



# ORANGE COUNTY SHERIFF'S DEPARTMENT

SHERIFF-CORONER DON BARNES

## LEVY/GARNISHMENT INSTRUCTIONS

DO NOT USE FOR EVICTIONS

<p>Sheriff File Number: _____</p> <p>Court Case Number: _____</p> <p>Issue Date of Writ: _____</p> <p>Total Amount of Judgment: \$ _____</p> <p>List ALL named parties on the Writ.</p> <p>Judgment Creditor(s): _____</p> <p>_____</p> <p>Judgment Debtor(s): _____</p> <p>_____</p> <p>Who will perform the service?</p> <p><input type="checkbox"/> Sheriff to serve</p> <p><input type="checkbox"/> Registered Process Server to serve</p>	<p>The Writ accompanying the instructions is:</p> <p><input type="checkbox"/> An Original Writ, or a Copy of the Original Writ issued by the court as an Electronic Writ, NOT already in possession of the levying officer</p> <p><input type="checkbox"/> A Copy of the Original Writ already in possession of the levying officer</p> <p><input type="checkbox"/> An Original Writ (Non Electronic)</p> <hr/> <p><i>Must be marked for Registered Process Servers only.</i></p> <p><input type="checkbox"/> A copy of the Original Writ for sole purpose of opening a Sheriff file prior to the levy</p> <hr/> <p>Property is a dwelling. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Property is Real Property (ex. House or Apartment)</p> <p><input type="checkbox"/> Property is Personal Property (ex. Mobile Home or Boat)</p>
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YOU ARE HEREBY INSTRUCTED TO: (Check Appropriate Box)

- Levy on bank account of Judgment Debtor(s)
- Place Keeper in Judgment Debtor's business  8 Hours  Open End
- Till Tap
- Vehicle Levy
- Personal Property Levy
- Garnishment
- Earnings (Wage) Levy – **Application for Earnings Withholding Order must be included.**
- Other Levy: \_\_\_\_\_

ENTER COMPLETE INSTRUCTIONS BELOW: (name and address of bank; Judgment Debtor's place of business; license number of vehicle and address where vehicle is located, description of property to be levied, if applicable)

Debtor(s) Name \_\_\_\_\_

Garnishee Name \_\_\_\_\_

Garnishee Address \_\_\_\_\_

BANK LEVIES ONLY – Account Number (if known): \_\_\_\_\_

LEVY AMOUNT – To instruct the Sheriff to levy on LESS THAN the amount shown on the Writ, plus interest and costs, indicate ONLY the amount to reduce the levy by: \$ \_\_\_\_\_

SEE PAGE 2 OF THIS FORM FOR ADDITIONAL REQUIRED INFORMATION.



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DISBURSEMENT INFORMATION

**ALL COLLECTIONS WILL BE DIRECTED TO THE NAME AND ADDRESS LISTED BELOW: (Print Clearly)**

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

SPECIAL INSTRUCTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The Sheriff's Department DOES NOT guarantee service.**

**The Sheriff's Department is entitled to its fees whether the service is completed or not. (California Government Code 26738)**

**X** Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Attorney (Or Party Without Attorney) Requesting Service \_\_\_\_\_

Address \_\_\_\_\_ Email Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_