

IN THE _____ COURT OF THE _____ JUDICIAL CIRCUIT,

IN AND FOR _____ COUNTY, FLORIDA

CASE NO. _____

PLAINTIFF

VS

DEFENDANT(S)

INSTRUCTIONS FOR LEVY

Date: _____

To: The Sheriff of Collier County, Florida

In the matter of an execution of a money judgment, issued out of the _____ Court, _____ County, Florida, in the above styled cause, you are hereby instructed to levy upon the following described **(specify whether real or personal property)** _____ property, as the property of the defendant, _____.

DESCRIPTION OF PROPERTY

Personal property must be specifically described and must be accompanied by proof of ownership: title, registration.

**** If levying on a vehicle or other form of transportation: VIN, Make, Model, Year, Color,**

Real property – legal description and physical address with proof of ownership: Deed or title search

**** See Attachments is not acceptable ****

Location of property/physical street address:

Disclosure of the balance due on the Writ: \$ _____ plus interest from _____ at _____% annum.

It is understood and agreed that you as Sheriff of Collier County, Florida, and your agents, pursuant to F.S. 30.30 as amended, shall be held blameless and further to be held harmless by the undersigned against any liability for any loss or damage whatsoever that might be sustained by anyone whomsoever by reason of your levying upon the above described property and you shall be indemnified or held blameless by the undersigned for any expense incurred by reason of claim made against you while acting in accordance with these instructions, including a wrongful levy.

It is further understood and agreed that I shall pay all costs incident to this levy, advertisement and sale, including but not limited to, reasonable attorney’s fees, should the property levied upon, for any reason not be sold, including but not limited to bankruptcy proceedings, or if upon sale should not produce sufficient money to pay said costs, unless said

costs should have been paid by the debtor.

NOTE: Florida Statute 30.30 provides that if the Sheriff is requested to levy upon property not specifically described in a writ or if a third party claims an interest in specified property, he may require the Plaintiff to furnish a bond payable to the Sheriff. The bond is conditioned to hold the Sheriff harmless against liability for any loss or damage that might be sustained by anyone whomsoever by reason of the levy and indemnifying him for any expense incurred.

NOTE: (If Applicable) Pursuant to F.S. 55.10 (1)(2)(3), attached hereto and incorporated by reference to this Instructions for Levy is proof of recording a certified copy of the judgment issued after October 1, 1987. It is understood and agreed the failure to record the final judgment does not make the judgment void; however, it ceases to establish a lien on the real property.

By: _____
Levying Creditor's Name, address & phone no.

OR

Full signature block for attorney
Name and Florida Bar Number
Address
Phone number / email

NOTE: If personal property cannot be specifically described on the date of the Instructions for Levy, then the Plaintiff or his/her agent/attorney shall be required to accompany the Sheriff or his duly appointed deputies to point out the personal property to be levied upon, inventory the same, and attach said inventory to the Instructions for Levy as an Exhibit.