

**WRIT OF EXECUTION – INSTRUCTION SHEET**

IT IS NOT THE RESPONSIBILITY OF THE SHERIFF’S DEPARTMENT TO LOCATE ASSETS OF THE JUDGMENT DEBTOR. THIS IS YOUR RESPONSIBILITY AS THE JUDGMENT CREDITOR. THE FOLLOWING CREDITOR/ASSET INFORMATION IS **REQUIRED** BEFORE THE SHERIFF’S OFFICE WILL ACCEPT ANY EXECUTIONS.

The writ of execution **MUST** be issued to the county that will be enforcing the order.

**JUDGMENT DEBTOR INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE OF BIRTH / SS #: \_\_\_\_\_ (not required by sheriff’s office, however, the third party may require specific identifying information to seize assets)

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**TO LEVY ON A BANK ACCOUNT YOU MUST:**

- 1. endorse the original and one copy of the writ of execution
- 2. enclose a \$15 legal fee payable to the bank
- 3. enclose a \$50 service fee payable to the Stearns County Sheriff

BANK NAME/ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

**TO LEVY ON WAGES YOU MUST:**

- 1. mail a 10-day execution exemption notice to the debtor; the debtor has 10 days to claim an exemption; therefore, wait 10 days before delivering your paperwork to the sheriff.

Date Mailed: \_\_\_\_\_

- 2. endorse the original and two copies of the writ of execution
- 3. enclose **two** \$15 legal fees payable to the employer (must be separate)
- 4. enclose a \$50 service fee payable to the Stearns County Sheriff

EMPLOYER NAME/ADDRESS: \_\_\_\_\_

\*\*Exemption Notices mentioned above are available at the Sheriff’s office for a small fee or an office supply store.

\*\*Upon completion of the above, you can present this form with appropriate documents/fees in person or by mail to: **Stearns County Sheriff, P.O. Box 217, St. Cloud MN 56302. (320-259-3720)**

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**JUDGMENT CREDITOR INFORMATION (please print):**

Judgment Creditor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_