



Shasta County

Office of the Sheriff Civil Unit

300 PARK MARINA CIRCLE, REDDING 96001



INSTRUCTIONS FOR COMPLETION OF THE CLAIM OF EXEMPTION FORMS:

CLAIM OF EXEMPTION:

1. COPY ALL THE INFORMATION REQUIRED AS IT IS WRITTEN ON THE ORIGINAL NOTICE OF LEVY OR EARNINGS WITHHOLDING ORDER YOU RECEIVED (EXCEPT THE TOP LEFT SPACE: "ATTORNEY OR PARTY WITHOUT ATTORNEY." ENTER YOUR NAME OR YOUR ATTORNEY'S NAME AND ADDRESS ON THIS SPACE).
2. FILL OUT THE BODY OF THE CLAIM OF EXEMPTION.
3. DATE THE FORM.
4. PRINT YOUR NAME AND SIGN.

FINANCIAL STATEMENT:

1. WHEN FILLING OUT THE FINANCIAL STATEMENT WRITE THE SHORT CASE TITLE, LEVYING OFFICER FILE NO., AND COURT CASE ON BOTH PAGES.
2. PROVIDE ALL INFORMATION AS REQUIRED.
3. DATE THE FORM.
4. PRINT YOUR NAME AND SIGN. IF MARRIED, SPOUSE'S SIGNATURE IS REQUIRED.

BOTH FORMS MUST BE FILED WITH THE CIVIL UNIT OF THE SHERIFF'S OFFICE AT 300 PARK MARINA CIR, REDDING 96001.

THE ORIGINAL AND TWO COPIES ARE REQUIRED