

## 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.

SALT LAKE CITY JUSTICE COURT  
 333 South 200 East, PO Box 145499, Salt Lake City, UT 84111-5499 / Phone: 801-535-6300 / Fax:  
 801-535-6302

Name \_\_\_\_\_ Plaintiff )  
 Street Address \_\_\_\_\_ )  
 City, State, Zip \_\_\_\_\_ Day Phone \_\_\_\_\_ )  
 vs. \_\_\_\_\_ )  
 Name \_\_\_\_\_ Defendant )  
 Street Address \_\_\_\_\_ )  
 City, State, Zip \_\_\_\_\_ Day Phone \_\_\_\_\_ )

**APPLICATION FOR  
 WRIT OF EXECUTION**

Case No. \_\_\_\_\_

I am the  Plaintiff/Petitioner  Defendant/Respondent. I am the attorney for the  Plaintiff/Petitioner  Defendant/Respondent

By and through my attorney, (Attorney, check here if you are appearing for your client.) I say as follows:

(1) On \_\_\_\_\_ (date) judgment against  Plaintiff  Defendant was entered in the amount of \_\_\_\_\_.

(2) The amount due is:

Amount of Original Judgment	\$
Post-Judgment Interest (if any, if not, leave blank)	\$
Cost to file Application for Writ	\$ 50.00
Cost to serve this Writ (estimated okay)	\$
Filing and Service fees for other Writs (Attach receipts.)	\$
Subtotal	\$
Less Payments Made	-\$
Total Amount Due	\$

(3) The judgment debtor is:

Name:	
Address:	
SS# (last 4 digits only, if known):	
DL#(last 4 digits only, if known):	
Year and Month of Birth (If known):	

(4) I request that a Writ of Execution be issued directing the Sheriff or Constable to seize and sell enough of the judgment debtor's property described below to satisfy the judgment. I request that the Writ be served on the debtor and on the people named in Paragraphs (5) and (6), along with the attached forms.

(5) I request that the Writ of Execution direct the Sheriff or Constable to seize and sell the debtor's following personal property:

Description	Location	Estimated Value	Name & address of anyone other than debtor claiming an interest
		\$	
		\$	
		\$	

(6) I request that the Writ of Execution direct the Sheriff to seize and sell the debtor's following real property.

Property Description or Address	Estimated Value	Name and address of anyone other than debtor claiming an interest
	\$	
	\$	

I have not included any non-public information in this document. I declare under penalty of Utah Code Section 78B-5-705 that everything stated in this document is true and correct.

Date \_\_\_\_\_ Sign here ► \_\_\_\_\_

Typed or printed name \_\_\_\_\_

<b>Certificate of Service</b>			
I certify that I served a copy of this Application for Writ of Execution on the following people.			
Person's Name	Method of Service	Served at this address	Served on this date
(Other Party or Attorney)	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
(Person claiming property interest or Attorney)	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
<b>Salt Lake City Justice Court</b> (Clerk of Court)	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Electronic File		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

Date \_\_\_\_\_ Sign here ► \_\_\_\_\_

Typed or printed name \_\_\_\_\_

SALT LAKE CITY JUSTICE COURT  
333 South 200 East, PO Box 145499, Salt Lake City, UT 84111-5499  
Phone: 801-535-6301 / Fax: 801-535-6302

Name \_\_\_\_\_ Plaintiff )

Street Address \_\_\_\_\_ )

City, State, Zip \_\_\_\_\_ Day Phone \_\_\_\_\_ )

vs. \_\_\_\_\_ )

Name \_\_\_\_\_ Defendant )

Street Address \_\_\_\_\_ )

City, State, Zip \_\_\_\_\_ Day Phone \_\_\_\_\_ )

**WRIT OF EXECUTION**

Case No. \_\_\_\_\_

To the  Sheriff (to seize real property)

Sheriff or Constable (to seize personal property)

of \_\_\_\_\_ County (county in which property is located):

- (1) A judgment has been entered against the judgment debtor. After calculation of interest, costs and payments, the judgment debtor owes \$ \_\_\_\_\_.
- (2) You are directed to seize and sell enough of the judgment debtor's non-exempt property described in Paragraphs (5) and (6) of the Application for Writ of Execution to satisfy that amount.
- (3) You are directed to serve this Writ and all attachments on the debtor and on the people named in Paragraphs (5) and (6) of the Application for Writ of Execution.
- (4) You are to return this Writ within 10 days after receiving it, with a signed account of your actions in executing this Writ.

