



*Tulare County*  
**SHERIFF**

*Proudly Serving Since 1852*

Office of  
**MIKE BOUDREAUX**  
Sheriff-Coroner  
2404 W. Burrel Ave  
Visalia, CA 93291-4580  
(559) 636-4716

**Writ of Possession for Real Property (Eviction)**  
**INSTRUCTIONS TO THE SHERIFF OF TULARE COUNTY**

Please return forms to: **Tulare County Sheriff's Dept. Civil Unit 221 S. Mooney Blvd, Room 102, Visalia, CA 93291**  
Phone 559-636-5090 / Fax 559-713-3794

Civil window is open for submission of paperwork 8:00am-4:00pm Monday- Friday  
(Sheriff must have written instructions with an original signature by the Plaintiff or Plaintiff's attorney, CCP 262, 687.010.)

**THE INFORMATION ON THIS FORM IS REQUIRED FOR ALL EVICTION REQUESTS. NO OTHER LETTER OR INSTRUCTIONS WILL BE ACCEPTED. FAILURE TO COMPLETE THIS FORM MAY POSTPONE SERVICE. PRINT LEGIBLY. FAILURE TO PRINT LEGIBLY MAY POSTPONE SERVICE.**

**[A] FOR SERVICE, YOU MUST PROVIDE THE FOLLOWING**

1. Original Writ of Possession for Real Property *or* copy of electronic Writ with required affidavit (CCP§687.010(e))
2. Initial Service Fee of \$145.00 (per address)
3. This form, completed by someone with knowledge of requested information, with original signature.

**[B] CASE AND PROPERTY INFORMATION (Please print)**

4. **COURT CASE NUMBER:** \_\_\_\_\_

5. **PLAINTIFF(S):** \_\_\_\_\_

PURSUANT TO THE ATTACHED WRIT OF POSSESSION:

**THE SHERIFF IS HEREBY DIRECTED TO REMOVE/EVICT THE FOLLOWING PERSON(S) AND PLACE THE PLAINTIFF OR THEIR AGENT IN QUIET AND PEACEFUL POSSESSION OF THE PROPERTY:**

6. **DEFENDANT(S):** \_\_\_\_\_

7. **Full Street address/description of the property from which occupant(s) shall be evicted:**  
\_\_\_\_\_

8. Is Box 25(a)(1) on Writ of Possession checked regarding unnamed/other occupants?  NO  YES

9. Eviction is a result of:  Foreclosure  Failure to pay rent  Violation of agreement, or  Illegal activity

10. The defendants in this case are:  Renters  (former) Buyers  Other (Explain): \_\_\_\_\_

**[C] PLAINTIFF/AGENT INSTRUCTIONS**

11. If the property requires an access card, provide it when paying your fees for the eviction.
12. The property and individual unit(s) must be clearly marked with property address and unit designation.
13. Promptly arrive at least 10 minutes before the scheduled eviction time.
14. DO NOT enter the property or make contact with anyone at the property before the deputies arrive. If you do, the eviction WILL NOT take place.
15. Before the eviction, it is suggested that you park or wait several dwellings away from the property.
16. When the deputies arrive, make your presence known and identify yourself to the deputies.

**If an access code or card is required to post the notice to vacate and it is not provided; or the property address is not CLEARLY VISIBLE on the building or curb, and/or the unit number is not adequately displayed; or the property is not adequately described when necessary:**

***THE EVICTION WILL NOT TAKE PLACE and ADDITIONAL FEES WILL APPLY.***



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**[D] NOTICE** - The person the Sheriff should provide notice of the scheduled time and date of the eviction is:

17. Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
18. Mailing Address: \_\_\_\_\_  
19. Contact Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_

**[E] PROPERTY ACCESS** - Who will meet the Sheriff at time of eviction? (Please print legibly)

20. Name: \_\_\_\_\_  Owner  Agent  Other \_\_\_\_\_  
Office/Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
21. Is there a building code, gate code, or card?  NO  YES, and the code is: \_\_\_\_\_  
22. If not obvious, describe the dwelling property/building and any other structures of importance at the address:  
\_\_\_\_\_

**IF AVAILABLE, THE FOLLOWING INFORMATION WILL BE IMPORTANT IN ASSESSING POTENTIAL PROBLEMS.  
THIS INFORMATION WILL BE USED FOR LAW ENFORCEMENT PURPOSES ONLY.**

**[F] DEFENDANT INFORMATION** - Please provide known information

	1st Occupant	2nd Occupant	3rd Occupant
23. Full Name			
24. Date of Birth			
25. CDL #			
26. Home Phone			
27. Cell Phone			
	4th Occupant	5th Occupant	6th Occupant
28. Full Name			
29. Date of Birth			
30. CDL #			
31. Home Phone			
32. Cell Phone			

**[G] POTENTIAL PROBLEMS** - To help ensure a safe eviction process for all parties, mark all known or suspected situations at the property. You **MUST** give an explanation for any checked items in the space provided on Page 3:

- 33.  Firearms
- 34.  Other weapons
- 35.  Assaultive/threatening behavior
- 36.  Gang activity
- 37.  Drug activity
- 38.  Vicious animals (List number and type)
- 39.  Alarms or surveillance cameras
- 40.  Criminal activity may be taking place (What type?)
- 41.  Prior law enforcement contact/action (What type of contact/action? When?)
- 42.  Suicidal or previous suicide attempts
- 43.  Any medical concerns affecting public safety
- 44.  Language if other than English (Is there a translator?)
- 45.  Children (List ages)
- 46.  Unusual behavior or actions (Describe the unusual behavior)
- 47.  Deaf/Blind
- 48.  Elderly or infirm with care provider
- 49.  Other foreseeable risks of harm to deputies or public
- 50.  Additional information listed on page 3



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THIS SPACE IS AVAILABLE FOR FURTHER INFORMATION OR EXPLANATION:

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**[H] REPORTING PARTY - Who completed this form? (Please print)**

51. Name: \_\_\_\_\_  Owner  Agent  Other \_\_\_\_\_

52. Phones: \_\_\_\_\_ Date: \_\_\_\_\_

53. Signature of Plaintiff/Attorney: \_\_\_\_\_  
(Print) \_\_\_\_\_

**\*\*\*NOTE\*\*\***Per CCP 262, if you have been represented by an attorney during the eviction process, the attorney of record must sign the Sheriff's instructions. If you were not represented by an attorney, you as the plaintiff must sign the instructions. A plaintiff's agent or representative **may not** sign the Sheriff's instructions unless they are the attorney representing you as described above. The Sheriff will not cancel any eviction without written and signed instructions from the plaintiff or their attorney. Faxed instructions from the plaintiff or attorney will be sufficient to cancel an eviction; however, we must receive the original letter of cancellation as soon as possible after the faxed letter of cancellation. **WE DO NOT ACCEPT PHONE CANCELLATIONS.** The Sheriff is entitled to his fee for service whether or not the service is successful (GC 26738); therefore, no refund will be issued without a minimum two-hour notice of cancellation before the eviction date and time.