

(Levy Upon The Debtor's Going Business)  
**INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF RIVERSIDE**

The Sheriff must have written, signed, instructions by the attorney for the creditor, or the creditor if he/she has no attorney in accordance with CCP 262; 687.010.  
[www.co.riversidesheriff.org/crtsrvs/scsweb2.htm](http://www.co.riversidesheriff.org/crtsrvs/scsweb2.htm)

Court Services • Central  
30755-D Auld Rd., Ste. L067  
Murrieta, CA 92563  
951 304-5050 • FAX 951 304-5066

Court Services • East  
46200 Oasis St., Rm B15  
Indio, CA 92201  
760-863-8255 • FAX 760-863-8919

Court Services • West  
4095 Lemon St., 4<sup>th</sup> Floor  
Riverside, CA 92501  
951-955-2420 • 951-955-6155

\_\_\_\_\_  
Plaintiff VS \_\_\_\_\_  
Defendant  
\_\_\_\_\_  
Court Case Number \_\_\_\_\_  
Levying Officer File Number

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

**SECTION I (Property)**

*(check one box only)*

- 1.  **CONDUCT "TILL TAP" ONLY** by taking immediate custody of CASH / CHECK PROCEEDS 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 ONLY pursuant to Section 700.070(c) of the Code of Civil Procedure.
- 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 AND TANGIBLE PERSONAL PROPERTY OF THE JUDGMENT DEBTOR'S BUSINESS. 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 personal property, release the levy, keeper and leave.
- 3b  Seize cash, checks. Seize, move, store and sell the tangible personal property of the judgment debtor's business. (A minimum deposit of \$1,500.00 is required pending further quotation. Pursuant to 685.100 of the Code of Civil Procedure, 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)**

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

*(check one box only)*

8,  12,  24, hours each day (excluding weekends) for \_\_\_\_\_ day(s).

**SECTION III (Business information)**

\_\_\_\_\_  
Name of Business / \_\_\_\_\_ / \_\_\_\_\_  
Address City/Zip  
Business hours are \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m., except \_\_\_\_\_

\_\_\_\_\_  
Signature of attorney (or creditor without an attorney)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of signor (include title if signing on behalf of a business entity)

\_\_\_\_\_  
Address of attorney (or creditor without an attorney) Number, Street, City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Cell Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
FAX Number