

Requests for Status of Levies

Our priority and duty as the levying officer is the setup and service of all processes in a timely and efficient manner. We are working as fast as we can to get all requests for service reviewed, processed, and served. Given the volume of levies received by this office, responding to requests for status impedes this process – we do not have the staffing levels or resources to allow us to do both. All correspondence is mailed to the attorney of record (or the plaintiff if there is no attorney) at the address of record on the writ. All payments are mailed to the name and address provided in the instructions. These mailings are done for the purpose of keeping you or your office aware of the status of the case and should eliminate the need for you to request status.

For your future reference, please note the following:

- On average it takes 30 business days from the day levy instructions are received in our office for the process to be ready for service.
- If there is a problem with your documents or the service is unsuccessful, we will mail you back the documents for correction or send you a notice of unsuccessful service as soon as possible.
- We will mail a receipt for the amount of the fee to **the attorney of record or plaintiff** when the levy has been processed. This is the time when service attempts will begin to be made.
- It then takes approximately 30 business days for the levy to be served and for us to receive a response from the employer/garnishee.
- When a response is received, we will mail it to **the attorney of record or the plaintiff**.
- When funds are received, we will mail a receipt to **the attorney of record or plaintiff**.
- Payment is made to the name and address provided on the instructions approximately 30 days after the date of the receipt.
- **Please wait a minimum of 90 days after submitting your documents to request status.**
- **We will not respond to requests for status received prior to this time nor will we respond if our records show we have already provided the information via mail or prior status request and there has been no further information received for the case.**
- **If there is an action that needs to be taken on our part, such as a request for employer's return or an accounting status to the employer/garnishee, we will take the action and mail a copy to the attorney of record. If there is no action to be taken and it is too soon to request status or we have already mailed correspondence related to your question, we will not respond to your inquiry.**
- We will only respond to requests received from **the attorney of record or plaintiff**.

If we do not respond to your request you may request the information from the attorney of record, check your records to see if any correspondence was received by mail, or wait the full 90 days after to request it again.

Thank you in advance for your cooperation.