



# Office of the Sheriff Hampden County

95 Liberty Street  
P.O. Box 5005  
Springfield, MA 01101-5005



Michael J. Ashe Jr.  
Sheriff

Robert Hoffman Jr.  
Chief Deputy

(413) 732-5772

www.hampdencountysheriff.com

Process Division  
Fax (413) 733-6933  
(800) 423-5005

<ActionBillToCaption>  
<ActionBillToAddress>

RE: <plaintifftitle> vs. <defendanttitle>  
Docket # <courtCaseNumber>  
Your file # <b1\_partybookmark\_\_OPT\_role:attorney[partyreferencenumber]>

You have requested a levy on personal property in the above captioned case. We are sending you this letter to be sure that you understand our procedure. Upon receipt of the original Writ of Attachment or Execution, we will run the vehicle to confirm ownership and to assure that the title is in the **exact name** as on the Writ of Attachment or Execution.

ESTIMATED costs associated with the seizure and sale:

Cost of Seizure	\$400.00	(INCLUDES RESEARCH, ATTEMPTS)
Towing	\$125.00	3 Miles minimum (average amount for vehicle— depends on what is being seized)
Storage	\$280.00	- IF 14 DAYS (@ \$20 PER DAY)
	\$600.00	- IF 30 DAYS (OR REDUCED MONTHLY RATE)
Necessary Expense if unable to seize Motor Vehicle \$50.00 (pending attempts)		

If the defendant files bankruptcy, your client would be responsible for Sheriff's and storage fees.

Please initial the following to confirm that you agree with the terms of the Writ of Attachment/Execution of the vehicle.

\_\_\_\_\_ I understand that there may be a lien on the vehicle and am prepared to abandon the Writ of Attachment/Execution and pay the sheriff's fees.

OTHER Comments:

\_\_\_\_\_  
\_\_\_\_\_

I hope that I have answered your questions regarding levying on personal property. If you have any additional questions or require clarification of the above, please do not hesitate to contact me.

Sincerely,  
<deputyAssigned>

***Commonwealth of Massachusetts • County of Hampden***

*Serving the Cities and Towns of: Agawam, Blandford, Brimfield, Chester, Chicopee, East Longmeadow, Granville, Hampden, Holland, Holyoke, Longmeadow, Ludlow, Monson, Montgomery, Palmer, Russell, Southwick, Springfield, Tolland, Wales, Westfield, West Springfield, Wilbraham*