



CHECKLIST FOR SERVICES OF WRITS OF EXECUTION

Revised January 1, 2001

NOTICES OF LEVY

- Original and three(3) copies of the Writ of Execution (must be on 1997 form or later).
- Original Letter of Instructions to the Sheriff and two(2) copies (The letter must authorize PLS Inc. by name, address and phone number, to serve the writ. The letter must specify what is to be levied upon and exactly where it is located).
- Check to the Sheriff of the county where the property is located for \$30.00.
- 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.

**MAKE SURE THE WRIT AND LETTER ARE ADDRESSED TO
THE SHERIFF IN THE COUNTY IN WHICH THE PROPERTY IS LOCATED.**

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