



Execution Instructions Sheet

**It is not the responsibility of the Sheriff's Office to locate the assets of the Judgment Debtor.
Sheriff's Office fees and legal fees will be added to the execution.**

To levy on a debtor wages, you will need to do the following:

1. Mail an Execution Exemption notice to the last known address (**10**) days prior to the delivery of the writ to the Sheriff's Office.
2. Endorse the original execution.
3. Enclose a \$100.00 Check made payable to Carver County.
4. Enclose a \$15.00 legal fee made payable to the employer.
5. Provide the name and address of the employer.

To Levy on a bank account, you will need to do the following:

1. Endorse the original execution
2. Enclose a \$100.00 Check made payable to Carver County.
3. Enclose a \$15.00 legal fee made payable to the financial institution.
4. If the judgement is against an individual, provide (**2**) exemption notices to be served.
5. Provide the name and address of the financial institution.

Debtors Information

Name: _____

Home Address: _____

City: _____ Zip: _____ Phone: _____

Date Execution was mailed: _____

Bank/Employer Name: _____

Bank/Employer Address: _____

City: _____ Zip: _____ Phone: _____

Judgment Creditor's Information

Name: _____

Address: _____

City: _____ Zip: _____ Phone: _____