



## Request for Issuance of Writ of Execution

### HELPFUL HINTS

- Prior to submitting your Request for Execution, you must contact the **Civil Division** of the Sheriff or Constable's office serving your Writ of Execution to obtain their service fee.
- You will select a Sheriff/Constable **based on the County where the service address of the Employer or Bank or Business is located.**
- If garnishment is going to a **Place of Employment**, try contacting their HR or Payroll department to request what address to use when having an execution/wage garnishment served.
- If garnishment is for a **Bank Account**, you can serve the garnishment to any local Bank branch address near the Sheriff's Office. You will need the name and address of the Bank (an account number is not required).
- Garnishing a **Cash Box** or **Cash Register** can be requested when your judgment is against a business, and you believe they hold cash at the business location.
- If requesting an Execution to attach a **Vehicle**, it is advisable to contact the appropriate Sheriff/Constable's office regarding additional fees.

#### Sheriff/Constable Contact Information

Carson City Sheriff	775-887-2500	Churchill County Sheriff	775-423-8083
Douglas County Sheriff	775-782-9940	Henderson Constable	702-455-7940
Las Vegas Constable	702-455-4099	Storey County Sheriff	775-847-0959
Washoe County Sheriff	775-328-3310		

Plaintiff Name(s): \_\_\_\_\_

Defendant Name(s): \_\_\_\_\_

Case No.: \_\_\_\_\_ Judgment Entry Date: \_\_\_\_\_

Person(s) Judgment was entered in favor of: \_\_\_\_\_

Person(s) Judgment was entered against: \_\_\_\_\_

Person you are requesting be garnished: \_\_\_\_\_

What are you taking (*choose one*): ☐ Earnings/Wages ☐ Bank Account ☐ Other Property

Place of Employment **or** Name of Bank **or** Business Cash Box, etc.: \_\_\_\_\_

Address of Employer **or** Bank **or** Business: \_\_\_\_\_

County where Employer **or** Bank **or** Business is located: \_\_\_\_\_



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Principal *(from Judgment)*: \$ \_\_\_\_\_

Pre-Judgment Interest: \_\_\_\_\_

Costs *(from Judgment)*: \_\_\_\_\_

**Total Judgment Amount:** \$ \_\_\_\_\_

Accrued Costs: \$ \_\_\_\_\_

*(from previously issued Execution):*

Sheriff/Constable's Service Fee: \_\_\_\_\_

Notary fee for Garnishee: 5.00

*(paid to Employer, Bank, or Business)*

**Total Accrued Costs:** \$ \_\_\_\_\_

*(Accrued Costs + Sheriff and Notary fees)*

Fee for issuance of this Writ: 25.00

*(Sparks Justice Court Filing Fee)*

Accrued Interest: \_\_\_\_\_

*(Current + previously accrued interest)*

**Total Post-Judgment Accruals:** \$ \_\_\_\_\_

*(Total Accrued Costs + issuance fee + Accrued Interest)*

**Sub-Total:** \$ \_\_\_\_\_

*(Total Judgment + Post-Judgment accruals)*

Minus any payments made: \_\_\_\_\_

**Grand Total Due:** \$ \_\_\_\_\_

Annual interest rate: \_\_\_\_\_ % Daily interest rate: \$ \_\_\_\_\_

Current Amount Collecting Interest: \$ \_\_\_\_\_

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_



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### INTEREST CALCULATION WORKSHEET

NRS 99.040(1) requires: "When there is no express contract in writing fixing a different rate of interest, interest must be allowed at a rate equal to the prime rate at the largest bank in Nevada, ..., on January 1, or July 1, as the case may be, ..., **plus 2 percent**, upon all money from the time it becomes due, ..." **Prime Interest Rates** can be found here: [https://fid.nv.gov/Resources/Fees\\_and\\_Prime\\_Interest\\_Rate/](https://fid.nv.gov/Resources/Fees_and_Prime_Interest_Rate/) or by contacting the Sparks Justice Court Civil Department.

**Current Interest Rate:** \_\_\_\_\_ %

From \_\_\_\_\_ (start date) to \_\_\_\_\_ (end date) = \_\_\_\_\_ days (number from start to end date)

Total Judgment Amount (less any payments made): \$ \_\_\_\_\_

Multiplied by Current Interest Rate (decimal format): \_\_\_\_\_

Divided by total days in a year: \_\_\_\_\_ 365

**Equals (daily interest rate):** \$ \_\_\_\_\_

Multiplied by number of days in Interest Rate Period: \_\_\_\_\_

Interest accrued for this Interest Rate Period: \$ \_\_\_\_\_

**Interest Rate:** \_\_\_\_\_ %

From \_\_\_\_\_ (start date) to \_\_\_\_\_ (end date) = \_\_\_\_\_ days (number from start to end date)

Total Judgment Amount (less any payments made): \$ \_\_\_\_\_

Multiplied by Current Interest Rate (decimal format): \_\_\_\_\_

Divided by total days in a year: \_\_\_\_\_ 365

**Equals (daily interest rate):** \$ \_\_\_\_\_

Multiplied by number of days in Interest Rate Period: \_\_\_\_\_

Interest accrued for this Interest Rate Period: \$ \_\_\_\_\_

**Interest Rate:** \_\_\_\_\_ %

From \_\_\_\_\_ (start date) to \_\_\_\_\_ (end date) = \_\_\_\_\_ days (number from start to end date)

Total Judgment Amount (less any payments made): \$ \_\_\_\_\_

Multiplied by Current Interest Rate (decimal format): \_\_\_\_\_

Divided by total days in a year: \_\_\_\_\_ 365

**Equals (daily interest rate):** \$ \_\_\_\_\_

Multiplied by number of days in Interest Rate Period: \_\_\_\_\_

Interest accrued for this Interest Rate Period: \$ \_\_\_\_\_