



Instructions to the Sheriff of the County of Sutter

The sheriff's Office **MUST** have written and signed instructions by the Plaintiff representing him/herself or the Attorney of record in accordance with CCP 262.

EVICTION ~ Writ of Possession

_____ **vs.** _____
Plaintiff/Creditor Defendant/Debtor Court Case Number

Request to Restore Possession of Real Property (CCP 715.020)

Person(s) to be evicted: _____
Name(s) must be exactly as they appear on the WRIT OF POSSESSION

Address : _____
Address (as it appears on the WRIT OF POSSESSION) CITY ZIP

Comments & Cautions for Deputy (weapons, dogs, etc.) _____

Plaintiff or Plaintiff's Attorney

_____ Telephone Number

Address ~ where the proof of service will be mailed to City ST Zip

Agent/Contact Person: _____

Telephone Number: Day Time (_____) Cell (_____) _____

The Plaintiff or the Plaintiff's Agent must be present at the scheduled time and date of the eviction. You are required to provide the Deputy with access to the interior of the premises in order for the Deputy to restore lawful possession of the property to you.

****NOTE**** A Locksmith is strongly recommended to gain entry into the property. Deputies will not force entry or attempt entry via side or rear doors of windows. The eviction process is not complete until the Deputy actually restores the possession of the property to you, even if the occupants vacate the premises prior to the Deputy's arrival. However, if you wish to cancel the eviction prior to restoration, the Plaintiff or Plaintiff's Attorney must notify our office in writing prior to the date and time of the scheduled eviction.

_____ **Signature (this may only be signed by Plaintiff or the Plaintiff's Attorney)** _____ **Date**

**** The Sheriff's Office DOES NOT guarantee service****

The Sheriff's Office is entitled to its fees, whether the service is completed or not (CA Gov't Code 26738)

Papers are served in the order they are received, the Sheriff's Office cannot guarantee service on a specific date or time.