



**CREDITOR'S ADVISORY**

Dear Sir/ Madam:

You have obtained a judgment, which you wish the Sheriff's Office to attempt to collect.

In order for the Sheriff to attempt to collect your money, the debtor's assets must be identified and then seized.

You must be able to provide the sheriff information that will enable us to seize property in order to help you collect. This information may include:

- The debtor's bank account
- The location of personal property capable of seizure owed by the debtor: (example automobile, boat, coop shares, stock certificates etc.)
- The location of real property owned by the debtor. (Property must be in debtor's name and not owned by another party)
- Entities that owe the debtor money
- The debtor's place of employment

In order for the sheriff to seize and sell the debtor's property, you must be prepared to advance the sheriff the estimated costs for advertisement and auctioneer's fees, as well as pay for vendors required to accomplish the seizure (tow truck, movers, storage). These costs can be considerable.

If you only provide the debtor's residential address, the sheriff will only be able to make a demand for payment, and compliance by the debtor is voluntary. Collection may be unlikely using this method.

I understand that it is my responsibility to provide the sheriff with information about the debtor's property/assets. I also understand collection may be unlikely if the information provided is insufficient, or if the debtor is misnamed.

Please note in cases where the sheriff request an execution from court (Small Claims, Civil Court), the court may take up to 90 days to respond. This execution is a court mandate that empowers a sheriff to seize property, similar to a warrant. The sheriff may not proceed without an execution, and any delay from the court in issuing one will delay the collection process.

**Creditor's signature:** \_\_\_\_\_

If you received this notice in the mail and have a question, you may come to our office to interview a Deputy Sheriff, Monday – Friday 9:00AM- 4:30PM.

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Office of the Sheriff