

EXECUTION INSTRUCTIONS – WAGE LEVY

LEVY ON WAGES

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: _____

Debtor's Home Address: _____

Zip Code: _____

Name of Judgment Debtor: _____

Debtor's Home Address: _____

Zip Code: _____

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To levy on Wages:

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:** _____ (we have them available for you; please ask if you need them)
2. Endorse the original Execution
3. Enclose a \$75.00 deposit payable to Sherburne Co Sheriff
4. Enclose a \$15.00 legal fee payable to the employer
5. Provide the name and address of the employer

Employer Name: _____

Employer Address: _____ **Zip Code:** _____

Upon completion of the above, you can present this form, along with the appropriate documents, deposit and legal fee in person or by mail to:

**Sherburne Co Sheriff
Attn: Civil Division
13880 Business Center Drive NW
Elk River, MN 55330
Phone: (763) 765-3500**

Please Print

Judgment Creditor or Attorney information

Name: _____ **Daytime Phone:** _____

Address: _____

Email: _____

(Date)

(Signature)