

IMPORTANT INFORMATION:

Property Description

Sheriff's Court Services requires specific description of the property to be levied upon which describes the property adequately for the sheriff to identify the property under levy. The Sheriff cannot seize property kept in a private place or in the possession of the defendant without a court order authorizing the seizure. ***Request for services to multiple addresses requires separate fees for each additional address.***

Service Hours

Generally, our service hours are from 6:00 am to 4:00 pm and our office hours are from 8:00 am to 4:30 pm Monday through Friday, excluding legal holidays.

Requirements

- A. Original Writ of Execution (Money Judgment-Form EJ-130) plus three copies.
- B. Letter of Instructions (Signed and Dated). ***The letter of instructions can be in the form of a letter but it is highly recommended that the Sheriff's Instructions form be used in all levy requests.***
- C. Fees: 85.00 plus additional deposit required to perform the levy.

FOR OFFICE USE ONLY

Reviewed By: _____ Date _____