

Solano County Sheriff's Department Civil Bureau

530 Union Ave., Ste. 100, Fairfield, CA 94533 (707) 784-7020 FAX (707) 784-1436



RECEIVED — For Office Use Only

FILE # _____ ☐ Debit ☐ Credit ☐ check _____ ☐ waiver ☐ cash

COURT CASE # _____ LOCKOUT DATE _____

VS

Plaintiff

Defendant

Eviction Instructions

Writ of Possession- Real Property CCP 715.010-715.050

Provide the original writ and three copies.

1. **To the Sheriff of Solano County,** pursuant to the attached writ, you are instructed to place the judgment creditor in peaceful possession of the below described property.

2. **Who is to be evicted?** List the name(s) of the Judgment Debtor(s) you want us to evict. The names listed below must match the names exactly as they appear on **lines 4 and 21 of the writ**, or the Sheriff will not act upon your instructions.

3. **What is the address for the eviction?** The address listed below must match the address exactly as it appears on **line 24e of the writ**, or the Sheriff will not act upon your instructions.

4. **Please provide any officer safety issues: CHECK ALL THAT APPLY**

☐ Weapons ☐ Violent toward Law enforcement ☐ Prior Law Enforcement Activity ☐ Assaultive
☐ Loose Dogs in Yard ☐ Drug Use ☐ Mentally Disordered

5. **Please describe or provide additional concerns:** ☐ Gated Community ☐ Elderly ☐ Disabled/Serious Medical Issues

6. **Day of Eviction**

You or your agent must be present at the scheduled time and date of the eviction. You are required to provide the Deputy with access to the interior of the premises in order for the Deputy to restore lawful possession of the property to you. The eviction process is not complete until the Deputy actually restores the possession of the property to you, even if the occupants vacate the premises prior to the Deputy's arrival. We will contact the person/agent listed below (between 0800-1200 the Friday before the lockout date) with the exact time to meet the deputy.

Contact Agent Name: _____

Daytime phone: _____ Cell phone: _____

7. **Cancellations**

The eviction process is not complete until the Deputy actually restores the possession of the property to you, even if the occupants vacate the premises prior to the eviction. However, if you wish to cancel the eviction prior to the final restoration, the attorney of record must notify our office **in writing** prior to the date and time of the scheduled eviction. There will be a cancellation fee of \$40.00.

8. **Your Information**

Your name: _____ Phone: _____

Your address: _____

Signature: _____ Date: _____

Must be signed by the Plaintiff, Attorney of Record or Assignee of Record. I am the ☐ plaintiff ☐ plaintiff's attorney of record ☐ assignee of record.