The following form is intended to be edited on a computer, and each field to be replaced with the appropriate data in a given case is notated by the use of **BOLD, ALL CAPS TEXT SURROUNDED BY “<<” AND “>>”** *for example:* **<<CONSTABLE NAME>>.**

***[CONSTABLE’S LETTERHEAD]***

###### **<<DATE>>**

**<<DEFENDANT/JUDGMENT DEBTOR>>**

**<<DEFENDANT/JUDGMENT DEBTOR’S ADDRESS>>**

*YOU ARE HEREBY NOTIFIED* TO*CALL* ***<<PHONE NUMBER>>*** *IMMEDIATELY TO* *DISCUSS THE PAYMENT OF A JUDGMENT. A WRIT OF EXECUTION HAS BEEN ISSUED IN THE ABOVE LISTED CAUSE OF ACTION.*

Demand is hereby made for payment of the judgment amount and, if applicable, interest, court costs, attorney fees, and all other costs connected with collection ordered by this writ.

If you do not pay this judgment **immediately**, we will proceed to collect this judgment **by seizing any non-exempt property belonging to you according to law.**

If you cannot pay this judgment, **you have the right to designate property** to levy upon to satisfy this judgment if payment is not forthcoming.

This notice is being sent to you as a courtesy with the intention of saving you time and additional costs. **All payments must be made through this office to ensure proper credit toward this judgment.**

Please contact me for assistance in resolving this court order.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**<<TITLE>> <<OFFICER’S NAME>>**

**<<COUNTY>>** Constable’s Office

**<<COUNTY>>** County, Precinct **<<PRECINCT NUMBER>>**