



Keeper/Till-Tap Levy (Going Business) Instructions to the Sheriff of San Joaquin County

NORMAL HOURS FOR SERVICE ARE MONDAY – FRIDAY, 8:00 A.M. TO 5:00 P.M.

Patrick Withrow, Sheriff-Coroner

The Sheriff must have written, signed instructions by the Plaintiff representing him/herself or the Attorney of Record in accordance with California Civil Procedure Code 262.

Court Case # _____

Sheriff's File # _____
(Assigned after service is opened)

Plaintiff/Petitioner

VS

Defendant/Respondent

BY THE AUTHORITY OF THE ACCOMPANYING WRIT, YOU ARE HEREBY INSTRUCTED TO:

INDICATE TYPE OF LEVY: CHECK ONE

- CONDUCT "TILL TAP" ONLY, CCP 700.070 (c) by taking immediate custody all CASH/CHECK PROCEEDS FROM SALES ONLY from the cash register or usual money receptacle at the debtor's business, then leave the business. A Keeper will not be placed in charge of the business. * **\$100.00 Service Fee per Till Tap / If Certified Fee Waiver is provided and accepted, our service fee will be recovered when any proceeds are collected.**

- TAKE CUSTODY OF CASH AND CHECK PROCEEDS ONLY, CCP 700.070 (c). Place a Keeper in charge of the debtor's business for 8 12 or 24 hours each day (excluding weekends*) for _____ days. At the end of each keeper period, you are instructed to take exclusive custody of the cash and checks, release the keeper and leave the business. * **Service Fee / Per Keeper, (8) hour \$240 / (12) hour \$380, (12) hour \$660.**

- TAKE CUSTODY OF CASH AND CHECK PROCEEDS AND TANGIBLE PERSONAL PROPERTY, CCP 700.070 (b). Place a Keeper in charge of the debtor's business 8 12 or 24 hours each day (excluding weekends*) for _____ days. The Keeper shall take the tangible personal property into exclusive custody at the END OF THE KEEPER PERIOD. If pursuant to CCP 700.070(B)(1), the JUDGMENT DEBTOR OBJECTS TO THE PLACEMENT OF THE KEEPER, you are instructed to:
 - Seize all cash and checks, release all other tangible personal property, and release the levy and keeper and leave.

OR

- Seize all cash, checks and tangible personal property and move, store and sell (writ of execution only) the tangible personal property of the judgment debtor's business

Unless otherwise instructed, at the end of the keeper period, you are instructed to seize all cash, checks and tangible personal property and move, store and sell (writ of execution only) the tangible personal property of the judgment debtor's business. NOTE: A minimum deposit of \$2,000.00 is required to take exclusive custody of tangible personal property, pending further quotation. The levying officer will not take exclusive custody of property unless the judgment creditor provides this deposit along with an estimate of moving and storage costs (CCP 685.100).

Collect the amount directed by the Writ of Execution unless a lesser amount is specified here: \$ _____ plus cost of levy and interest to satisfy this case.

Special Instructions (best hours for service, any additional info that would be of assistance, etc.) _____

*Service outside of normal business hours would be left to the discretion of the deputy performing levy and may result in additional fees.

Name(s) of the Judgment Debtor(s) whose property is subject to this levy. The names listed below must match the names exactly as they appear on **lines 4 and 21 of the writ**, or the Sheriff will not act upon your instructions.

1. _____

2. _____

Name of Business: _____ Entity Type: _____

Address of Business: _____

Business hours are _____ a.m. to _____ p.m., Mon Tues Wed Thur Fri Sat Sun

Indicate preference, if any, for a particular day of the week: _____
(We cannot guarantee that levy will be performed on the day requested)

NOTICE: ALL COMMUNICATION, REFUNDS AND COLLECTIONS WILL BE MADE TO THE NAME AND ADDRESS LISTED BELOW

(NO REFUNDS AFTER PROCESSING)

DATE: _____

NAME OF PERSON REQUESTING SERVICE _____ PHONE NUMBER _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

ADDRESS/PHONE IS **NOT** ON ORDER and **IS** CONFIDENTIAL

Signature of Person Requesting Service
Plaintiff representing him/herself or the Attorney of Record (CCP 262)

NOTE: THE SHERIFF IS ENTITLED TO HIS FEE FOR SERVICE, WHETHER OR NOT THE SERVICE IS SUCCESSFUL. (GOVT CODE 26738)

FOR OFFICE USE ONLY

Date: _____ Time: _____ Initials: _____ counter mail cash check # _____ credit/debit waiver