



Solano County Sheriff's Civil Bureau

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Self-Help Portal https://www.solanocounty.com/depts/sheriff/civil_bureau/default.asp

FILE # _____ COURT CASE # _____

VS

Plaintiff

Defendant

Eviction Instructions

Writ of Possession- Real Property CCP 715.010-715.050

1. **To the Sheriff of Solano County**, pursuant to the attached writ, you are instructed to place the judgment creditor in peaceful possession of the below described property.

2. **Who is to be evicted?** List the name(s) of the Judgment Debtor(s) you want us to evict. The names listed below must match the names exactly as they appear on **lines 4 and 21 of the writ**, or the Sheriff will not act upon your instructions.

3. **What is the address for the eviction?** The address listed below must match the address exactly as it appears on **line 25e of the writ**, or the Sheriff will not act upon your instructions.

4. **Please provide any officer safety issues: CHECK ALL THAT APPLY**

- Weapons Violent toward Law enforcement Prior Law Enforcement Activity Illegal Activity Assaultive Drug Use
- Gangs Mentally Disordered Security Cameras Hazardous Conditions on or around property
- Loose Dogs in Yard # _____ Breed _____

5. **Please describe or provide additional concerns:** Gated Community Gate Code _____

Elderly Disabled/Serious Medical Issues Children # _____ Ages _____

Bankruptcy Proceeding case # _____

****Detailed issues/concerns** _____

****If an access code is required to post the Notice to Vacate and it is not provided OR If the property address** and/or unit is not clearly visible on the building the eviction will NOT take place and additional fees will apply.**

6. **Day of Eviction**

You or your agent must be present at the scheduled time and date of the eviction. You are required to provide the Deputy with access to the interior of the premises, so that the Deputy can clear the unit and restore lawful possession of the property to you. The eviction process is not complete until the Deputy restores the possession of the property to you, even if the occupants vacate the premises prior to the Deputy's arrival. We will contact the person/agent listed below, between 0800-1200, the Friday before the **lockout date of** _____ and give them the exact time to meet the deputy.

Contact Agent Name: _____ Email _____

Daytime #: _____ Cell #: _____ Fax #: _____

7. **Cancellations**

The eviction process is not complete until the Deputy restores the possession of the property to you, even if the occupants vacate the premises prior to the eviction. However, if you wish to cancel the eviction prior to the final restoration, the attorney of record must notify our office **in writing** prior to the date and time of the scheduled eviction. There will be a cancellation fee of \$40.00.

8. **Requestor** *Notice: ALL COMMUNICATION, REFUNDS AND COLLECTIONS WILL BE MADE TO THE NAME AND ADDRESS LISTED BELOW*

Name: _____ for Business Name (if applicable) _____

Address: _____ Phone: _____

Signature: _____ Date: _____

Must be signed by the Plaintiff, Attorney of Record or Assignee of Record. I am the plaintiff plaintiff's attorney of record assignee of record

THE SHERIFF WILL NOT CANCEL ANY EVICITONS WITHOUT WRITTEN AND SIGNED INSTRUCITONS FROM THE PLAINTIFF'S ATTORNEY OR PLAINTIFF (if ProPer). WE DO NOT ACCEPT PHONE CANCELLATIONS.

NOTE: THE SHERIFF IS ENTITLED TO HIS FEE FOR SERVICE, WHETHER OR NOT THE SERVICE IS SUCCESSFUL. (GOV'T CODE 26738) THE LAW ALLOWS THE SERVICE OF PROCESS BETWEEN THE HOURS OF 6:00 AM AND 10:00 PM

For Office Use Only Debit Credit Check _____ date _____ cash \$ _____ waiver