



Sacramento County Sheriff's Department
Civil Bureau
3341 Power Inn Road, Suite #313
Sacramento, California 95826-3835

www.SacSheriff.com

Telephone: (916) 875-2665
Office FAX #: (916) 875-2664 – FAX

Public Counter Hours: 9:00 a.m. to 3:00 p.m.
Public Drop Box Hours: 8:00 a.m. to 5:00 p.m.

Our office is open Monday – Friday
except for county holidays and court closures.

Document and Mail Guidelines

In an effort to improve processing time and reduce waste, when submitting documents to the Sheriff's Civil Bureau please use the following guidelines:

General Information

All mail is processed in order by the date received in our office. We do not have any provisions for special or priority handling of mail or hand delivered documents.

Ensure all documents contain the Sheriff's Levying Officer File Number and the Originating Court Case Number, if applicable.

Please only send the requested items in the quantity requested.

Send all required documents at the same time in one envelope. If a requested service is missing the required documents or if the documents are illegible or incomplete, then processing will be suspended and all documents will be returned for correction.

Bank Garnishment (Writ of Execution)

One (1) Sheriff Instructions with original signature of Attorney or the creditor if no attorney is representing.

Original document – Writ of Execution – Money Judgment (Judicial Council Form EJ-130).

Original document and two (2) copies of any spousal affidavit (if applicable).

One (1) certified copy of an unexpired fictitious business name statement plus two (2) copies (if applicable).

One (1) copy of the application for writ of execution, if applicable. (Support writ only)

Provide the proper fee deposit for the services requested.

Earnings Withholding Order

One (1) Application of Earnings Withholding Order with two (2) original signatures of Attorney or the creditor if no attorney is representing (Form WG-001).

Original document – Writ of Execution – Money Judgment (Form EJ-130).

One (1) copy of Application for Issuance of Writ of Execution (Support writ only).

One (1) copy of order to levy on spouse's wages (if applicable).

Documents must be received in the Sheriff's Civil Bureau within 120 days after the issuance of the Writ of Execution.

Provide the proper fee deposit for the services requested.

Employer Returns

Original document plus one (1) copy of the Employer Return (Judicial Council Form WG-005) provided in Earnings Withholding Order packet served.

Employer Correspondence

Employers should only submit correspondence related to the following notifications:

- When the employee is no longer employed
- When the employee is on a leave of absence
- When the employer has received a intervening or higher priority levy

DO NOT SEND any of the following items:

- Answer of Garnishee
- Answer of Continuing Garnishment
- Calculation for Garnishment of Earnings
- Garnishee's Answer Statement to a Continuing Lien
- Garnishment Answer
- Unable to withhold due to insufficient earnings

Memorandum of Garnishee

Original document plus one (1) copy of Memorandum of Garnishee (Judicial Council Form EJ-152) provided in the levy packet served

Modifications and Releases

Please DO NOT send cover sheets with every release or modification. Only send one (1) copy of the release or modification signed by the attorney of record or creditor, if no attorney is representing.

Services

One (1) Sheriff Instructions with original signature of Attorney or the creditor if no attorney is representing.

Two (2) identical copies of the documents to be served.

Provide the proper fee deposit for the services requested.

Questions and Resources

For additional information about fees, civil processes or forms please go to the following webpage:

http://www.sacsheriff.com/organization/correctional_&_court_services/civil.cfm

To check the status of a civil case online, please go to: **<https://www.sacsheriff.com/civil/cases/>**