



CHECKLIST FOR SERVICES OF WRITS OF EXECUTION

Revised January 1, 2001

EARNINGS WITHHOLDINGS ORDERS

- Original and three (3) copies of the Writ of Execution (must be on 1997 form or later).
- Original and three (3) copies of the Application for Earnings Withholding Order (must be on 1993 form and #5 must be filled in to authorize PLS Inc. by name, address and phone number, to serve the writ.
- Check to the Sheriff of the county where the defendant is employed, in the amount of \$25.00.
- 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 APPLICATION ARE
ADDRESSED TO THE SHERIFF IN THE COUNTY
IN WHICH THE DEFENDANT IS EMPLOYED.**

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