

# Procedures for Writ of Restitution

**\*The following must be completely filled out before the Writ of Restitution can be executed.\***

Please provide Name(s) and at least two telephone numbers **of the Plaintiff or contact person(s)** for scheduling purposes.

Name(s) \_\_\_\_\_ phone#1 \_\_\_\_\_ #2 \_\_\_\_\_

To expedite the scheduling of the execution of this Writ please provide directions with 2 major cross streets as a starting reference point (example- **600 Grove NE Cross streets** Lomas/Pennsylvania **Directions:** from Lomas /Pennsylvania first road north (Marble) then 3<sup>rd</sup> road west.)

Address \_\_\_\_\_ Cross streets \_\_\_\_\_

Directions: \_\_\_\_\_  
\_\_\_\_\_

**Defendant's full name** \_\_\_\_\_ **date of birth** [month/day/year] \_\_\_\_\_

The execution of this Writ will need to be scheduled for an appointment with you as the Plaintiff or agent of the Plaintiff if a locksmith is needed to change all exterior locks and or to possibly gain entry into the residence in the presence of the deputies.

**Will you require a locksmith** yes no?

*.\* if you are representing an apartment complex or commercial properties with access to on call maintenance personnel who are capable of responding within 30 minutes or less no appointment is required\*\**

**Will you require an appointment** yes no?

**Do you currently believe that you have keys to access one or more entry doors of the property?**  
yes no?

**Is this Restitution a result of a 3 day notice of substantial violation(s)?** yes no

**If yes what was the basis of the complaint of violation(s)?**

**Explain:** \_\_\_\_\_  
\_\_\_\_\_

**Are there any animals residing within the property** yes no **if yes what ?** Will it require animal control to take custody of? (I.e. large biting dogs) describe \_\_\_\_\_ **If yes please notify animal control of your appointment.**

**Bring a copy of your writ to provide to animal control with you.**

You or an agent representing the plaintiff listed upon the Writ will need to be present during the execution of the Restitution in order to complete the inventory form *\*(see reverse side)*

**\*The written inventory must be completed at the time of the execution of the Writ of Restitution \***

**\*\* For your safety do not attempt to execute the Writ without assistance of B.C.S.D. Deputies\*\***

It is recommended, but not required that you take photographs of the property at the time of execution of your writ of Restitution for your records and to limit any potential liability of claims of lost or damaged property belonging to the Defendant.

If the tenant /Defendant should voluntarily surrender the property and or keys to the property

Please contact 489-5187 for cancellation of your appointment.

These types of documents fluctuate in volume and are scheduled by quadrant through out Bernalillo County and the City of Albuquerque. If the previous questions are not answered in their entirety it may cause unnecessary delay for scheduling of the Restitution. Under normal conditions deputies will make contact with you within 1-3 business days following when the order is received by the Judicial Operations Division. If the Petitioner does not receive a call from deputies by the 5<sup>th</sup> day please call **768-4340**. Also be advised that there is a required 7 day deadline for the service of the Writ. If at the time of a scheduled appointment you are not capable of meeting the requirement of service as described above the Writ will be rescheduled or if expired returned to the court in which it was issued by as unserviceable.

If you require a cancellation of an appointment or rescheduling please call **489 -5187**.

**After reading and completion of this document please return it back before you leave the sheriff's dept. office. The office personnel will attach it to the original writ so that it can be used to schedule service.**

If you have further questions or concerns please contact deputies at **768-4482** or by mobile phone if you require immediate attention at **489-5187**.

**RESTITUTION EVICTION INVENTORY FORM**

PLAINTIFF (LANDLORD): \_\_\_\_\_ CASE NUMBER: CV- \_\_\_\_\_

DEFENDANT (TENANT): \_\_\_\_\_ ADDRESS: \_\_\_\_\_

HALL/FOYER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LIVING ROOM**  
SOFA \_\_\_\_\_  
CHAIRS \_\_\_\_\_  
COFFEE TABLE \_\_\_\_\_  
END TABLES \_\_\_\_\_  
LAMPS \_\_\_\_\_  
TV/VIDEO/STEREO \_\_\_\_\_  
OTHER \_\_\_\_\_

**DINNING ROOM**  
TABLE \_\_\_\_\_  
CHAIRS \_\_\_\_\_  
OTHER \_\_\_\_\_

**OFFICE/DEN**  
COMPUTER \_\_\_\_\_  
DESK \_\_\_\_\_  
CHAIRS \_\_\_\_\_  
ELECTRONICS \_\_\_\_\_

OTHER \_\_\_\_\_  
**KITCHEN**  
STOVE \_\_\_\_\_  
REFRIGERATOR \_\_\_\_\_  
MICROWAVE \_\_\_\_\_  
TABLE \_\_\_\_\_  
CHAIRS \_\_\_\_\_  
OTHER \_\_\_\_\_

**MASTER BEDROOM**  
BED \_\_\_\_\_  
DRESSER \_\_\_\_\_  
TABLE \_\_\_\_\_  
TV/VIDEO \_\_\_\_\_  
STEREO \_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
CHAIRS \_\_\_\_\_  
ELECTRONICS \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**USE SECOND INVENTORY OR BLANK SHEET OF PAPER IF ADDITIONAL SPACE IS NEEDED**

**PRINTED NAME AND TITLE OF PERSON COMPLETING INVENTORY:**

It is recommended but not required that photographs \_\_\_\_\_ to  
be taken of the property upon completion of the written inventory

limit any claims of lost or damage to the property inventoried  
also to document the condition of the residence.

**BEDROOM #1**  
BED \_\_\_\_\_  
DRESSER \_\_\_\_\_  
TABLE \_\_\_\_\_  
TV/STEREO \_\_\_\_\_  
ELECTRONICS \_\_\_\_\_  
OTHER \_\_\_\_\_

**BEDROOM #2**  
BED \_\_\_\_\_  
DRESSER \_\_\_\_\_  
TABLE \_\_\_\_\_  
TV/STEREO \_\_\_\_\_  
ELECTRONICS \_\_\_\_\_  
OTHER \_\_\_\_\_

**BEDROOM #3**  
BED \_\_\_\_\_  
DRESSER \_\_\_\_\_  
TABLE \_\_\_\_\_  
TV/STEREO \_\_\_\_\_  
ELECTRONICS \_\_\_\_\_  
OTHER \_\_\_\_\_

**GARAGE**  
\_\_\_\_\_  
\_\_\_\_\_

**UTILITY ROOM**  
WASHER/DRYER \_\_\_\_\_  
OTHER \_\_\_\_\_  
\_\_\_\_\_

**MISCELLANEOUS**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ANIMALS**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature **X** \_\_\_\_\_ and  
Date [MM/DD/YY] \_\_\_\_\_

