



INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF NAPA WRIT OF POSSESSION-REAL PROPERTY (EVICTION)

1535 AIRPORT BLVD. NAPA, CA 94558 (707) 253-4325 • FAX (707) 259-8177
Website: countyofnapa.org/1812/Civil-Process - E-mail: civilprocess@countyofnapa.org

The Sheriff must have original instructions, signed by the Plaintiff's Attorney (or Plaintiff if not represented), in accordance with CCP §262; 687-010. The enforcement of a Writ of Possession of Real Property is governed by CCP §715.020.

_____ VS. _____
PLAINTIFF DEFENDANT

COURT CASE NUMBER

REQUEST TO RESTORE POSSESSION OF REAL PROPERTY

Please enforce the attached Writ by removing the named occupants from the premises described below, in the manner prescribed by law, and by placing the Plaintiff or their appointed agent in lawful possession of said property:

1) **Complete** Property Address (include city, state and zip code): _____

2) Additional Property Information (gate code, dwelling location, property description, etc.): _____

3) Full name(s) and basic descriptions/ages of occupants (all parties on Writ must be listed): _____

4) Are there concerns regarding any of the following at the property location? Circle **all** that apply and explain below:

- | | | | |
|---------|--------------|----------|-------------------|
| Drugs | Gangs | Weapons | Violence |
| Threats | Pets/Animals | Children | Elderly/Bedridden |

Other Dangers/Explain: _____

5) Name and Cell Phone number of Agent who will be meeting the Deputy for the Eviction (must be at least 18 years old):

6) Is this Eviction resulting from a foreclosure sale of a Rental Housing Unit? (Circle one): YES NO

NOTE: Pursuant to California Code of Civil Procedure Section 415.46, a tenant of property that was the subject of a foreclosure action may have additional remedies in eviction proceedings. Falsely misrepresenting whether this eviction is resulting from foreclosure may subject you to civil and/or criminal liability for fraud.

7) No Lockout Before: _____ (please enter date or write "N/A")

IN ORDER TO CARRY OUT YOUR REQUEST, WE REQUIRE:

- The **original** Writ of Possession from the Court, plus 4 additional copies.
(An Electronic Writ Declaration with **original** signature will be required for e-filed Writs)
- Completed Instructions with **original** signature of attorney or In Pro Per Plaintiff.
- A \$145 service fee, paid at the time of request.
- The Property and necessary individual unit(s) / dwelling(s) to be **clearly** marked
- The Plaintiff or their noted Agent present for the Eviction (please arrive promptly at the schedule Eviction time to meet the Deputy).
- The Plaintiff or their noted Agent to provide keys or a means of entry through a standard entry door to the dwelling, and have any necessary gate codes readily available. If using a Locksmith, please ensure they arrive on time for the Eviction. Deputies will not enter through a window, nor allow anyone else to do so in order to gain access to the Property. Forcible entry to Property or Dwelling will not be made without a signed Waiver of Liability.

Do not enter the Property or make any contact with the occupants before the Deputies arrive. We recommend parking several dwellings away from the Property. When the Deputies do arrive, please identify yourself to them promptly.

If you wish to cancel your eviction request prior to the date of Restoration, you may do so by faxing (707) 259-8177 or e-mailing civilprocess@countyofnapa.org. Please include the Court Case Number in your correspondence. Cancelled must be made at least 24 hours in advance.

Signature of Attorney (or in Pro Per Plaintiff)

Date

Printed Name

Daytime Phone Number

Complete Mailing Address (include city, state and zip code)

For Employee Use Only:	Service Fee: \$ _____	Copy Fees: \$ _____
Received By: _____	Cash: \$ _____	Check #: _____ CC: V/MC/AmEx