

# How to Place a Writ Levy Order

Send us your writ and we will open it with the sheriff and serve the levy. This guide walks through an **Open Writ with Sheriff and Serve** order, from choosing the writ type to printing the confirmation for your writ package.

## Start here

**LOG IN TO THE PORTAL →**

Or go to [directlegal.legalconnect.com](https://directlegal.legalconnect.com) and log in with your email address and password. Use a current version of Chrome, Edge, Firefox or Safari. New to the portal? See our **Creating a New Account** guide.

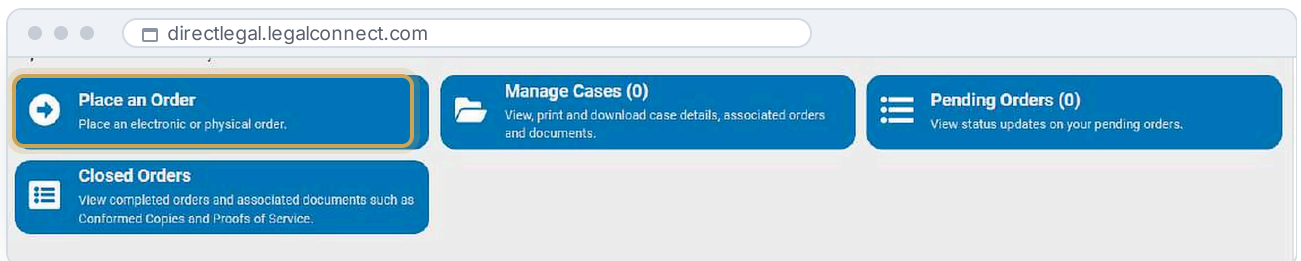
## What you will need

- ✓ The writ and your levy documents as PDF files, one file per document
- ✓ The county and sheriff's office that will open the writ
- ✓ The type of writ and levy
- ✓ The names and addresses of the parties to serve
- ✓ The case number



## Click Place an Order

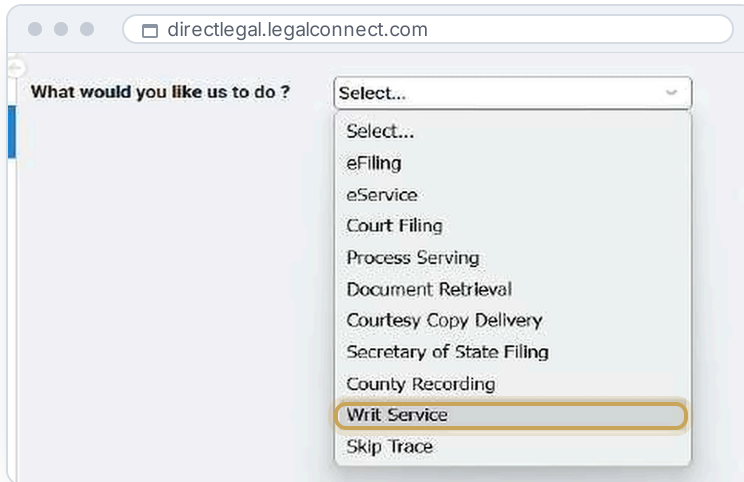
Log in to your account. On your dashboard, click **Place an Order**.



2

## Choose Writ Service

In **What would you like us to do?**, select **Writ Service**.

