



# Tulare County SHERIFF

Proudly Serving Since 1852

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

### INSTRUCTIONS TO SHERIFF – Levy

Please **PRINT** clearly (except for signature) and provide as much information as possible.

The Sheriff must have original instructions signed by the attorney for the plaintiff or the plaintiff if he/she has no attorney in accordance with CCP 262; 687.010.

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

Case Title: \_\_\_\_\_ vs. \_\_\_\_\_  
(Plaintiff) (Defendant)

Court Case No: \_\_\_\_\_ Levy Officer File #: \_\_\_\_\_

Pursuant to the attached writ, Sheriff is to execute the following (one levy per instruction sheet):

- Bank Levy
  - Levy on any and all accounts of the judgment debtor(s)
  - Including but not limited to account(s): \_\_\_\_\_
  - Levy is to be limited to account(s): \_\_\_\_\_
- Third-Party Levy
  - Levy is for all funds owed to the judgment debtor(s) by the third-party.
  - Levy is to be limited to: \_\_\_\_\_
- Rents Due Levy (levy is for all rents due during the 2-year lien period)
- Till Tap
- Keeper Levy

Upon the property of the following judgment debtor(s):

Defendant/Judgment Debtor #1 \_\_\_\_\_ SS # \_\_\_\_\_

Defendant/Judgment Debtor #2 \_\_\_\_\_ SS# \_\_\_\_\_

Defendant/Judgment Debtor #3 \_\_\_\_\_ SS# \_\_\_\_\_

Serve levy upon: \_\_\_\_\_  
Name of Bank (branch name), Institution, Person, or Business

\_\_\_\_\_ CA \_\_\_\_\_  
Address City Zip Code

Other Specific Instructions: \_\_\_\_\_

**Send all payments and notices to the name and address listed below:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Signature of Attorney or Plaintiff without an Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Signer (Required)