

(Third Party Levy)

**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.riversidesheriff.org/services](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., 4<sup>th</sup> Floor  
Riverside, CA 92501  
951-955-2420 • FAX 951-955-6155

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

*Provide the original writ and four photocopies of the original writ, together with appropriate fees.  
Please type or print legibly.*

1. Name(s) of the judgment debtor(s) whose property is subject to this levy:  
\_\_\_\_\_  
\_\_\_\_\_

2. Judgment debtor's last known address:  
\_\_\_\_\_  
\_\_\_\_\_

3. Name and address of the third party in possession or control of the judgment debtor's property:  
\_\_\_\_\_  
\_\_\_\_\_

4. In order to assist the third party in identifying and locating the specific property that is subject to this levy, please provide a description of the property in the space below:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. List the total of all credits or partial satisfactions you have received from the judgment debtor **after** the writ was issued: \$ \_\_\_\_\_

*All communications, refunds, and collections will be made to the name and address listed below:*

\_\_\_\_\_  
Signature of attorney (or party without an attorney) Date

\_\_\_\_\_  
Print name of attorney (or party without an attorney)

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

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

\_\_\_\_\_  
E-Mail Address FAX Number