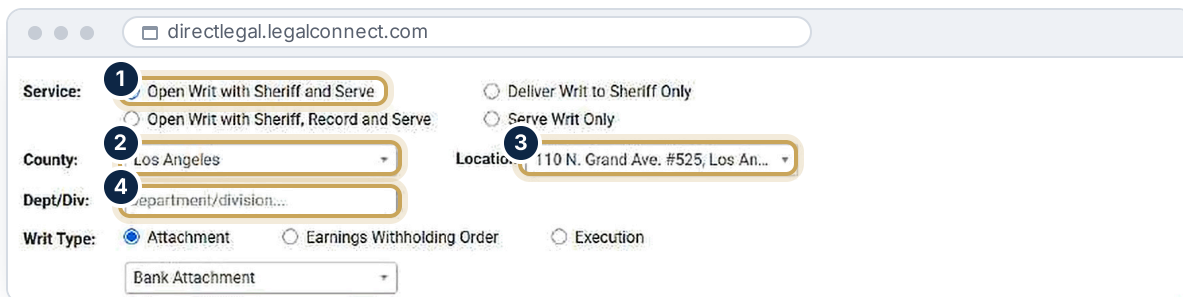


A screenshot of a web browser window showing the 'What would you like us to do?' dropdown menu. The menu is open, displaying a list of options: Select..., eFiling, eService, Court Filing, Process Serving, Document Retrieval, Courtesy Copy Delivery, Secretary of State Filing, County Recording, **Writ Service** (highlighted with a yellow border), and Skip Trace.

3

## Choose the service and the sheriff's office

Under **Service**, select **Open Writ with Sheriff and Serve** (1). Then choose the **County** (2) and the sheriff's office in **Location** (3), and enter the **Dept/Div** if one applies (4).



A screenshot of the 'What would you like us to do?' form. The form contains several fields and options:
 

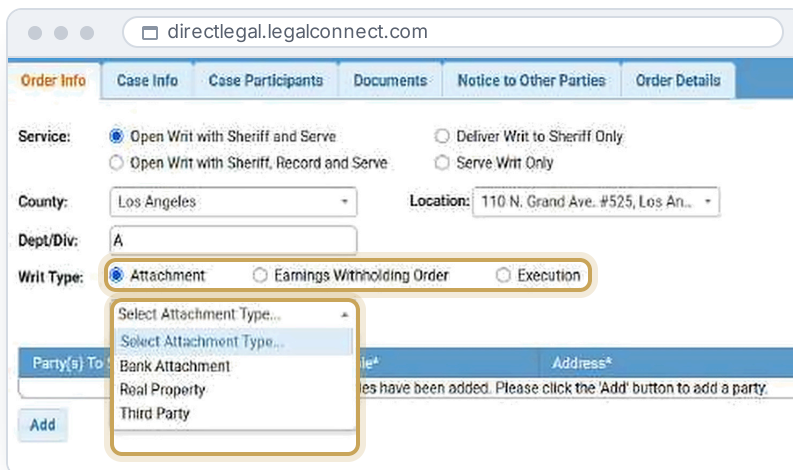
- Service:** A group of radio buttons. Option 1, 'Open Writ with Sheriff and Serve', is selected and highlighted with a yellow border.
- County:** A dropdown menu showing 'Los Angeles', highlighted with a yellow border and labeled with a circled 2.
- Location:** A dropdown menu showing '110 N. Grand Ave. #525, Los An...', highlighted with a yellow border and labeled with a circled 3.
- Dept/Div:** A text input field with the placeholder 'Department/division...', highlighted with a yellow border and labeled with a circled 4.
- Writ Type:** A group of radio buttons: 'Attachment' (selected), 'Earnings Withholding Order', and 'Execution'. Below them is a dropdown menu showing 'Bank Attachment'.

**Other writ services:** The same screen also offers **Open Writ with Sheriff, Record and Serve**, **Deliver Writ to Sheriff Only** and **Serve Writ Only**.

## 4

## Choose the writ type

Under **Writ Type**, choose **Attachment**, **Earnings Withholding Order** or **Execution**. For an attachment or an execution, also choose the type from the list below it.



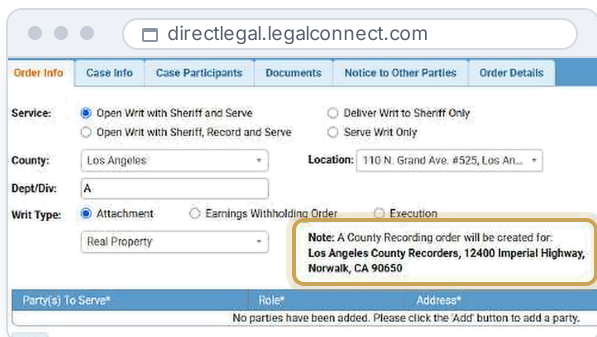
The screenshot shows the 'Order Info' tab in the Direct Legal Support portal. The 'Writ Type' dropdown menu is open, showing options: Attachment (selected), Earnings Withholding Order, and Execution. Below the 'Attachment' option, a sub-menu is open showing 'Select Attachment Type...' with options: Bank Attachment, Real Property, and Third Party.

