SACRAMENTO COUNTY SHERIFF'S OFFICE

JIM COOPER
Sheriff

PROCEDURES FOR EARNINGS WITHHOLDING ORDERS

What will I need?	The Original Writ of Execution, the Application for Earnings Withholding Order with the plaintiff's/attorney's original signature and a check or cash for $45.00, which is our fee for service. Checks should be made payable to Sacramento Sheriff.
How will it be served?	The Earnings Withholding Order packet will be served on the employer via First Class mail with the exception of Withholding Orders to be served at 2710 Gateway Oaks, Suite 150N, these will be personally served.
What is the employer's responsibilities?	To complete both copies of the Employer's Return and mail it back to the Levying Officer within 15 days from the date of receipt. To start withholding with the pay period that ends on or after the 10th day of service and to call the levying officer for the final payoff amount before sending in the final payment.
What is the Sheriff's Dept. responsibility?	To mail a copy of the receipt for your deposit. To serve the Earnings Withholding Order packet to the employer, to mail a copy of the Employer's Return to the plaintiff/attorney when it has been received back from the employer. To post the monies to the case in a timely manner and to disburse the funds in a timely manner which is usually 10 days from the date they were posted to the case.
How will I be paid?	A check will be disbursed and mailed to the address indicated on the Application for Earnings Withholding Order.
How will I know what's going on?	When we receive correspondence from the employer we will notify you via mail. If you have not received anything from our office it's usually because we have not received anything from the employer. You can view up to date information on our website at https://civil.sacsheriff.com/Portal/. You will need the court case number and Levying Officer file number to access information about your file.
What are my responsibilities?	It is your responsibility to contact the employer if you feel that they are not complying with the levy in the proper manner.

The Sheriff's Office is only responsible for serving the levy and paying out the funds received. We do not enforce the levy and we cannot give legal advice.

REFER ALL CORRESPONDENCE TO: SACRAMENTO SHERIFF'S OFFICE, CIVIL BUREAU •
2969 PROSPECT PARK DRIVE, SUITE 200 • RANCHO CORDOVA, CA 95670.
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