

PERSONAL PROPERTY LEVY
LETTER OF INSTRUCTIONS TO THE SHERIFF OF TUOLUMNE COUNTY

Required Documents: Signed Letter of Instruction, one (1) original Writ

If person/company to be served does not live in Tuolumne County, contact the Sheriff's Office for that County where they live for that service.

Today's Date: _____

Court Case Number: _____

Plaintiff's Name: _____

Defendant's Name: _____

1. **I request the Tuolumne County Sheriff's Office to serve the levy as described below.**

2. **TYPE OF WRIT:** (Check-mark one box below).

Writ of Execution (Money Judgment) (EJ-130)
Methods of Levy CCP 700.010-700.200

Writ of Attachment (AT-135)
Methods of Levy CCP 488.300-488.485

Writ of Possession of Personal Property (EJ-130)
Methods of Levy CCP 714.010-714.020

Writ of Possession (Claim and Delivery) (CD-130)
Methods of Levy CCP 512.080, 514.010-514.050

3. **Identify the specific Method of Levy and the Code Section that authorizes a levy on the property you seek.**

4. **Debtor's Name:** The debtor's name listed below must match the debtor's name *exactly* as it appears on the Writ

1st Debtor Name: _____

Debtor address for service by mail: _____

2nd Debtor Name: _____

Debtor address for service by mail: _____

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

See attachment for a detailed property description.

TUOLUMNE COUNTY SHERIFF'S OFFICE
Civil Division * 28 N. Lower Sunset Drive * Sonora, * CA * 95370 * (209) 533-5833

6. **Address where the property will be found:** _____

7. **Is this address the private place of the debtor?** YES NO: If YES, do you have a Private Place Order? YES NO
If the property is held in the Private Place of the debtor, 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 and will not enter.

8. **Is this address the private place of another party?** YES NO: If the property is held in the Private Place of another party, the Sheriff will only make a demand and will not enter to take the property. You should be familiar with the Third Party Claim process (CCP 720.110-720-880) before requesting this type of levy.

Please serve the following Third Person who is in possession or control of the property: _____

Service Address: _____

9. **Your Information:** Check-mark one of the following:

- I am the Plaintiff's Attorney of Record.
- I am the Plaintiff.
- I am the Assignee of Record.

Print Your Name: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home PH: _____ Work PH: _____ Cell PH: _____

Email Address: _____

Your Signature: _____

Must be signed by the requestor, Plaintiff, Attorney of Record or Assignee of Record (CCP Code 262, 684.130, 687.010).

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