

**SHERIFF LETTER OF INSTRUCTIONS**

**Santa Clara County Sheriff  
55 West Younger Avenue  
San Jose, CA 95110  
Attn: Civil Division**

**Case Title** \_\_\_\_\_ **Case No.:** \_\_\_\_\_

Judgment Creditor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sheriff:

You are hereby instructed to execute the accompanying process as follows:

Please levy on any and all assets and all accounts, including but not limited to account # \_\_\_\_\_, certificates of deposit, treasury bills, tax, mortgage or compound accounts standing in the name of the judgment debtor(s) \_\_\_\_\_  
\_\_\_\_\_

At the following location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sterling Madison Company Registered Process Server shall perform levy services.  
Contact: 408-295-3300

Please send all refunds and collections to the name and address listed below as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated \_\_\_\_\_ Signed \_\_\_\_\_

Print Name: \_\_\_\_\_