

Personal Property Levy Writ of Execution

Court Document(s) Required:	Original Writ of Execution (Money Judgment) (form EJ-130) plus two copies
Letter of Instructions	<p>Provide a specific description of the property to be seized and the address where the property is located. If there is no serial number, license number, or other specific identifier, provide a photograph of the property and/or a contact person who can positively identify it and provide written and signed verification to that effect.</p> <p><i>If the property to be seized is in a private place such as inside a residence or garage, the Sheriff cannot seize it without a private place court order issued pursuant to Code of Civil Procedure § 699.030 unless the debtor voluntarily surrenders it.</i></p> <p>The judgment creditor's attorney or the judgment creditor (if the judgment creditor does not have an attorney) must sign and date the instructions.</p>
Time for Service	The Writ of Execution expires 180 days after issuance.
Method of Levy	The method of levy is seizure in which the Sheriff seizes the property, stores it and sells it a public auction towards satisfying the money judgment. After levy, the Sheriff will submit a report to the judgment creditor/attorney detailing actions taken, request additional fees if necessary and make notification of the proposed date and location of the Sheriff's sale.

Cost Deposit	Varies depending on the type of property and any costs to be incurred for removing, storing and selling the property at auction.
Fee	\$85.00 if served, \$30.00 if unable to serve or cancelled. \$125.00 for opening each safety deposit box.
Writ Return	A return detailing the Sheriff's actions is prepared by Civil Unit staff, which accompanies the original Writ of Execution when it is returned to the court.

What is Required Check List:

- \$85.00 per service plus costs for moving, storage and sale
- \$125.00 for opening each safety deposit box
- Original Writ of Execution plus three copies
- Original letter of instructions signed and dated by the judgment creditor's attorney or the judgment creditor (if the judgment creditor does not have an attorney).
- Can be submitted in person or via mail
- Submit to Sheriff no later than 150 days after issuance of Writ