

**FINANCIAL INSTITUTION EXECUTION PROCEEDINGS
JUDGMENT DEBTOR WHO IS AN INDIVIDUAL,
APPLICATION AND EXECUTION**

JD-CV-24 Rev. 10-23
C.G.S. §§ 52-356b, 52-367b; P.A. 23-23

STATE OF CONNECTICUT
JUDICIAL BRANCH
SUPERIOR COURT
www.jud.ct.gov



Instructions - Judgment Creditor or Attorney

1. Complete this form, an Exemption Claim form, and a Financial Institution Execution (form JD-CV-24A). If filing electronically, combine into one PDF document. If filing on paper, prepare original, attach form JD-CV-24A and file the original with the clerk. Keep 1 copy for your records.
2. Applications must be accompanied by the statutory fee set in General Statutes § 52-367b.

Instructions - Clerk

1. Check the file to ensure the information on the application is correct.
2. Sign original execution.
3. Upload and scan the original to the file.

Address of court		<input type="checkbox"/> Judicial District	Docket number					
		<input type="checkbox"/> Housing Session						
Name and mailing address of Judgment Creditor or Attorney (Number, street, town, state, zip code) (To be completed by Judgment Creditor) (Plaintiff)								
<div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> </div>			<p>COURT USE ONLY</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">APFEABA</td> <td style="width:50%; text-align: center;">EXISSUE</td> </tr> <tr> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> </table>		APFEABA	EXISSUE		
APFEABA	EXISSUE							
Name(s) and address(es) of Judgment Creditor(s) (Party to whom money is owed) (Number, street, town, zip code)								
Name(s) and address(es) of Judgment Debtor(s) (Party who owes money) (Number, street, town, zip code)								
Date of judgment	1. Amount of judgment <i>(Include applicable, prejudgment interest and attorney's fees)</i>	2. Amount of costs and fees	3. Total amount of judgment, costs and fees (Add 1 and 2)					
4. Total amount paid (if any)	4a. Total Credits (if any)	5. Total amount unpaid (Subtract 4 and 4a from 3)	6. Application fee for execution (If not waived by the court)					
7. Application fees paid for prior executions on this judgment		8. Other court ordered postjudgment costs and fees		9. Total of items 5, 6, 7 and 8				
Is this judgment arising out of services rendered at a hospital? ... <input type="checkbox"/> No <input type="checkbox"/> Yes				<input type="checkbox"/> Postjudgment interest was ordered by the Court				
If yes above, has a stay of a financial institution execution been entered pursuant to an installment payment order? <input type="checkbox"/> No <input type="checkbox"/> Yes								
If a stay of a financial institution execution has been entered, has the Judgment Debtor defaulted on an installment payment order? <input type="checkbox"/> No <input type="checkbox"/> Yes (Specify): _____								
Signed (Judgment Creditor or Attorney) (Party to whom money is owed)		Date signed	Telephone number					

Financial Institution Execution

To any proper officer,

By authority of the State of Connecticut, and pursuant to General Statutes § 52-367b you are ordered as follows: Within 7 days, make demand for payment to you of any nonexempt debt owed by the Judgment Debtor(s). Make this demand upon the main office of any financial institution having its main office within your county. If the main office is not within your county, but a branch office of the institution is within your county, make demand on an employee of such branch office as long the employee and the branch office have been designated by the financial institution in accordance with regulations adopted by the commissioner of banking. Only upon demand of a financial institution which does not have any main office or branch office in this state, demand may be made by certified mail, return receipt requested.

After having made demand you are directed to serve a true and attested copy of this execution, together with the attached affidavit and Exemption Claim form, Financial Execution (form JD-CV-24A), with your doings endorsed thereon, upon the financial institution officer upon whom the demand was made. Receive the sum paid by the financial institution and apply it on this execution in accordance with the provisions of General Statutes § 52-367b. For any service made by certified mail pursuant to these orders, you may collect, in addition to your fee, the actual postage costs incurred from the amount removed from the Judgment Debtor's account.

Do not serve more than one financial institution execution per Judgment Debtor at a time, including copies. After service of an execution on one financial institution, do not serve the same execution or a copy on another financial institution until receiving confirmation from the preceding financial institution that the Judgment Debtor had insufficient funds available for collection to satisfy the execution.

However, any additional service of an execution must not be made later than 45 days from your initial receipt of the execution. The financial institution shall also provide you with a response to the execution within seven business days of service pursuant to General Statutes §52-367b. Also, after service of an execution, do not serve the same execution or a copy on the financial institution if an electronic direct deposit from a readily identifiable source described in General Statutes § 52-376b (c) was made to the Judgment Debtor's account within the look-back period described in General Statutes § 52-376b (c) (2 months or, with regard to federal benefits, such greater period as required by federal law). If no such deposit was made, you may subsequently serve the same execution if the execution has not expired or otherwise become unenforceable.

Hereof fail not, and make due return of this writ with your doings thereon, according to law.

