



SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

CIVIL ENFORCEMENT BUREAU

400 County Government Center, Redwood City, CA 94063

(650) 363-4497 • Fax (650) 363-4833

Vehicle Levy Writ of Execution Sheriff Instructions & Sample Vehicle Levy Instructions

Court Document(s) Required:	Writ of Possession of Real Property (form EJ-130) plus two copies.
Letter of Instruction	<p>Provide a description of the vehicle (to include a license number and/or vehicle identification number) and provide an address or location where it can be found.</p> <p><i>If the property to be seized is in a private place, such as a garage or fenced lot, 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 of 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. A report detailing the Sheriff's actions is mailed to the judgment creditor/ attorney upon seizure of the vehicle or failure to levy. 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	<p>\$1,500.</p> <p><i>Note:</i> Additional costs deposits may be required for special vehicles or due to the length or type of storage.</p>
Writ Return	A return detailing the Sheriff's actions is prepared by Civil Unit staff, which accompanies the original Writ of Possession when it is returned to the court.

What is Required Check List:

- \$1,500 deposit
- Original Writ of Execution plus two 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).
- Submit to Sheriff no later than 150 days after issuance of Writ

↓*Sample Instructions for Vehicle Levy on next page*↓

INSTRUCTIONS TO SAN MATEO COUNTY SHERIFF

VEHICLE

PLEASE PRINT

_____ vs _____ Court _____ Case No _____

Levy upon and sell the following vehicle:

YEAR & MAKE: _____
LICENSE PLATE NUMBER: _____
COLOR: _____
VIN NUMBER: _____
TYPE: _____
JUDGMENT DEBTOR (S): _____
ADDRESS: _____
CITY & ZIP: _____

Notifications and disbursements shall be directed to:

NAME: _____
ADDRESS: _____
CITY & ZIP: _____
DAY TIME TELEPHONE: _____
DATE: _____ SIGNATURE: _____

NOTE: THE SHERIFF IS ENTITLED TO A FEE FOR CANCELLATION OF SERVICE OR EXECUTION OF ANY PROCESS PRIOR TO ITS COMPLETION. (GOVERNMENT CODE 26736)

VEHICLE

