

INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF SOLANO

Civil Bureau 530 Union Ave, Ste 100 Fairfield, CA 94533 (707) 784-7020 fax (707) 784-1436

The Sheriff must have written and signed instructions by the Creditor representing him/her self or the Attorney of record in accordance with the California Civil Procedure Code 262; 687.010. The Sheriff is entitled to his fee for service, whether or not the service is successful (GC26738). Provide the original Writ and three copies, together with appropriate

GOING BUSINESS LEVY-TILL TAP/KEEPER

Writ of Execution: CCP 700.030 / CCP 700.070

Plaintiff: _____ vs. Defendant: _____

Court Case # _____ Sheriff's File # _____

Sheriffs' office will issue

CONDUCT A TILL TAP At a going business in the possession or under the control of the debtor, take into exclusive custody of *CASH/CHECK PROCEEDS FROM SALES* 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 below, for the purpose of taking custody of *CASH/CHECK PROCEEDS FROM SALES ONLY*.

PLACE A KEEPER in the judgment debtor's business for the period of time indicated below, for the purpose of taking custody of *CASH/CHECK PROCEEDS FROM SALES AND TANGIBLE PERSONAL PROPERTY* described on the attached 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...

Seize all cash and checks, release all other tangible property, the keeper will be released.

Seize cash, checks, inventory, move, store, and sell tangible personal property described on the form. 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 the costs of moving and storage.

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

8, 12, 24, hours each day for _____ day(s). Hours : _____ to _____

LOCATION: _____
Business name Address City

FOR OFFICE USE ONLY

Plaintiff/Plaintiff's Attorney

Check number # _____

Cash \$ _____

Waiver SCDV

Credit Debit

* _____
*signature required

_____ address

City State Zip

Comments:

phone _____

NOTE: Levies are executed in the order received. We do not promise to levy on specific dates or times. All paperwork must be valid and complete prior to processing. Paperwork will be returned by mail if any additional information is required. Any changes or corrections made to a Writ after issued by the Court must be initialed by a Court clerk.