

**OFFICE OF THE CLERK  
UNITED STATES DISTRICT COURT**

Mark C. McCartt  
Clerk of Court

**Northern District of Oklahoma**  
411 UNITED STATES COURTHOUSE  
333 West Fourth Street  
Tulsa, Oklahoma 74103-3819

Telephone (918) 699-4700  
Fax (918) 699-4756

**WRITS OF EXECUTION**

This is not a legal interpretation of the rules and regulations on writs of execution. We refer you to the Federal Rules of Civil Procedures for specifics.

If the judgment is rendered in the Northern District of Oklahoma and you request the Court in the Northern District of Oklahoma to issue the writ of execution, there will not be a charge.

In the Northern District of Oklahoma, once a judgment is on file, the suggested procedure to apply for writs of execution is:

1. Please file a motion, if appropriate (e.g. Federal Party) and a completed, proposed writ of execution form to the Court. A sample writ is attached as Exhibit A.
2. If the U.S. Marshal is to seize a specific piece of property such as livestock, cars, machinery, inventory, bank accounts, etc., you must put specific information in the Special Instructions section on the USM-285 form. A sample USM-285 form is attached as Exhibit B. You must also be prepared to accompany the U.S. Marshal when the property is to be seized.
3. If the U.S. Marshal serves the writ of execution, there will be a charge for service, mileage, mailing, storage, moving and miscellaneous expenses where applicable.

**UNITED STATES DISTRICT COURT**  
NORTHERN DISTRICT OF OKLAHOMA

WRIT OF EXECUTION

To the Marshal of:

YOU ARE HEREBY COMMANDED, that of the goods and chattels, lands and tenements in your district belonging to:

you cause to be made and levied as well as a certain debt of \$ \_\_\_\_\_ in the United States District Court for the Northern District of Oklahoma, before the Judge of said Court by the consideration of the same Judge lately recovered against the said,

and also the cost that may accrue under this writ. And that you have above listed moneys at the place and date listed below, and that you bring this writ with you.

Place:	District:
City:	Date:

Date:	Mark C. McCartt, Clerk of Court
By:	Deputy Clerk

**RETURN**

Date Received:	Date of Execution of Writ:
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**This writ was received and executed.**

U.S Marshal	By:	Deputy Marshal
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PLAINTIFF	COURT CASE NUMBER
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DEFENDANT	TYPE OF PROCESS <b>writ of execution</b>
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**SERVE AT** { NAME OF INDIVIDUAL, COMPANY, CORPORATION, ETC. TO SERVE OR DESCRIPTION OF PROPERTY TO SEIZE OR CONDEMN

ADDRESS (Street or RFD, Apartment No., City, State and ZIP Code)

SEND NOTICE OF SERVICE COPY TO REQUESTER AT NAME AND ADDRESS BELOW  <b>your name and address here</b>	Number of process to be served with this Form 285
	Number of parties to be served in this case
	Check for service on U.S.A.

SPECIAL INSTRUCTIONS OR OTHER INFORMATION THAT WILL ASSIST IN EXPEDITING SERVICE (*Include Business and Alternate Addresses, All Telephone Numbers, and Estimated Times Available for Service*):

**Describe specifically the property to be seized. (Bank acct, acct #, bank name & address: machinery name, description, serial # if known, livestock, cars, etc.)**

Signature of Attorney other Originator requesting service on behalf of: <b>sign here</b>	<input type="checkbox"/> PLAINTIFF <input type="checkbox"/> DEFENDANT	TELEPHONE NUMBER	DATE
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**SPACE BELOW FOR USE OF U.S. MARSHAL ONLY - DO NOT WRITE BELOW THIS LINE**

I acknowledge receipt for the total number of process indicated. <i>(Sign only for USM 285 if more than one USM 285 is submitted)</i>	Total Process	District of Origin No.	District to Serve No.	Signature of Authorized USMS Deputy or Clerk	Date
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I hereby certify and return that I  have personally served,  have legal evidence of service,  have executed as shown in "Remarks", the process described on the individual, company, corporation, etc., at the address shown above on the on the individual, company, corporation, etc. shown at the address inserted below.

I hereby certify and return that I am unable to locate the individual, company, corporation, etc. named above (*See remarks below*)

Name and title of individual served ( <i>if not shown above</i> )	Date	Time <input type="checkbox"/> am <input type="checkbox"/> pm
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Address ( <i>complete only different than shown above</i> )	Signature of U.S. Marshal or Deputy
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Service Fee	Total Mileage Charges ( <i>including endeavors</i> )	Forwarding Fee	Total Charges	Advance Deposits	Amount owed to U.S. Marshal* or (Amount of Refund*)
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REMARKS