Date \_\_\_\_\_

Sign here ► \_\_\_\_\_

Court Clerk \_\_\_\_\_

SALT LAKE CITY JUSTICE COURT  
333 South 200 East, PO Box 145499, Salt Lake City, UT 84111-5499  
Phone: 801-535-6301 / Fax: 801-535-6302

Name \_\_\_\_\_ Plaintiff )

Street Address \_\_\_\_\_ )

City, State, Zip \_\_\_\_\_ Day Phone \_\_\_\_\_ )

vs. \_\_\_\_\_ )

Name \_\_\_\_\_ Defendant )

Street Address \_\_\_\_\_ )

City, State, Zip \_\_\_\_\_ Day Phone \_\_\_\_\_ )

**WRIT OF EXECUTION**

Case No. \_\_\_\_\_

To the  Sheriff (to seize real property)

Sheriff or Constable (to seize personal property)

of \_\_\_\_\_ County (county in which property is located):

- (1) A judgment has been entered against the judgment debtor. After calculation of interest, costs and payments, the judgment debtor owes \$ \_\_\_\_\_.
- (2) You are directed to seize and sell enough of the judgment debtor's non-exempt property described in Paragraphs (5) and (6) of the Application for Writ of Execution to satisfy that amount.
- (3) You are directed to serve this Writ and all attachments on the debtor and on the people named in Paragraphs (5) and (6) of the Application for Writ of Execution.
- (4) You are to return this Writ within 10 days after receiving it, with a signed account of your actions in executing this Writ.

Date \_\_\_\_\_

Sign here ► \_\_\_\_\_

Court Clerk \_\_\_\_\_

**NOTICE: YOUR PROPERTY MAY BE TAKEN TO PAY A CREDITOR. PLEASE READ THIS CAREFULLY.**

- (1) If you are the judgment debtor in this action, your rights may be affected. You should read this notice and take steps to protect your rights.
- (2) If you are not the judgment debtor in this action, papers filed with the court indicate that you may have an interest in the judgment debtor's property. Your rights may be affected, and you should read this notice and take steps to protect your rights.
- (3) The court has ordered a sheriff or constable to seize your property. This means that it may be sold to pay a judgment creditor.
- (4) Certain property and money are exempt from execution (cannot be seized). The following is a partial list of exempt property and money, but some of these exemptions might not apply to judgments for alimony or child support.
  - (A) Declaration of Homestead. (The Declaration must be filed with the county recorder before the auction of the property. [Utah Code Section 78B-5-504.](#))
  - (B) A burial plot for you and your family.
  - (C) Health aids.
  - (D) Benefits because of disability, illness or unemployment.
  - (E) Medical care benefits.
  - (F) Veteran's benefits.
  - (G) Money or property for child support, alimony or separate maintenance.
  - (H) Social security benefits.
  - (I) Supplemental security income benefits (SSI).
  - (J) Workers' compensation benefits.
  - (K) Certain retirement benefits.
  - (L) Public assistance.
  - (M) Certain furnishings, appliances, carpets, animals, books, musical instruments, works of art and heirlooms.
  - (N) Provisions for 12 months.
  - (O) Wearing apparel, not including jewelry or furs.
  - (P) Beds and bedding.
  - (Q) Compensatory damages from bodily injury or wrongful death.
  - (R) The proceeds of certain life insurance contracts and trusts.
  - (S) Certain books, implements and tools of a trade.
  - (T) A motor vehicle up to a specified amount.
  - (U) Property of a person who did not have a judgment entered against him or her, such as the co-owner of the property being held.
- (5) Some property is exempt regardless of its value, for example, a refrigerator. Other property is exempt to the extent that it is worth less than an amount specified in the law. In that case, the property will be sold with the exempt amount going to the debtor and the balance to the creditor.
- (6) You should consult the [Utah Exemptions Act](#) for more information about exemptions. There is no exemption solely because you are having difficulty paying your debts.
- (7) If you believe that:
  - statements in the Application for Writ of Execution are inaccurate;
  - the Writ of Execution was issued improperly; or
  - you are entitled to an exemption

**then do the following immediately.** You have a deadline of 10 business days from the date that you were served with the writ and accompanying papers.

