

**LEVY UPON REAL PROPERTY**  
**INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF SACRAMENTO:**  
(The Sheriff must have written and signed instructions by the Attorney of record or the Plaintiff, if Pro Per,  
in accordance with California Code of Civil Procedure 262 and 687.010.)

**TYPE OR PRINT CLEARLY**

Court Case # \_\_\_\_\_ Sheriff's File # \_\_\_\_\_

\_\_\_\_\_  
PLAINTIFF'S NAME vs. DEFENDANT'S NAME  
\_\_\_\_\_

*Provide the original writ and 5 copies, together with the appropriate fees. Please type or print legibly.*

- Writ of Execution** (money judgment) Does the real property contain a dwelling?  Yes  No
  
- Writ of Sale** – Attach a certified copy of the Judgment for Sale as required by CCP 716.010 (c). If the Judgment is pursuant to a judicial foreclosure, AND a right of redemption is applicable, 30 days after the date of the levy, you will be required to inform us of all lien holder information.
  
- Writ of Attachment** – Levy only – The defendant's interest is **not sold** under attachment. If the defendant has not been previously served with a copy of the summons and complaint, pursuant to CCP 488.020 (c), you shall instruct\* the levying officer to serve a copy of the summons and complaint, at the time the writ is served, upon the defendant. Please provide two copies of the summons and complaint for each defendant to be served.

Was the defendant previously served with the summons and complaint?  Yes  No. **If No** please see next check box.

\* **Please serve a copy of the summons and complaint upon the defendant(s).**

**Pursuant to the writ, please levy upon and sell the interest of the following judgment debtor(s)/defendant(s).**

NAME: \_\_\_\_\_

ADDRESS (include physical and mailing address): \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS (include physical and mailing address): \_\_\_\_\_

**Additional debtors are on an attached list**

**The debtor's interest in the real property being levied upon and sold is described as follows:**

COMMON STREET ADDRESS (if applicable): \_\_\_\_\_

ATTACH TO THIS SHEET THE LEGAL DESCRIPTION OF THE PROPERTY. INCLUDE THE ASSESSOR'S PARCEL NUMBER. BE SURE THAT THE LEGAL DESCRIPTION IS TYPED AND CLEAR ENOUGH FOR RECORDING PUPOSES. (PROVIDE ASSESSOR'S MAP IF VACANT LAND)

(continued on reverse)

**COUNTY OF SACRAMENTO SHERIFF'S DEPARTMENT—CIVIL DIVISION**  
**3341 POWER INN ROAD, #313, SACRAMENTO, CA 95826**

Please check the appropriate box in response to the following questions:

Is the real property a leasehold estate?  Yes  No. **If yes**, how many years are remaining on the lease? \_\_\_\_\_

Does the real property also stand in the name of third persons (record owners other than the judgment debtor/defendant) as would be indicated by the records of the county?  Yes  No. **If yes**, list below the names and addresses of such third persons as shown by the records of the office of the tax assessor or, if no address is so shown, the address used by the county recorder for the return of the instrument creating the interest of the third person in the property. Include, with the list of third persons, any A.K.A.'s of the judgment debtor/defendant as indicated by the records of the county. Attach a separate sheet if necessary.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAMES: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**Additional names and addresses of third persons are contained on a separate sheet.**

**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.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
Attorney of Record or Plaintiff, if Pro Per

**PRINT** Name and Address of Attorney of Record or Plaintiff, if Pro Per

DAY PHONE ( ) \_\_\_\_\_ EXT. \_\_\_\_\_ FAX ( ) \_\_\_\_\_

E-MAIL \_\_\_\_\_

*NOTE: The Sheriff is entitled to his/her fees for service, whether or not the service is successful (Government Codes 26736 and 26738)*

**COUNTY OF SACRAMENTO SHERIFF'S DEPARTMENT—CIVIL DIVISION  
3341 POWER INN ROAD, #313, SACRAMENTO, CA 95826**