



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:

Full Name of Judgment Debtor: _____
Debtor's Home Address: _____

To levy on a bank account, you must:

1. Provide and endorse the original Writ of Execution.
2. Enclose a \$80.00 deposit made payable to the Meeker County Sheriff's Office.
3. Provide a \$15.00 deposit made payable to the financial institution.
4. If your judgment is against an individual, you must provide us with **two** exemption notices to be served on the financial institution at the time of the levy (any form satisfying the requirements of Minnesota Statute 550.143, subd. 3)
5. Provide the name and address of the financial institution.

Bank Name: _____
Bank Address: _____

To levy on wages, you must:

1. Mail form "**Execution Exemption Notice and Notice of Intent to Levy on Earnings**" at least 10 days (13 if notice was mailed) before delivering the Writ of Execution to the Sheriff's Office. Fill out Affidavit of Personal Service or Affidavit of Mailing. (any form satisfying the requirements of Minnesota Statute 550.136, subd. 6) and certify to the same:
Date Mailed: _____ **Signature:** _____
2. Provide and endorse the original Writ of Execution.
3. Enclose a \$80.00 deposit made payable to the Meeker County Sheriff's Office.
4. Provide a \$15.00 deposit made payable to the employer.
5. Provide name and address of the employer.

Employer Name: _____
Employer Address: _____

SHERIFF'S FEES ARE ADDED TO THE JUDGMENT AMOUNT TO BE COLLECTED.

Name of Judgment Creditor/Attorney (please print) _____

Address: _____

Phone: _____ Email: _____

Date: _____ Signature: _____

OVER

Serve the debtor the Execution Exemption Notice and Notice of Intent to Levy on Earnings

The debtor must receive a copy of the Execution Exemption Notice and Notice of Intent to Levy on Earnings before earnings can start being collected. Delivering the copy to the debtor is called “service of process.”

These instructions describe two ways to do “service of process”: (1) Personal Service, or (2) Mail Service. You can choose whichever service method you prefer.

1. Service of Process #1: Personal Service

With Personal Service, a third person (not yourself) who is at least 18 years old must hand a copy of the Execution Exemption Notice and Notice of Intent to Levy on Earnings directly to the debtor. Papers cannot be served on legal holidays.

2. Service of Process #2: Mail Service

With Mail Service, a third person (not yourself) who is at least 18 years old mails the Execution Exemption Notice and Notice of Intent to Levy on Earnings to the last known address of the debtor by first class mail

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

1. BANK ACCOUNTS: (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 weeks the funds are remitted to you (judgment creditor/attorney), by mail, in the form of a sheriff's office check.

(Total time involved is approximately 30-45 days)

2. GARNISHMENT: (wages)

A third party levy on wages is served upon receipt of the Writ of Execution by the Sheriff's Office. This one service will attach the wages for 90 days at which time the employer will remit the funds to us. The papers will be served again to levy for another 90 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 last check is 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 Court Administrator and deliver it to the Sheriff's Office with a \$80.00 deposit, \$15.00 third party levy fee, and instructions to re-garnish (Name and address of employer).

(Total time involved is approximately 180 days)

In computing the amount to be collected, the sheriff's office will include 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.

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 Court Administrator. You must then locate other assets, obtain a new Writ of Execution from the Court Administrator and deliver to the Sheriff's office with a \$80.00 deposit, \$15.00 third party levy fee, and new instructions. If no other assets can be found, contact the Court regarding the Order for Disclosure procedures that Orders the judgment debtor to disclose the Court his/her assets.