

**KERN COUNTY SHERIFF'S OFFICE  
CIVIL SECTION  
5251 Office Park Dr, Bakersfield, Ca 93309  
Mailing: PO Box 80786, Bakersfield, Ca 93380**

***Private Process Server Checklist and Common Errors***

In addition to all the information required on the writ of execution as well as on the instructions, please review the list below for the most common reasons that documents are returned for correction.

***All Documents***

- All documents must have our correct mailing address as underlined at top of this form.
- Writ declaration form is needed when an original writ is not submitted.
- A copy of the writ must be submitted with all original writs and writ declarations.
- All changes to writ must be initialed by the court clerk.
- Writ #11-19 must be in dollars and cents including "0.00."
- Writ #19a (interest) cannot be more than the legal limit of 10%.
- Check must be less than 180 days old unless stated as less on the check.
- Check must be valid a minimum of 10 business days after submitting.
- Check must be payable to "Kern County Sheriff."
- Court case number must match on all documents.
- Case title must match on all documents.
- The instructions/application must have the printed name of the person who signed them and specify the signer if there are multiple names on the form.
- We can only accept one instruction form for each service. The application is considered the instruction form for an earnings withholding order.
- Service address must be within Kern County. \*Note that some Delano addresses are north of County Line Rd and out of our jurisdiction
- Need two complete and separate levy packets – one for the Sheriff and one to return with the assigned file number.

***Earnings Withholding Orders***

- Sheriff packet must contain original application; writ (original or declaration plus one copy); WG-035, if applicable; WG-002 order; and WG-005
- Application #1 (creditor) must match writ #3.
- Application (employer) must have a complete physical address for service.
- Employer name and address must match on the application, the order, and the employer's return.
- Employee name (judgment debtor) must match exactly with writ #4 or #21.
- Judgment date on writ #5, application #3 and order #3 must match.
- Application #5 must authorize service by Private Process Server.
- Application must be dated, have printed name of signers and have two signatures.
- Social Security check box must match on the application, the order, and the employer's return.
- Order #2 must contain the total amount matching writ #18 and list separately the Sheriff's fee, debtor assessment fee and daily interest from writ #19a.
- Order #3 must be complete due to the creditor is different from the plaintiff in the case title.

***Bank/Third Party Levies***

- Sheriff packet must contain original instructions; original writ or declaration plus one copy; notice of levy directed to the garnishee; and memorandum of garnishee.
- Bank/third party levy instructions must authorize service by private process server.
- Debtor on instructions must match writ #4 or #21.

- Application/instructions must specify/contain the printed name of who signed them.
- Social Security number (if applicable) must be on both the instructions and the notice of levy.
- Account number (if applicable) must be on both the instructions and the notice of levy.
- Notice of levy must be directed to the garnishee.
- Notice of levy #1b must match the instructions.
- Notice of levy #2a must match writ #18.
- Notice of levy #2d cannot contain an amount.
- Notice of levy #2f must match writ #19a.
- Notice of levy #3b must be completed as to capacity.
- Memorandum must contain the garnishee name and address.

***Proof of Service***

- Must have the levying officer file number.
- Must have the name of every document served as required by the California Code of Civil Procedure including claim of exemption and financial statement forms.
- The name of the person served and their title.
- The date and time of service.
- The county of registration and registration number of the process server.
- An original with an original signature plus required copies.
- Must be received in a timely manner.