

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 \$60.00 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 County Sheriff’s Office**
Attn: Civil Division
13880 Business Center Drive NW, Suite 100
Elk River, MN 55330
Phone: (763) 765-3571

Please Print

Judgment Creditor or Attorney information

Name: _____ **Daytime Phone:** _____

Address: _____

(Date)

(Signature)