

## **INSTRUCTIONS FOR COMPLETING A WRIT OF EXECUTION**

Step 1. Enter your information in the top left corner.

Step 2. Enter the judge's name in the caption.

Step 3. Enter the names of the Plaintiff(s) and Defendant(s) on the designated lines.

Step 4. Enter your case number on the lines after "CASE NO:"

Step 5. Complete the first portion of the writ as follows: Enter the date the judgment was signed by the judge, your name and the other party's name:

WHEREAS, on the (date), day of (month), (year), (your name) recovered a Judgment in the said Justice Court against (other party's name(s)) and is entitled to...

Step 6.

Line 1- Enter the **total** amount awarded on your judgment.

Line 2- Post Judgment Costs: Enter the total cost (if any) that you have incurred since being awarded judgment. Add the judgment amount to the post judgment cost and enter the total on the line to the right.

Line 3- Amount Collected to Date: Enter the amount (if any) that you have collected to date on the line designated for subtotal. Subtract that amount from the amount on Line 2 and enter the difference on the line to the right.

Line 4- Accrued Interest @ 10% per annum: To figure interest:

Step 1. Figure the number of days since date of judgment.

Step 2. Divide that number by 365. This is the number you use for "time" in the following formula.

Step 3. Interest formula: Judgment Amount x .10 x Time = Interest

Multiply the amount of your judgment by .10

Multiply that number by your result from Step 2.

Example: Judgment amount = \$500.00. Days since judgment = 289.

289 days since judgment / 365 = .79

\$500.00 x .10 = \$50.00

\$50.00 x .79 = \$39.50

\$39.50 is the interest accrued @ 10% per annum.

Step 7. TOTAL SUM DUE AND OWING at date of this Execution: Add total from Line 3 to interest figured on Line 4 and enter the sum on this line.

Step 8. Depending on whether you are trying to garnish the judgment debtor's wages, bank accounts or personal property, list the judgment debtor's place of employment, banking institution and account numbers or describe the personal property that is to be levied upon.

Step 9. Make three (3) copies. You must provide the clerk with enough copies. If the clerk has to make copies for you, you will be charged a copy fee. File the original and three (3) copies with the clerk. The clerk will verify and issue the writ. You will get the original writ and one copy back to provide to the Civil Sheriff or process server. The last copy is for your records. A Writ of Execution is effective for 120 days from the date of receipt by the server.

***ANYONE WHO REQUIRES AN AUXILIARY AID OR SERVICE FOR EFFECTIVE COMMUNICATION, OR A MODIFICATION OF POLICIES OR PROCEDURES TO PARTICIPATE IN A COUNTY PROGRAM, SERVICE OR ACTIVITY, SHOULD CONTACT JUSTICE COURT AT 258-3474, AS SOON AS POSSIBLE, BUT NO LATER THAN 48 HOURS BEFORE THE SCHEDULED EVENT***