

**WRIT OF EXECUTION INSTRUCTIONS**

**IT IS NOT THE DUTY OF THE SHERIFF'S OFFICE TO LOCATE THE ASSETS OF THE JUDGMENT DEBTOR. THIS IS YOUR RESPONSIBILITY AS THE JUDGMENT CREDITOR OR THE ATTORNEY.**

The following information is required before the Sheriff's Office will accept any executions. List the name(s) of the judgment debtor(s) you are asking us to collect from. Be specific.

Name of Judgment Debtor: \_\_\_\_\_ SSN No. \_\_\_\_\_  
Debtor's Home Address: \_\_\_\_\_  
\_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Name of Judgment Debtor: \_\_\_\_\_ SSN No. \_\_\_\_\_  
Debtor's Home Address: \_\_\_\_\_  
\_\_\_\_\_  
Zip Code: \_\_\_\_\_

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To levy on a bank account, you must:

B 1. Endorse the original execution.  
A \*2. Enclose a \$70 check made payable to the Scott County Sheriff's Office.  
N \*3. Enclose a \$15 legal fee made payable to the financial institution.  
K 4. If your judgment is against an individual, provide us with two **completed** exemption notices to be served on the financial institution at the time of levy.  
L 5. Provide the name and address of the financial institution.  
E  
V Bank Name: \_\_\_\_\_  
Y Bank Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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To levy on wages, you must:

W 1. Mail an Execution Exemption Notice to the debtor's last known address ten days before delivering the Writ of Execution to the Sheriff: **Date Mailed:** \_\_\_\_\_  
A 2. Endorse the original execution.  
G \*3. Enclose a \$70 check made payable to the Scott County Sheriff's Office.  
E \*4. Enclose a \$15 legal fee made payable to the employer.  
L 5. Provide the name and address of employer.  
E  
V Employer Name: \_\_\_\_\_  
Y Employer Address: \_\_\_\_\_  
\_\_\_\_\_  
Zip Code: \_\_\_\_\_

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**THE EXEMPTION NOTICES MENTIONED ABOVE CAN BE PURCHASED AT ANY STORE THAT SELLS LEGAL FORMS, USUALLY AN OFFICE SUPPLY STORE (CONSULT YOUR TELEPHONE DIRECTORY).**

Upon completion of the above, you can present this form, with the appropriate documents, Sheriff's fee, and legal fee, in person or by mail to: Scott County Sheriff, Civil Process, 301 Fuller Street South, Shakopee, Minnesota 55379-1322; Phone: 952-496-8320.

**SHERIFF'S FEES AND LEGAL FEES ARE ADDED TO THE JUDGMENT AMOUNT TO BE COLLECTED**

**PLEASE PRINT** (judgment creditor/attorney information)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Zip Code: \_\_\_\_\_  
\_\_\_\_\_  
(Date) (Signature)

**ORIGINAL TO SHERIFF  
RETAIN A COPY FOR YOUR RECORDS**

## ***RETAIN THIS SHEET FOR YOUR INFORMATION***

Third party levies involving the collection of monies are processed in the following manner:

### **I. BANK ACCOUNTS: (Natural Persons and Corporations)**

A third party levy on a bank account(s) is served within two to three business days upon receipt of the Writ of Execution by the Civil Unit. Funds on deposit in the account(s) are frozen as of the date of service. Financial institutions respond by mail to the Civil Unit approximately 30 days (14 – 21 days for corporate accounts) after date of service. At that time if a check is received from the bank, it is deposited, and within two weeks the funds are remitted to you (judgment creditor/attorney), by mail, in the form of a Sheriff's Office check.

(Total time involved: Approximately 30 – 45 days)

### **II. WAGES:**

A third party levy on wages is served within two to three business days upon receipt of the Writ of Execution by the Civil Unit. This one service will garnish the wages for 70 days at which time the employer will remit the funds to us. Then the papers will be served again to garnish for another 70 days. The Writ of Execution expires 180 days from the date it is issued by the court. When we stop levying, we will mail you the funds collected plus your deposit approximately two to three weeks after the last check received. If the judgment is not fully satisfied, and the judgment debtor is still employed, you must obtain a new Writ of Execution from the Clerk of Court and deliver it to the Civil Unit with a deposit, \$15 legal fee, and instructions to re-levy. (name and address of employer)

(Total time involved: Approximately 180 days)

In the event no monies are collected pursuant to the Sheriff's levy (due to, i.e.: No funds in account; employment is terminated; does not earn more than minimum wage; on leave of absence; etc.), notice will be mailed to you giving the reason and the Writ of Execution is returned to the Clerk of Court. You must then locate other assets, obtain a new Writ of Execution from the Clerk of Court, and deliver it to the Civil Unit with a deposit, \$15 legal fee, and new instructions. If no other assets can be found, contact District Court regarding the procedure or ordering the judgment debtor to court to divulge their assets.

### **\*SPECIAL REQUEST\***

Please note total time approximations indicated above. To help us expedite the collection of your judgment, your cooperation in respecting these time elements would be greatly appreciated.