

INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF VENTURA

(The Sheriff must have written and signed instructions by the attorney or party without attorney in accordance with CCP 262)

(Please PRINT or Type)

_____ vs. _____
Plaintiff Defendant
Case Number: _____ Sheriff's Number: _____

The Sheriff is instructed to serve the attached writ(s):

- CONDUCT TIL TAP ONLY \$85 Fee
- FULL LEVY AND SALE of inventory, equipment of a going business. Deposit of \$1,500 required.
- PLACE A KEEPER in the judgment debtors business, pursuant to section 700.070(a) CCP on a weekday for
 8 Hours 12 Hours

upon the following named Individual/Defendants – Business at the following address or location:

Name of Business: _____ Business phone number: _____
Business Address: _____ Business Hours: _____
City : _____

If the writ contains multiple debtors, please indicate which debtor is subject to this levy: _____

Accept \$ _____ plus the cost of levy to satisfy this case.

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....

- Seize all cash and checks, release all other assets, release the keeper and leave
- Seize all cash and checks, inventory, size, move & store, and set the assets for sale EXCEPT the property described

Minimum deposit \$1,500 required pending further quotation. The levying officer will not take or hold the property unless the judgment creditor has deposited a sum of money sufficient to pay the cost of moving and storage.

Signature: _____ Your name printed: _____
Today's Date: _____ Your Address: _____
Your daytime phone number : _____ City: _____

Note: The Sheriff is entitle to his fee, whether or not the service is successful.

Ventura County Sheriff's Office- Civil Detail

- Ventura**
800 S. Victoria Ave, Room 101
Ventura, CA 93009
(805) 654-2391 FAX (805) 645-1342
- Simi Valley**
3855-F Alamo St
Simi Valley, CA 93065
(805) 582-8015