



BANK LEVY INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF NAPA

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 written and signed instructions by the plaintiff representing him/herself or attorney of record (CCP 262).
The Sheriff is entitled to the fee for service whether or not the service is successful (Govt. Code 26738).

Provide the original writ plus three additional copies. Fee for service is \$40. Please type, or print legibly.

_____ vs. _____
Plaintiff(s) / Judgment Creditor(s) Defendant(s) / Judgment Debtor(s)

Court Case Number

Please enforce the attached Writ of Execution by levying on the account(s) at the Financial Institution listed below, standing in the name of the Judgment Debtor(s) that follow:

Name and complete address of Financial Institution to serve (must be located in Napa County):

Name(s) & Complete Address(es) of the judgment debtor(s) whose property is subject to this bank levy:

Account number(s) and/or Judgment Debtor's Social Security / Tax ID number(s), if known:

Include Safe Deposit Box(es) (extra fees may apply): Yes No

If the account also names, lists or includes a person *other than the Judgment Debtor(s)*, please provide the name(s) and address(es) of any known third party below:

List the total of all credits or partial satisfactions you have received from the Judgment Debtor after the attached Writ was issued: \$_____.

All communications, refunds, and collections will be made to the following name and address:

Attorney / In Pro Per (Print): _____ Date: _____

Complete Mailing Address: _____

Original Signature: _____ Phone #: _____

For Official Use Only:	Service Fee: \$ _____	Copy Fees: \$ _____
Received by: _____	Cash: \$ _____	Check #: _____ Charge: V/MC/AmEx