

**INSTRUCTIONS TO THE KERN COUNTY SHERIFF
LEVY UPON A DEBTOR'S GOING BUSINESS (KEEPER/TILL TAP)**

Instructions must be signed by the Attorney of Record or the Plaintiff without an attorney (CCP 262, 687.010)
(PLEASE PRINT EXCEPT FOR SIGNATURE)

Plaintiff _____ vs Defendant _____
Court Case Number _____ Levying Officer File Number (if known) _____

-SECTION I (Property)-

Select one levy only per instruction sheet – debtor(s) listed below must be owner(s) of the business

LEVY ON JUDGMENT DEBTOR(S): _____

- CONDUCT AN IMMEDIATE LEVY (Till Tap)** by taking immediate custody of CASH/CHECK PROCEEDS FROM SALES ONLY, from the cash register or usual money receptacle at the business.

- PLACE A KEEPER** in the judgment debtor's business for a period of time indicated in SECTION II (below) for the purpose of taking custody of CASH/CHECK PROCEEDS FROM SALES ONLY pursuant to Section 700.070(c) of the Code of Civil Procedure.

- PLACE A KEEPER** in the judgment debtor's business for a period of time indicated in SECTION II (below) for the purpose of taking custody of ALL TANGIBLE ASSETS OF A GOING BUSINESS pursuant to Section 700.070(a) of the Code of Civil Procedure. AT THE END OF THE KEEPER PERIOD, OR IF, PURSUANT TO CCP 700.070(b)(1), THE JUDGMENT DEBTOR OBJECTS TO THE KEEPER...
(check one box only)
 - Seize all checks and cash, release all other assets, release the keeper, and leave.

 - Seize all checks and cash; inventory; seize, move, store, and set the assets for sale except the property described below. (A minimum deposit of \$1,500.00 is required pending further fee quotation. Pursuant to CCP 685.100, the levying officer will not take exclusive custody of the property unless the judgment creditor has deposited a sufficient sum of money to pay costs of moving and storage).

-SECTION II (Keeper Period)-

THE KEEPER IS TO BE INSTALLED IN THE BUSINESS FOR A PERIOD OF: 8 12 24 hours each day (excluding weekends)
for a period of _____ days.

-SECTION III (Business Information)-

Name of Business: _____ Business Hours: _____ a.m. to _____ p.m. except on _____
Address: _____ City _____ Zip Code _____

-SECTION IV (Installation Information)-

Normal keeper installation hours are 8:00 a.m. to 5:00 p.m., Monday thru Friday (except holidays). Installing a keeper outside of these hours requires an additional overtime fee in the amount of \$150.00 per hour to be submitted with these instructions.

Install the keeper from _____ a.m. to _____ p.m..

Additional Comments: _____
(Attach additional pages if necessary)

MAKE ALL COMMUNICATIONS AND PAYMENTS TO:

Name _____ Address _____
Telephone Number _____ City _____
Email Address _____ @ _____ State _____ Zip Code _____

Dated: _____

Signature of Attorney or Plaintiff without an Attorney

Printed Name

The Sheriff is entitled to his fee for service whether or not the service is successful (GC 26738). No refund for an amount of \$10.00 or less. (GC 29375.1).