

**Writ of Possession / Eviction (Real Property)**

**INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF SAN MATEO**

The Sheriff must have written, signed instructions by the attorney for the creditor, or the creditor if he/she has no attorney in accordance with CCP 262; 687.010

\_\_\_\_\_  
Plaintiff(s)

Court Case # \_\_\_\_\_

\_\_\_\_\_  
Defendant(s)

To: **Sheriff of San Mateo County, State of California**

You are hereby instructed to enforce the Writ of Execution as follows:

Please serve or post and mail a copy of the writ and notice to vacate. If the defendant does not vacate the premises within the prescribed time limitations, please remove the occupants from the premises described below in the manner prescribed by law, and place the plaintiff or their agent in lawful possession. (The enforcement of a writ of possession of real property is governed by Section 715.020 of the Code of Civil Procedure.)

A deposit of \$125.00 in a check payable to the San Mateo County Sheriff's Office or cash to cover your fees.

1. Judgment debtors: *List the names of the judgment debtors (as shown on the writ):*

\_\_\_\_\_

2. Premises Address: *Enter the full physical street address of the property from which occupants are to be removed (as shown on the writ):*

\_\_\_\_\_

3. Please contact the following person with regard to having the plaintiff or plaintiff's agent at the premises to accept possession of premises from the Sheriff:

\_\_\_\_\_

*Name of Plaintiff / Plaintiff's Agent / Telephone or Contact Number*

4. **\*\*\* SPECIAL INSTRUCTIONS \*\*\***

Person(s) being evicted:

Violent: \_\_\_\_\_

Involved with gangs: \_\_\_\_\_

Known to carry a weapon: \_\_\_\_\_

Involved with drugs: \_\_\_\_\_

See attachment.

Date: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name of Plaintiff or Plaintiff's Attorney*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City, State, Zip Code*

\_\_\_\_\_  
*Telephone / Fax Number*

**NOTE:** *The plaintiff or his/her agent must be present at the address for the eviction and be able to provide access to the interior of the premises for the deputy. If the occupants vacate the premises prior to the eviction and you wish to cancel the formal lockout procedure, we will accept cancellations by facsimile plus original to follow. Cancellations by telephone will require subsequent written/signed instructions to cancel.*

**INSTRUCTIONS TO THE SHERIFF**

*Special Instructions (continued)*

[Empty rectangular box for special instructions]