Business Levy(Cash Only 8 Hour Keeper) Writ of Attachment

Court Document(s) Required:	Original Writ of Attachment (form AT 135) plus three copies, Order for Issuance of the Writ of Attachment (form AT 120, AT 125 or AT 130) plus two copies, Notice of Attachment (form AT 165) plus two copies, Undertaking per Code of Civil Procedure § 489.210 plus two copies or Undertaking by Personal Sureties (form AT 160 or CD 140) plus two copies and two copies of the Summons and Complaint (form 982a16) if they have not already been served.
Letter of Instructions	Specify the name and address of the business and any hazards Deputies may encounter. If no Summons and Complaint is provided, the letter of instructions must specify that they have been served. Specify the name and address of the defendant's attorney, if any. The Writ of Attachment only authorizes the Sheriff to seize cash and/or inventory of a going business and not equipment. The letter must correctly specify that only cash or equivalent proceeds of sales are to be seized.
	The plaintiff's attorney or the plaintiff (if the plaintiff does not have an attorney) must sign the letter of instructions.
Time for Service	The Writ of Attachment must be served and returned to the court within 60 days after receipt by the Sheriff.
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Method of Levy	The method of levy is seizure by placing a Sheriff's Keeper at the business in order to collect money and the proceeds of sales. All money and proceeds of sales seized are held until the civil case is adjudicated. An undertaking, or bond, is required by the plaintiff to indemnify the defendant in the event the defendant becomes the judgment creditor at the conclusion of the civil action. There is no limit to the number of days a Keeper may be employed in this type of levy per Code of Civil Procedure § 488.395(e).
Cost Deposit	Keeper (8 hours): \$110 per day.
Fee	\$85.00 per 8-hour Keeper: (\$60.00 if Keeper installation attempted and not served, and \$30.00 if unable to serve or cancelled prior to installation attempt).
Writ Return	A return detailing the Sheriff's actions is prepared by Civil Unit staff, which accompanies the Writ of Attachment when it is returned to the court.

What is Required Check List:

- \$205.00 per 8-hour Keeper installation
- Original Writ of Attachment plus three copies
- Order for Issuance of Writ of Attachment plus three copies
- Original and three copies of the Undertaking
- Notice of Attachment plus two copies
- Two copies of the Summons and Complaint (if not previously served)
- Original letter of instructions signed and dated by the plaintiff's attorney or the plaintiff (if the plaintiff does not have an attorney).