

Carlton County Sheriff's Office

LETTER OF INSTRUCTION

WRIT OF EXECUTION

Date: _____
Creditor Name: _____
Creditor Address: _____

Phone Number: _____

Debtor Name: _____
Debtor Address: _____

Levy Upon: _____ Wages
_____ Bank Account
_____ Other, please list: _____

Name of Employer or Bank: _____
Address: _____

If you are requesting a levy on wages, complete the date below when the 10 Day Exemption Notice was mailed to the Judgment Debtor. This mailing is good for one year. (This MUST be done 10 days before the levy process can be started)

Date Mailed: _____

Please attach a check in the amount of \$15.00 made payable to the employer or financial institution. This fee is required by law, and is added to the amount to be collected from the judgment debtor.

Please attach a check made payable to the Carlton County Sheriff's Office for service. To levy on wages, the fee is \$62.00. To levy on a bank account, the fee is \$60.00. The service fee collected will also be added to the amount to be collected from the judgment debtor.

For your information, it will be approximately 110 days before you receive any payment from a wage levy, and 4-6 weeks for a levy on a bank account, assuming funds are available for collection.

Please return this completed form, along with the endorsed Writ of Execution and fees to:

Carlton County Sheriff's Office
Attn: Civil Division
1780 Justice Dr, Suite 1300
Carlton MN 55718
Phone: 218-384-3236