ORANGE COUNTY SHERIFF'S DEPARTMENT
LEVY/GARNISHMENT INSTRUCTIONS
FOR WRITS OF POSSESSION (EVICTION): COMPLETE THE EVICTION INSTRUCTION FORM

COURT CASE NO.: _____

SHERIFF FILE NO.:_____

JUDGMENT CREDITOR(S):_____
_____
_____

JUDGMENT DEBTOR(S)(If the judgment debtor is other than a natural person, the type of legal entity must be stated: _____
_____

Issue Date of Writ_____

Total Amount of Judgment $_____

☐ Sheriff to Serve

☐ Registered Process Server to Serve

The Writ Accompanying These Instructions is:

☐ An Original Writ, or a Copy of the Original Writ Issued by the Court as an Electronic Writ, Not Already in Possession of the Levying Officer

☐ A Copy of the Original Writ Already in Possession of the Levying Officer

☐ (**Registered Process Servers Only**) A copy of the Original Writ for the sole purpose of opening a Levying Officer file prior to the levy.

Property is a Dwelling   YES ☐   NO ☐

☐ Property is Real Property (Ex. House or Apt)

☐ Property is Personal Property (Ex. Mobile Home or Boat)

YOU ARE HEREBY INSTRUCTED TO: (Check Appropriate Column)

☐ LEVY ON BANK ACCOUNT OF JUDGMENT DEBTOR
☐ PLACE KEEPER IN JUDGMENT DEBTOR'S BUSINESS   ☐ 8 HOURS ☐ Open End
☐ TILL TAP
☐ VEHICLE LEVY
☐ PERSONAL PROPERTY LEVY
☐ GARNISHMENT
☐ EARNINGS (WAGE) LEVY (Application for Earnings Withholding Order must be Included)
☐ OTHER LEVY: _____

ENTER COMPLETE INSTRUCTIONS BELOW: (Name and address of bank; Judgment Debtor's place of business; license number of vehicle and address where vehicle is located, description of property to be levied—whichever applies per box(es) marked above.)

_____

_____

_____

_____

BANK LEVIES ONLY: Account Number (if known): _____

ACCEPTING AMOUNT: To instruct us to accept LESS THAN the amount shown on the writ, plus interest and costs, indicate the lesser amount here: $ _____

OCSD3 (Rev. 01/14)

ORANGE COUNTY SHERIFF'S DEPARTMENT
LEVY/GARNISHMENT INSTRUCTIONS

X _____
    Type or print name of Attorney / Litigant

X _____
    Signature of Attorney/Litigant

Daytime Telephone Number: (   ) _____

Email : _____

ALL COMMUNICATION, REFUNDS DUE AND COLLECTIONS WILL BE DIRECTED TO THE NAME AND ADDRESS LISTED BELOW: (Print clearly and carefully)

_____

_____

_____

*NOTE: PLEASE DO NOT TELEPHONE THE OFFICE FOR A STATUS ON YOUR CASE. WE WILL NOTIFY YOU BY MAIL ON THE OUTCOME OF THE SERVICE