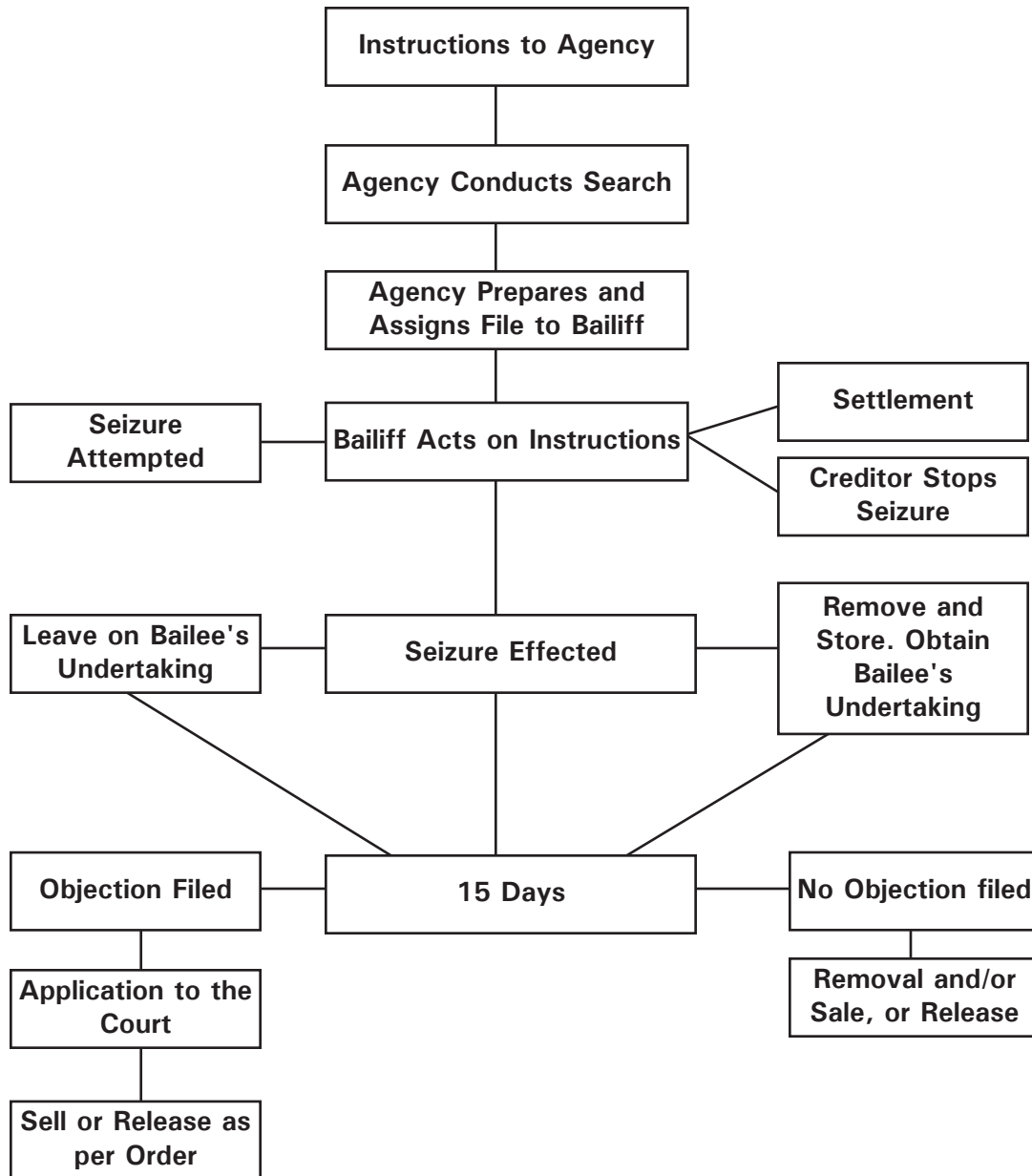


Writ Seizure

Flow Chart



Writ of Enforcement Seizure Process

Pursuant to section 26 of the Civil Enforcement Act, a judgment creditor must register a Writ of Enforcement at Personal Property Registry before enforcement proceedings can be initiated.

