

Federal Bank Levy Checklist

This is the checklist we follow to open, serve and close a bank levy on a federal writ with the U.S. Marshals Service in Los Angeles. Updated October 1, 2026.

WHERE**U.S. Marshals Service**

350 W. 1st Street, #3001
3rd Floor, Civil Section
Los Angeles, CA 90012

WHEN**Monday, Wednesday and Friday**

9 a.m. to noon only (the Marshals' civil intake window)

HOW

Our messenger or registered process server takes the documents to the Marshals' office in person to open the levy.

For each process (each bank): one **USM-285** (Process Receipt and Return), plus the service and mailing packets below.

1 Opening packet

One set for the U.S. Marshals Service file.

- ☐ **\$65.00 per process**, check payable to the U.S. Marshals Service
More than one process in the same case: all fees combined in one check.
- ☐ Original Writ of Execution, or the electronic version printed in color (CV-023) Rev. June 2001
- ☐ Copy of the Writ of Execution (CV-023) Rev. June 2001
- ☐ Affidavit and Request for Issuance of Writ of Execution (CV-024) Rev. June 2001
- ☐ Court Order for Registered Process Server

2 Service packets

Two sets: one for the Marshals and one for our process server to serve.

- ☐ Notice of Levy (EJ-150) Rev. July 2026
- ☐ Memorandum of Garnishee (AT-167/EJ-152) Rev. September 2022
- ☐ Copy of the Writ of Execution (CV-023) Rev. June 2001

3 Mailing packets

Two sets for each mailing: one for the Marshals and one for our process server to mail.

- ☐ Notice of Levy (EJ-150) Rev. July 2026
- ☐ Claim of Exemption (Enforcement of Judgment) (EJ-160) Rev. January 2026
- ☐ Financial Statement (EJ-165) Rev. January 2007
- ☐ Exemptions From Enforcement of Judgments (EJ-155) Rev. September 2021
- ☐ Current Dollar Amounts of Exemptions (EJ-156) Rev. July 2026
- ☐ Copy of the Writ of Execution (CV-023) Rev. June 2001
- ☐ Stamped envelope with the mailing address
Our process server's mailing set only, for the Marshals to verify.

4 Closing

We return **three proofs of service for each process** to the Marshals' office with the **USM-285**, noting in the remarks the date our registered process server served and mailed the documents.

- ☐ One original for the court
- ☐ One copy for the U.S. Marshals Service
- ☐ One copy for the process server

To start a federal bank levy, call our Litigation Division Monday to Friday, 8:30 a.m. to 5:00 p.m. Pacific, or email info@directlegal.com.

(800) 675-5376