



# TUOLUMNE COUNTY SHERIFF'S OFFICE

*"Serving with Professionalism and Pride"*

**JAMES W. MELE**  
SHERIFF-CORONER

## Instructions to the Sheriff of the County of TUOLUMNE

The Sheriff's Department **MUST** have written and signed instructions by the Plaintiff representing him/herself or the Attorney of record in accordance with CCP262.

### ***EVICTION ~ Writ of Possession***

\_\_\_\_\_  
Plaintiff/Creditor vs. \_\_\_\_\_  
Defendant/Debtor Court Case # \_\_\_\_\_

### ***Request to Restore Possession of Real Property (CCP715.020)***

Person(s) to be evicted: \_\_\_\_\_  
Name(s) must be exactly as they appear on the WRIT OF POSSESSION Phone (if known) \_\_\_\_\_

Address: \_\_\_\_\_  
Address must be exactly as it appears on the WRIT OF POSSESSION

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Comments and Cautions for Deputy (weapons, dogs, etc.) \_\_\_\_\_

### ***Plaintiff or Plaintiff's Attorney***

\_\_\_\_\_  
Name of Plaintiff or Plaintiff/Attorney Phone Number \_\_\_\_\_

\_\_\_\_\_  
Address ~ where the proof of service will be mailed to City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Agent/Contact Person: \_\_\_\_\_

Phone 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 or 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 the Plaintiff or the Plaintiff's Attorney) Date \_\_\_\_\_

**\*\*\*The Sheriff's Department DOES NOT guarantee service \*\*\***

The Sheriff's Department 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 Department will not guarantee service on a specific date or time.