



CHECKLIST FOR SERVICES OF WRITS OF ATTACHMENT

Revised January 1, 2001

REAL PROPERTY

- Original and five (5) copies of the Writ of Attachment.
- Five (5) copies of the Right to Attach Order.
- Five (5) copies of the Undertaking (a.k.a. Bond).
- Five (5) copies (on clean 8 1/2 x 11 white paper) of the legal description of the property including the physical address and the APN if possible.
- Original and two (2) copies of the Letter of Instructions to Sheriff (The letter must authorize PLS Inc. by name, address and phone number, to serve the writ. There must also be a reference to service of the complaint on the defendant if the writ is EX PARTE. Also it must specify whether the property to be attached is a dwelling.
- A check to the Sheriff in the county where the property is located for \$30.00 (per address).
- Check to the County Recorder in the county where the property is located made out: "Not to Exceed \$50.00".
- Letter of Instructions to PLS Inc. or our Service Form.

Pre-service document preparation can only be performed for attorney offices, as we are not licensed document assistants.

Bus. & Prof. Code §6400 et seq.

**Payment for our services must be made in advance
unless you have an established account.**