Warrant

The warrant is the document which provides the direction and authority to commence enforcement proceedings against an enforcement debtor. It must be completed and signed by the instructing creditor or authorized agent with the exception of the "SEIZURE FEES AND COSTS" and the total at the bottom. This would be completed by the Bailiff if settlement is tendered. Sufficient copies are required to allow service on each debtor and return of the original to the Agency. (See example of form in this section.)

Upon receipt of the warrant, check:

- (1) That the warrant is directed to your Agency
- (2) Personal Property Registration number
- (3) Debtor's name and complete address
- (4) Amount owing as registered at Personal Property Registry
- (5) Name of creditor
- (6) Location of personal property if different from debtor's address
- (7) Municipality and date of warrant
- (8) Signature of instructing creditor or authorized agent
- (9) Name, address, telephone number and fax number of instructing creditor or authorized agent.

Letter of Instructions

In addition to the warrant, a letter of instructions should also be received. The letter of instructions could provide additional information such as:

- (1) Any urgency associated with the file
- (2) Any unusual circumstances which might be anticipated
- (3) Whether removal of the seized personal property is required
- (4) Form of indemnification as requested by the Agency
- (5) Whether the creditor is aware of any legal impediments to seizure such as stays or third party claims as applicable to the specific property.

If removal is instructed, you may wish to consider and discuss with the instructing party the following issues with regard to the removal of seized personal property:

- (1) Since the debtor has 15 days in which to object to the seizure, additional costs would be incurred for removal and storage; the debtor may be deprived use of the seized property within the objection period
- (2) The location of the property to be seized, as removal may be costly in a remote area
- (3) The condition or value of the property to be seized, as the cost of seizure may outweigh the money which may be realized from a sale of the property or the money realized may not significantly reduce the debt
- (4) The type of property required to be removed including where and how to conduct the removal of unique or special items
- (5) Any stays that may be in existence. If there is a stay in effect, you may be liable for an improper seizure and for removal costs. A stay is in existence whether or not it has been registered at Personal Property Registry. Therefore, check out any information that may come to light at the time of seizure
- (6) The removal may put the debtor out of business or cause severe hardship and if there is a responsible person available, you should consider leaving the property with that person (often the debtor) under a Bailee's Undertaking.

Searches

Once the warrant and letter of instructions have been reviewed, the next step is to examine the distribution seizure ("DS") search from Personal Property Registry provided by the instructing party. The search should be recent. If the search is not provided, the Agency must conduct the search. (See examples in section 4 - Searches)

The distribution seizure ("DS") search should be reviewed and, if necessary, discussed with the instructing creditor, prior to effecting seizure. It is extremely important to determine the existence of any prior interests such as Workers' Compensation Board, prior security interests, etc. , and whether seizure is viable. The reasons for this are: firstly, the costs priority given under section 99(3) of the *Civil Enforcement Act* does not apply as against these interests; and, secondly, there is no right to sell the property unless there is equity existing after these priority interests are paid out.

Examine the searches to:

- (1) Ensure that the instructing party's writ is included on the search
- (2) Determine the related writs and maintenance orders that should be included on the warrant
- (3) Determine if there is equity subject to writ seizure; and
- (4) Determine any proceedings which may stay enforcement.

The following are proceedings that may stay enforcement action:

1. Provincial Court Civil Claim Appeal

An appeal of a decision from the Civil Division of the Provincial Court operates as a stay of proceedings and no further enforcement action should proceed on the judgment until the appeal has been resolved.

The Civil Claim appeal relates only to that particular judgment on which the appeal was filed. All other creditors can proceed to enforcement.

If the searches show a Civil Claim appeal with respect to the instructing party's writ, advise the instructing party that seizure cannot be effected.

2. **Bankruptcy**

If a debtor is in bankruptcy, determine whether a stay of proceedings is in effect.

If the searches show that the debtor is in bankruptcy, contact the Trustee in Bankruptcy to determine if seizure can be effected for the instructing party. Advise the instructing party if unable to effect seizure OR proceed to seizure if the Trustee in Bankruptcy advises, in writing, to do so.

