

**BANK EXECUTION PROCEEDINGS  
APPLICATION AND EXECUTION**

JD-CV-24 Rev. 1-02. C.G.S. 52-367a, 52-367b,  
P.A. 01-196, P.A. 01-9 (June Sp. Sess.)

**STATE OF CONNECTICUT  
SUPERIOR COURT**

www.jud.state.ct.us

(See page 2 for instructions to banking institution)




**INSTRUCTIONS - JUDGMENT CREDITOR OR ATTORNEY**

1. Type or print legibly.
2. Complete the application section; make original and 4 copies.
3. Put an "X" in the appropriate box of the "Execution" section below.  
If box A is chosen, complete section 1 of the Exemption Claim Form, JD-CV-24a and attach to this form.
4. Present original and 3 copies to clerk of court.

**INSTRUCTIONS - CLERK**

1. Check the file to ensure that the information provided on the application is correct.
2. Sign original execution.
3. Return original and 2 copies to applicant.
4. Retain a copy for file.

ADDRESS OF COURT		<input type="checkbox"/> JUDICIAL DISTRICT		DOCKET NO.	
		<input type="checkbox"/> HOUSING SESSION		<input type="checkbox"/> G.A. _____	
NAME AND MAILING ADDRESS OF JUDGMENT CREDITOR OR ATTORNEY <i>(To be completed by Judgment Creditor)</i>					
					
NAME(S) AND ADDRESS(ES) OF JUDGMENT CREDITOR(S)			NAME(S) AND ADDRESS(ES) OF JUDGMENT DEBTOR(S)		
DATE OF JUDGMENT	1. AMOUNT OF JUDGMENT <i>(Include, where applicable, prejudgment interest and attorney's fees)</i>			2. AMOUNT OF COSTS	
3. AMOUNT OF JUDGMENT, COSTS AND FEES <i>(Add 1 and 2)</i>		4. TOTAL AMOUNT PAID <i>(If any)</i>		5. TOTAL AMOUNT UNPAID <i>(Subtract 4 from 3)</i>	
SIGNED <i>(Judgment Creditor or Attorney)</i>		DATE SIGNED		TELEPHONE NO.	

**EXECUTION**

TO ANY PROPER OFFICER,

Whereas on said Date of Judgment the above-named Judgment Creditor(s) recovered judgment against the above-named Judgment Debtor(s) before the above-named court for the amount of judgment, costs and fees stated above, as appears of record, whereof execution remains to be done. These are, therefore, BY AUTHORITY OF THE STATE OF CONNECTICUT TO COMMAND YOU:

A. IF JUDGMENT DEBTOR IS A NATURAL PERSON

Within seven days from your receipt of this execution, make demand upon the main office of any banking institution having its main office within your county, or if such main office is not within your county and such banking institution has one or more branch offices within your county, upon an employee of such a branch office, such employee and such branch office having been designated by the banking institution in accordance with regulations adopted by the banking commissioner, for payment to you pursuant to section 52-367b(b) of the general statutes of any nonexempt debt due said Judgment Debtor(s), which sum shall not exceed the total unpaid judgment, costs and fees as stated above, plus post judgment interest on the unpaid amount of said judgment from its date until the time when this execution shall be satisfied, plus your own fee. After having made such demand you are directed to serve a true and attested copy of this execution, together with the attached affidavit and exemption claim form, with your doings endorsed thereon, with the banking institution officer upon whom such demand was made. Said sum shall be received by you and applied on this execution in accordance with the provisions of section 52-367b of the general statutes. If you have made an initial demand within the seven-day period, you may make additional demands on the main office of other banking institutions or employees of other branch offices as directed herein, provided any such additional demand is made not later than forty-five days from your receipt of this execution.

B. OTHER

Make demand upon the main office of any banking institution having its main office within your county, or if such main office is not within your county and such banking institution has one or more branch offices within your county, upon an employee of such a branch office, such employee and such branch office having been designated by the banking institution in accordance with regulations adopted by the banking commissioner, for payment to you of any debt due said Judgment Debtor(s), which sum shall not exceed the total unpaid judgment, costs and fees as stated above, plus post judgment interest on the unpaid amount of said judgment, from its date until the time when this execution shall be satisfied, plus your own fees. Said sum shall be received by you and applied on this execution. After having made such demand you are directed to serve a true and attested copy hereof, with your doings thereon endorsed, with the banking institution officer upon whom such demand was made.

