

**EXECUTION INSTRUCTIONS – WAGE LEVY**

**LEVY ON WAGES**

**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 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 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:** \_\_\_\_\_  
(we have them available for you; please ask if you need them)
2. Endorse the original Execution
3. Enclose a \$60.00 deposit payable to Sherburne County Sheriff
4. Enclose a \$15.00 legal fee payable to the employer
5. Provide the name and address of the employer

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

**Employer Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

Upon completion of the above, you can present this form, along with the appropriate documents, deposit and legal fee in person or by mail to:

**Sherburne County Sheriff**  
**Attn: Civil Division**  
**13880 Business Center Drive NW, Suite 100**  
**Elk River, MN 55330**  
**Phone: (763) 765-3571**

**Please Print**

**Judgment Creditor or Attorney information**

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

**Address:** \_\_\_\_\_  
\_\_\_\_\_

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

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