  - (A) Complete the attached Reply and Request for Hearing form.
  - (B) Sign your name in the space provided and write the address at which the court clerk should notify you of the hearing.
  - (C) Attach any documents that help you prove your claim.
  - (D) Mail or deliver the form to the court clerk and the judgment creditor (or judgment creditor's attorney). Keep a copy for your records. The name and address of the court and the judgment creditor (or judgment creditor's attorney) are on the first page of the Writ of Execution.
- (8) The court clerk will schedule the matter for hearing and notify you. If you discover documents that will help prove your claim after filing the Reply and Request for Hearing form, bring the documents to the hearing.
- (9) If you fail to take these steps, the property being held may be used to pay a judgment creditor even though it is exempt.
- (10) You may tell the officer who is conducting the sale the order in which to auction the property.
- (11) You may consult an attorney and have the attorney represent you at the hearing.

Name \_\_\_\_\_ Plaintiff )

Street Address \_\_\_\_\_ )

City, State, Zip \_\_\_\_\_ Day Phone \_\_\_\_\_ )

vs. \_\_\_\_\_ )

Name \_\_\_\_\_ Defendant )

Street Address \_\_\_\_\_ )

City, State, Zip \_\_\_\_\_ Day Phone \_\_\_\_\_ )

**REPLY AND  
REQUEST FOR HEARING**

(Writ of Execution)

Case No. \_\_\_\_\_

**Instructions:** Attach continuation pages (If any, completing paragraphs that don't have enough space. Write the paragraph number on the continuation page.)

By and through my attorney, (Attorney, check here if you are appearing for your client.) I say as follows:

(1)  I have read the Notice of Execution and Exemptions form.

(2)  I request that this matter be scheduled for a hearing.

(3)  Statements in the Application for Writ of Execution are inaccurate because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(4)  The Writ of Execution was issued improperly because:

\_\_\_\_\_  
\_\_\_\_\_

(5)  All [or this part: \$ \_\_\_\_\_] of the property is exempt because:

\_\_\_\_\_  
\_\_\_\_\_

(6)  I am not the judgment debtor, and I claim the following ownership in all or part of the property. (Explain.)

\_\_\_\_\_  
\_\_\_\_\_

(7)  I have attached documents that support my claims.

I have not included any non-public information in this document. I declare under penalty of Utah Code Section 78B-5-705 that everything stated in this document is true and correct.

Date \_\_\_\_\_ Sign here ► \_\_\_\_\_

Typed or printed name \_\_\_\_\_

**Certificate of Service**

I certify that I served a copy of this Reply and Request for Hearing on the following people.

Person's Name	Method of Service	Served at this address	Served on this date
(Other Party or Attorney)	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
(Person claiming property interest or Attorney)	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
<b>Salt Lake City Justice Court</b> (Clerk of Court)	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Electronic File		
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Date \_\_\_\_\_

