

**INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF KERN  
PERSONAL PROPERTY INSTRUCTIONS**

The Sheriff must have original instructions signed by the attorney of record or party without attorney before serving documents or prior to taking any additional action on an existing case including cancellations. (CCP 262, 687.010)

\_\_\_\_\_  
Plaintiff Name

vs

\_\_\_\_\_  
Defendant Name

\_\_\_\_\_  
Court Case Number

\_\_\_\_\_  
Levying Officer File Number (if known)

**TO SHERIFF, COUNTY OF KERN:**

You are hereby instructed to execute the levy as described below.

A Registered Process Server (RPS), (name and address) \_\_\_\_\_

\_\_\_\_\_, will serve the levy as described below.

Writ Type:    Execution       Attachment       Possession of Personal Property       Possession Claim & Delivery

Levy on property of: *(The name(s) listed below must match the name exactly as it appears on the writ)*

Debtor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Debtor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Description: *(The description must be specific and we must be able to identify the property based upon your description)* \_\_\_\_\_

Address where property is located: \_\_\_\_\_

Seize and Sell *(Writ of Sale; Writ of Execution)*

Seize and Turnover - Agent/Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

*For Claim & Delivery:       The Summons & Complaint was served  
   We request the Sheriff to serve the Summons & Complaint to:*

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_

\_\_\_\_\_  
Signature of Attorney (or creditor without an attorney)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Address of Attorney/Creditor (number, street, city, state and zip code)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

The Sheriff is entitled to his fee for service whether or not the service is successful (GC 26738). All fees must be prepaid unless the Court has issued a valid fee waiver. No refund for an amount of \$10.00 or less. (GC 29375.1).