



Syndicate Subscription Legal Plans

WRIT OF EXECUTION & JUDGMENT COLLECTION **CLIENT INTAKE QUESTIONNAIRE:**

CONFIDENTIAL. A writ of execution is a court order directing the sheriff to collect on your judgment through bank levies, wage garnishments, till taps, and keepers. Judgments can also be secured with property and business liens. This questionnaire gathers what we need to prepare the writ, sheriff's instructions, and lien documents. If a question does not apply, write "N/A." If unknown, write "Unknown."

NAME OF THE CLIENT:

Your role:

- ☐ Judgment creditor (owed money)
☐ Assignee of the judgment
☐ Judgment debtor responding to collection → Part 7

Client type:

- ☐ Individual ☐ Business / entity
☐ Full Legal Name / Entity Name: _____

Contact person & title: _____

Syndicate Plan Member ID: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Phone: _____ Email: _____

PART 1 — THE JUDGMENT

1.1 Court / County / State: _____ Case Number: _____

1.2 Date judgment entered: _____ Date notice of entry mailed: _____

1.3 Type of judgment:

- ☐ Money judgment after trial ☐ Default judgment
☐ Stipulated judgment / settlement ☐ Small claims judgment
☐ Family law (support) judgment ☐ Out-of-state judgment
☐ Renewed judgment

1.4 Original judgment amount: \$ _____ Costs & fees awarded: \$ _____ Interest rate: _____

1.5 Payments or credits received to date: \$ _____ Balance owed now: \$ _____

1.6 Has the judgment ever been renewed? ☐ Yes ☐ No

Date of renewal: _____

1.7 Is the judgment on appeal, stayed, or subject to a pending motion to vacate? ☐ Yes ☐ No

1.8 Was the judgment entered against more than one debtor? ☐ Yes ☐ No



Syndicate Subscription Legal Plans

The debtor generally has 30 days after notice of entry to pay, request time payments, appeal, or (if they did not appear) move to vacate.

PART 2 — THE JUDGMENT DEBTOR

2.1 Full name exactly as it appears on the judgment: _____

Other names / DBAs used: _____

2.2 Type:

☐ Individual

☐ Sole proprietor

☐ Corporation

☐ LLC

☐ Partnership

2.3 Last known home address: _____

2.4 Business name & address: _____

Date of birth / driver's license (last 4), if known: _____

2.5 Is the debtor still at that address, or have they moved? ☐ Yes ☐ No

If yes, explain: _____

2.6 Has the debtor filed bankruptcy, or threatened to? ☐ Yes ☐ No

A bankruptcy filing stops collection immediately. Tell us right away if you learn of one — collecting after a filing can create liability.

PART 3 — WHAT YOU KNOW ABOUT THE DEBTOR'S ASSETS

Asset	Details (name, address, account last 4)	Known?
Employer (wages)		
Bank(s) & branch		
Business cash register / storefront		
Real property (address / APN)		
Vehicles / equipment		
Accounts receivable owed to the debtor		
Rental income		
Other assets		

3.1 How do you know this (checks received, credit application, prior dealings)? _____

3.2 Do you need help locating assets (judgment debtor examination)? ☐ Yes ☐ No

For an examination of the debtor or a third party, please also complete our Judgment Debtor Examination Intake Form.

PART 4 — COLLECTION METHODS REQUESTED

4.1 Check all that apply:

☐ Writ of execution

☐ Bank account levy



Syndicate Subscription Legal Plans

- | | |
|---|---|
| ☐ Wage garnishment | ☐ Till tap (one-time register seizure) |
| ☐ Keeper (sheriff stays on site) | ☐ Levy on vehicles or equipment |
| ☐ Abstract of judgment (property lien) | ☐ Secretary of State judgment lien |
| ☐ Assignment order (rents, royalties) | ☐ DMV license suspension (auto cases) |
| ☐ Memorandum of costs & accrued interest | ☐ Renewal of judgment |
| ☐ Domesticate an out-of-state judgment | ☐ Not sure — recommend a strategy |

4.2 Counties where you want liens recorded or levies made: _____

Each sheriff's department charges fees for levies, till taps, and keepers, and recording fees apply to liens. Fees are generally recoverable as costs.

4.3 Are you prepared to advance sheriff and recording fees? ☐ Yes ☐ No

PART 5 — PRIOR COLLECTION EFFORTS

5.1 Have you already obtained a writ of execution? ☐ Yes ☐ No

Date issued / county: _____

5.2 Have any levies, garnishments, or liens already been attempted? ☐ Yes ☐ No

If yes, explain: _____

5.3 Has the debtor made partial payments or promises to pay? ☐ Yes ☐ No

If yes, explain: _____

5.4 Has the debtor claimed an exemption or filed a third-party claim? ☐ Yes ☐ No

5.5 Are other creditors also collecting from this debtor? ☐ Yes ☐ No

PART 6 — SETTLEMENT

6.1 Would you accept a payment plan or reduced lump sum? ☐ Yes ☐ No

Minimum acceptable: \$ _____ Monthly payment acceptable: \$ _____

6.2 Would you release liens or garnishments as part of a settlement? ☐ Yes ☐ No

PART 7 — JUDGMENT DEBTORS RESPONDING TO COLLECTION

7.1 What have you received (levy notice, garnishment, lien)? _____ Date: _____

7.2 Grounds to object:

- ☐ Wages needed to support my family
- ☐ Exempt benefits (Social Security, VA, disability, unemployment)
- ☐ Account holds money belonging to someone else
- ☐ Judgment was already paid or settled
- ☐ I was never properly served
- ☐ The amount claimed is wrong



Syndicate Subscription Legal Plans

☐ The judgment has expired

☐ I am filing bankruptcy

7.3 Explain: _____

7.4 Would you propose a payment plan to stop the levy or garnishment? ☐ Yes ☐ No

PART 8 — DOCUMENT CHECKLIST

Please provide copies of the following, if available. Check each item you are including.

☐ Judgment / notice of entry

☐ Any prior writs of execution

☐ Abstract of judgment (if recorded)

☐ Payment records & credits

☐ Settlement or stipulation

☐ Checks from the debtor (showing bank)

☐ Debtor's credit application or financial statement

☐ Property records / title search

☐ Levy or garnishment notices received

☐ Bankruptcy notice (if any)

Certification:

I declare that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge, including the amounts paid on and remaining due under the judgment. I understand this information is provided to Syndicate Subscription Legal Plans in confidence for the purpose of enforcing or responding to this judgment.

Signed and dated this ____ day of _____, 20__

Signature: _____

Print Name: _____

Title (if entity): _____

Please Print and Email to STEVE@STEVEMUELLERLEGAL.COM, or
save this document as a PDF and email to STEVE@STEVEMUELLERLEGAL.COM,
Your information will be reviewed within one hour.