

COURTESY INFORMATION FOR ALL ATTORNEYS AND PROCESS SERVERS FROM THE SAN DIEGO COUNTY SHERIFF'S CIVIL DIVISION

(Please make note of the following changes coming in 2024)

INSTRUCTIONS TO THE SHERIFF

Beginning January 1, 2024, ALL service instructions to the Sheriff must be submitted on the Judicial Council's mandatory **SER-001** and **SER-001A** forms. (Pursuant to AB 2791)
(except for wage garnishments which will still use the WG-001 Application for Earnings Withholding Order)

The **SER-001** must be used for all services.

Both the **SER-001** and the **SER-001A** must be used for all writ-related services.
(Instructions may no longer be submitted on attorney's letterhead pursuant to AB 2791)

The new **SER-001** and **SER-001A** can be found on the Judicial Council website after Jan.1, 2024.

Additionally, we have made separate instruction packets* for evictions, levies, and real property levies that will be available on our Civil Forms and Resources webpage after January 1, 2024.

*The instruction packets for evictions, levies, and real property levies include the **SER-001** and **SER-001A** and the eviction and real property levy instruction packets also include a **supplemental questionnaire** (specific to the type of service) to collect additional information (such as the name of the creditor's agent for evictions) that the Sheriff's Department will need to complete the eviction or real property levy.

SHERIFF'S FEES

All Sheriff's fees will be increasing on January 1, 2024, due to the passage of SB 564.

RPS-Served Wage Garnishments

Any RPS-served wage garnishment served after January 1, 2024, must reflect the new Sheriff's wage garnishment service fee of \$45.00, and disbursement fee of \$15.00 in the **Total Amount Due** section on page 1 of the Earnings Withholding Order.

(Any RPS-Served Wage Garnishment opening presented at the San Diego Civil Office that does not list the new amounts on the wage garnishment will be rejected.)

As of September 1, 2023, the wage garnishment withholding rate for money judgments and elder abuse wage garnishments changed from 25% to 20%.

Any money judgment wage garnishment submitted on the **WG-002 Earnings Withholding Order** or elder abuse wage garnishment submitted on the **WG-030 Earnings Withholding Order for Elder or Dependent Adult Financial Abuse** that is not on the form dated **September 1, 2023**, will be rejected.

(Additionally, the **WG-003 Employee Instructions** included in the wage garnishment packet must be on the form dated **September 1, 2023**)

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