



Meeker County Sheriff's Office Execution Instruction Sheet

It is not the duty of the Sheriff's Office to find out what assets the judgment debtor has. This is your responsibility as the judgment creditor or attorney.

The following information is required before the Meeker County Sheriff's Office will accept any executions, as well as, written instructions detailing the service to be executed and signed by the judgment creditor or attorney:

Name of Judgment Debtor: _____

Home Address: _____

Third Party Levy-Financial Institution Levies: (natural persons and corporations)

A third party levy on the bank account(s) is served 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 the service. Financial Institutions respond by mail to the sheriff's office approximately 30 days (14-21 days for corporate accounts) after the date of service. At that time, if a check is received from the bank it is deposited and within two days the funds are remitted to you (judgement creditor/attorney), by mail, in the form of a sheriff's office check. The total time involved is approximately 30-45 days.

If you want the sheriff's office to levy on a bank account you must:

- Provide and endorse the original writ of execution;
- Enclose a \$60.00 deposit made payable to the Meeker County Sheriff's Office;
- Provide a \$15.00 deposit made payable to the financial institution;
- Provide the name and address of the debtor's financial institution.

Name of Financial Institution: _____

Address: _____

Third Party Levy on Wages

A third party levy on wages is served upon receipt of the writ of execution by the sheriff's office. Each levy covers 70 days. In computing the amount to be collected, the sheriff's office will included the amount of the judgment, interest, \$15.00 employer fee, sheriff's fees and any other additional costs. All monies collected during this time are held by the sheriff's office. When the levy is completed the sheriff's office will deduct the sheriff's office fees and will then mail you the balance of funds collected plus your \$60.00 deposit. Total time involved is 70-250 days.

If you want the sheriff's office to levy on wages you must:

- Send a form "**Execution Exemption Notice and Notice of Intent to Levy on Earnings**" within Ten Days to the debtor by US mail at least 10 days before delivering the writ of execution to the sheriff's office. This form may be obtained at any store that sells legal forms, on www.mncourts.gov , or you may purchase this form from the sheriff's office for a fee of \$1.00.
- Provide and endorse the original writ of execution;
- Enclose a \$60.00 deposit made payable to the Meeker County Sheriff's Office.
- Provide a \$15.00 deposit made payable to the employer;
- Provide name and address of employer.

Employer Name: _____

Address: _____

I certify that the 10 day notice pursuant to M.S. 550.136 subd. 6 has been given.

Date Mailed: _____ Signature: _____

In the event no monies are collected pursuant to the sheriff's levy (due to i.e. employment terminated, doesn't meet minimum earning requirements etc.) Notice will be mailed to you explaining the reason. The writ of execution will be held until you provide more specific instructions or until the expiration of the writ of execution at which time the writ will be returned to the court. If no other assets can be found contact the Meeker County District Court at 320-693-5320 regarding the procedure of ordering the judgment debtor to court to divulge his/her assets. Please note total time approximations indicated. To help us expedite collection of your judgment your cooperation in respecting these time elements would be greatly appreciated.

Any other methods of satisfying the judgment should be discussed directly with the sheriff's office at 320-693-5410, you will be directed to the proper personnel to help you. Deposits required may vary depending on the levy involved.

How do you wish for us to proceed (if more than one, indicate order by number):

- _____ Demand payment from the debtor;
- _____ Levy on Financial Institution;
- _____ Levy on wages.

Name of Judgment Creditor/Attorney (please print) _____

Address: _____ Phone: _____

Date: _____ Signature: _____