

Personal Property / Vehicle Levy
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.

1 COURT CASE #: _____
Plaintiff: _____ Defendant: _____

SHERIFF OF VENTURA COUNTY, PURSUANT TO THE ATTACHED WRIT:

- You are instructed to execute the levy as described below.
- 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: _____

2 TYPE OF WRIT (check one):

- Writ of Execution (Money Judgment) (EJ-130)
Methods of Levy CCP 700.010 – 700.200
- Writ of Attachment (AT-135)
Methods of Levy CCP 488.300 – 488.485
- 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

3 DEBTOR INFORMATION (The name listed below must match the name, exactly as it appears on the writ, or the Sheriff will not act upon your instructions):

Judgment Debtor's Name: _____

Judgment Debtor's Address :

Street Apt./Suite # City State ZIP

4 PROPERTY INFORMATION

- 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.

SEE PAGE 2 OF THIS FORM FOR ADDITIONAL REQUIRED INFORMATION

COURT CASE #: _____

5 VEHICLE INFORMATION

Color: _____ Year: _____ Make: _____ Model: _____

License plate #: _____ State: _____ Type of vehicle: _____

Vehicle Identification Number (VIN): _____

6 ADDITIONAL INFORMATION

- Identify the specific method of levy (code section) that pertains to the specific property you are seeking to levy: _____
- Address where the property may be found:

_____ Street City State ZIP

- 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. Without a Private Place Order, the Sheriff will only make a demand for the property and will not enter the private place.
- 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:
Name: _____

Address: _____
Street Apt./Suite # City State ZIP

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

Signature: _____ Date: _____

Printed name: _____

Address: _____
Street Apt./Suite # City State ZIP

Phone #: _____ Fax #: _____