

Execution Writs

Filer Submits Request

Use eFlex to file to existing CCP case

NOTE: Be sure to enter the originally filed Judgment amount on the Writ.
Scan in the Request for Execution documents and the Writ as a single PDF file.

On the Add A Document screen, use the following selections to attach the PDF document:

Document Category: Select "Service Documents – REQUEST FOR SERVICE"

Document Type: Select one of the following:
REQUEST FOR LEVY
REQUEST FOR WAGE ATTACHMENT
VEND EXP REQUEST

Additional Text: None required

Page Count: Indicate # of pages in the PDF document

Document Location: Browse and select the PDF document

Add to Submission: Click the 'Add' button

Select 'Next' to go to the Review screen and submit filing to the Court.

Court Reviews / Accepts Filing

In e-Flex:

- Review documents filed (should be two). Verify Judgment information.
- Accept filing in eFlex
- **Print Execution Writ. Enter the Return Date, and get the document Signed and Sealed document.**

In Contexte:

Use CDADOCT to:

- Add docket **4EXEC** (EXEC DOC SIGNED AND SEALED)
- Scan signed Execution Writ to docket code 4EXEC. Electronic notification is automatically sent to the filer.

Filer Completes Service

- Receives electronic notification of the signed/sealed Writ
- From the Notifications folder, print the Execution Writ.
- Attach check for the Execution Writ payable to the Sheriff and deliver to the Sheriff of the appropriate county.