INSTRUCTIONS FOR FILING THIRD PARTY CLAIM

Claim is to be filed with the SACRAMENTO SHERIFF, CIVIL DIVISION at 3341 Power Inn Road #313, Sacramento, CA 95826, Phone (916) 875-2665. It can be filed in person or mailed. Our office is open to the public from 8:00 AM to 3:30 PM. Someone else may bring the Claim to our office for you.

CONTENTS OF THE CLAIM: (CCP 720.130 AND 720.230)

1. **MUST** be Original Claim and two copies.

2. Claim must include:

   a. Name of third person and an address in this state for service by mail. Phone number is optional.

   b. A description of the property being claimed.

   c. A description of the interest claimed, including a statement of the facts upon which the claim is based (CCP 720.130), or a detailed description of the security interest or lien claimed, including a statement of the facts upon which it is based (CCP 720.230).

   d. An estimate of the market value (CCP 720.130) or total sums due and interest (CCP 720.230).

3. A copy of any writing upon which the claim in based shall be attached to the claim (CCP 720.130); and for security interests, a copy of the security agreement and any financing statement shall be attached to the third party claim. In the case of a lien, a copy of the writing upon which the claim is based shall be attached to the third party claim (CCP 720.230).

4. The third party claim shall be executed under oath:

   a. Notary must verify both the oath and the signature. An acknowledgement of the signature by the notary is not sufficient. The notary must verify both the oath and the signature.)

   OR

   b. It may be signed under penalty of perjury (CCP 2015.5).
   "I certify (or declare) under penalty of perjury that the foregoing is true and correct": _____(Date)
   _____Signature)

   OR

   "I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct":
   _____(Date)
   _____Signature)