



**Personal Property Levy**  
**Instructions to the Sheriff of Solano County**  
**Civil Bureau 530 Union Ave., Ste. 100 Fairfield, CA 94533**  
**Email SHFCivil@solanocounty.com**  
**Direct Line (707) 784-7020 Fax (707) 784-1436**

**Tom Ferrara, Sheriff-Coroner**

The Sheriff must have written, signed instructions by the Plaintiff representing him/herself or the Attorney of Record in accordance with California Civil Procedure Code 262. (El Alguacil debera tener las instrucciones firmadas y en escrito por el Demandante representandose a si mismo(a) u al Abogado registrado de acuerdo al Proceso civil de California codigo 262.)

**Court Case #** \_\_\_\_\_  
 (Numero del Caso Judicial)

**Sheriff's File #** \_\_\_\_\_  
 (Numero de Archivo del Departamento del Sheriff)

\_\_\_\_\_  
 Plaintiff/Petitioner (Demandante/Demandador)

vs

\_\_\_\_\_  
 Defendant/Respondent (Acusado/Demandado)

**TO THE SHERIFF OF SOLANO COUNTY, BY THE AUTHORITY OF THE ACCOMPANYING WRIT:**

You are instructed to execute the levy as described below.

**OR**

A Registered Process Server (RPS) will serve the levy as described below. NOTE: RPS may not serve every type of levy.  
 Name and phone number of RPS: \_\_\_\_\_

**WHAT TYPE OF WRIT DO YOU HAVE? CHECK ONE**

- Writ of Execution (Money Judgment) (EJ-130)** Methods of Levy CCP 700.010-700.200
- Writ of Possession of Personal Property (EJ-130)** Method of Levy CCP 714.010-714.020
- Writ of Possession (Claim and Delivery) (CD-130)** Method of Levy CCP 512.080, 514.010-514.050
- Writ of Attachment (AT-135)** Methods of Levy CCP 488.300-488.485. Also include:
  - Right to Attach Order** and  **Undertaking**, if one was ordered.

**WHAT TYPE OF LEVY DO YOU WANT PERFORMED? CHECK ONE**

**Bank or Deposit Account Levy/ Third Party levy**

Name of Financial Institution / Third Party: \_\_\_\_\_

Address of Financial Institution / Third Party: \_\_\_\_\_

Account No(s). If known / Property Description: \_\_\_\_\_

**Writ of Possession**

Turnover Contact person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Vehicle Levy**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

VIN No. \_\_\_\_\_ License No. \_\_\_\_\_ Year: \_\_\_\_\_

**Seizure and Sale of Personal Property**

**WHOSE PROPERTY DO YOU WANT US TO LEVY?**

Name(s) of the Judgment Debtor(s) whose property is subject to this levy. 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.

1. \_\_\_\_\_ SSN: \_\_\_\_\_

Address for Mail Service: \_\_\_\_\_

2. \_\_\_\_\_ SSN: \_\_\_\_\_

Address for Mail Service: \_\_\_\_\_

Check if additional judgment debtors. List them on a separate sheet and attach to these instructions.

**IDENTIFY THE PROPERTY: (Not Applicable for BANK and VEHICLE levies- See above)**

You are required to identify and describe the property to be levied upon. Additionally, unless you have a writ of execution - money judgment, the Sheriff will not levy on property that is not specifically ordered or described in the writ. The property must be described in such a way that no other property could reasonably be mistaken for the wanted property. Include physical description, quantity, VIN, weight, size, photos, serial numbers, etc.:

See attachment for a detailed property description

Address where the property will be found: \_\_\_\_\_

Is the Property in the Possession of the Debtor?  Yes  No:

Do you have a Private Place Order?  Yes  No.

If the property is held in a Private Place, 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 for the property and will not enter the property.

Is the Property in the Possession of a Third Party?  Yes  No:

The Sheriff does not seize property from a Third Party. The Sheriff will only make a demand. If the property is held in a Private Place, the Sheriff will not enter to demand the property. The garnishment procedure is limited in the type of property subject to levy. You should be familiar with those limitations and with the Third Party Claim process (CCP 720.110-720.880) before requesting this type of levy.

Please serve the following Third Party: \_\_\_\_\_

Service Address: \_\_\_\_\_

**Identify the specific Method of Levy (code section) that pertains to the specific property you are seeking to levy: \_\_\_\_\_**

**Enclosures:** Check all that apply

Affidavit of identity  Spousal affidavit  Unexpired certified copy of a fictitious business name statement  Other: \_\_\_\_\_

**NOTICE: ALL COMMUNICATION, REFUNDS AND COLLECTIONS WILL BE MADE TO THE NAME AND ADDRESS LISTED BELOW. (NOTA: TODA COMUNICACION, REEMBOLSO Y COLECTA SERA(N) ENTREGADO(S) AL PARTIDO CUYO NOMBRE Y DOMICILIO ESTAN ALISTADOS ABAJO.)**

**(NO REFUNDS AFTER PROCESSING)**

**DATE:** \_\_\_\_\_  
(Fecha)

**MAILING ADDRESS**                      **City**                      **State**                      **Zip Code**  
(Direccion del correo)                      (Ciudad, Estado y Codigo Postal)

**BUSINESS NAME if applicable.**

**Telephone number where you may be reached (between 8 a.m. & 5 p.m.)**  
(Numero de telefono donde usted puede ser localizado(a) (Entre las 8 AM y las 5PM))

**Printed name of party requesting service**  
Plaintiff representing him/herself or the Attorney of Record (CCP 262)  
(Nombre escrito en molde del partido quien solicita entrega de la notificacion)

ADDRESS/PHONE IS **NOT** ON ORDER and **IS** CONFIDENTIAL

**Signature of party requesting service**  
Plaintiff representing him/herself or the Attorney of Record (CCP 262)  
(Firma del partido quien solicita entrega de la notificacion)

**NOTE: THE SHERIFF IS ENTITLED TO HIS FEE FOR SERVICE, WHETHER OR NOT THE SERVICE IS SUCCESSFUL. (GOVT CODE 26738) THE LAW ALLOWS THE SERVICE OF PROCESS BETWEEN THE HOURS OF 6:00 A.M. AND 10:00 P.M. (NOTA: EL SHERIFF TIENE EL DERECHO DE COBRAR HONORARIOS POR SU SERVICIO, AUNQUE CUYO SERVICIO NO TUVO BUENOS RESULTADOS. (GOVT CODIGO 26738) LA LEY PERMITE PROCEDIMIENTO DE SERVICIO DURANTE LOS HORAS DE LAS 6:00 AM Y LAS 10:00 PM.)**

**FOR OFFICE USE ONLY**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Initials: \_\_\_\_\_  counter  mail  cash  check  waiver  other \_\_\_\_\_