



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



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THIS SPACE IS AVAILABLE FOR FURTHER INFORMATION OR EXPLANATION:

[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.