



Washington County Sheriff's Office Civil Unit

Law Enforcement Center

15015 62nd Street North, P.O. Box 3801 Stillwater, MN 55082

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Wage or Bank Levy Execution Instructions

It is not the duty of the Sheriff's Office to locate the assets of the judgment debtor.

This is the responsibility of the judgment creditor or the attorney.

Name of Judgment Debtors: _____

Debtor's Home Address: _____

To levy on a Bank Account:

1. Endorse the original execution.
2. Enclose a service fee of \$85.00 made payable to Washington County Sheriff's Office.
3. Enclose a \$15.00 legal fee made payable to the **financial institution**.
4. Provide the name & address of the financial institution:

Bank Name: _____

Bank Address: _____

To levy on Wages:

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. Endorse the original execution.
3. Enclose a service fee of \$85.00 made payable to Washington County Sheriff's Office.
4. Enclose a \$15.00 legal fee made payable to the **employer**.
5. Provide the name and address of the employer:

Employer Name: _____

Employer Address: _____

*The exemption notice can be purchased at any store that sells legal forms.

Judgment Creditor and/or Attorney Information

Name: _____

Address: _____

Telephone number(s): _____

Email Address: _____

*You must fill out a W9 Form for us to process to any monies we may receive.

Additional Information

Third-party levies involving the collection of monies are processed in the following manner:

I. Bank Accounts (Natural persons & Corporations)

A third-party levy on a bank account(s) is served within 2-4 business days upon receipt of the Writ of Execution by the Civil Division. Funds on deposit in the account(s) are frozen as of the date of service. Financial institutions respond by mail to the Civil Division approximately 30 days (14-21days for corporate accounts) after date of service. At that time, if a check is received from the bank, it is deposited and within 2 weeks the funds are remitted to you (judgment creditor/attorney) by mail, in the form of a sheriff's office check.

II. Wages

A third-party levy on wages is served within 2-4 business days upon receipt of the Writ of Execution by the Civil Division. This one service will garnish the wages for 70 days, at which Time the employer will remit the funds to us. Then the papers will be served again to garnish For another 70 days. The Writ of Execution expires 180 days from the date it is issued by the Court. When we stop levying, we will mail you the funds collected plus your deposit approximately 2-3 weeks after the last check is received. If the judgment is not fully satisfied, and the judgment debtor is still employed, you must obtain a new Writ of Execution from the Clerk of Court and deliver it to the Civil Division with a deposit, \$15.00 legal fee and instructions to re-levy.

III. In the event no monies are collected pursuant to the sheriff's levy (due to: i.e. no funds in account, employment terminated, does not earn more than minimum wage, leave of absence, etc.) notice will be mailed to you giving the reason and the Writ of Execution is returned to the Clerk of Court. You must then locate other assets, obtain a new Writ of Execution from the Clerk of Court and deliver it to the Civil Division. If no other assets can be found, contact District Court regarding the procedure of ordering the judgment debtor to court to divulge their assets.

Note: Sheriff's fees are added to judgment amount to be collected.