

**EXECUTION INSTRUCTIONS – FINANCIAL INSTITUTION / BANK LEVY**

**LEVY ON FINANCIAL INSTITUTION**

**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:** \_\_\_\_\_



**To Levy on Bank Account:**

1. Endorse the original Execution
2. Enclose a \$75.00 deposit payable to Sherburne Co Sheriff
3. Enclose a \$15.00 legal fee payable to the financial institution
4. If your judgment is against an **individual**, provide us with:
  - A) Two **completed** Exemption Forms
  - B) Important Notice
  - C) Instructions to be served on the financial institution at the time of the levy (we have them available for you, please ask if you need them)
5. Provide the name and address of the financial institution

**Bank Name:** \_\_\_\_\_

**Bank 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)**