Business Levy (Immediate Demand and Levy) "Till Tap" Writ of Execution

Court Document(s) Required:	Original Writ of Execution (Money Judgment) (form EJ- 130) plus two copies
Letter of Instructions	Specify the name and address of the debtor's business and the location of cash to be seized. Please identify the nature of the business and any hazards, if known. The judgment creditor's attorney or the judgment creditor (if the judgment creditor does not have an attorney) must sign and date the instructions
Time for Service	The Writ of Execution expires 180 days after issuance.
Method of Levy	The method of levy is seizure by Deputies making a demand for the debtor(s) to satisfy the judgment and removing cash or equivalent proceeds of sales from the business for payment to the Creditor towards satisfying the money judgment. No Keeper is utilized in this levy. After levy, the Sheriff will submit a report to the judgment creditor/attorney detailing actions taken and any monies collected.
Cost Deposit	A cost deposit may be required for locksmith services to open cash register or safe.
Fee	\$85.00 if served, \$30.00 if unable to serve or cancelled
Writ Return	A return detailing the Sheriff's actions is prepared by Civil Unit staff, which accompanies the original Writ of Execution when it is returned to the court.

[Click Here for a Sample Letter of Instructions—Form C]

What is Required Check List:

- \$85.00 fee for each service
- Original Writ of Execution plus two copies
- Original letter of instructions signed and dated by the judgment creditor's attorney or the judgment creditor (if the judgment creditor does not have an attorney).
- Can be submitted in person or via mail
- Submit to Sheriff no later than 150 days after issuance of Writ

(Levy upon Debtor's Going Business) INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF

Plaintiff	vs	Defendan	t	Case No.	
If the writ contains multiple debtors, please indica				ing business:	
	SECTIO	N I (Prope	rty)		
YOU ARE INSTRUCTED TO LEVY ON THI (check box 1, 2 or 3 <u>only</u>)	E JUDGMEN ⁻	T DEBTOR'S	S BUSINES	S AS FOLLOWS	3 :
 CONDUCT "TILL TAP" ONLY by takin ONLY from the cash register or usual 					
 PLACE A KEEPER in the judgment de the purpose of taking custody of CASI 700.070(c) of the Code of Civil Proced 	H / CHECK P				
3. PLACE A KEEPER in the judgment de the purpose of taking custody of CASI PROPERTY in the manner prescribed 700.070(b)(1), the judgment debtor ob	H/CHECK PR I by the law. A pjects to the p	OCEEDS FI At the end of lacement of	ROM SALES the keeper (the keeper (S <u>AND</u> TANGIBL period, <u>or</u> if, purs (<i>check <u>only one</u> c</i>	E PERSONAL suant to CCP of the below boxes)
3a ☐ Seize all cash and checks, re				•	
3b ☐ Seize cash and checks, inve judgment creditor, in the mai required pending further quo levying officer will not take expensited a sufficient sum of	nner prescribe station. Pursua xclusive custo	ed by law. No ant to 685.10 ody of prope	OTE: A min 00 of the Co ty unless th	nimum deposit of de of Civil Proce de judgment cred	\$1,500.00 is dure, the
	SECTION I	l (Keeper p	eriod)		
THE KEEPER IS TO BE INSTALLED IN TH (check one box only)			RIOD OF		
\square 8, \square 12, \square 24, hours <u>each day</u> for	a	ay (s).			
SE	CTION III (B	usiness in	formation))	
Name of Business	_/	Address		/	City
Business hours are	_ a.m. to		p.m., Da	ys closed	•
NOTICE: ALL COMMUNICATIONS, REFUILISTED BELOW: (Please Print)	NDS, AND CO	OLLECTION	S WILL BE	MADE TO THE I	NAME AND ADDRES
Accept \$ plus levy	costs and ir	nterest to sa	atisfy this c	ase.	
Signature of attorney (or creditor without an attorney)			Date		
PRINT	Name and Address	s of attorney (or cred	tor without an attorr	ney)	
TEL ()	EXT.				
FAX ()					

(Rev. 98)