



San Luis Obispo County Sheriff's Office



Civil Division

CLAIM AND DELIVERY CHECK LIST

PRIOR TO NOTICED HEARING (CCP 512.020) these documents are needed:

1. Summons and Complaint
2. Notice of Application for writ and notice of hearing
3. Application for writ and affidavits in support thereof

EX PARTE WRIT

1. The Sheriff must receive (CCP512.020)
 - i. Writ of Possession and (3) copies
 - ii. Copies of Undertaking
2. Sheriff should receive these documents or plaintiff's instructions that these documents have been served or are being served:
 - i. Copies of Summons and Complaint
 - ii. Copies of application for writ and affidavits

WRIT ISSUED AFTER NOTICED HEARING

1. The Sheriff must receive
 - i. Original Writ of Possession and (3) copies
 - ii. Copies of plaintiff's undertaking

FEES

1. Fees will vary depending on complexity of levy. Contact levy officer for estimate.

San Luis Obispo County Sheriff's Office • Civil Division
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