

Saratoga County Sheriff's Office  
6010 County Farm Road, Ballston Spa NY 12020  
Phone (518) 885-2469 or 2470, Fax (518) 885-2411

### **Sheriff's requirements for processing the "Income Execution" Form**

Complete the form using the court "Transcript of Judgment" as a reference for names, valid home address, complete court name, entry & interest dates & judgment amounts. The "Transcript of Judgment" is the official court document and is provided to you by request only from the court. We will not accept any thing other than a copy of the official "Transcript of Judgment".

If your judgment is against more than 1 person you will need an original income execution for each person. Only one name should be entered on the form. Under "Original Amount" please enter the "Total" from your transcript of judgment. This will be your judgment amount awarded by the court that includes costs & fees. If payment has not been received on the "Total" use the same figure under "Amount Due". The "Entry Date" will be the date that judgment was rendered by the court. Once again, if payment has not been received on the total amount due use this date for "Interest From" also. The Sheriff will collect 9% interest for you on the total amount due from the entry dated.

**The defendant's employment must be verified by you.** Keep in mind that the defendant must work 30-40 hours per week at minimum wage or more in order for employer to deduct. If defendant pays child support or has a prior judgment filed against their wages your income execution will be filed in line .

If the Defendant was a tenant of yours that you recently evicted you will need to ascertain a valid home address.

Once completed, please have the Income Execution signed by the County Clerks Office (once you have filed the original "Transcript of Judgment" with the Clerk) or the Town or Village Court Clerk. City Court Clerks do not sign the documents.

We require the original Income Execution plus 4 photocopies of all pages of the Income Execution, 1 copy of the "Transcript of Judgment and a processing fee of \$75.00. Fees cover service of Defendant and Employer and are accepted in money order payable to "Saratoga County Sheriff", cash (exact amount) or credit card (credit card processing fee is separate ) .

We will then serve the Defendant by 1<sup>st</sup> class and certified mail. If payment is not received within 30 days we will then serve the employer. **Please be sure to verify the Defendants employment before starting this process . Refunds are not provided if the employment has been terminated.**