6-12/240.00 Facsimile Record or Document

The levying officer may rely on a faxed electronic record or document in the same manner as the paper record or document.

A facsimile cover sheet must accompany the record or document and include:

(1) sender's name,
(2) sender's fax number,
(3) levying officer name,
(4) levying officer fax number,
(5) document description,
(6) number of pages and a
(7) statement directing the recipient to confirm receipt of the fax

The sender must:

(1) retain the paper version of the record or document,
(2) retain the record of the fax transmission, and
(3) deliver the paper record or document to levying officer within five days after the officer's request.

If received, the levying officer may electronically store the cover sheet, fax transmission sheet and document. (CCP 263.3)