

Levy upon Debtor's Going Business
INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF BUTTE

The Sheriff must have written and signed instructions by the Attorney for the creditor, or the creditor if he/she has no attorney in accordance with CCP 262, 687.010

	vs.	
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Plaintiff

Defendant

Court Case Number

Levying Office File Number (if known)

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

SECTION I (Property)

YOU ARE INSTRUCTED TO LEVY ON THE JUDGMENT DEBTOR'S BUSINESS AS FOLLOWS:

(check box 1, 2 or 3 only)

1. CONDUCT "TILL TAP" ONLY by taking immediate custody of CASH / CHECK PROCEEDS FROM SALES ONLY from the cash register or usual money receptacle at the business. *(Omit Section II of this form)*

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 FROM SALES 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 FROM SALES AND TANGIBLE PERSONAL PROPERTY in the manner prescribed by the law. 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 only one of the below boxes)*...
 - a. Seize all cash and checks, release all other tangible property, release the keeper and leave.
 - b. Seize cash and checks, inventory, move, store, and sell tangible personal property as directed by the judgment creditor, in the manner prescribed by law. *NOTE: 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, 24 hours each day for _____ day(s).

SECTION III (Business information)

Name of Business	Address	City

Business hour are _____ a.m. to _____ p.m., Days closed _____

NOTICE: ALL COMMUNICATIONS, REFUNDS, AND COLLECTIONS WILL BE MADE TO THE NAME AND ADDRESS LISTED BELOW: (Please Print)

Accept \$ _____ plus levy costs and interest to satisfy this case.

X _____
Signature of attorney (or creditor without an attorney)

Date

Your Printed Name

Daytime Phone Number

Your Printed Address

City

State

Zip