

INSTRUCTIONS FOR LEVY

THIS FORM MUST BE TYPED – HAND WRITTEN FORMS WILL NOT BE ACCEPTED

CASE NUMBER: _____

DATE: _____

PLAINTIFF: _____

COURT: _____

DEFENDANT: _____

COUNTY: _____

THE SHERIFF OF PALM BEACH COUNTY, WEST PALM BEACH, FLORIDA

DEAR SIR: In the matter of a Writ of Execution for money judgment, issued out of the _____ Court, in and for _____ County, Florida, in the above styled case, you are hereby instructed to levy upon the following described property of the Defendant(s): _____.

SPECIFIC DESCRIPTION OF PROPERTY: *If Vehicle=VIN, Make, Model, Year, Color (unless vehicle exceeds the parameters of a passenger vehicle, ex. recreational vehicle, tractor trailer, etc., then the dimensions are also required)*

SPECIFIC LOCATION OF PROPERTY:

ALL MAILINGS TO THE DEFENDANT OR DEFENDANT’S ATTORNEY WILL BE SENT TO:

NAME: _____

MAILING ADDRESS: _____

Disclosure of the balance due on the Writ of Execution: \$ _____ (F.S. § 30.30)

Interest Due on Writ: _____ % from _____ (Date of Final Judgment) (The Sheriff will calculate the post judgment interest)

Any Payments Made Toward Balance: \$ _____

It is understood and agreed that you as Sheriff of Palm Beach County, Florida, and your agents, shall be held blameless and further to be held harmless in any way whatsoever, in executing this Writ and in making a wrongful levy, when acting upon these instructions. It is understood and agreed that THE MOVING PARTY shall give Sheriff reasonable written advance notice of ANY AND ALL hearings to Sheriff and/or his agents for Civil Process and advance copies of all proposed Orders.

It is further understood and agreed that ON BEHALF OF MY CLIENT, THE MOVING PARTY, I MYSELF, MY LAW FIRM and MY CLIENT SHALL BE JOINTLY AND SEVERALLY RESPONSIBLE TO PAY ALL COSTS INCIDENT TO THIS LEVY [even in the event of defendant filing bankruptcy], including but not limited to, the cost of advertisement, sale, and reasonable attorney’s fees, should the property levied upon not be sold for any reason, including but not limited to the debtor filing for bankruptcy, or if upon sale it does not produce sufficient money to pay said costs.

PURSUANT TO F.S. §30.231, I SHALL DEPOSIT IN ADVANCE A REASONABLE COST DEPOSIT TO BE DETERMINED BY THE SHERIFF

NOTE: F.S. §30.30 provides that the Sheriff must levy upon property specifically described in the Writ. It further provides that if the Sheriff attempts to levy upon any property other than that specifically described in the Writ he may require that Plaintiff furnish a bond for his protection. The bond is conditioned to hold the Sheriff harmless against liability for any loss or damage that might be sustained by anyone by reason of the levy and indemnifying him for any expense incurred.

Pursuant to F.S. §30.30(3), If the sheriff, in attempting to execute any Writ describing specific property, shall find it in the possession of anyone, other than the defendant, who is claiming the ownership or the right to the possession thereof, the Sheriff, in his or her discretion, may require the plaintiff suing out the Writ to furnish a bond, payable to such sheriff, in a sum not exceeding the reasonable value of the described property, as fixed by such Sheriff.

_____ (Initial)

Date: _____

Plaintiff's Attorney Signature (FL BAR #)

Plaintiff's Attorney Address

Printed Name of Attorney

State of Florida, County of _____
Sworn to and Subscribed before me this _____ day
of _____, 20____

Notary Public

Best phone number to contact Plaintiff's Attorney or Representative: _____

(Revised September 2022)