

**INSTRUCTIONS TO SHERIFF OF THE COUNTY OF KERN**  
**REQUEST TO RESTORE POSSESSION**

The Sheriff requires written instructions from the plaintiff or their attorney before serving court documents. (CCP 262)

\_\_\_\_\_  
Plaintiff vs. \_\_\_\_\_  
Defendant

\_\_\_\_\_  
Court Case Number Levying Officer File Number (if known)

**Please take the following action:**

Levy by removing: \_\_\_\_\_  
(Name)

From the property at: \_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

and place the plaintiff or their agent in quiet and peaceful possession.

**OFFICER SAFETY ISSUES:**

Are there dogs on the premises? [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ] No If yes, how many? _____ Breed _____ History of viciousness? [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ] No	Additional Comments/Safety Concerns:
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The plaintiff or their agent can be contacted by telephone during normal business hours:

Plaintiff or Agent: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

The Sheriff's Office will contact the plaintiff or agent named above and provide the date and time of the eviction. The plaintiff or agent must be at the address for the eviction and be able to provide access to the interior of the property for the deputy. Deputies are often in plain clothes and driving unmarked vehicles.

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

\_\_\_\_\_  
(Date)

**\*\*\*NOTE\*\*\***

Per CCP 262, if you have been represented by an attorney during the eviction process, the attorney of record must sign the Sheriff's instructions. If you were not represented by an attorney, you as the plaintiff must sign the instructions. A plaintiff's agent or representative may not sign the Sheriff's instructions, unless they are an attorney representing you as described above.

The Sheriff will not cancel any eviction without written and signed instructions from the plaintiff or their attorney pursuant to CCP 262. Faxed instructions from the plaintiff or attorney will be sufficient to cancel an eviction; however, we must receive an original letter of cancellation for our files from the plaintiff or attorney as soon as possible after the faxed letter of cancellation. WE DO NOT ACCEPT PHONE CANCELLATIONS.