6-19/800.00 Registered Process Server

A registered process server may levy under a writ of attachment pursuant to CCP 488.080. Prior to making a levy, the registered process server must open a file with the levying officer where the levy is to be served. (Real estate levies shall be opened at the Los Angeles Office only) The registered process server shall:

- deposit a copy of the writ with the levying officer
- deposit a copy of the levy instructions (LASD requirement)
- pay the required levying officer service fee

Within five court days after levy, all of the following shall be filed with the levying officer:

- The writ of attachment
- A proof of service by the registered process server stating the manner of levy performed
- Proof that a copy of the writ and notice of attachment was served on the defendant
- Sheriff's Instructions (CCP 488.030)