

LEVY UPON DEBTORS GOING BUSINESS

INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF (county)

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 the Code of Civil Procedure 262; 687.010.

(plaintiff) vs. (defendant), Case Number (case number)

If the writ contains multiple debtors, please indicate which debtor (s) is the owner of the going business:

SECTION I (Property)

YOU ARE INSTRUCTED TO LEVY ON THE JUDGMENT DEBTOR'S BUSINESS AS FOLLOWS:

(check only one box)

- CONDUCT "TILL TAP" ONLY** by taking immediate custody of CASH/CHECK PROCEEDS FROM SALES ONLY from the cash register or usual money receptacle at the business. (Section II below not required for this action)
- 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 FROM SALES ONLY pursuant to Section 700.070(c) of the Code Civ. Proc.
- 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 FROM SALES AND TANGIBLE PERSONAL PROPERTY in the manner prescribed by the law. At the end of the keeper period, or if, pursuant to the Code Civ. Proc. 700.070(b)(1), the judgment debtor objects to the placement of the keeper (check only one of the boxes below)
 - Seize all cash and checks, release all other tangible property, release the keeper and leave.
 - Seize cash and checks, inventory, move, store, and sell tangible personal property as directed by the judgment creditor, in the manner prescribed by law. NOTE: A minimum deposit of \$(amount) is required pending further quotation. Pursuant to 685.100 of the Code Civ. Proc., the levying officer will not take exclusive custody of property unless the judgment creditor has deposited sufficient sum of money to pay costs of moving and storage.

SECTION II (Keeper Period)

THE KEEPER IS TO BE INSTALLED IN THE BUSINESS FOR A PERIOD OF: (check one box only)

[4 | 12 | 24] hours each day for (days) day(s).

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SECTION III (Business Information)

BUSINESS NAME

BUSINESS HOURS

BUSINESS ADDRESS

DAYS OPEN

DAYS CLOSED

Accept \$(amount) plus levy costs and interest to satisfy this case.

NOTICE: ALL COMMUNICATIONS, REFUNDS, AND COLLECTIONS WILL BE MADE TO THE NAME AND ADDRESS LISTED BELOW: *(Please Print)*

ATTORNEY/CREDITOR SIGNATURE

DATE

ATTORNEY/CREDITOR NAME

ATTORNEY/CREDITOR PHONE

ATTORNEY ADDRESS

ATTORNEY/CREDITOR FAX