

Financial Institution/Bank Levy
Letter of Instructions to the Sheriff

Fee: \$40.00 per bank/person

Required Documents: 1 Original Signed Letter of Instructions, 1 Copy of Signed Letter of Instructions, 1 Original Writ, 1 Copy of Writ, 1 Copy of Each Notice of Levy, 1 Full Copy of Mailing Package to Judgment Debtor

Today's Date: _____

Court Case Number: _____

Plaintiff's Name: _____

Defendant's Name: _____

I request Hollister Process Service, 341 Tres Pinos Road, Suite 201, Hollister, CA 95023, 831-634-1479, to serve the levy as described below.

1. **WRIT of Execution (Money Judgment) (EJ-130)** (Methods of Levy CCP 700.010-700.200)

2. **Debtor's Name:** The debtor's name listed below must match the debtor's name **exactly** as it appears on the Writ.

(If there are additional debtors, please attach them on a separate piece of paper).

1st Debtor Name: _____ SSN: _____

Debtor Address: _____

2nd Debtor Name: _____ SSN: _____

Debtor Address: _____

3. **As Requestor, I am:** (Circle One:)

Plaintiff's Attorney of Record, Plaintiff or Assignee of Record

4. **Name and Address of the Financial Institution/Bank where the levy is to be served:**

(if there are additional Financial Institutions/Banks, please attach them on a separate piece of paper)

1st Financial Institution/Bank Name: _____

Address: _____

2nd Financial Institution/Bank Name: _____

Address: _____

5. Amounts withheld are to be paid to:

Name: _____

Company Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

6. Enter Your Contact Information and Signature Below: (Must be signed by the requestor, Plaintiff, Attorney of Record or Assignee of Record CCP Code 262, 684.130, 687.010)

Print Your Name: _____

Company Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Signature: _____ Date: _____

Note: We cannot provide you with the name or address of any individual. We cannot provide you with legal advice. Please contact an attorney for legal advice. Levies are executed in the order received. We do not promise to levy on specific dates or times.