



SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

CIVIL ENFORCEMENT BUREAU

400 County Government Center, Redwood City, CA 94063

(650) 363-4497 • Fax (650) 363-4833

Business Levy (Immediate Demand and Levy) "Till Tap" Writ of Execution Sheriff Instructions & Worksheet

Court Document(s) Required:	Original Writ of Execution (Money Judgment) (form EJ-130) plus two copies
Letter of Instruction	Specify the name and address of the debtor's business and the location of cash to be seized. Please identify the nature of the business and any hazards, if known. The judgment creditor's attorney or the judgment creditor (if the judgment creditor does not have an attorney) must sign and date the instructions.
Time of Service	The Writ of Execution expires 180 days after issuance.
Method of Levy	The method of levy is seizure by Civil Detectives making a demand for the debtor(s) to satisfy the judgment and removing cash or equivalent proceeds of sales from the business for payment to the Creditor towards satisfying the money judgment. No Keeper is utilized in this levy. After levy, the Sheriff will submit a report to the judgment creditor/attorney detailing actions taken and any monies collected.
Cost Deposit	A cost deposit may be required for locksmith services to open cash register or safe.
Fees	\$100.00 if served, \$40.00 if unable to serve or cancelled
Writ Return	A return detailing the Sheriff's actions is prepared by Civil Unit staff, which accompanies the original Writ of Execution when it is returned to the court.

Use SMSO SH CIV-203 Keeper Levy instructions as a guide and submit with letter of instruction.

What is Required Check List:

- \$100.00 fee for each service
- Original Writ of Execution plus two copies
- Original letter of instructions signed and dated by the judgment creditor's attorney or the judgment creditor (if the judgment creditor does not have an attorney).
- Can be submitted in person or via mail
- Submit to Sheriff no later than 150 days after issuance of Writ

INSTRUCTIONS TO THE SHERIFF OF SAN MATEO 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 CCP 262; 687.010

400 County Center, 3rd Floor, Redwood City, CA 94063 – TEL (650) 363-4497; FAX (650) 363-4833

Plaintiff VS. _____
Defendant

Court Case Number VS. _____
Sheriff's Civil Number – if known

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

Section I (Property)

(check one box only)

1. **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.
2. **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 of Civil Procedure.
3. **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 described on the reverse side of this form. AT THE END OF THE KEEPER PERIOD, OR IF, PURSUANT TO CCP 700.070(b)(1), THE JUDGEMENT DEBTOR OBJECTS TO THE PLACEMENT OF THE KEEPER...

(check one box only)

3a Seize all cash and checks, release all other tangible property, release the keeper and leave.

3b Seize all cash, checks, inventory, move, store, and sell tangible property described on the reverse side of this form. (A minimum deposit of \$1,500.00 is required pending further quotation. Pursuant to 685.100 of the Code of Civil Procedure, the levy officer will not take exclusive custody of the property unless the judgment creditor has deposited a 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) 8, 12, 24 hours each day (excluding weekends) for _____ day(s).

Section III (Business information)

Business License Name(s) (REQUIRED) _____

Business Address: _____
Street Address City

Business hours are _____ a.m. to p.m., except _____

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

Accept \$ _____ plus cost of levy to satisfy this case.) _____
Signature of attorney (or creditor without an attorney)

Address: _____

Telephone: _____ Ext. _____ Fax: _____

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