

### Real Property Levy Instructions

Please complete a separate instruction sheet for each property.

**Please include the following when you submit your signed instructions:**

- Original writ and sufficient copies to record, serve and post.
- A deposit check payable to the SHERIFF: Writ of Execution and Writ of Sale \$1,200.00 // Writ of Attachment \$500.00.

#### 1. To the Sheriff of Yuba County, pursuant to the attached Writ: **CHECK ONE**

- You are instructed to serve and execute the levy as described below.
- A Registered Process Server (RPS) will serve the levy as described below.  
Name and phone number of RPS: \_\_\_\_\_

#### 2. WHAT TYPE OF WRIT DO YOU HAVE? **CHECK ONE**

**WRIT OF EXECUTION - MONEY JUDGMENT (EJ-130)** Reference CCP 700.015 and 701.510-701.830  
Does the real property contain a dwelling?  Yes  No. Is the land a vacant lot?  Yes  No.

If the property contains a dwelling, the Sheriff will serve notice on the judgment creditor that the levy has been made and that the property will be released unless the judgment creditor complies with the requirements of CCP 704.750. Be prepared to file a copy of your Application for Order for Sale of the Dwelling with the Sheriff within 20 days of service of the notice, or the property will be released. CCP 704.750 (a).

**WRIT OF ATTACHMENT (AT-135)** Reference CCP 488.315 and 700.015  
**Also include the  Right to Attach Order and  Undertaking, if one was ordered**  
Real property is not sold under a writ of attachment.

Regarding the service of the Summons and Complaint, CCP 488.020 (c):

If the defendant has not been previously served with a copy of the Summons and Complaint, you are required to instruct the levying officer to serve a copy of the Summons and Complaint when the writ is served on the defendant.

- The defendant was previously served with the Summons and Complaint. Date: \_\_\_\_\_
- Please serve the enclosed copy of the Summons and Complaint upon the defendant(s).

**WRIT OF SALE (EJ-130)** Reference CCP 712.010-712.070, 716.010-716.030, CCP 700.015 and 701.510-701.830  
**Also include the  Certified copy of the Judgment for Sale as required by CCP 716.010 (c).**

Is a "Right to Redemption" applicable to the sale of this property?  Yes  No.

The judgment is for:

- partition of real property, or
- judicial foreclosure of a: (check one of the following)
  - special assessment property tax or Mello-Roos tax lien (judgment creditor is a public entity).
  - assessment lien by an association or common interest development.
  - mechanics lien (labor or improvements to real property).
  - other lien (s) on real property. Specify:
  - mortgage or deed of trust and the judgment indicates that a deficiency judgment
    - may be ordered
    - is waived or prohibited.

**Debtor Information**

3. This levy seeks to levy upon (or attach) the real property interest of the following **Judgment Debtor** (s). The names listed below must match the names as they appear on the writ exactly, or the Sheriff will not act upon your instructions.

Debtor name: \_\_\_\_\_

Address for service: \_\_\_\_\_

Debtor name: \_\_\_\_\_

Address for service: \_\_\_\_\_

Additional names and address of judgment debtor (s) are contained on a separate sheet.

4. Does the judgment debtor's interest in the real property consist of a **Leasehold Interest**, Leasehold Estate or an Estate for Years?  Yes  No. If yes, provide the date the lease expires: \_\_\_\_\_

**Property Information**

5. You must provide a copy of the **assessor's parcel map** and the **legal description** of the property. This is vital if the property is **vacant land**, if the parcels are **not contiguous**, if **no street address exists**, or if the property is **difficult to locate**. Copies must be clear, void of any hi-lightening and legible.

Check to indicate that you have included a copy of the **assessor's parcel map**.

Check to indicate that you have included a copy of the **legal description** of the property.

6. What is the Assessor's Parcel Number (APN): \_\_\_\_\_

7. What is the real property **street address**: \_\_\_\_\_

8. Does this real property contain a **dwelling**?  Yes  No. Is this a **commercial property**?  Yes  No.

9. Is this land a **vacant lot**?  Yes  No. If yes, provide directions for locating the property.

10. How many **parcels** are subject to this levy? \_\_\_\_\_ Are the parcels **contiguous**?  Yes  No.

**Third Party Information**

11. Does the real property also stand in the name of a **Third Party** (other than the judgment debtor) having a recorded interest in the real property as shown by the records of the county?  Yes  No.

The Sheriff is required to serve by mail a copy of the writ and notice of levy on each such third person.

Third Party name: \_\_\_\_\_

Address for service: \_\_\_\_\_

Third Party name: \_\_\_\_\_

Address for service: \_\_\_\_\_

Additional names and address of third persons are contained on a separate sheet.

12.  Additional Information is contained in a separate letter of instruction (enclosed).

**Your Information**

Your name: \_\_\_\_\_ Phone: \_\_\_\_\_

Your address: \_\_\_\_\_

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.

**Returned paperwork:** Paperwork will be returned unprocessed if the writ is incomplete, if the writ is missing required information, if the writ is invalid on its face or if the letter of instruction is unclear or insufficient. Any changes or corrections made to a writ after it is issued by the court must be initialed by the court clerk. The Sheriff will not act upon the writ otherwise.  
Civil Clerk: Papers reviewed and returned by: \_\_\_\_\_ Date: \_\_\_\_\_ Reason: \_\_\_\_\_