Personal Property Levy Writ of Possession

Court Document(s) Required:	Original Writ of Possession (Personal Property) (form EJ-130) plus two copies
Letter of Instructions	Provide a specific description of the property (to include make/model/serial/license number if available) to be seized and the address where the property is located. Provide the name and telephone number of the person who will take possession of the property. If the property cannot be specifically identified, provide a photograph and/or a contact person who will identify the property and sign to that effect.
	If the property to be seized is in a private place, such as inside a residence or garage, the Sheriff cannot seize it without a private place court order issued pursuant to Code of Civil Procedure § 699.030 unless the debtor voluntarily surrenders it.
	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 in which the Sheriff seizes the property and immediately turns it over to the judgment creditor or the judgment creditor's designated agent.
Cost Deposit	None. The property is turned over to the judgment creditor/agent.

Fee	\$85.00 if served, \$30.00 if unable to serve or cancelled.
	\$125.00 for opening each safety deposit box.
Writ Return	A return detailing the Sheriff's actions is prepared by Civil Unit staff, which accompanies the original Writ of Possession when it is returned to the court.

What is Required Check List:

- \$85.00 plus costs
- \$125.00 for opening each safety deposit box
- Original Writ of Possession (Personal Property) 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