

Office Use Only

Index# _____

Deposit _____ IFP

Expiration Date _____

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 Writs of Executions. List the name(s) of the judgment debtor(s) you are asking us to collect from. Be specific.

[IF KNOWN]

Name of Judgment Debtor: _____ SSN# _____

Debtor's Home Address: _____ DOB _____
_____ Zip Code: _____

Name of Judgment Debtor: _____ SSN# _____

Debtor's Home Address: _____ DOB _____
_____ Zip Code: _____

Make Demand Tap Till Seize Property

To levy on a bank account, you must:

- B** 1. endorse the original Writ of Execution
- A** * 2. enclose a \$100.00 deposit made payable to the Hennepin County Sheriff's Office
- N** * 3. enclose a \$15.00 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 Account # (if known) _____

V Bank Name: _____

Y Bank Address: _____ Zip Code: _____

To levy on wages, you must:

- W** 1. mail an Execution Exemption Notice to the debtor's last known address 10 days before delivering the Writ of Execution to the Sheriff: **Date mailed:** _____
- A** 2. endorse the original Writ of Execution
- G** 2. endorse the original Writ of Execution
- E** * 3. enclose a \$100.00 deposit made payable to the Hennepin County Sheriff's Office
- E** * 4. enclose a \$15.00 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: _____

EXEMPTION NOTICES USUALLY ARE PROVIDED ALONG WITH THE WRIT OF EXECUTION FROM THE DISTRICT COURT JUDGMENT DEPARTMENT, OR YOU MAY DOWNLOAD THEM FROM OUR WEB SITE: www.hennepinsheriff.org/services/civil-process-services

Upon completion of the above, you can present this form, with the appropriate documents, deposit and legal fee, in person or by mail to: **Hennepin County Sheriff, 350 S. 5th St. Room 190, Civil Unit, MPLS MN 55415**

* **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)

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 five business days upon receipt of the Writ of Execution by the Sheriff's office. Funds on deposit in the account(s) are frozen as of the date of service. Financial institutions respond by mail to the Sheriff's office 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 after the bank check clears, 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 five business days upon receipt of the Writ of Execution by the Sheriff's office. This one service will attach the wages for 70 days at which time the employer will remit the funds to us. The papers will be served again to levy 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 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 Sheriff's office with a deposit, \$15.00 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 Sheriff's office with a deposit, \$15.00 legal fee and new instructions. If no other assets can be found, contact District Court regarding the procedure of ordering the judgment debtor to court to disclose 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.