Business Levy (8 Hour Keeper)
Writ of Attachment

Court Document(s) Required:	Original Writ of Attachment (form AT 135) plus three copies, Order for Issuance of the Writ of Attachment (form AT 120, AT 125 or AT 130) plus two copies, Notice of Attachment (form AT 165) plus two copies, Undertaking per Code of Civil Procedure § 489.210 plus two copies or Undertaking by Personal Sureties (form AT 160 or CD 140) plus two copies and two copies of the Summons and Complaint (form 982a16) if they have not already been served.
Letter of Instructions	Specify the name and address of the business and any hazards Deputies may encounter. If no Summons and Complaint is provided, the letter of instructions must specify that they have been served. Specify the name and address of the defendant's attorney, if any. The Writ of Attachment only authorizes the Sheriff to seize inventory of a going business and not equipment. The letter must correctly specify the property to be seized. The plaintiff's attorney or the plaintiff (if the plaintiff does not have an attorney) must sign the letter of instructions.
Time for Service	The Writ of Attachment must be served and returned to the court within 60 days after receipt by the Sheriff.

Method of Levy	The method of levy is seizure by placing a Sheriff's Keeper at the business, collecting cash proceeds and preventing the removal of inventory. All property and proceeds of sales seized are held until the civil case is adjudicated. An undertaking, or bond, is required by the plaintiff to indemnify the defendant in the event he/she becomes the judgment creditor at the conclusion of the civil action. The Keeper period is limited to: • 10 days if the defendant is a natural person and the Writ is issued ex parte • 2 days in all other circumstances • At the time the defendant expressly objects to the Keeper placement. In order to seize and store inventory at the conclusion of the Keeper period, the plaintiff must provide an additional cost deposit to cover the Sheriff's costs to itemize, move and store the inventory seized.
Cost Deposit	Keeper (8 hours) $110.00: ***plus (if applicable) costs to*** itemize, move and store inventory: Cost estimates vary from $3,000 to $10,000 depending on the amount, size and nature of property as well as the length of time stored.
Fee	$85.00 per 8-hour Keeper: ($60.00 if Keeper installation attempted and not served, and $30.00 if unable to serve or cancelled prior to installation attempt).
Writ Return	A return detailing the Sheriff's actions is prepared by Civil Unit staff, which accompanies the Writ of Attachment when it is returned to the court.

What is Required Check List:

- $205.00 per 8-hour Keeper installation plus costs to itemize, move and store inventory
- Original Writ of Attachment plus three copies
- Order for Issuance of Writ of Attachment plus three copies
- Notice of Attachment plus two copies
- Undertaking plus two copies
- Two copies of the Summons and Complaint (if not previously served)
- Original letter of instructions signed and dated by the plaintiff's attorney or the plaintiff (if the plaintiff does not have an attorney).