Attachment types: Bank Attachment, Real Property or Third Party.



The screenshot shows the 'Order Info' tab in the Direct Legal Support portal. The 'Writ Type' dropdown menu is open, showing options: Attachment, Earnings Withholding Order, and Execution (selected). Below the 'Execution' option, a sub-menu is open showing 'Select Execution Type...' with options: Bank Levy, Real Property, Third Party, and Wage Garnishments (EWO).

Execution types: Bank Levy, Real Property, Third Party or Wage Garnishments (EWO).



The screenshot shows the 'Order Info' tab in the Direct Legal Support portal. The 'Writ Type' dropdown menu is open, showing options: Attachment (selected), Earnings Withholding Order, and Execution. Below the 'Attachment' option, a sub-menu is open showing 'Select Attachment Type...' with options: Bank Attachment, Real Property, and Third Party. A note is displayed: 'Note: A County Recording order will be created for: Los Angeles County Recorders, 12400 Imperial Highway, Norwalk, CA 90650'.

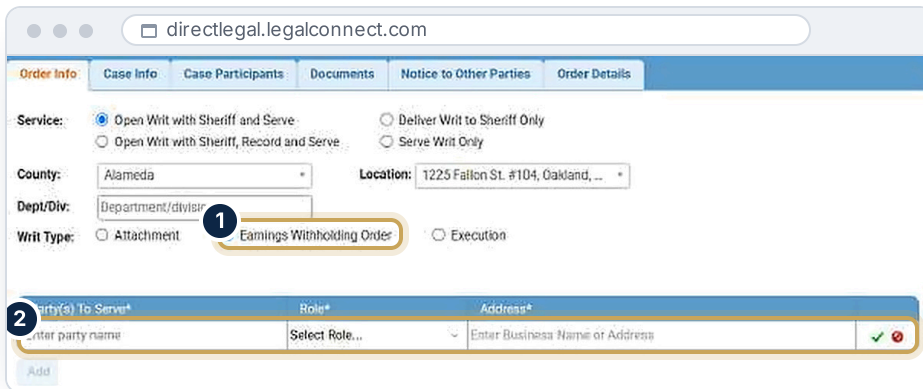
**Attaching real property?** A note shows that a **County Recording** order will also be created, with the county recorder's address.

The note only appears for an attachment of real property.

## 5

## Add the parties to serve

Under **Party(s) To Serve**, click **Add**. Enter the party's name, choose the **Role**, enter the **Address** and save. Repeat for each party, then click **Next**.



Order Info Case Info Case Participants Documents Notice to Other Parties Order Details

Service: ☒ Open Writ with Sheriff and Serve ☐ Deliver Writ to Sheriff Only  
☐ Open Writ with Sheriff, Record and Serve ☐ Serve Writ Only

County: Alameda Location: 1225 Fallon St. #104, Oakland, ...

Dept/Div: Department/division

Writ Type: ☐ Attachment ☒ Earnings Withholding Order ☐ Execution

| Party(s) To Serve* | Role*          | Address*                       |
|--------------------|----------------|--------------------------------|
| Enter party name   | Select Role... | Enter Business Name or Address |

Add

An earnings withholding order (1), with the party to serve being entered (2).

| Party(s) To Serve* | Role*     | Address*                                      |                                                                                                                                                                         |
|--------------------|-----------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mike Smith         | Garnishee | 1234 Main St, Los Angeles, CA 90015           |   |
| Chase Bank         | Employer  | 4321 E Los Angeles Ave, Simi Valley, CA 93063 |   |

## 6

## Enter the case number

On the **Case Info** tab, enter the **Case Number**. If the case is already in the portal, the court and case title fill in. If it isn't, the portal asks you for the case information.

Check the **Proof of Service Information**, including the **Attorney of Record**. Click **Next**.



