



REQUEST FOR AN EXECUTION FROM NYC SMALL CLAIMS OR CIVIL COURT

Please print clearly. See instructions for more detailed information and mailing addresses.

Please note: This form MUST be completed in English.

SECTION I: JUDGMENT AND CONTACT INFORMATION

A copy of the Notice of Judgment must accompany this application. Judgment Creditor: Daytime Phone Number: Address: City: State: Zip Code: The judgment was obtained in which Civil Court? (Please check one) [ ] Commercial [ ] Housing [ ] Landlord/Tenant [ ] Small Claims Date of Judgment: Amount of Judgment: Court Index #: County of the Court: (Please check one) [ ] New York [ ] Bronx [ ] Richmond [ ] Kings [ ] Queens Judgment Debtor: Social Security Number (optional): Address: City: State: Zip Code:

SECTION II: PROPERTY EXECUTION OR INCOME EXECUTION INFORMATION

You can only request enforcement of one execution at a time. Two execution requests cannot be filed simultaneously. You must wait for the Sheriff/Marshal to return the first execution to court, before a new execution can be issued.

1. PROPERTY EXECUTION - A \$35 filing fee for Small Claims or \$55 filing fee for Civil Court must accompany this application.

Debtor's Bank: Bank Address: City: State: Zip Code: Debtor's Business Name: Business Address: City: State: Zip Code: Was an execution on this Court Index # ever sent to a Sheriff or Marshal? [ ] Yes [ ] No If YES, please provide detailed information on a separate sheet and attach to this application.

OR

2. INCOME EXECUTION - A \$40 debtor filing fee and a \$40 employer filing fee must accompany this application.

Debtor's Employer/Company Name: Address: City: State: Zip Code: Was an execution on this Court Index # ever sent to a Sheriff or Marshal? [ ] Yes [ ] No If YES, please provide detailed information on a separate sheet and attach to this application.

SECTION III: CERTIFICATION

I, \_\_\_\_\_ hereby instruct the Sheriff not to place custodians in charge of, nor to remove the property levied upon, pursuant to an execution issued in the above action. I authorize the Sheriff to provide and complete the execution notice and exemption claim forms on my behalf if required. It is further understood that the Sheriff is relieved from all liability by reason thereof. Creditor/Assignee Signature: Date:

# INSTRUCTIONS FOR COMPLETING A REQUEST FOR AN EXECUTION FROM NYC SMALL CLAIMS OR CIVIL COURT

## Who Should Use This Application?

Use this application to direct the New York City Sheriff to obtain an execution on your behalf from either the New York City Small Claims or Civil Court. *If you are an attorney, do not use this application.*

### Criteria:

The Sheriff can only serve an Income Execution to obtain money owed against a debtor:

- who resides within the five boroughs, or
- if the debtor resides outside the State of New York, and the employer is located within the five boroughs.
- However, the Sheriff cannot serve an employer located outside the five boroughs.

After you, the Judgment Creditor, have won a judgment against the Judgment Debtor, the Sheriff can help you collect the money owed to you. However, in order to do so, the Sheriff needs an execution from the court. You must provide all the information requested on this application so that the Sheriff can obtain an execution from the court. Any settlement of judgment must include payment in full of all poundage and fees due to the Sheriff.

## SECTION I: JUDGMENT AND CONTACT INFORMATION

List the Judgment Creditor's name, address, date of judgment, the county that the judgment was filed in, the court index number and other required information *exactly* as they appear on the Notice of Judgment. *A copy of the Notice of Judgment must accompany this application.*

## SECTION II: PROPERTY EXECUTION OR INCOME EXECUTION INFORMATION AND FEES

An applicant can only claim one execution at a time, either a Property Execution or an Income Execution. Two executions cannot be filed simultaneously.

### Property and Income Execution Fees:

- 1. Property Execution:** Submit a **\$35** filing fee with your Property Execution application for Small Claims. Submit a **\$55** filing fee with your Property Execution application for Civil Court.
- 2. Income Execution:** There is a **\$40** debtor-filing fee and a **\$40** employer-filing fee. Submit a separate check for each filing fee with your Income Execution application made payable to the New York City Sheriff. If the employer is the City of New York, include an additional **\$2** check made payable to the "City Comptroller". Include the debtor's Social Security Number.

**Make check payable to:** *The New York City Sheriff*, except as noted above.

## MAILING INSTRUCTIONS

**For Property Executions, submit this application to the New York City Department of Finance, Sheriff Division in the county where the Judgment Debtor has assets:**

Kings County .....	345 Adams Street, 5th Floor, Brooklyn, NY 11201	(718) 488-2300
Bronx County .....	3030 Third Avenue, 2nd Floor, Bronx, NY 10455	(718) 993-3880
New York County .....	66 John Street, 13th Floor, New York, NY 10038	(212) 487-9734
Queens County .....	30-10 Starr Avenue, Long Island City, NY 11101	(718) 707-2170
Richmond County .....	350 St. Marks Place, 3rd Floor, Staten Island, NY 10305	(718) 815-8407

## Income Execution Location

Office of the Sheriff  
66 John Street, 13th Floor  
New York, NY 10038  
(212) 487-8002

CIVIL COURT OF THE CITY OF NEW YORK

COUNTY OF \_\_\_\_\_  
Part

Index Number \_\_\_\_\_

**AFFIDAVIT IN  
SUPPORT OF A  
REQUEST FOR  
EXECUTION AGAINST  
INCOME / PROPERTY**

	Claimant(s) / Plaintiff(s)
AGAINST	
	Defendant(s)

STATE OF NEW YORK }  
COUNTY OF \_\_\_\_\_ } SS:

\_\_\_\_\_, being duly sworn, deposes and says:  
PRINT LAST NAME PRINT FIRST NAME

I am the Judgment Creditor in this action and on \_\_\_\_\_  
a judgment was rendered in my behalf for \$ \_\_\_\_\_

To this date:

- I have collected \$ \_\_\_\_\_ toward the satisfaction of this judgment.
- I have not collected any money toward the satisfaction of this judgment.

I have mailed a copy of the Judgment by Certified Mail, pursuant to 22 NYCRR 208.37, to the Judgment Debtor at: \_\_\_\_\_

Accordingly, I request that the Chief Clerk issue an Execution against the income and/or the property of the Judgment Debtor.

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Judgment Creditor

\_\_\_\_\_  
Signature of Notary or Court Employee and Title

\_\_\_\_\_  
Date

NOTICE TO JUDGMENT CREDITOR: *This form is to be filled out and given to a Marshal or Sheriff.  
The Civil Court may issue an Execution only to a Marshal or Sheriff.*