



Execution Instruction 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's 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 \$110.00 check made payable to Carver County
4. Enclose a \$15.00 check made payable to the employer for the legal fee
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 \$110.00 check made payable to Carver County
3. Enclose a \$15.00 check made payable to the financial institution for the legal fee
4. If the judgment 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: _____

Any questions please contact the Civil Process Assistant at 952-361-1267 Fax Number 952-361-1229

Carver County Sheriff's Office 606 East 4th Street Chaska, MN 55318