

INCOME EXECUTION REQUIREMENTS: (CPLR 5231)

- Original Income Execution issued by the County Clerk or the Attorney.
- Five copies (front and back) of the Income Execution.
- One copy of the Transcript of Judgment or Judgment by Default.
- Fees of \$67.00 payable to Sheriff of Jefferson County (If you are a plaintiff acting as your own attorney, only cash or money order made payable to Sheriff of Jefferson County are accepted).
- If it is necessary to place the garnishee on the employer, you will be billed \$52.00 which will be added to the judgment amount for collection. If only going on employer due to defendant being served in another county, the fee is \$67.00.
- As per Business Law 399-ddd, Social Security numbers are NOT to be on income executions. Social Security numbers may be provided in a cover letter only. Social Security numbers are required for debtors who are employed by the Federal and State Governments, in addition to some private companies.
- Effective 7/24/09, the federal minimum wage increased to \$7.25 per hour. Effective 1/1/26, the New York State minimum wage increased to \$16.00 per hour. Please be sure to have an updated form.
- Please be advised that all monies collected are remitted the first of each month.
- See Fee Schedule.

PROPERTY EXECUTION REQUIREMENTS:

- Original Property Execution issued by the County Clerk or the Attorney.
- Four Copies (front and back) of the Property Execution.
- One copy of the Transcript of Judgment or Judgment by Default.
- As per Business Law 399-ddd, Social Security numbers are NOT to be on a property execution. Social Security numbers may be provided in a cover letter only.
- Provide a detailed letter of instruction stating how monies are to be collected.
- Must advise on a property execution, that the Judgment Debtor Letter was sent within one year or an additional \$15 will be required. Proof of the judgment to debtor letter that was sent within one year is required.
- If seizing a vehicle, a recent Title Abstract is also required.
- If processing a Bank Levy, two Execution Notices and three Execution Claim Forms are also required for individuals.
- For Real Property, please call for necessary paperwork and fees. Be advised, this will require an attorney.
- See Fee Schedule.

EVICTION:

- Original Warrant, directed to the Sheriff of Jefferson County, signed by the Judge.
- Five copies of the warrant for each tenant listed. All persons 18 and over are required to be listed on the warrant.
- Provide contact information including your name, address and phone number.
- A letter of instruction with a copy of the Eviction Notice will be sent to you. The letter will give the date, time and additional instructions for the eviction. If a representative is not at the eviction site on the day of eviction within 15 minutes from instruction time, the eviction will be cancelled and closed.
- Mobile Home Evictions may require 30-90 days depending on the Judge's direction.
- See Fee Schedule.

CIVIL PROCESS: (CPLR 8011) (Summons, Subpoenas, Citations, Postings, etc.)

- Four exact copies for subserving / posting or two exact copies for personal service of the paperwork that requires service.
- Cover letter advising our office with the person to be served as well as their home address and any additional information that would assist in service such as phone numbers, place of employment, etc.
- If there is a court date, please advise the last date of service per the court.
- Self-addressed stamped envelope for return of the affidavit.
- See Fee Schedule.

REMEMBER, YOU ARE ACTING AS YOUR OWN ATTORNEY. THE CIVIL OFFICE DOES NOT ISSUE OR COMPLETE LEGAL FORMS