

(Levy Upon The Debtor's Real Property)
INSTRUCTIONS TO THE SHERIFF OF NAPA COUNTY

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

After providing the required deposit and opening a file with the Sheriff, the Attorney of Record must record the levy at the Napa Recorders Office, post the property, serve the occupant, and serve the Debtor/Defendant and any third parties or lien holders (CCP 699.080).

- **Provide the original and 5 copies of the writ, Notice of Levy, and any attachments to the writ.**
- **Provide the required advance deposit for fees and costs. Writ of Attachment-\$150, Writ of Execution-\$1500, Writ of Sale-\$1500 per property levied upon.**
- **Below, select the type of writ and provide all the requested information:**

Writ of Attachment (CCP 482.070, 488.010, 488.020, 488.030, 488.060, 488.315, 488.375, 488.385, 489.210, 700.015, 699.080)

The defendant's interest is not sold under a writ of attachment. When levy is pursuant to a writ of attachment and the defendant has not been previously served with a copy of the summons and complaint, you are required, pursuant to CCP 488.020(c), to serve a copy of the summons and complaint when the writ is served upon the defendant.

The defendant was previously served with the summons and complaint.

The following documents and 5 copies **must** be attached: Notice of Attachment, original Writ of Attachment, right to attach order, and undertakings.

Writ of Execution (CCP 1206, 687.010, 700.010, 700.015, 701.510, 701.540, 701.545, 701.580, 701.620, 704.740, 704.750, 704.780, 704.760, 704.770, 704.790, 704.800, 699.080, GC 7162)

Does the real property contain a dwelling? Yes No

The following documents and 5 copies **must** be attached: Notice of Levy, original Writ of Execution, legal description, and common street address.

Writ of Sale (CCP 701.540, 712.010, 712.020, 716.010, 716.020, 729.010, 729.090)

The judgment is for the ...

1 partition of real property.

2 judicial foreclosure of a...

2a mortgage or deed of trust.

The judgment indicates that a deficiency judgment...

may be ordered.

is waived or prohibited.

2b special assessment property tax or Mello-Roos tax lien (judgment creditor is a public entity or district).

2c assessment lien by an association or common interest development.

2d mechanics lien (labor or improvements to real property).

2e other lien(s) on real property.

Is a "right of redemption" applicable to the sale of this property? Yes No

The following documents and 5 copies **must** be attached: Notice of Levy, original Writ of Sale, legal description, and common street address, a certified copy of the Judgment for Sale as required by CCP 716.010(c).

CONTINUED ON REVERSE SIDE

