

Mendocino County Sheriff's Civil Department

951 Low Gap Road, Ukiah, CA 95482, 707-463-4419 (fax) 707-468-3404

Bank Levy (Deposit Account) Instructions

Writ of Execution: CCP 700.140, 700.150, 700.160 // Writ of Attachment: CCP 488.455, 488.460, 488.465
Call for fees

1. To the Sheriff of Mendocino County, pursuant to the attached Writ: CHECK ONE

- You are instructed to serve the levy as described below.
 A Registered Process Server (RPS) will serve the levy as described below.

Name and phone number of RPS: _____

2. WHAT TYPE OF WRIT DO YOU HAVE? CHECK ONE

- Writ of Execution - Money Judgment (EJ-130).**

The information required on a Writ of Execution Money Judgment (EJ-130) is specified in CCP 699.520.

- Writ of Attachment (AT-135). Also include the Right to Attach Order and Undertaking, if one was ordered.**

The information required on a Writ of Attachment (AT- 135) is specified in CCP 488.010.

3. Whose property you want us to levy?

The names listed below must match the names exactly as they appear on the writ, or the Sheriff will not act upon your instructions.

1st Judgment Debtor: _____ SSN# _____

Address for mail service: _____

2nd Judgment Debtor: _____ SSN# _____

Address for mail service: _____

- Check if additional judgment debtors. List them on the back of this page.

4. Financial Institution:

Name of financial institution: _____

Address of financial institution: _____

- Check if additional financial institutions. List them on the back of this page.

5. Property Description: CHECK ONE Property must listed on the Writ of Attachment and Right to Attach Order.

- Levy upon any and all deposit accounts standing in the name (s) of the judgment debtor (s) listed above.
 Other: _____

6. Enclosures: CHECK ALL THAT APPLY

- Affidavit of identity Spousal affidavit Unexpired certified copy of a fictitious business name statement Other:

7. Your Information

Your Name: _____ Phone: _____

Your address: _____

Signature: _____ Date: _____

Must be signed by the Plaintiff, Attorney of Record or Assignee of Record. I am the plaintiff plaintiff's attorney of record assignee of record.

NOTE: Levies are executed in the order received. We do not promise to levy on specific dates or times.

Returned paperwork: Paperwork will be returned unprocessed if the writ is incomplete, if the writ is missing required information, if the writ is invalid on its face or if the letter of instruction is unclear or insufficient. Any changes or corrections

made to a writ after it is issued by the court must be initialed by the court clerk. The Sheriff will not act upon the writ otherwise.