



Levy upon Debtor's Going Business

INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF FRESNO:

(The Sheriff must have written and signed instructions by the Attorney of Record or Plaintiff, if Pro Per, in accordance with California Code of Civil Procedure 262 and 687.010)

TYPE OR PRINT CLEARLY

Court Case # _____

PLAINTIFF'S NAME vs. DEFENDANT'S NAME

If the writ contains multiple debtors, please indicate which debtor(s) is the owner of the going business:

Provide the original writ together with the appropriate fees. Please type or print legibly.

SECTION I (Property)

(check one box only)

- 1. **CONDUCT "TILL TAP" ONLY** by taking immediate custody of CASH/CHECK PROCEEDS FROM SALES ONLY from the cash register or usual money receptacle at the business.
- 2. **PLACE A KEEPER** in the judgment debtor's business for the period of time indicated in Section II (below), for the purpose of taking custody of **CASH/CHECK PROCEEDS FROM SALES ONLY** pursuant to CCP 700.070(a).
- 3. **PLACE A KEEPER** in the judgment debtor's business for the period of time indicated in Section II (below), for the purpose of taking custody of **CASH/CHECK PROCEEDS FROM SALES AND TANGIBLE PERSONAL PROPERTY** described on the attached sheet. **AT THE END OF THE KEEPER PERIOD, OR IF, PURSUANT TO CCP 700.070(b)(1), THE JUDGMENT DEBTOR OBJECTS TO THE PLACEMENT OF THE KEEPER ...**
 - (check one box only)
 - 3a Seize all cash and checks, release all other tangible property, release the keeper and leave.
 - 3b Seize cash, check, inventory, move, store, and sell tangible personal property described on the attached. (A minimum deposit of \$1,500.00 is required pending further quotation. Pursuant to CCP 685.100, the levying officer will not take exclusive custody of property unless the judgment creditor has deposited a sufficient sum of money to pay costs of moving and storage)

SECTION II (Keeper period)

(check one box only)

THE KEEPER IS TO BE INSTALLED IN THE BUSINESS FOR A PERIOD OF ...

8, 12, 24, hours each day (excluding weekends *) for _____ day(s).

SECTION III (Business information)

Name of Business _____ Address _____ City/Zip _____

Business hours are _____ Except _____

SIGNATURE: _____ DATE: _____
Attorney of Record or Plaintiff, if Pro Per

PRINT Name and Address of Attorney of Record or Plaintiff, if Pro Per _____

DAY PHONE () _____ EXT. _____ FAX () _____

E-MAIL _____

NOTE: The Sheriff is entitled to his/her fees for service, whether or not the service is successful (Government Codes 26736 and 26738)

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

* Service outside of normal business hours would be left to the discretion of the deputy performing levy.

COUNTY OF FRESNO SHERIFF-CIVIL UNIT

P.O. Box 45025 Fresno, CA 93718

Phone 559-600-8230

Email: civil.sheriff@fresnosheriff.org