Sign here ► \_\_\_\_\_

Typed or printed name \_\_\_\_\_



## NOTICE OF EXECUTION AND EXEMPTIONS

### NOTICE: YOUR PROPERTY MAY BE TAKEN TO PAY A CREDITOR. PLEASE READ THIS CAREFULLY.

- (1) If you are the judgment debtor in this action, your rights may be affected. You should read this notice and take steps to protect your rights.
  - (2) If you are not the judgment debtor in this action, papers filed with the court indicate that you may have an interest in the judgment debtor's property. Your rights may be affected, and you should read this notice and take steps to protect your rights.
  - (3) The court has ordered a sheriff or constable to seize your property. This means that it may be sold to pay a judgment creditor.
  - (4) Certain property and money are exempt from execution (cannot be seized). The following is a partial list of exempt property and money, but some of these exemptions might not apply to judgments for alimony or child support.
  - (V) Declaration of Homestead. (The Declaration must be filed with the county recorder before the auction of the property. [Utah Code Section 78B-5-504.](#))
  - (W) A burial plot for you and your family.
  - (X) Health aids.
  - (Y) Benefits because of disability, illness or unemployment.
  - (Z) Medical care benefits.
  - (AA) Veteran's benefits.
  - (BB) Money or property for child support, alimony or separate maintenance.
  - (CC) Social security benefits.
  - (DD) Supplemental security income benefits (SSI).
  - (EE) Workers' compensation benefits.
  - (FF) Certain retirement benefits.
  - (GG) Public assistance.
  - (HH) Certain furnishings, appliances, carpets, animals, books, musical instruments, works of art and heirlooms.
  - (II) Provisions for 12 months.
  - (JJ) Wearing apparel, not including jewelry or furs.
  - (KK) Beds and bedding.
  - (LL) Compensatory damages from bodily injury or wrongful death.
  - (MM) The proceeds of certain life insurance contracts and trusts.
  - (NN) Certain books, implements and tools of a trade.
  - (OO) A motor vehicle up to a specified amount.
  - (PP) Property of a person who did not have a judgment entered against him or her, such as the co-owner of the property being held.
- (5) Some property is exempt regardless of its value, for example, a refrigerator. Other property is exempt to the extent that it is worth less than an amount specified in the law. In that case, the property will be sold with the exempt amount going to the debtor and the balance to the creditor.
- (6) You should consult the [Utah Exemptions Act](#) for more information about exemptions. There is no exemption solely because you are having difficulty paying your debts.
- (7) If you believe that:
- statements in the Application for Writ of Execution are inaccurate;
  - the Writ of Execution was issued improperly; or
  - you are entitled to an exemption
- then do the following immediately.** You have a deadline of 10 business days from the date that you were served with the writ and accompanying papers.
- (A) Complete the attached Reply and Request for Hearing form.
  - (B) Sign your name in the space provided and write the address at which the court clerk should notify you of the hearing.
  - (C) Attach any documents that help you prove your claim.
  - (D) Mail or deliver the form to the court clerk and the judgment creditor (or judgment creditor's attorney). Keep a copy for your records. The name and address of the court and the judgment creditor (or judgment creditor's attorney) are on the first page of the Writ of Execution.
- (8) The court clerk will schedule the matter for hearing and notify you. If you discover documents that will help prove your claim after filing the Reply and Request for Hearing form, bring the documents to the hearing.
- (9) If you fail to take these steps, the property being held may be used to pay a judgment creditor even though it is exempt.
- (10) You may tell the officer who is conducting the sale the order in which to auction the property.
- (11) You may consult an attorney and have the attorney represent you at the hearing.

SALT LAKE CITY JUSTICE COURT  
333 South 200 East, PO Box 145499, Salt Lake City, UT 84111-5499  
Phone: 801-535-6301 / Fax: 801-535-6302

Name \_\_\_\_\_ Plaintiff )

Street Address \_\_\_\_\_ )

City, State, Zip \_\_\_\_\_ Day Phone \_\_\_\_\_ )

vs. \_\_\_\_\_ )

Name \_\_\_\_\_ Defendant )

Street Address \_\_\_\_\_ )

City, State, Zip \_\_\_\_\_ Day Phone \_\_\_\_\_ )

**REPLY AND  
REQUEST FOR HEARING**

(Writ of Execution)

Case No. \_\_\_\_\_

**Instructions:** Attach continuation pages (If any, completing paragraphs that don't have enough space. Write the paragraph number on the continuation page.)

By and through my attorney, (Attorney, check here if you are appearing for your client.) I say as follows:

(1)  I have read the Notice of Execution and Exemptions form.

(2)  I request that this matter be scheduled for a hearing.

(3)  Statements in the Application for Writ of Execution are inaccurate because:

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(4)  The Writ of Execution was issued improperly because:

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(5)  All [or this part: \$ \_\_\_\_\_] of the property is exempt because:

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(6)  I am not the judgment debtor, and I claim the following ownership in all or part of the property. (Explain.)

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(7)  I have attached documents that support my claims.

I have not included any non-public information in this document. I declare under penalty of Utah Code Section 78B-5-705 that everything stated in this document is true and correct.

Date \_\_\_\_\_ Sign here ► \_\_\_\_\_

Typed or printed name \_\_\_\_\_

**Certificate of Service**

I certify that I served a copy of this Reply and Request for Hearing on the following people.

Person's Name	Method of Service	Served at this address	Served on this date
(Other Party or Attorney)	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
(Person claiming property interest or Attorney)	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
<b>Salt Lake City Justice Court</b> (Clerk of Court)	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Electronic File		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

Date \_\_\_\_\_

Sign here ► \_\_\_\_\_

Typed or printed name \_\_\_\_\_