

Instructions to the United States Marshal (USM)

Northern District of California (N/CA) USMS Civil Division

450 Golden Gate Ave, 7th Floor, San Francisco, CA 94102, 415-874-4076

ccivildivision@usms.doj.gov

Bank Levy

Court Case: _____ **vs.** _____ **Court Case #** _____

Writ of Execution: CCP 700.140, 700.150, 70.160; Writ of Attachment: CCP 488.455, 488.460, 488.465

The Marshal must have written and signed instructions by the attorney for the creditor, or the creditor if he/she has no attorney in accordance with CCP 262; CCP 687.010.

1. To the U.S. Marshal: Pursuant to the attached writ: **CHECK ONE**

- You are instructed to serve and execute the levy as described below
- A Registered Process Server (RPS) will serve the levy as described below.

Name and phone number of RPS: _____

2. What type of Writ do you have? **CHECK ONE**

- Writ of Execution- Money Judgement (EJ-130)
- Writ of Attachment (AT-135)

3. Defendant/ Debtor: Name(s) listed below must match exactly as it appears on the writ.

If the levy is to be served by USMS, please include pre-paid/addressed envelope for each debtor to be served by mail.

Name: _____

Address for service by mail: _____

Name: _____

Address for service by mail: _____

- Additional parties can be listed on a separate sheet

4. Financial Institution Information:

Name: _____

Address: _____

- Additional financial institutions can be listed on a separate sheet

5. Identify the property:

- Levy upon any and all deposit accounts standing in the name(s) of the defendant(s)/debtor(s) listed above

Other: _____

6. Your Information:

Name: _____ Phone Number: _____

Address: _____

Signature: _____ Date: _____

- Plaintiff
- Plaintiff's Attorney of Record

Remarks: _____

***** NOTE: LEVIES ARE EXECUTED IN THE ORDER RECEIVED. WE DO NOT GUARANTEE TO LEVY ON SPECIFIC DATES/TIMES. *****

All paperwork must be valid and complete. Paperwork will be returned by mail if any additional information is required. Any changes or corrections made to a Writ, after issued by the Court, must be initialed by a court clerk.