

To Whom It May Concern:

**NOTE:** Pursuant to the new law effective October 1, 2001, the Sheriff no longer indexes and docketes executions. The execution is presented to the Sheriff of the County where the property is located at the time the levy is requested. After levy and sale or payment of the writ of execution, the Sheriff will make his return to the Clerk of Courts of issuance. IT IS THE RESPONSIBILITY of the judgment creditor/plaintiff to update the database of the Department of State with an *Amended Judgment Lien Certificate*. The Sheriff's documents will be sent to the Clerk of Courts of the Court of Issue to keep the case file current.

**NOTE:** One (1) Writ of Execution is issued from the Court of issuance and sent to the Sheriff where the property is located for levy process. If there is property in another county also, when the first levy is completed and proceeds from sale indicate a deficiency or the levy is unsuccessful, the original Writ of Execution may be removed from that Sheriff by written request of the levying judgment creditor/plaintiff and sent to another Sheriff in which additional property of the judgment debtor/defendant is located to request another levy process until the Writ of Execution is satisfied in full either by levy and sale or by satisfaction by the judgment debtor/defendant.

NEED INFORMATION ON FILING OF JUDGMENT LIEN CERTIFICATE?  
CALL THE DEPARTMENT OF STATE, RECORDING, 1-850-245-6039.