

**KERN COUNTY SHERIFF'S OFFICE
CIVIL SECTION**

5251 Office Park Drive, Bakersfield, California 93309
Mailing: PO Box 70127, Bakersfield, California 93387

DOCUMENT REQUIREMENTS – WRIT PROCESSES

All requests for service must be accompanied by the correct number of copies as follows:

Each wage garnishment:

- Payment for service
- Original Application for Earnings Withholding Order (WG-001)
- WG-035 form (if applicable)
- Original writ (manually or electronically issued)
- Writ declaration (if applicable)

Each bank/third party levy:

- Payment for service
- Original instructions
- Original writ (manually or electronically issued)
- Writ declaration (if applicable)
- Copies of the writ as follows:
 - One copy for the financial institution/garnishee
 - One copy for each judgment debtor
 - One additional copy

Each eviction:

- Payment for service
- Original instructions
- Original writ (manually or electronically issued)
- Writ declaration (if applicable)
- Three copies of the writ

If you are re-levying or submitting further instructions on the same writ, you must submit the same amount of copies as shown above.

Note: Kern County Superior Court requires that all original electronically issued writs be printed in color.

Any requests for service submitted without the proper documents and/or copies will be rejected unless copy fees of \$1.00 per page (\$3.00 per writ) are also submitted.

There are no exceptions.