

Solano County Sheriff's Department Civil Bureau

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

For Office Use Only

FILE # _____ debit credit check _____ waiver cash

Court case # _____ Plaintiff: _____

Defendant: _____

Levy Instructions: Bank Other

1. To the Sheriff of Solano County, pursuant to the attached Writ:

You are instructed to serve **Writ of Execution-Money Judgment (EJ-130): CCP 700.140, 700.150, 700.**

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

The information required is specified in CCP 699.520.

2. Whose property you want us to levy?

The names listed below must match the names exactly as they appear on the writ, or the Sheriff will not act upon your instructions.

1st Judgment Debtor: _____ Acct /SSN (if known) _____

Address for mail service: _____

2nd Judgment Debtor: _____ Acct /SSN (if known) _____

Address for mail service: _____

3. Financial Institution:

Name of financial institution: _____

Address of financial institution: _____

4. Property Description: CHECK ONE You are required to identify and describe the property to be levied upon.

Levy upon any and all deposit accounts standing in the name (s) of the judgment debtor (s) listed above.

Other: _____

5. Enclosures: CHECK ALL THAT APPLY

Affidavit of Identity Spousal Affidavit Unexpired certified copy of a fictitious business name state OTHER:

6. 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.

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

Returned paperwork: Paperwork will be returned unprocessed if the writ is incomplete, if the writ is missing required information, if the writ is invalid on its face or if the letter of instruction is unclear or insufficient. Any changes or corrections made to a writ after it is issued by the court **must** be initialed by the court clerk. The Sheriff will not act upon the writ otherwise.