

(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.

<http://www.riversidesheriff.org/services/>

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., 4th 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