



# San Luis Obispo County Sheriff's Office



## Civil Division

### **PERSONAL PROPERTY REQUIREMENTS**

#### **WRIT OF ATTACHMENT**

1. Original and three copies of the Writ of Attachment.
2. Three copies of the Order for Issuance of Writ of Attachment.
3. Initial deposit of \$40.00 per service of documents only. Please contact the levy officer for a deposit estimate if the Sheriff's Office must take possession of bulk items.
4. Written instructions must be signed by the attorney of record or plaintiff and contain:
  - A. Instructions to attach property specifically identified in the Writ and Order to Attach and the location where the attachment is to be served.
  - B. Identify by name and mailing address any owners of record other than the debtor who have an interest in the property to be attached.
  - C. Provide a mailing address of all concerned.
5. If the attachment is issued Ex Parte a copy of the Summons and Complaint and two copies for each person to be served or, instructions that the Summons and Complaint will be or has been served.
6. Copy of the Undertaking.