



Steele County Sheriff's Office

Civil Process Division

2500 Alexander St. SW - Owatonna, MN 55060

Phone: 507-444-3800

Wage or Bank Levy Execution Instructions

It is not the duty of the Sheriff's Office to locate the assets of the judgment debtor.

This is the responsibility of the judgment creditor or the attorney.

Name of Judgment Debtor: _____

Debtor's Home Address: _____

Date of Birth: _____

To levy on a Bank Account:

Enclose the Writ of Execution, Notice of Levied Funds, Exemption Form Instructions, and two copies of the Exemption Form.

2. Enclose a service fee of \$85.00 made payable to **Steele County Sheriff's Office**.
3. Enclose a \$15.00 legal fee made payable to the **financial institution**.

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To levy on Wages:

Serve an Execution Exemption Notice and Notice of Intent to Levy on Earnings to the debtor at least 10 days before delivering the Writ of Execution to the Sheriff (or 13 days if delivered by mail).

Date Mailed: _____

Enclose the Writ of Execution and completed Earnings Execution Disclosure and Earnings Disclosure Worksheet

3. Enclose a service fee of \$85.00 made payable to **Steele County Sheriff's Office**.
4. Enclose a \$15.00 legal fee made payable to the **employer**.

Employer Name: _____

Employer Address: _____

Judgment Creditor and/or Attorney Information

Name: _____

Address: _____

Telephone number(s): _____

Email Address: _____

Signature: _____

Date: _____