

(Eviction)

## INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF RIVERSIDE

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.  
<http://www.riversidesheriff.org>

**\*\*Failure to fill out this form completely could result in a delay in processing this request.\*\***

☐ Court Services • Central  
30755-D Auld Rd., Ste. L067  
Murrieta, CA 92563  
951-304-5050 • FAX 951-304-5066

☐ Court Services • East  
46200 Oasis St., Rm B15  
Indio, CA 92201  
760-863-8255 • FAX 760-863-8919

☐ Court Services • West  
4095 Lemon St., 4<sup>th</sup> Floor  
Riverside, CA 92501  
951-955-2420 • FAX 951-955-6155

_____	VS	_____
Plaintiff		Defendant
_____		_____
Court Case Number		Levying Officer File Number

### REQUEST TO RESTORE POSSESSION OF REAL PROPERTY (CCP 715.020)

***Please enforce the writ by removing the occupants from the premises described below in the manner prescribed by law, and by placing the plaintiff or his/her agent in lawful possession.***

- Premises-address: \_\_\_\_\_  
Street address (include apartment/unit#) \_\_\_\_\_, CA \_\_\_\_\_  
City Zip Code  
**\*\*Gate Code\*\***
- Name(s) of judgment debtor(s) as shown on writ. Include D.O.B. or approximate age if known:  
\_\_\_\_\_  
\_\_\_\_\_
- Include judgment debtor's *last known* address (**only if different than premises address**):  
\_\_\_\_\_
- Are the tenants/occupants/visitors involved with drugs, gangs, weapons or violence? (**Explain**):  
\_\_\_\_\_  
\_\_\_\_\_
- Have threats been made regarding the eviction? (**Explain**): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Are there any dogs or other animals on the property? (**Explain**): \_\_\_\_\_  
\_\_\_\_\_
- Are there elderly or bedridden tenants on the property? (circle one) YES NO
- Are there children on the property? (circle one) YES NO

9. Are you aware of any dangerous conditions on or near the property? **(Explain):** \_\_\_\_\_

\_\_\_\_\_

10. Does the property contain multiple occupied dwellings (i.e., mobile homes, trailers)? If so, explain and indicate how many: \_\_\_\_\_

\_\_\_\_\_

11. For the purpose of scheduling the eviction, the plaintiff or plaintiff's agent can be contacted by telephone during normal business hours at the following telephone number:

Plaintiff or plaintiff's agent (Name): \_\_\_\_\_

Daytime phone number for contact: (       ) \_\_\_\_\_ Ext. \_\_\_\_\_

12. Is this eviction resulting from a foreclosure sale of a rental housing unit? Yes ☐ No ☐

**NOTE:** Pursuant to California Code of Civil Procedure Section 415.46, a tenant of property that was the subject of a foreclosure action may have additional remedies in eviction proceedings. Falsely misrepresenting whether this eviction is resulting from foreclosure may subject you to civil and/or criminal liability for fraud.

#### PLAINTIFF/AGENT INSTRUCTIONS

- The property and individual unit(s) must be clearly marked with property address and unit numbers/letters.
- The plaintiff or his/her agent must be present at the address for the eviction. Promptly arrive at the scheduled eviction time.
- Provide keys or a means of entry to the dwelling through a normal entry door; deputies will not enter through a window, nor allow you to enter through a window. If using a locksmith, ensure they arrive at the scheduled eviction time.
- If the property requires a gate code or access card, it must be provided at the time of your request. Failure to do so may result in a delay or unsuccessful eviction.
- Do not enter the property or make contact with anyone on the property before the deputies arrive. You should park several dwellings away from the eviction property. When the deputies arrive, you must make your presence known to the deputies.

\_\_\_\_\_  
Signature of attorney (or party without an attorney)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of attorney (or party without an attorney)

\_\_\_\_\_  
Address of attorney (or party without an attorney) Number, Street, City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Cell Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Fax Number

**Note:** 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. Cancellations by telephone will require subsequent written/signed instructions to cancel. By doing so, additional time slots become available that will be used to expedite pending work.