



*Office of the Sheriff*

**ANOKA COUNTY**  
**SHERIFF BRAD WISE**

## Procedures for preparing Writs of Execution for Real Property (Homestead/Non-Homestead Real Estate)

You have indicated that you want the Anoka County Sheriff's Office to levy on a debtor's real property, or real estate, with a Writ of Execution. To assist you, please review the following instructions and send a cover letter along with your Writ and the required deposit.

1. Statutorily you must have attempted to satisfy your judgment by levying on **personal** property **before** the Sheriff can levy on real estate. If we are levying on real estate, please indicate in writing how you have attempted to satisfy your judgment out of personal property. Please indicate if the property you intend to levy on is homestead or non-homestead property. Also, indicate all exemptions that may be relevant to your case. Alternatively, please indicate why the assets we intend to levy on are not exempt.
2. Complete your cover letter as well as the Anoka County Sheriff's Office Civil Information sheet [ACSO Information Sheet](#) detailing your information as well as detailed information about the parties that we are serving or levying on. Remember to indicate debtor's address as well as addresses of other parties that must be served the notice of sale.
3. Enclose the original Writ of Execution, signed by the judgment creditor or the judgment creditors legal counsel.
4. Provide address and legal description for real estate.
5. Indicate whether the real estate is Torrens or Abstract property. If the real estate (or part of it) is Torrens, remember you must memorialize your judgment on the Torrens certificate before we levy on the property.
6. Please read and complete the Anoka County Sheriff's Office 5% Commission Notice and return to our office signed. [Commission Form](#)
7. Please include the \$1,500.00 Real Estate Execution fee with the above materials. This fee covers the cost of publication. (Remaining monies are either returned or factored into the sale.)

Once the Sheriff's Civil Unit has all the above items, we can proceed with a levy. Please understand that these processes are complicated, and we will do what we can to help you, but we cannot provide legal advice and we always recommend that you have an attorney assist you with the preparation and follow through in these matters.

If you have questions, please contact the Anoka County Sheriff's Office Civil Unit.

13301 Hanson Blvd. NW  
Andover MN, 55304  
[RS-Civil@anokacountymn.gov](mailto:RS-Civil@anokacountymn.gov)  
763-324-5030