

EXECUTION INSTRUCTION SHEET

IT IS NOT THE DUTY OF THE SHERIFF'S DEPARTMENT TO FIND WHAT ASSETS THE JUDGEMENT DEBTOR HAS. THIS IS YOUR RESPONSIBILITY AS THE JUDGEMENT CREDITOR OR THE ATTORNEY.

THE FOLLOWING INFORMATION IS REQUIRED BEFORE THE SHERIFF'S DEPARTMENT WILL ACCEPT ANY EXECUTIONS.

NAME OF JUDGEMENT DEBTOR: _____

DEBTOR'S HOME ADDRESS: _____

IF YOU WANT US TO LEVY ON A BANK ACCOUNT, YOU MUST:

1. ENDORSE THE ORIGINAL EXECUTION
2. PROVIDE US THE NAME AND ADDRESS OF THE DEBTOR'S BANK
3. ENCLOSE A \$50.00 DEPOSIT MADE PAYABLE TO THE COTTONWOOD COUNTY SHERIFF'S OFFICE. PERSONAL CHECKS ARE NOT ACCEPTED.
4. ENCLOSE A CHECK FOR \$15.00 MADE PAYABLE TO DEBTOR'S BANK OR FINANCIAL INSTITUTION

BANK'S NAME: _____

BANK ADDRESS: _____

IF YOU WANT US TO LEVY ON WAGES, YOU MUST:

1. ENDORSE THE ORIGINAL EXECUTION
2. YOU MUST SEND A GARNISHMENT EXEMPTION NOTICE TO THE DEBTOR AT LEAST 10 DAYS BEFORE DELIVERING THE WRIT OF EXECUTION TO THE SHERIFF'S OFFICE
3. PROVIDE NAME AND ADDRESS OF EMPLOYER
4. **ENCLOSE A \$50.00 DEPOSIT** MADE PAYABLE TO THE COTTONWOOD COUNTY SHERIFF'S DEPARTMENT. PERSONAL CHECKS ARE NOT ACCEPTED.
5. **ENCLOSE A CHECK FOR \$15.00 PAYABLE TO EMPLOYER**

EMPLOYER NAME: _____

EMPLOYER'S ADDRESS: _____

THIS IS TO CERTIFY THAT THE GARNISHMENT EXEMPTION NOTICE WAS SENT TO

_____ **PURSUANT TO M.S.571.925**

DATE GARNISHMENT EXEMPTION NOTICE MAILED: _____

SIGNED: _____

NAME (JUDGEMENT CREDITOR) _____

ADDRESS: _____ DAYTIME PHONE NUMBER: _____

DATE: _____ SIGNATURE: _____

UPON COMPLETION OF THE ABOVE, YOU CAN PRESENT THIS FORM WITH THE ACCOMPANYING DOCUMENTS AND DEPOSIT, IN PERSON OR BY MAIL TO:

COTTONWOOD COUNTY SHERIFF'S OFFICE
902 5TH AVENUE
WINDOM, MN 56101

**DEPENDING ON TYPE OF CIVIL PROCESS INVOLVED, THE PROCEDURE MAY TAKE UP TO 200 DAYS TO COMPLETE.