

## Creditor's Checklist for a Writ of Execution

Keep a copy of all documents for your records.  
Attend all court hearings.

### (1) Application for Writ of Execution

- Write your name and contact information at the top of the first page. Check whether you are the plaintiff/petitioner or defendant/respondent or the attorney for the plaintiff/petitioner or defendant/respondent.
- Complete the heading exactly as it appears in the Judgment.
- If you are applying in the same court that entered the Judgment, use the case number from that case. If you are applying in a different court, file an Abstract of Judgment, and the judicial services representative will assign a new case number. Use the new case number on the Application for Writ of Execution.
- Complete the whole form.
- Omit any private or protected information. When filed, this document is a public record. Code of Judicial Administration [Rule 4-202.09\(9\)](#) requires that you omit from a public record any information that is not itself public information. For a list of records, data and information classified as public, private, and protected, see [Rule 4-202.02](#).
- Date and sign the form.
- Attach the required documents and forms.
- Complete the Certificate of Service.
- Serve the form on the other party.
- File the original form with the judicial services representative.

### (2) Writ of Execution

- Prepare a separate Writ for the Sheriff or Constable of each county in which property is located.
- Complete the heading exactly as it appears in the Application.
- Check whether the Writ should be directed to the Sheriff (to seize real or personal property) or to the Sheriff or Constable (to seize personal property) and name the county in which the property is located.
- Complete Paragraph (1).
- Do not sign the form. The judicial services representative will do this.
- File the original Writ with the Application

**(3) Reply and Request for Hearing**

- Do not write your name and contact information at the top of the first page. Complete the heading exactly as it appears in the Application.

**(4) File the original forms with the judicial services representative**

- Attach a check payable to the court for the filing fee. If the fee has been waived, attach a copy of the order waiving the fee.

**(5) Prepare a Packet for each Debtor and each Person with an Interest in the Property**

- Assemble for each person named in Paragraphs (3), (5) and (6) of the Application one copy of the:
  - o Signed Writ of Execution
  - o Notice of Execution and Exemptions
  - o Reply and Request for Hearing form
  - o Checklist for Debtors and Persons with an Interest in the Property

**(6) Deliver to the Sheriff or Constable**

- Attach a check payable to the Sheriff or Constable of each county in which property is located. If the fee has been waived, attach a copy of the order waiving the fee.
- Give the Sheriff or Constable a packet for each person named in Paragraphs (3), (5) and (6) of the Application.