

LEVY/GARNISHMENT INSTRUCTION SHEET

PLEASE PRINT

Case Number _____ Today's Date _____

YOU ARE HEREBY INSTRUCTED TO: (Check Appropriate Box)

- LEVY ON BANK ACCOUNT OF JUDGMENT DEBTOR
- ENFORCE WRIT OF POSSESSION FOR EVICTION
- PLACE KEEPER IN JUDGMENT DEBTOR'S BUSINESS (Indicate 8 hours or open end) _____
- TILL TAP
- VEHICLE LEVY
- OTHER: _____

ENTER COMPLETE INSTRUCTIONS BELOW: (Name and address of bank; address for eviction; Judg. Debtor's place of business; license number of vehicle and address where vehicle is located - whichever applies per box(es) marked above).

FOR WRITS OF POSSESSION ONLY

IMPORTANT! DEPUTY MUST HAVE ACCESS TO PROPERTY

Name of Person who will Sign for Possession: _____	
Daytime Phone Number: _____	Security Gate Code Number: _____
NOTE: You or your authorized agent must be able to meet the deputy on the date of the eviction!	

BANK LEVIES ONLY: Account Number (If known): _____

ACCEPTING AMOUNT: To instruct us to accept LESS THAN the amount shown on the writ, plus interest and costs, indicate lesser amount here: \$ _____

X _____

Signature of Attorney/Litigant Daytime Phone Number

ALL COMMUNICATION, REFUNDS DUE, AND COLLECTIONS WILL BE DIRECTED TO THE NAME AND ADDRESS LISTED BELOW: (Complete Carefully)

NOTE: PLEASE DO NOT PHONE OUR OFFICE FOR A STATUS ON YOUR CASE. WE WILL NOTIFY YOU BY MAIL ON THE OUTCOME OF THE SERVICE.