

**INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF CONTRA COSTA**

The Sheriff must have written, signed, instructions by the attorney for the creditor, or the creditor if he/she has not attorney in accordance with CCP 262; 687.010.

\_\_\_\_\_  
Plaintiff vs. \_\_\_\_\_ Case No. \_\_\_\_\_  
Defendant

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

**SECTION I (Property)**

**YOU ARE INSTRUCTED TO LEVY ON THE JUDGMENT DEBTOR'S BUSINESS AS FOLLOWS:**

(check box 1, 2 or 3 only)

1. **CONDUCT "TILL TAP" ONLY** by taking immediate custody of CASH/CHECK PROCEEDS FROM SALES ONLY from the cash register or usual money receptacle at the business. (Omit Section II of this form)
2. **PLACE A KEEPER** in the judgment debtor's business for the period of time indicated in Section II (below), for the purpose of taking custody of CASH/CHECK PROCEEDS FROM SALES ONLY pursuant to Section 700.070(c) of the Code of Civil Procedure.
3. **PLACE A KEEPER** in the judgment debtor's business for the period of time indicated in Section II (below), for the purpose of taking custody of CASH/CHECK PROCEEDS FROM SALES AND TANGIBLE PERSONAL PROPERTY in the manner prescribed by the law. 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 only one of the below boxes) ...
  - 3a Seize all cash and checks, release all other tangible property, release the keeper and leave.
  - 3b Seize cash and checks, inventory, move, store, and sell tangible personal property as directed by the judgment creditor, in the manner prescribed by law. NOTE: A minimum deposit of \$1,500.00 is required pending further quotation. Pursuant to 685.100 of the Code of Civil Procedure, 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.

**SECTION II (Keeper period)**

**THE KEEPER IS TO BE INSTALLED IN THE BUSINESS FOR A PERIOD OF ...**

(check one box only)

8, 12, 24, hours each day for \_\_\_\_\_ day(s).

**SECTION III (Business information)**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Name of Business / Address / City

Business hours are \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m., Days closed \_\_\_\_\_

Is alcohol the chief item of sale?  Yes  No

Request service after 5pm  Yes\*  No (\*additional deposit required)

**NOTICE: ALL COMMUNICATIONS, REFUNDS, AND COLLECTIONS WILL BE MADE TO THE NAME AND ADDRESS LISTED BELOW: (Please Print)**

Accept \$ \_\_\_\_\_ plus levy costs and interest to satisfy this case.

\_\_\_\_\_  
Signature of attorney (or creditor without an attorney) Date

\_\_\_\_\_  
PRINT Name and Address of attorney (or creditor without an attorney)

PHONE \_\_\_\_\_ E-MAIL. \_\_\_\_\_

FAX ( ) \_\_\_\_\_