Case Number: JC123456 - test v. test

Jurisdiction: Stanley Mosk Central Courthouse - 111 N Hill St., Los Angeles

Case Title: test v. test

Proof of Service Information

Attorney of Record: David Kern

Firm Name: Direct Legal Demo  
 Address: 901 Corporate Center Dr suite 400  
 City/State/Zip: Monterey Park CA 91754  
 Phone: (213) 483-4900

☐ Check here to override name on Proof of Service

## 7

## Add the case participants

If the case isn't in the portal yet, click **Add Party(s)** and add the plaintiff and the defendant. Click **Next**.

Click to add Party(s) if not listed below: [Add Party\(s\)](#)

| Lead Client                         | Name | Role      |                                             |
|-------------------------------------|------|-----------|---------------------------------------------|
| <input checked="" type="checkbox"/> | test | Plaintiff | <a href="#">edit</a> <a href="#">delete</a> |
| <input type="checkbox"/>            | test | Defendant | <a href="#">edit</a> <a href="#">delete</a> |

Show 50 entries Showing 1 to 2 of 2 entries

First Previous 1 Next Last

**Billing code:** Depending on how your account is set up, a **Billing Code** may be required: your firm's internal billing or client matter number for the case. If you don't have one, enter N/A.

## 8

## Attach your documents and choose the sheriff fees

On the **Documents** tab, choose how to send your documents (1):

- **Upload** them from your computer. Upload each document on its own, for example the writ, a declaration and an ex parte order.
- **Mail** them separately. Enter each document's title and an estimate of the total pages.
- **Existing Documents** lets you pick documents already uploaded to the case.

To upload, type the **Document Title** (2). Matching titles appear as you type; pick one or keep your own. Then click **Upload from Computer** and attach the file. To attach it from Clio or NetDocuments instead, see step 8A.

1 ☒ Upload ☐ Mail ☐ Existing Documents

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Type the Document Title using: ☐ Starts with ☒ Contains [Court defined Document Titles](#)

2 Document Title

Enter free-form title or choose from the list below, then click Attach File.

**Original signed writ?** Upload the writ. If you have an original signed writ (a wet writ), also mail it to Direct Legal Support, 901 Corporate Center Dr., Ste. 400, Monterey Park, CA 91754.

Your documents are listed under **Title**. Under **Sheriff fees**, choose whether Direct Legal Support may advance the sheriff's fees. If you choose not to pay sheriff fees and the sheriff requires one, the filing is rejected. Click **Next**.

Title

Writ of Attachment (5 pages)

Sheriff fees:

☐ Direct Legal Support is authorized to advance Sheriff Fees.
   
☒ Fees not required / do not pay Sheriff Fees (your filing will be rejected if a Sheriff Fee is required).

## 8A Or upload from Clio or NetDocuments


 Upload from Computer

☒ Clio
   
☒ NetDocuments

If your firm keeps its files in **Clio** or **NetDocuments**, you can attach the document from there instead of from your computer. Click the arrow next to **Upload from Computer** and choose **Clio** or **NetDocuments**. Sign in if asked, then pick the file.

For the full steps, see [Using Clio with Direct Legal Support](#) or [Using NetDocuments with Direct Legal Support](#).

## 9 Add the other parties to notify

On the **Notice to Other Parties** tab, click **Add** and enter the name, role and address of each interested party to notify, such as the judgment debtor. Click **Next**.

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Order Info | Case Info | Case Participants | Documents | **Notice to Other Parties** | Order Details

| Name of Interested Party* | Role*           | Address*                               |                                                                                                                                                                             |
|---------------------------|-----------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Samuel Johnson            | Judgment Debtor | 111 N Hill St, Los Angeles, CA 90012   |   |
| Brian Gumble              | Occupant        | 225 S Grand Ave, Los Angeles, CA 90012 |   |

Add

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## Choose the service levels

On the **Order Details** tab, choose when the writ should be opened with the sheriff, and then when the party should be served. The portal shows the price of each choice.

When would you like to open with Sheriff?

☐ Open by **Tomorrow 10:30 AM** for \$150.00 (On Demand) \*  
☐ Open by **Tomorrow 4:30 PM** for \$125.00 (Urgent) \*  
☐ Open by **Thursday 4:30 PM** for \$95.00 (Priority) \*

Internal Reference Number (Optional):

\* Prices listed and service times displayed are only an estimate based on the information provided.  
If you need your order processed sooner than the times listed above, please call us at (800) 675-5376.

