

# City & County of San Francisco

OFFICE OF THE SHERIFF- CIVIL SECTION

BANK LEVY / THIRD PARTY  
GARNISHMENT INSTRUCTION SHEET



Vicki Hennessy  
SHERIFF

415 - 554 - 7235

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

Plaintiff

Sheriff's File No.

Vs.

Defendant

Court Case No.

TO THE SHERIFF OF THE CITY AND COUNTY OF SAN FRANCISCO:

You are hereby instructed to levy the above named defendant's:

Bank Account (list account No. if known): \_\_\_\_\_

Other: \_\_\_\_\_

By virtue of the accompanying Writ of Execution or Attachment, all monies, debts, credits and effects due or owing to defendant (Judgment Debtor) cited above in possession of under the control of the following persons, firms, or corporations:

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
Street Address San Francisco, CA 94 \_\_\_\_\_

\_\_\_\_\_  
Plaintiff or Plaintiff's Attorney Signature

\_\_\_\_\_  
Plaintiff or Plaintiff's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

NOTE: THE SHERIFF IS ENTITLED TO A FEE FOR CANCELLATION OF SERVICE OR EXECUTION OF ANY PROCESS TO ITS COMPLETION. (Gov. Code 26273)