

WRIT OF EXECUTION INSTRUCTION FORM

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 THEIR ATTORNEY.

Name of Judgment **Debtor**: _____

Debtor's Address: _____

Social Security Number (if known): _____ Date of Birth: _____

Additional Debtor Name, Address, SSN and DoB, if applicable: _____

☐

BANK LEVY:

1. Sign the original Writ of Execution.
2. Attach a \$150.00 deposit made payable to the Hennepin County Sheriff's Office.
3. Attach a **separate** \$15.00 legal fee (check or money order) made payable to the financial institution.

Bank Name: _____

Bank Address: _____

Account # (if known) _____

☐

WAGE LEVY:

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:** _____
2. Sign the original Writ of Execution.
3. Attach a \$150.00 deposit made payable to the Hennepin County Sheriff's Office.
4. Attach a **separate** \$15.00 legal fee (check or money order) made payable to the employer.

Employer Name: _____

Employer Address: _____

Deliver this form along with the original Writ of Execution and fees, to:

Hennepin County Sheriff, Civil Division, 350 S. 5th St. Room 190, Minneapolis, MN 55415

Judgment Creditor Name: _____

Attorney Name and Law Firm, if applicable: _____

Address: _____

Email Address: _____ Phone: _____

Signature: _____ Date: _____

*Exemption notices can be downloaded from: www.hennepinsheriff.org/services/civil-process-services > Execution exemption notice (PDF)