**HEREOF FAIL NOT, AND MAKE DUE RETURN OF THIS WRIT WITH YOUR DOINGS THEREON, ACCORDING TO LAW.**

SIGNED <i>(Assistant Clerk)</i>	DATE SIGNED
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## **INSTRUCTIONS TO BANKING INSTITUTION UPON RECEIPT OF BANK EXECUTION WHEN JUDGMENT DEBTOR IS A NATURAL PERSON**

1. If any funds are removed from the judgment debtor's account pursuant to subsection (c) of section 52-367b of the general statutes, complete section II of the accompanying Exemption Claim Form (JD-CV-24a) and send, forthwith, 2 copies of both this form and the Exemption Claim Form to the judgment debtor, postage pre-paid, at the judgment debtor's last known address with respect to the affected accounts on the records of your institution.

2. Remove from the judgment debtor's account the amount of any debts due from you to the judgment debtor not exceeding the Total Unpaid Judgment, Costs and Fees as appears on page 1 of this form plus interest and the serving officer's fee, before your midnight deadline, as defined in section 42a-4-104 of the general statutes. Effective on and after January 1, 2002, if electronic direct deposits that are readily identifiable as exempt federal veterans' benefits, social security benefits, including, but not limited to, retirement, survivors' and disability benefits or supplemental security income benefits were made to the judgment debtor's account during the thirty-day period preceding the date that the execution was served on you, you shall leave the lesser of the account balance or eight hundred dollars in the judgment debtors' account; provided nothing in this subsection shall be construed to limit your right or obligation to remove such funds from the debtor's account if required by any other provision of law or by a court order. The judgment debtor shall have access to such funds left in the judgment debtor's account. You may notify the judgment creditor that funds have been left in the judgment debtor's account pursuant to this provision. Nothing herein shall alter the exempt status of funds which are exempt from execution under subsection (a) of section 52-367b of the general statutes or under any other provision of state or federal law, or the right of a judgment debtor to claim such exemption. Nothing herein shall be construed to affect any other rights or obligations of the banking institution with regard to the funds in the judgment debtor's account.

3. You must hold the amount removed from the judgment debtor's account pursuant to this execution for fifteen days from the date you mail the copies of this form and the Exemption Claim Form to the judgment debtor. During such fifteen day period you must not pay the officer serving this execution.

4. If the judgment debtor returns the Exemption Claim Form or other written notice that an exemption is being claimed you must, within two business days of receipt of such notice, send a copy of such notice to the clerk of the court which issued the execution. You must continue to hold the amount removed from the judgment debtor's account for forty-five days or until a court order is received regarding disposition of the funds, whichever occurs earlier. If no order is received within forty-five days of the date you send a copy of the Exemption Claim Form or notice to the clerk of the court, you must return the funds to the judgment debtor's account.

5. If you do not receive a claim of exemption within fifteen days of the mailing to the judgment debtor of the execution and Exemption Claim Form you must, upon demand, forthwith pay the serving officer the amount removed from the judgment debtor's account.

6. If no exemption claim is filed or if the court orders you to pay the serving officer an amount removed from the judgment debtor's account not exceeding the amount due on the execution and you fail or refuse to do so, you shall be liable in an action therefor to the judgment creditor(s) named in the execution for the amount of nonexempt monies which you fail or refuse to pay over. Effective on and after January 1, 2002, if no exemption claim is filed or if the court orders you to pay the serving officer an amount removed from the judgment debtor's account not exceeding the amount due on the execution and you fail or refuse to do so, you shall be liable in an action therefor to the judgment creditor(s) name in the execution for the amount of nonexempt monies which you fail or refuse to pay over, excluding funds of up to eight hundred dollars which you in good faith allowed the judgment debtor to access pursuant to subsection (c) of section 52-367b of the general statutes.

7. If you pay exempt monies from the account of the judgment debtor contrary to these instructions, or the provisions of section 52-367b of the general statutes, you shall be liable in an action therefor to the judgment debtor for any exempt monies so paid. Effective on and after January 1, 2002, if you pay exempt monies from the account of the judgment debtor contrary to these instructions, or the provisions of section 52-367b of the general statutes, you shall be liable in an action therefor to the judgment debtor for any exempt monies so paid and you shall refund or waive any charges of fees by you, including, but not limited to, dishonored check fees, overdraft fees or minimum balance service charges and legal process fees, which were assessed as a result of such payment of exempt monies.

*NOTE: The provisions of section 52-367b, as amended from time to time, take precedence over these instructions.*

## **INSTRUCTIONS TO BANKING INSTITUTION UPON RECEIPT OF BANK EXECUTION WHEN JUDGMENT DEBTOR IS NOT A NATURAL PERSON**

1. You must pay the officer serving this execution the amount of any debts due from you to the judgment debtor not exceeding the Total Unpaid Judgment, Costs and Fees as appears on page 1 of this form, plus interest and the serving officer's fee.

2. You must act on this execution according to section 42a-4-303 of the general statutes, before your midnight deadline, as defined in section 42a-4-104 of the general statutes.