6-20/900.00 Registered Process Server

A registered process server may levy under a writ of attachment pursuant to CCP 699.080. 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

The registered process shall perform of the applicable levy, posting, and service duties required under Methods of Levy – CCP 700.010 – 700.200, and provide third persons served with a Memorandum of Garnishee (EJ/152).

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

- The writ of execution
- 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 levy was served on the defendant and required other persons
- Sheriff's Instructions (CCP 687.010)

• 6-20/900.10 Service by Party

If the levying officer is required to serve an order, notice, or other paper that runs in favor of a particular person, with the levying officer's permission the person or the person's agent may make personal service of the paper. This provision does not apply to the service of a writ or notice of levy. (CCP 684.140)
