



# 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  
1050 Monterey Street, Room 236 • San Luis Obispo, CA. 93408  
Office (805) 781-5484 • Fax (805) 781-1228