

(Writ of Possession - Real Property)
INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF NAPA

1535 AIRPORT BLVD
NAPA, CA 94558
(707) 253-4325 • FAX (707) 259-8177
www.napasheriff.ca.gov

The Sheriff must have original 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.

REQUEST TO RESTORE POSSESSION OF REAL PROPERTY

Please enforce the writ by removing the occupants from the premises described below in the manner prescribed by law and by placing the plaintiff or his/her agent in lawful possession.
(The enforcement of a Writ of Possession of Real Property is governed by CCP §715.020)

Premises-address _____
Street address (include apartment/suite/unit number), City

Additional premises description (Color, front unit, back unit etc.)

1. List the names of the judgment debtors (as shown on the writ. Include D.O.B. or approximate age if known):

3. Include judgment debtor's last known address (if different than shown on writ):

4. List any safety hazards associated with evicting the occupants (if known):

5. For the purpose of scheduling the eviction, please provide a name, address and phone number of the person meeting the deputy at the property:

Plaintiff or plaintiff's agent (Name): _____

Daytime phone number(s): () _____ Ext. _____

Signature of attorney (or plaintiff without an attorney)

Date

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

Address of attorney (or plaintiff without an attorney) Number, Street, City, State, and Zip Code

TEL () _____ Ext. _____ FAX () _____

E-mail Address _____

Provide the original writ, and four copies, together with appropriate fees-\$145.
*The plaintiff or his/her agent must be present at the address for the eviction and be able to provide access to the interior of the premises for the Deputy. Forcible entry to the premises will not be made without a signed waiver of liability for damage. **All cancellations must be made at least 24 hours in advance.** If the occupants vacate the premises prior to the eviction and you wish to cancel the formal lockout procedure, we will accept cancellations by fax. Cancellations by telephone will require subsequent written/signed instructions to cancel.*