



Clearwater County Sheriff's Office

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Sheriff Chris Goetz

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WRIT OF EXECUTION BASIC REQUIREMENTS NECESSARY FOR PROCESSING

1) Letter of Instruction:

- a. **MUST** be directed to the Sheriff of Clearwater County.
- b. **MUST** contain **EXACTLY** what you want done; to whom; where; and how you want it done. (Example: Please garnish the wages/bank account of John Doe at Which Company and Address).
- c. **MUST** have your complete name, mailing address and telephone number for contact and forwarding of any monies and/or correspondences;
- d. **MUST** be signed by the plaintiff or attorney.

2) ORIGINAL and two (2) copies of the Writ of Execution issued by the court; **MUST** be directed to the Sheriff of Clearwater County.

3) Copy of the judgment

4) Envelope, with a minimum of \$.85 postage, addressed to the last known mailing address of the defendant.

5) Defendant's Social Security number, if at all possible. Some companies are refusing to accept writs without them and may be returned "Unsatisfied" due to this factor.

6) \$60.00 advanced Sheriff's fees for service of the Writ, the Return and the Notice of Garnishment. In some instances, there may be additional fees for mileage, postage, copies and any other documents served as required by Idaho Code. Those will be either billed or deducted from any monies collected by virtue of the writ.

PLEASE NOTE: In the event the defendant is no longer employed at the location you have named for service, you will be responsible for **ALL** fees. If money is collected, the Sheriff's fees will be withheld first and any remainder will be remitted to you. A detailed, running account will be kept by the Sheriff's Office, interest will be charged and fees withheld. You will receive a statement of all charges with each check remitted to you. Once the judgment is satisfied, the original Writ and Sheriff's Return will be returned to the Court that issued it. A copy will be sent to you with your final payment.

In the event you request a vehicle or personal property to be impounded for Sheriff's Sale to satisfy your judgment, significant advanced fees will be required. A copy of Sheriff's civil fees is available by request. You may also be required to pay for and/or arrange for moving, storage, towing and any other special requirements as needed.

FOR BANK LEVIES: A check for **\$5.00** made out to the financial institution **MUST** accompany all writs. This is a charge by the financial institutions and will be charged **EACH** time the account is levied on. The financial institution/s will not accept nor process a writ unless it is accompanied by the check.

If you have any further questions please feel free to contact the Civil Department at Clearwater County Sheriff's Office as listed above.