

Checklist for Writ of Execution Forms

- You must complete a form before you file it. These instructions will help you complete the forms.
- If you still have difficulty after reading these instructions, contact the Self Help Center. See <http://www.utcourts.gov/selfhelp/contact/>.
- The judicial services representative cannot complete a form for you.
 - Attach a copy of any document referred to in the form.
 - Keep a copy of all documents for your records.
 - Attend all court hearings.
 - Some forms may not apply in your case.
 - Check with your court about local requirements.

(1) Application for Writ of Execution

- Print 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.
 - The courts do not have an abstract of judgment form, but it is described in detail in [URCP 58A](#). A sample abstract of judgment form used in the Third Judicial District courts is available at http://www.utcourts.gov/courts/dist/distsites/3rd/docs/3rd_AbstractofJudgment.pdf.
- 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.

(2) Writ of Execution

- Prepare two writs for the sheriff or constable of each county in which property is located.
 - Only the sheriff of the county in which real property is located can seize real property. A sheriff or constable of the county in which the personal property is located can seize personal property.
- Complete the heading exactly as it appears in the Application.
- Check whether the Writ should be directed to the sheriff (to seize real 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.
- Unless fees have been waived, attach a check payable to the sheriff or constable for the fee. Contact your county sheriff's office for the amount of the fee. If the fee has been waived, attach a copy of the order waiving the fee.
- Unless fees have been waived, attach a check payable to the court for the filing fee. See the court's webpage on [Fees](#) for the amount of the fee. If the fee has been waived, attach a copy of the order waiving the fee.

(3) Reply and Request for Hearing

- This is a form that might be filed by the judgment debtor or other person claiming an interest in the property, and you must provide them with 2 copies each.
- 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

- File the forms with the judicial services representative.
 - The judicial services representative will sign all of the Writs with an original signature and file one of each in the court's records.
 - The other original writs will be forwarded to the sheriff or constable or returned to you for delivery to the sheriff or constable.
 - Make one set of copies for your own records and a second set of copies for serving on the other party.
- Serve one set of copies of the forms on the other party (or lawyer). You may serve the documents yourself or have someone else do so by any method of

service authorized by [URCP 5](#). Complete the Certificate of Service and file it with the court.

- For more information about service, see the court's webpage on [Serving Papers](#).
- Attend any hearings that are scheduled.

(5) Prepare a packet for each debtor and each person with an interest in the property

- For each person named in Paragraphs (3), (5) and (6) of the Application form, assemble the:
 - Signed Writ of Execution
 - Notice of Execution and Exemptions
 - Reply and Request for Hearing form (2 copies)
 - Checklist for Debtors and Persons with an Interest in the Property

(6) Deliver to the sheriff or constable or private investigator

- Give to the sheriff or constable a packet for service on each person named in Paragraphs (3), (5) and (6) of the Application.
- Unless fees have been waived, attach a check payable to the sheriff or constable for the service fee. Contact your county sheriff's office for the amount of the fee. If the fee has been waived, attach a copy of the order waiving the fee.
- Confirm with the sheriff, constable or private investigator whether they will file a completed proof of service form with the court or give it to you to file with the court. It is your responsibility to make sure that proof of service is filed with the court. For more information about service, see our webpage on [Serving Papers](#).