Sacramento County Sheriff's Department
Civil Bureau
2969 Prospect Park Drive, Suite 200
Rancho Cordova, California 95670-6187
www.sacsheriff.com

Phone (916) 875-2665
Office Fax (916) 875-2664
Email: civil@sacsheriff.com
Public Counter and Phone Hours:
9:00 a.m. to 12:00 p.m. Monday and Friday
9:00 a.m. to 03:00 p.m. Tuesday - Thursday
Except for county holidays and court closures

Public Drop Box Hours: 8:00 a.m. to 5:00 p.m.
Monday-Friday

Document and Mail Guidelines

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 of 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, Originating Court Case Number, AND the Case Manager's Name, if applicable.

Please only send the requested items in the quantity requested and please only send them once If you mail, fax, and email the same document it will only delay the processing of your document and others. 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. Returned documents are sent via USPS mail.

Bank Levy/3rd Party Levy (Writ of Execution)

- One (1) Sheriff Instructions (required SER-001 and SER001A) with the signature of the Attorney or the creditor if no attorney is representing (in pro per)
- Original document – Writ of Execution – Money Judgment (Judicial Council Form EJ-130)
- Declaration of Address Verification (if applicable per CCP 684.130(b), use form WG-015/EJ-135)
- Original spousal affidavit (if applicable)
- One (1) certified copy of an unexpired fictitious business statement (if applicable)
- One (1) copy of the application for writ of execution – Spousal writ only (if applicable)
- Documents must be received in the Sheriff's Civil Bureau within 120 days after issuance of the Writ of Execution.
- Provide the proper fee deposit for the service requested or court-issued fee waiver.

Earnings Withholding Order

- One (1) Application for Earnings Withholding Order with two (2) signatures of the Attorney or the creditor if no attorney is representing (in pro per) (Form WG-001 current revision)

- One (1) Confidential Statement of Judgment Debtor's Social Security Number (Form WG-035) (if applicable)
- Original Document – Writ of Execution – Money Judgment (Form EJ-130)
- Original document – Electronic Writ Declaration (if applicable)
- Declaration of Address Verification (if applicable per CCP 684.130(b), use form WG-015/EJ-135)
- One (1) copy of the application for writ of execution – Spousal writ only (if applicable)
- One (1) copy of the order to levy on the spouse's wages (if applicable)
- Documents must be received in the Sheriff's Civil Bureau within 120 days after issuance of the Writ of Execution to ensure adequate time for service.
- Provide the proper fee deposit for service requested for each debtor or court-issued fee waiver.

Employer Returns

- Original Document – Employer Return (form WG-005) provided in Earnings Withholding Order packet served. Must have the Attorney of record or the Creditor's name and address in the top left corner.

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 an intervening or higher priority levy on an employee

DO NOT SEND any of the following;

- 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 – Memorandum of Garnishee (Form EJ-152) provided in the levy packet served

Modification and Releases

Please DO NOT send a cover letter with the release or modification. Only send one (1) signed release or modification via US mail, e-mail or fax signed by the attorney of record or the creditor if no attorney is representing. PLEASE do not send multiple copies of the same release or modification through different media.

Services

- One (1) Sheriff Instructions (required SER-001) with signature of Attorney or the plaintiff if no attorney is representing (in pro per)
- One (1) copy of the documents to be served
- Provide the proper fee deposit for service requested for each debtor or court-issued fee waiver.
- If you have a court Order to serve the Secretary of State, we must receive a copy of the court order and if you have a fee waiver, it does not apply to the fees charged by the Secretary of State.
- Most documents with **Hearing Dates** must be received in our office **at least 10 days prior** to the last day for service to allow processing time and service attempts.

Questions and Resources

For additional information about fees, civil processes or forms please go to the following webpage;
Sac Sheriff Civil Bureau
To check the status of a civil file online please go to; Civil Bureau File Status System
To email the Civil Bureau directly please include in the email you case managers name if known and email to civil@sacsheriff.com