6-35/113.00 Office Responsibilities

Once the keeper is installed, the office supervisor or designee of the originating office assumes responsibility for the supervision of the keeper until the case is completed. Further, they shall monitor the case and inform the litigant after the inventory is complete in order to discuss issues of moving or not moving the property under levy into storage.

Upon determining that any move out will be necessary, the office supervisor or designee shall immediately comply with the procedures delineated beginning with 6-36/118.00.