Signed (Clerk)	Date signed	For Court Use Only
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Instructions to Financial Institution Upon Receipt of a Financial Institution Execution When Judgment Debtor is an Individual

1. Not later than the seventh business day after the service of an execution upon you, you shall send to the serving officer by first class mail, postage prepaid, (A) if you have removed funds from the Judgment Debtor's account pursuant to this execution and General Statutes § 52-367b, a notice stating the amount of funds removed from the Judgment Debtor's account and referencing the docket number, if provided by the Judgment Creditor on this execution, or (B) if the Judgment Debtor is not indebted to you or if you have not removed funds from the Judgment Debtor's account pursuant to the execution and General Statutes § 52-367b, a complete set of all the documents served on you by the serving officer, including the cover page of the serving officer, with endorsements from other financial institutions, as the case may be, the original true and attested copy of the execution served on you, and the affidavit and exemption claim form prescribed by General Statutes §52-367b(k). Your response pursuant to General Statutes § 52-367 shall include a notation on the serving officer's cover page, or at your option on a separate document prepared by you, to the effect that the Judgment Debtor does not have an account with you or that no funds were removed from the account, provided that such separate document shall be affixed to, or enclosed contiguous to your return of a particular execution to the serving officer. You shall maintain reasonable procedures to prevent the resubmission of a response provided to the serving officer pursuant to General Statutes § 52-367b. As used herein "business day" has the same meaning as provided in General Statutes § 36a-330.
2. If any funds are removed from the Judgment Debtor's account pursuant to General Statutes § 52-367b(c), complete section II of the attached *Exemption Claim Form, Financial Institution Execution* (form JD-CV-24A) and take the following actions: (1) Send 2 copies of both this form and the *Exemption Claim Form, Financial Institution Execution* form to the Judgment Debtor and any secured party that is a party to a control agreement between you and the secured party under article 9 of title 42a of the General Statutes. Copies must be sent postage pre-paid, to the last known address in your records of the recipient; and (2) Issue notice to the account holder, or to a fiduciary who administers the account and receives communications on behalf of the account holder, in the time and manner stated in Federal Regulations 31 CFR 212.6 and 212.7.
3. Remove from the Judgment Debtor's account the amount of any debts due from you to the Judgment Debtor not exceeding the total amount included in box 9 of the application on page 1 of this form, plus postjudgment interest, if ordered by the court, and the serving officer's fee plus any costs applicable postage costs for certified mail pursuant to General Statutes §52-367b. You must take this action before your midnight deadline, as defined in General Statutes § 42a-4-104.
Leave in the Judgment Debtor's account (A) the full amount of 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, supplemental security income benefits, exempt benefits paid by the federal Railroad Retirement Board or the federal Office of Personnel Management, unemployment compensation benefits exempt under General Statutes § 52-352b child support payments processed and received pursuant to Title IV-D of the Social Security Act, and (B) the amount of the electronic direct deposits, not to exceed \$1,000, that are readily identifiable as wages provided such deposits were made to the account during the look-back period of two months preceding the date that the execution was served on the financial institution, or, with regard to federal benefits, such greater time as required by federal law. If no such deposits have been made to the Judgment Debtor's account during the look-back period, or if such readily identifiable funds are less than \$1,000, leave in the account as exempt pursuant to General Statutes § 52-352b(18), the lesser of the account balance or \$1,000 in the aggregate. To the extent that such funds are left in the account as exempt pursuant to General Statutes § 52-352b(18), the provisions of that section shall not be the basis for a claim of exemption pursuant to this section in response to a levy of execution. However, nothing in this paragraph shall be construed to limit your right or obligation to remove such funds from the Judgment Debtor's account if required by any other provision of law or by a court order. The Judgment Debtor shall have full and customary access to any funds left in the account. You may notify the Judgment Creditor that funds have been left in the Judgment Debtor's account pursuant to this provision. Also, nothing in this paragraph shall alter the exempt status of funds which are exempt from execution under General Statutes § 52-367b(a) or under any other provision of state or federal law, or the right of a Judgment Debtor to claim such exemption. Further, nothing in this paragraph shall be construed to affect any other rights or obligations of the financial institution with regard to the funds in the Judgment Debtor's account.
4. Hold the amount removed from the Judgment Debtor's account pursuant to this execution for 15 days from the date you mail the copies of this form and the *Exemption Claim Form, Financial Institution Execution* form to the Judgment Debtor and any secured party. During the 15 day period you must not pay the officer serving this execution.
5. If the Judgment Debtor returns the *Exemption Claim Form, Financial Institution Execution* form or other written notice that an exemption is being claimed or if any secured party delivers to you written notice of their claim of a prior perfected security interest in the account, you must, within 2 business days of receipt of such notice, send a copy of such notice to the clerk of the court that issued the execution and send a copy of such notice, or a separate notice prepared by you, indicating that the Judgment Debtor has submitted a claim of exemption, to the serving officer. Continue to hold the amount removed from the Judgment Debtor's account for 45 days or until you receive a court order regarding disposition of the funds, whichever occurs first. If no order is received within 45 days of the date you send a copy of the *Exemption Claim Form, Financial Institution Execution* form or notice of exemption or a secured party claim notice to the clerk of the court, return the funds to the Judgment Debtor's account.
6. If you do not receive the *Exemption Claim Form, Financial Institution Execution* form or secured party claim notice within 15 days of mailing the required documents to the Judgment Debtor and any secured party, you must, upon demand, pay the serving officer the amount removed from the Judgment Debtor's account. You shall also receive a fee of eight dollars from the serving officer (as a representative of the judgment creditor) for your compliance with the provisions of General Statutes § 52-367b; you shall deduct this fee from the amount paid to the serving officer.
7. If no *Exemption Claim Form, Financial Institution Execution* form or secured party claim notice 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 to the Judgment Creditor(s) named in the execution for the amount of nonexempt monies which you fail or refuse to pay, excluding funds of up to \$1,000 which you in good faith allowed the Judgment Debtor to access pursuant to General Statutes § 52-367b(c).
8. If you pay exempt monies from the account of the Judgment Debtor contrary to these instructions, or the provisions of General Statutes § 52-367b, you shall be liable in an action to the Judgment Debtor for any exempt monies paid and you shall refund or waive any charges of fees by you, including, but not limited to, dishonored check fees, overdraft or minimum balance service charges and legal process fees, which were assessed as a result of such payment of exempt monies.

For information on ADA accommodations, contact the Centralized ADA Office at 860-706-5310 or go to: www.jud.ct.gov/ADA/