

(Levy Upon The Debtor's Going Business)
INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF NAPA

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.

1535 Airport Blvd
Napa, CA 94558
(707) 253-4325 • FAX (707) 259-8177

**Provide the original writ and three copies, together with appropriate fees-Till Tap \$100, Keeper \$240.
Please type or print legibly.**

_____ VS. _____
Plaintiff Defendant

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 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 _____

If the writ contains multiple debtors, please indicate which debtor(s) is the owner of the going business:

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

TEL () _____ Ext. _____ FAX () _____

E-mail _____