

INSTRUCTIONS FOR COMPLETING A REQUEST FOR AN EXECUTION FROM NYC SMALL CLAIMS OR CIVIL COURT

Who Should Use This Application?

Use this application to direct the New York City Sheriff to obtain an execution on your behalf from either the New York City Small Claims or Civil Court. *If you are an attorney do not use this application.*

Criteria:

The Sheriff can only serve an Income Execution to obtain money owed against a debtor:

- who resides within the five boroughs, or
- if the debtor resides outside the State of New York, through their employer who is located within the five boroughs; however,
- the Sheriff cannot serve an employer located outside the five boroughs.

After you, the Judgment Creditor, have won a judgment against the Judgment Debtor, the Sheriff can help you collect the money owed to you. However, in order to do so, the Sheriff needs an execution from the court. You must provide all the information requested on this application so that the Sheriff can obtain an execution from the court. Any settlement of judgment must include payment in full of all poundage and fees due to the Sheriff.

PART A: JUDGMENT AND CONTACT INFORMATION

List the judgment creditor's name, address, date of judgment, the county that the judgment was filed in, the court index number and other required information *exactly* as they appear on the Notice of Judgment. *A copy of the Notice of Judgment must accompany this application.*

PART B: PROPERTY EXECUTION OR INCOME EXECUTION INFORMATION AND FEES

An applicant can only claim one execution at a time, either a Property Execution or an Income Execution. Two executions cannot be filed simultaneously.

Property and Income Execution Fees:

- 1. Property Execution:** Submit a \$25 filing fee with your Property Execution application for Small Claims.
Submit a \$40 filing fee with your Property Execution application for Civil Court.
- 2. Income Execution:** There is a \$30 debtor-filing fee and a \$30 employer-filing fee. Submit a separate check for each filing fee with your Income Execution application made payable to the New York City Department of Finance. If the employer is the City of New York, include an additional \$2 check made payable to the "City Comptroller". Include the debtor's Social Security Number.

Make check payable to: *The New York City Department of Finance, except as noted above.*

MAILING INSTRUCTIONS

For Property Executions, submit this application to the New York City Department of Finance, Sheriff Division in the county where the Judgment Debtor has assets:

Kings County.....	210 Joralemon Street, 9th Floor, Brooklyn, NY 11201	(718) 802-3545
Bronx County	1932 Arthur Avenue, Room 714, Bronx, NY 10457	(718) 579-2820
New York County	253 Broadway, 8th Floor, New York, NY 10007	(212) 341-0300
Queens County	144-06 94th Avenue, 1st Floor, Jamaica, NY 11435	(718) 298-7550
Richmond County	350 St. Marks Place, 3rd Floor, Staten Island, NY 10305	(718) 815-8407

For Income Executions, submit this application to:

New York City Department of Finance
Income Execution
59 Maiden Lane, 24th Floor, Attn: R.O.
New York, New York 10038

You must include the appropriate filing fee and a self-addressed, stamped envelope with your application so that we may return or request information, as needed.

FILE IN PERSON

An Income Execution can be filed in person at the New York City Department of Finance, Manhattan Business Center, 66 John Street, Window 4, New York, NY 10038. A Property Execution can be filed in person at the appropriate county office listed above.