

**Levy Upon the Debtor's Going Business**  
**INSTRUCTIONS TO THE SHERIFF OF VENTURA COUNTY**

Civil Division • 800 S. Victoria Ave. (HOJ Rm. 101) • Ventura • CA • 93009

Phone (805) 654-2391 • Fax (805) 645-1342

The Sheriff must have written, signed instructions by the attorney for the plaintiff, or the plaintiff if s/he does not have an attorney, in accordance with CCP 262, 687.010.  
The Sheriff is entitled to his fee, whether or not the service is successful, in accordance with GC 26738.

**COURT CASE #:** \_\_\_\_\_

Plaintiff: \_\_\_\_\_ Defendant: \_\_\_\_\_

**SHERIFF OF VENTURA COUNTY, PURSUANT TO THE WRIT, YOU ARE INSTRUCTED TO:**

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

(Check **one** box only)

**1**  **CONDUCT A "TILL TAP" ONLY** by taking immediate custody of CASH / CHECK PROCEEDS ONLY from the cash register or usual money receptacle at the business.

**2**  **PLACE A KEEPER** in the judgment debtor's business, for the purpose of taking custody of CASH / CHECK PROCEEDS ONLY, pursuant to CCP 700.070(c).

**3**  **PLACE A KEEPER** in the judgment debtor's business, for the purpose of taking custody of CASH / CHECK PROCEEDS ONLY *and* TANGIBLE PERSONAL PROPERTY of the judgment debtor's business. At the end of the keeper period, or if, pursuant to CCP 700.070(b)(1), the judgment debtor objects to the placement of the keeper (*check one*):

**3a**  **SEIZE** all cash and checks, release all other tangible personal property, release the levy, release the keeper, and leave.

**3b**  **SEIZE** all cash and checks and **SEIZE, MOVE, STORE, and SELL** all tangible personal property of the judgment debtor's business. *A minimum deposit of \$1,500.00 is required pending further quotation. Pursuant to CCP 685.100, the levying officer will not take exclusive custody of property unless the judgment creditor has deposited a sufficient sum of money to pay costs of moving and storage.*

**4 BUSINESS INFORMATION**

Name of business: \_\_\_\_\_

Business address: \_\_\_\_\_  
Street Suite # City State ZIP

Business hours: \_\_\_\_\_ A.M. to \_\_\_\_\_ P.M., except \_\_\_\_\_

**5 REQUESTOR (Attorney of Record, Plaintiff pro-per, or Assignee of Record):**

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt./Suite # City State ZIP

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_