

(Levy upon Debtor's Going Business)  
**INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF KINGS**

The Sheriff must have written and signed instructions by the attorney for the creditor, or the creditor if he/she has no attorney in accordance with CCP 262; 687.010.  
1444 West Lacey Blvd., P.O. Box 986, Hanford, CA 93232 - TEL (209) 582-3211 Ext. 2888; FAX (209) 583-1553

\_\_\_\_\_ **vs.** \_\_\_\_\_  
Plaintiff Defendant

\_\_\_\_\_ Court Case Number \_\_\_\_\_ Sheriff's Civil Number - if known \_\_\_\_\_

If the writ contains multiple debtors, please indicate which debtor(s) is the owner of the going business: \_\_\_\_\_

**SECTION I (Property)**

(check one box only)

- CONDUCT "TILL TAP" ONLY** by taking immediate custody of CASH / CHECK PROCEEDS FROM SALES ONLY from the cash register or usual money receptacle at the business.
- PLACE A KEEPER** in the judgment debtor's business for the period of time indicated in Section II (below), for the purpose of taking custody of CASH / CHECK PROCEEDS FROM SALES ONLY pursuant to Section 700.070(c) of the Code of Civil Procedure.
- PLACE A KEEPER** in the judgment debtor's business for the period of time indicated in Section II (below), for the purpose of taking custody of CASH / CHECK PROCEEDS FROM SALES AND TANGIBLE PERSONAL PROPERTY described on the reverse side of this form. AT THE END OF THE KEEPER PERIOD, OR IF PURSUANT TO CCP 700.070(b)(1), THE JUDGMENT DEBTOR OBJECTS TO THE PLACEMENT OF THE KEEPER . . .

(check one box only)

- Seize all cash and checks, release all other tangible property, release the keeper and leave.
- Seize cash, checks, inventory, move, store and sell tangible personal property described on the reverse side of this form. (A minimum deposit of \$1,500.00 is required pending further quotation. Pursuant to 685.100 of the Code of Civil Procedure, the levying officer will not take exclusive custody of property unless the judgment creditor has deposited a sufficient sum of money to pay costs of moving and storage).

**SECTION II (Keeper period)**

**THE KEEPER IS TO BE INSTALLED IN THE BUSINESS FOR A PERIOD OF . . .**

(check one box only)

8,  12,  24, hours each day (excluding weekends) for \_\_\_\_\_ day(s).

**SECTION III (Business information)**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of Business Address City

Business hours are \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m., except \_\_\_\_\_

**Accept \$** \_\_\_\_\_ plus cost of levy to satisfy this case.

\_\_\_\_\_  
Signature of attorney (or creditor without an attorney) Date

PRINT Name and Address of attorney (or creditor without an attorney)

TEL ( ) \_\_\_\_\_ Ext. \_\_\_\_\_

FAX ( ) \_\_\_\_\_

*If this office needs to contact you, we will call collect. Please, do not call us for status on your case. We will notify you by mail of the outcome of the levy.*

