



FREEBORN COUNTY SHERIFF'S OFFICE

Ryan Shea, Sheriff

411 Broadway Av S, PO Box 170, Albert Lea, MN 56007-0170
507.377.5205 ryan.shea@co.freeborn.mn.us

WRIT OF 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. **IF YOU DO NOT KNOW ANYTHING ABOUT THE CREDITOR, ASK THE COURTS TO MAIL OUT AN ORDER FOR DISCLOSURE.**

The following information is required before the Freeborn County Sheriff's Office will accept a Writ of Execution

Name of Judgment Debtor: _____ SSN# _____
Debtor's Home Address: _____
City: _____ State: _____ Zip: _____ DOB: _____

TO LEVY ON A BANK ACCOUNT, YOU MUST:

1. Endorse the original Writ of Execution
2. Enclose an **\$100 deposit** Cash or Certified Bank Check to the Freeborn County Sheriff's Office
3. Enclose a \$15 legal fee made payable to the financial institution
4. If your judgment is against an individual, provide us with two completed **Exemption Notices** to be served on the financial institution at the time of levy
5. Provide the name and address of the financial institution

Bank Name: _____ Account# (if known) _____
Bank Address: _____ City: _____ State: _____ Zip: _____

TO LEVY ON WAGES, YOU MUST:

1. Mail a **Garnishment 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 Writ of Execution
3. Enclose an **\$100 deposit** Cash or Certified Bank Check to Freeborn County Sheriff's Office
4. Enclose \$15 legal fees payable to the debtor's employer
5. Provide the name and address of the employer

Employer's Name: _____
Employer's Address: _____ City: _____ State: _____ Zip: _____

THE LEGAL FORMS MENTIONED CAN BE PURCHASED AT ANY OFFICE SUPPLY STORE OR FOUND ON-LINE AT <https://www.mncourts.gov/getforms.aspx>

Upon completion of the above, you can present this form with the accompanying documents and deposits in person or by mail to: FREEBORN COUNTY SHERIFF'S OFFICE, CIVIL PROCESS, PO BOX 170, MN 56007

Name (Judgment Creditor/Attorney) _____
Address: _____ City: _____ State: _____ Zip: _____ Phone: _____
E-Mail: _____ Signature: _____ Date: _____

*****Sheriff's fees, commissions, and legal fees are added to the Judgment amount collected*****

****If you have any questions, please contact TERRI ZABROCKI (507) 377-5236****

*Questions regarding the Writ of Execution process-contact Terri at (507) 377- 5236 at
Terri.Zabrocki@co.freeborn.mn.us*



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If you have no information about the Creditor, ask the courts to mail out an order for disclosure. 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 (14-21 days 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 90 days, at which time the employer will remit the funds to us. Then the papers will be served again to garnish for another 90 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 legal fee and instructions to re-levy.

- III. In the event no monies are collected pursuant to the sheriff's levy (due to: 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.

If you are requesting the Freeborn County Sheriff's Office to seize and execute sale of motor vehicles to satisfy a Writ of Execution, you must provide the following to us:

- The original Writ of Execution, endorsed by you.
- A deposit in the amount of \$1500 per vehicle.
- Alpha printout from the MN Dept of Public Safety-Driver & Vehicle Services listing all vehicles registered to the judgment creditor. This can be obtained at the following address:

**Driver and Vehicle Services, Records
Unit 445 Minnesota St., Suite 161
St. Paul, MN 55101**

**If you appear in person, you must show the copy of the Writ of Execution at the time. You can also request this in writing by sending a written request along with a copy of the Writ of Execution to the above address. There is a fee for this service by the DMV. You can contact them for fee information by calling (651) 296-2940 or visiting their website at

www.dps.state.mn.us