

# 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, please complete the date the 10 day Exemption Notice was mailed to the Judgment Debtor, (this **must** be done 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 the financial institution. This fee is required by law, and is added to the amount to be collected from the judgment debtor.

For your information, it will be approximately 90 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). If no funds are received you will be billed \$52.00 for Sheriff's service fees which are otherwise paid out of monies collected.

Please return this completed form along with the endorsed Writ of Execution and \$15.00 levy fee to:

Carlton County Sheriff's Office

Attn: Civil Division

PO Box 530

Carlton, MN 55718

Phone: (218) 384-3236