



Keeper/Till-Tap Levy (Going Business) Instructions to the Sheriff of Stanislaus County

NORMAL HOURS FOR SERVICE ARE MONDAY – FRIDAY, 8:00 A.M. TO 4:00 P.M.

Jeff Dirkse, Sheriff-Coroner

The Sheriff must have written, signed instructions by the Plaintiff representing him/herself or the Attorney of Record in accordance with California Civil Procedure Code 262. *El Alguacil debera tener las instrucciones firmadas y en escrito por el Demandante representandose a si mismo(a) u al Abogado registrado de acuerdo al Proceso civil de California codigo 262.*

Court Case #
Numero del Caso Judicial

Sheriff's File # _____
Numero de Archivo del Departamento del Sheriff

(Plaintiff/Petitioner) Demandante/Demandador

VS

(Defendant/Respondent) Acusado/Demandado

BY THE AUTHORITY OF THE ACCOMPANYING WRIT, YOU ARE HEREBY INSTRUCTED TO:

INDICATE TYPE OF LEVY: CHECK ONE

CONDUCT "TILL TAP" ONLY, CCP 700.070 (c) by taking immediate custody all CASH/CHECK PROCEEDS FROM SALES ONLY from the cash register or usual money receptacle at the debtor's business, then leave the business. A Keeper will not be placed in charge of the business.

TAKE CUSTODY OF CASH AND CHECK PROCEEDS ONLY, CCP 700.070 (c). Place a Keeper in charge of the debtor's business for 8 12 or 24 hours each day (excluding weekends*) for _____ days. At the end of each keeper period, you are instructed to take exclusive custody of the cash and checks, release the keeper and leave the business.

TAKE CUSTODY OF CASH AND CHECK PROCEEDS AND TANGIBLE PERSONAL PROPERTY, CCP 700.070 (b). Place a Keeper in charge of the debtor's business 8 12 or 24 hours each day (excluding weekends*) for _____ days. The Keeper shall take the tangible personal property into exclusive custody at the END OF THE KEEPER PERIOD. If pursuant to CCP 700.070(B)(1), the JUDGMENT DEBTOR OBJECTS TO THE PLACEMENT OF THE KEEPER, you are instructed to:

Seize all cash and checks, release all other tangible personal property, and release the levy and keeper and leave.

OR

Seize all cash, checks and tangible personal property and move, store and sell (writ of execution only) the tangible personal property of the judgment debtor's business

Unless otherwise instructed, at the end of the keeper period, you are instructed to seize all cash, checks and tangible personal property and move, store and sell (writ of execution only) the tangible personal property of the judgment debtor's business. NOTE: A minimum deposit of \$2,000.00 is required to take exclusive custody of tangible personal property, pending further quotation. The levying officer will not take exclusive custody of property unless the judgment creditor provides this deposit along with an estimate of moving and storage costs (CCP 685.100).

Name(s) of the Judgment Debtor(s) whose property is subject to this levy. The names listed below must match the names exactly as they appear on **lines 4 and 21 of the writ**, or the Sheriff will not act upon your instructions.

- 1.
- 2.

Name of Business:

Entity Type:

Address of Business:

Business hours are _____ to _____ Mon Tues Wed Thur Fri Sat Sun

Indicate preference, if any, for a particular day of the week:
(We cannot guarantee that levy will be performed on the day requested)

Collect the amount directed by the Writ of Execution unless a lessor amount is specified here: \$ _____ plus
cost of levy and interest to satisfy this case.

Special Instructions (best hours for service, any additional info that would be of assistance, etc.)

**Service outside of normal business hours would be left to the discretion of the deputy performing levy and may result in additional fees.*

NOTICE: ALL COMMUNICATION, REFUNDS AND COLLECTIONS WILL BE MADE TO THE NAME AND ADDRESS LISTED BELOW. NOTA: TODA COMUNICACION, REEMBOLSO Y COLECTA SERA(N) ENTREGADO(S) AL PARTIDO CUYO NOMBRE Y DOMICILIO ESTAN ALISTADOS ABAJO.

(NO REFUNDS AFTER PROCESSING)

DATE:
(Fecha)

MAILING ADDRESS
(Direccion del correo)

City State Zip Code
(Ciudad, Estado y Codigo Postal)

BUSINESS NAME if applicable.

Telephone number where you may be reached (between 8 a.m. & 5 p.m.)
(Numero de telefono donde usted puede ser localizado(a) (Entre las 8 AM y las 5PM))

Printed name of party requesting service
Plaintiff representing him/herself or the Attorney of Record (CCP 262)
(Nombre escrito en molde del partido quien solicita entrega de la notificacion)

ADDRESS/PHONE IS NOT ON ORDER and IS CONFIDENTIAL

Signature of party requesting service
Plaintiff representing him/herself or the Attorney of Record (CCP 262)
(Firma del partido quien solicita entrega de la notificacion)

NOTE: THE SHERIFF IS ENTITLED TO HIS FEE FOR SERVICE, WHETHER OR NOT THE SERVICE IS SUCCESSFUL. (GOVT CODE 26738) THE LAW ALLOWS THE SERVICE OF PROCESS BETWEEN THE HOURS OF 6:00 A.M. AND 10:00 P.M. NOTA: EL SHERIFF TIENE EL DERECHO DE COBRAR HONORARIOS POR SU SERVICIO, AUNQUE CUYO SERVICIO NO TUVO BUENOS RESULTADOS. (GOVT CODIGO 26738) LA LEY PERMITE PROCEDIMIENTO DE SERVICIO DURANTE LOS HORAS DE LAS 6:00 AM Y LAS 10:00 PM

FOR OFFICE USE ONLY

Date: _____ Time: _____ Initials _____ counter mail cash check waiver other _____