**Fee Summary:**

| Description                  | Amount | Total  |
|------------------------------|--------|--------|
| Payment Processing Fee       |        | \$0.00 |
| Courtesy Copy Delivery Total |        | \$0.00 |

When would you like this attempted? (Mike Smith - 1234 Main St Los Angeles CA 90015)

☐ Attempt by **Tomorrow 10:00 PM** for \$350.00 (Urgent) \*  
☐ Attempt by **Monday 10:00 PM** for \$250.00 (Standard) \*

Internal Reference Number (Optional):

\* The Direct Legal Fee to Open, Serve, and Close the Levy will be billed as one bundled rate under the Writ Service Order Number. Direct Legal Courtesy Copy Delivery Fee is waived unless the file is rejected by the Sheriff.  
If you need your order processed sooner than the times listed above, please call us at (800) 675-5376.

**Fee Summary:**

| Description            | Amount | Total  |
|------------------------|--------|--------|
| Payment Processing Fee |        | \$0.00 |
| Writ Service (1) Total |        | \$0.00 |

**One bundled fee:** Our fee to open, serve and close the levy is billed as one bundled rate under the writ service order number. The delivery fee for taking the packet to the sheriff is waived unless the sheriff rejects the file.

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## Add instructions and submit

Type any **Special Instructions** for us (1) and choose who gets **Notifications** about the order (2). The portal shows your estimated fees under **Order Totals**. Click **Submit**.

**WANT US TO DRAFT THE LEVY DOCUMENTS? COPY THIS INTO SPECIAL INSTRUCTIONS**

Please draft all necessary levy documents to open the levy, serve the entity, and file the proof of service with the sheriff for additional fees.

Special Instructions:

1

PLEASE OPEN WRIT AND SERVE ACCORDINGLY.

Notifications:

2

David Kern

Order Totals:

| Description            | Total         |
|------------------------|---------------|
| Courtesy Copy Delivery | \$0.00        |
| Writ Service (1)       | \$0.00        |
| Writ Service (2)       | \$0.00        |
| <b>Grand Total</b>     | <b>\$0.00</b> |

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## Print the confirmation for your writ package

Your order numbers appear. Click **Print Confirmation(s)**. If you are mailing us an original signed writ, put the order confirmation in the envelope with it.

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Thank you for your order(s)

Your order number(s): 14936820-01, 14936820-02, 14936820-03

You can print the Order Confirmation and/or Routing Pages by clicking the appropriate Print button.

If you would like further assistance, please contact our Customer Support at (213) 483-4900 Monday - Friday between the hours of 8:30 AM to 5:00 PM Pacific.

Print Confirmation(s)

Back to Manage Cases



For questions or support please contact our customer support at 213-483-4900 or [support@directlegal.com](mailto:support@directlegal.com)

**Order Confirmation # 14936820-01**

Please keep this order confirmation for your records. If sending documents by Fax or Mail, please print the accompanying Routing Pages and submit with your documents.

**Order Info:** 06/02/2026 4:53 PM  
Open Writ with Sheriff and Serve

**Case Info:** Case Number: BC123456  
Jurisdiction: Stanley Mosk Sheriff's Department  
Case Title: test v. test  
Billing Code: test

**DeliverTo:** Stanley Mosk Sheriff's Department  
110 N. Grand Ave. #525  
Los Angeles, CA 90012

**Documents:** Writ of Execution

Example order confirmation.

### After you order

- ✓ If you have an original signed writ (a wet writ), mail it to our Monterey Park office with the order confirmation
- ✓ Follow your order under **Pending Orders** on your dashboard
- ✓ Find completed orders and their documents under **Closed Orders**

### Good to know

**Which documents go with each levy?** See our [Writ Levy Document Checklist](#).

**Rates and sheriff rules:** see [directlegal.com/writ-levies](https://directlegal.com/writ-levies) or call us at **(800) 675-5376**.

## Questions? We're here to help.

Call our Litigation Division Monday to Friday, 8:30 a.m. to 5:00 p.m. Pacific, or email [info@directlegal.com](mailto:info@directlegal.com). Ready to order? [Log in to the portal](#).

**(800) 675-5376**