

6-23/800.00 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 by doing the following ([CCP 706.108](#)):

- deposit a copy of the writ with the levying officer
- deposit a copy of the application for issuance of an earnings withholding order
- a copy of the earnings withholding order
- pay the required levying officer service fee (\$35) ([GOV 26750](#))

The registered process server shall serve on the employer:

- The original and one copy of the Earnings Withholding Order ([WG-002](#))
- Confidential Statement of Judgment Debtor's Social Security Number ([WG-035](#)) (if provided)
- Employee Instructions ([WG-003](#))
- The Employer's Return ([WG-005](#))
- Claim of Exemption ([WG-006](#))
- Financial Statement ([WG-007](#))

The Sheriff is requesting the registered process server also serve the Addendum to Earnings Withholding Order on the employer at the same time. A copy of the addendum is provided on the following page.

Within five court days after service under this section, all of the following shall be filed with the levying officer:

- The writ of execution, if it is not already in the hands of the levying officer.
- Proof of service on the employer of the papers listed above.
- Instructions in writing, as required by [CCP 687.010](#).

The levying officer shall perform all other duties required by this chapter as if the levying officer had served the earnings withholding order. If the registered process server does not comply with the requirements above, the service of the earnings withholding order is ineffective and the levying officer is not required to perform any duties under the order and may terminate the order and may release any withheld earnings to the judgment debtor.

COUNTY OF LOS ANGELES
SHERIFF'S DEPARTMENT
COURT SERVICES DIVISION

ADDENDUM TO EARNINGS WITHHOLDING ORDER

Effective January 1, 2011, Section 26746 of the California Government Code requires the Sheriff's Department to assess a \$12.00 processing fee for each disbursement of monies collected. It is required that the fee shall be collected from the judgment debtor in addition to, and in the same manner as, the monies collected under the writ. Consequently, \$12 will be deducted from each remittance (wages) sent to the Sheriff's Department. However, the \$12 processing fee is **not assessed** in any case by the **Los Angeles County Child Support Services Department** for enforcement of a **child support** obligation.

EXAMPLE: Los Angeles County Child Support Services Department (do not assess the \$12 fee)

Amount in Section 2:	\$975.00
Amount Withheld:	<u>-243.75</u>
BALANCE:	\$731.25
Processing Fee:	<u>0.00</u>
NEW BALANCE:	\$731.25

EXAMPLE: Any other Earnings Withholding Order (assess the \$12 fee)

Amount in Section 2:	\$975.00
Amount Withheld:	<u>-243.75</u>
BALANCE:	\$731.25
Processing Fee:	<u>12.00</u>
NEW BALANCE:	\$743.25

Complete both copies of the form **Employer's Return** (form WG-005) and mail them to the levying officer within **15 days** after receiving this order, whether or not the employee works for you. ***Failure to timely complete and return the Employer's Return may render you liable for costs and attorney fees incurred in obtaining the required information.***

CASE INQUIRY

Please visit the Los Angeles County Sheriff's Department website (<http://civil.lasd.org>) to view up to date information about a case, including the remaining amount to satisfy the earnings withholding order (outstanding balance).

Follow these steps:

- Go to <http://civil.lasd.org>
- Select Case Inquiry
- Type in the Case Inquiry data
- Click the Submit button

EWO ADDENDUM REV 1/1/11

COUNTY OF LOS ANGELES
SHERIFF'S DEPARTMENT
COURT SERVICES DIVISION

Notice to Employer

Re: DEBTOR'S LAST NAME, DEBTOR'S FIRST NAME

For WITHHELD FUNDS,

send checks payable to:

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

PO Box 843580

Los Angeles, CA 90084-3580

You must include the following Levying Officer File Number on the check or statement:

(13 digit Levying Officer File Number)

For ANSWERS and ALL OTHER CORRESPONDENCE,

send to the Sheriff's Branch for this case:

(Handling Sheriff's office address provided here)
