weight, size, photos, serial numbers, etc.: \_\_\_\_\_

See attachment for a detailed property description.

**5. Identify the specific Method of Levy (code section) that pertains to the specific property you are seeking to levy:** \_\_\_\_\_

**6. Address where the property will be found:** \_\_\_\_\_

**7. 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 have a Private Place Order. If you do not have a Private Place Order, the Sheriff will only make a demand for the property and will not enter the property.

**8. 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 those limitations and with the Third Party Claim process (CCP 720.110-720.880) before requesting this type of levy.

Please serve the following Third Party: \_\_\_\_\_

Service Address: \_\_\_\_\_

**9. Your Information**

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Your address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Must be signed by the Plaintiff, Attorney of Record or Assignee of Record. I am the  plaintiff  plaintiff's attorney of record  assignee of record.

**NOTE: Levies are executed in the order received. We do not promise to levy on specific dates or times.**

**Returned paperwork:** Paperwork will be returned unprocessed if the writ is incomplete, if the writ is missing required information, if the writ is invalid on its face or if the letter of instruction is unclear or insufficient. Any changes or corrections made to a writ after it is issued by the court must be initialed by the court clerk. The Sheriff will not act upon the writ otherwise.

Civil Clerk: Papers reviewed and returned by: \_\_\_\_\_ Date: \_\_\_\_\_ Reason: \_\_\_\_\_