SER-001A Special Instructions for Writs and Levies—Attachment

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Sheriff File Number *(for sheriff to complete, if needed):*

Fill in case number:

Court Case Number:

Instructions

Generally, you **will not** need to complete this form if you are asking the sheriff to serve a complaint (unless with a writ of attachment) or a restraining order.

- Complete this form if you want the sheriff or marshal to enforce a writ. You must complete this form and form SER-001, *Request for Sheriff to Serve Court Paper*, and turn both forms in to the sheriff or marshal.
- You must include any writ and related order you want the sheriff to enforce.

This form is attached to form SER-001, *Request for Sheriff to Serve Court Papers.*

All information is required unless it is listed as optional or does not apply to your case.
For more information about what may be required in your case, go to selfhelp.courts.ca.gov/sheriff-serves.

1 Additional Information About You (Person Requesting Service)

Are you a judgment creditor (person awarded money or property by the court)?

☐ Yes
☐ No *(complete the section below):*

(a) What is your role in the case?: _____

(b) Is there a judgment creditor in your case?
☐ No
☐ Yes *(list the names of all judgment creditors):*

_____
_____
_____

2 Additional Information About Person or Entity You Want Served

The person or entity you want served (listed in item 3 of form SER-001):
(check one)

☐ Owes you money in this case (judgment debtor).
☐ Is not a party in this case but has the property.
☐ Is a person who lives on the property.
☐ Other *(explain):*

_____
_____
_____

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Court Case Number:

3 Information About the Writ and Judgment

a. Date writ was issued: _____

b. The writ included with this request is *(check one):*

- ☐ An original writ.
- ☐ A copy of the original writ issued by the court as an electronic record and has not already been given to the levying officer (sheriff or marshal).
- ☐ A copy of the original writ that has already been given to the levying officer (sheriff or marshal).

c. Has a judgment been issued by the court?

- ☐ No
- ☐ Yes *(complete section below):*

(1) Date judgment was issued: _____

(2) If it is a money judgment, give amount: _____

(3) List all judgment debtors *(the people or organizations that owe money)* if there are any in this case. If the judgment debtor is an organization (such as a business), include the type of organization *(example: corporation):*

_____
_____
_____
_____
_____

4 Information About the Property to Levy

a. Describe the property in as much detail as possible. For example:

- For bank accounts, give account number (if known).
- For personal property, describe property and give the address where property is located.
- For vehicles, give license plate number and address where vehicle is located.
- For evictions, give address and any information needed to access the property.
- For real property (other than evictions), give legal description, address, and assessor's parcel number.
- If requester is not the person receiving the property, give clear instructions on who will receive the property and how.

_____
_____
_____
_____
_____
_____

☐ Check here if you are including a map or other document to describe property.

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4 b. Is the property in the judgment debtor's name, or in the defendant's name if the writ described in 3 is a writ of attachment?

☐ Yes

☐ No *(list the names of owners and explain their interest in the property, including any leasehold interest):*

(Note: You may also need to have the people listed above served with your court papers. Check the Code of Civil Procedure for service requirements or talk with a lawyer. Your local court self-help center may be able to help you for free. To find your local self-help center, go to selfhelp.courts.ca.gov/find.)

c. Are you asking the sheriff to levy on property that is a dwelling *(a place someone can live in)*?

☐ No

☐ Yes *(complete the section below):*

The dwelling is *(check one):*

☐ Real property *(examples: house, condo, other building attached to land)*

☐ Personal property *(examples: houseboat, RV)*

5 Enforcement of a Judgment for Personal Debt

If you are the judgment creditor and you are asking the sheriff to serve a writ, levy, or other document related to enforcement of a judgment for personal debt (as defined in Code of Civil Procedure section 683.110(d)), you must verify the judgment debtor's address before the sheriff can serve your papers.

Are the documents you are asking the sheriff to serve related to enforcement of a judgment for personal debt?

☐ No

☐ Yes, and I have completed *Declaration of Address Verification* (form WG-015/EJ-135) and attached it to this form.

6 Special Instructions for Sheriff

In some situations, you will have to give detailed instructions on how you want the sheriff to enforce the order. Use the space below to list any instructions. Some examples of when instructions may be needed include:

- Instructions to serve the summons and complaint with a writ of attachment, if not previously served (see Code Civ. Proc., § 488.020(c)).
- Instructions that the levying officer must place a keeper in charge of the property (see Code Civ. Proc., §§ 700.070 & 700.080).
- Instructions to seize personal property from a private place (see Code Civ. Proc., § 699.030).

☐ Check here if you need more space to list instructions. Use a separate piece of paper and write "SER-001A, Special Instructions for Sheriff" at the top. Turn it in with this form.

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For your protection and privacy, please press the Clear button after you have printed the form.

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