

## INSTRUCTIONS FOR FILING A THIRD PARTY CLAIM

Claim is to be filed with the SACRAMENTO SHERIFF, CIVIL BUREAU at 2969 Prospect Park Drive, Suite 200, Rancho Cordova, CA 95670, Phone (916) 875-2665. It can be filed in person or mailed. Our office is open to the public from 9:00 AM to 3:00 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 is 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)