



CROW WING COUNTY SHERIFF'S OFFICE

Office of **Eric Klang**, Sheriff

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Writ of Execution Instruction Sheet

There are several avenues available for the collection of your judgment debt, the most common of these are Bank Levies and Wage Levies.

The Original, signed **Writ of Execution** document from the judgment creditor enables the Sheriff's Office to assist you in the collection of your judgment debt. (This document is obtained through Court Administration)

Bank Account Levy Process

- The Crow Wing County Sheriff's Office serves the financial institution with Writ of Execution documents along with a \$15.00 bank fee (obtained from judgment creditor).
- If account is present & monies available the financial institution freezes the account upon reception of Execution documents.
- Financial Institution mails **Exemption Form** to account holder (judgment debtor).
- If debtor claims exemption, within 14 days **Exemption Form** is completed and returned to bank & mails to the creditor a copy of Exemption Form along with bank statements for the past 60 days.
- If no exemption is claimed, and funds are available, monies are sent to Sheriff's Office within 6 business days.

Wage Levy Process

- Judgment creditor must serve judgement debtor with the **Execution Exemption Notice and Notice of Intent to Levy on Earnings** 10 days prior to the Sheriff's Office serving documents upon judgment debtor's employer. (If document has not been previously mailed within last 12 months)
- The Crow Wing County Sheriff's Office serves the judgment debtors employer with Writ of Execution documents along with a \$15.00 employer fee (obtained from judgment creditor)
- Judgment debtor's employer will determine if attachable earnings are available. If there is not, within 20 days after the initial service the employer will return the **Earnings Execution Disclosure Form** to the Sheriff's Office. If there is attachable earnings, the employer must remit funds to the Sheriff's Office within 10 days after the 70 day collection period.

General Information

Sheriff's collection fees of \$75 for service & 5% commission will be deducted from monies received, if no collection occurs, Judgment creditor will be invoiced for a \$75.00 service fee.

Please keep this instruction sheet for your information. Complete & return the following pages to the Crow Wing County Sheriff's Office – Civil Process Unit



Writ of Execution Information Form

In order for the Crow Wing County Sheriff's Office to assist you in the collection of your judgment it is your responsibility to provide the following information.

Judgement Creditor

Name _____

Address _____
House # _____ Street _____ City _____ State _____ Zip _____

Phone # _____ Email Address _____

Signature _____ Date _____

List any monies collected on this judgment since obtaining this Writ of Execution _____

**** By signing this document, I verify the judgment amount is correct.****

Judgment Debtor

Name _____

Address _____
House # _____ Street _____ City _____ State _____ Zip _____

If you choose to have the Sheriff's Office levy on a bank account, please do the following:

1. Sign the Original Writ of Execution
2. Provide the name and address of the judgment debtor's financial institution.
3. Include a check for \$15.00 issued to the financial institution

Bank Name _____

Bank Address _____
House # _____ Street _____ City _____ State _____ Zip _____

If you choose to have the Sheriff's Office levy on wages, please do the following:

1. Mail an **Execution Exemption Notice and Notice of Intent to Levy on Earnings** 10 days prior to the Sheriff's office serving documents upon judgment debtor's employer. Available from the Sheriff's Office upon request. (If document has not been previously mailed within last 12 months)
2. **Date Notice sent:** _____
3. Sign Original Writ of Execution
4. Provide the name and address of judgment debtor's employer.
5. Include 3 separate checks each in the amount of \$15.00 issued to the employer

Employer Name _____

Employer Address _____
House # _____ Street _____ City _____ State _____ Zip _____

If you choose to have the Sheriff's Office levy on property (personal or real), please do the following:

1. Sign Original Writ of Execution
2. List exactly what you want levied and the location of the property, as follows:
 - A. If personal property, describe property, including serial numbers and brand names:

B. If real property, provide exact legal description: _____

3. Include a check issued to the Crow Wing County Recorder, for fees required by that office to record the levy. The exact amount of the check needed for recording will be determined by the property being levied.

Upon completion of the above, please return this form along with accompanying documents, either in person or by mail to:

**Crow Wing County Sheriff's Office
Attn: Civil Process Unit
304 Laurel St
Brainerd, MN 56401**