

## WRIT OF EXECUTION INSTRUCTIONS

1. Fill out the paperwork completely and accurately. If you have any questions do not hesitate to ask. Sign where it says Plaintiff on each form you fill out.
2. The filling fee is \$2.00 per writ.
3. Include an envelope addressed to the defendant at his/her last know address, with two stamps attached.
4. The service fee for a Writ is \$20.00. Please submit a written check for \$20.00 made payable to the Bannock County Sheriff or if the Writ is going to another county, make the check payable to the applicable county.
5. If you are garnishing the wages of a state employee, a separate check for \$10.00 payable to the State Controller is required.
6. If you are garnishing the account in a bank, a separate check for \$5.00 payable to that bank is required.
7. If you are putting a lien on a vehicle or other properties you must be exact in your description including license numbers, make models and color, plus any distinguishing marks if applicable.
8. If the social security number of the Defendant is known, please put it on the writ form next to the Defendant's name. Some employers, such as UPRR will not process the Writ without a Social Security number of the defendant.

Please refer to Idaho Code Section 8-507 if you have a question or call 236-7275.