

**EXECUTION INSTRUCTIONS**

**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 THE ATTORNEY.**

The following information is required before the Renville County Sheriff’s Office will accept any executions. List the name(s) of the judgment debtor(s) you are asking us to collect from. Be specific.

Name of Judgment Debtor: \_\_\_\_\_

Debtor’s Home Address: \_\_\_\_\_  
\_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Judgment Debtor: \_\_\_\_\_

Debtor’s Home Address: \_\_\_\_\_  
\_\_\_\_\_ Zip Code: \_\_\_\_\_

To levy on a bank account, you must:

1. Endorse the original execution and enclose with two copies of the execution.
2. Enclose a \$15.00 legal fee made payable to the financial institution and a \$75 deposit fee payable to the Renville County Sheriff.
3. If your judgment is against an individual, provide us with two exemption notices to be served on the financial institution at the time of levy.
4. Provide the name and address of the financial institution.

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

To levy on wages, you must:

1. Mail an Execution Exemption Notice to the debtor’s last known address 13 days before delivering the Writ of Execution to the Sheriff, or personally the debtor at least 10 days prior of delivery of the Writ of Execution to the sheriff. **Date mailed/served:**  
\_\_\_\_\_
2. Endorse the original execution and enclose with two copies of the execution.
3. Enclose a \$15 legal fee made payable to the employer and a \$75 deposit fee payable to the Renville County Sheriff.
4. Provide the name and address of employer.

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Upon completion of the above, present this form, with the appropriate documents, deposit and legal fee, in person or by mail to: Renville County Sheriff, 105 5<sup>th</sup> Street South, Suite 210, Civil Division, Olivia, MN 56277.

**PLEASE PRINT OR TYPE** (judgment creditor/attorney information)

Name: \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

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

I. **BANK ACCOUNTS:** (Natural persons and corporations)

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

(Total time involved - approximately 30-45 days)

II. **WAGES:**

A third-party levy on wages is served within five business days upon receipt of the writ of execution by the sheriff's office. This one service will attach the wages for 70 days at which time the employer will remit the funds to us. The papers will be served again to levy 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 that apply towards the execution. If the judgment is not fully satisfied, and the judgment debtor is still employed, you must obtain a new writ of execution from the court administrator's office and deliver it to the sheriff's office with a deposit, \$15.00 legal fee, \$60 deposit and instructions to re-levy. (Name and address of employer.)

(Total time involved - approximately 180 days)

In the event no monies are collected pursuant to the sheriff's levy (due to, i.e., no funds in account, employment is terminated, does not earn more than minimum wage, on leave of absence, etc.), notice will be mailed to you giving the reason and the writ of execution is returned to the court administrator. You must then locate other assets, obtain a new writ of execution from the court administrator and deliver it to the sheriff's office with a deposit, \$15.00 legal fee, \$60 deposit fee, and new instructions. If no other assets can be found, contact district court regarding the procedure of ordering the judgment debtor to court to disclose their assets.

**\*SPECIAL REQUEST\***

Please note total time approximations indicated above. To help us expedite the collection of your judgment, your cooperation in respecting these time elements would be greatly appreciated.