The only way to determine conclusively whether a bankruptcy exists is to conduct a search of the records of the Superintendent of Bankruptcy. For information on these searches refer to section 4 - Searches.

3. **Court Ordered Stays**

This is an order granted by the Court to stay one or more matters until the time specified in the order.

If the searches show that a court ordered stay affecting the instructing party's action has been registered, the seizure cannot be effected. Advise the instructing party and await further instructions.

If you become aware that a stay has been granted by the Court affecting the instructing party's action, even if it is not registered at the Personal Property Registry, you should not proceed with seizure.

* 4. **Orderly Payment of Debts**

Orderly Payment of Debts, commonly referred to as OPD is a program administered by Money Mentors, formerly Credit Counselling Services of Alberta, whereby a person in debt can obtain an order consolidating debts and specifying new terms of payment to the creditors participating in the order.

If, in conducting a seizure, a Bailiff encounters a debtor who indicates they have entered into a Consolidation Order, the Agency may wish to confirm the status with Money Mentors at 1-888-294-0076, or obtain instructions from the instructing party as to whether to proceed with seizure. For more information on Money Mentors, visit their website at <http://www.moneymentors.ca>.

Completion of Warrant

Once you have determined who the creditors and related writ holders are, complete the amount owing portion of the warrant.

Required Documents for Bailiff

In order to effect seizure, the Bailiff must be provided with a copy of the warrant, a copy of the letter of instructions and the following documents:

- Notice of Seizure of Personal Property, sufficient copies to allow service of one on each debtor, one for each bailee and return of the original to the Agency
- Notice of Objection to Seizure of Personal Property, sufficient copies to allow service of one on each debtor and return of the original to the Agency
- Information for Debtor form, sufficient copies to allow for service of one on each debtor
- Bailee's Undertaking, sufficient copies to provide a copy to each bailee and return original to the Agency
- Bailiff's Report
- Other documents as required.

Notice of Seizure of Personal Property

This form is used to describe in detail the items seized and to notify all affected parties of the seizure of personal property. Sufficient copies are required to allow service of one notice on each debtor, and return of the original to the Agency.

(See example of form in this section)

The following must be completed by the Agency:

- (1) Agency file number
- (2) Name and address of debtor
- (3) Amount owing as registered at Personal Property Registry and shown on the warrant
- (4) Name and address of creditor
- (5) "YES" box completed for Notice of Objection to Seizure of Personal Property applicable to this seizure. The debtor is entitled to object in the case of a writ seizure
- (6) Agency's name, address, telephone number and fax number.

Notice of Objection to Seizure of Personal Property

This form is used by the debtor if he wishes to object to the seizure. The Bailiff must be provided with sufficient copies to serve one on each debtor. In the case of multiple debtors, each debtor is entitled to object. (See example of form in this section.)

The following must be completed by the Agency:

- (1) Agency file number
- (2) Agency's name, address, and fax number.

Information for Debtor Form

This form explains to the debtor the exemptions to seizure to which the debtor is entitled, circumstances when exemptions do not apply and the objection provisions.

The Civil Enforcement Regulation requires that this form be served on each debtor once the Bailiff has effected seizure. (See example of form in this section.)

Bailee's Undertaking

This form is used when the Bailiff leaves the seized personal property with a responsible person who agrees to keep the seized property and is responsible for its safekeeping and delivery to the Civil Enforcement Agency when requested. Sufficient copies are required: one for the bailee, and return of the original to the Agency. (See example of form in this section.)

The following must be completed by the Agency:

- (1) Agency file number

- (2) Agency's name, address, telephone number and fax number.

Change of Bailee

If circumstances require a change of bailee, the new bailee must have the undertaking responsibilities explained. He must enter into the new Bailee's Undertaking by signing it and having it witnessed by an Agency employee or a Bailiff. Sufficient copies are required: one for the bailee, one for the creditor, and the original for the Agency. At the discretion of the Agency, the condition of the personal property may be verified.

The following must be completed by the Agency:

- (1) Prepare a new Bailee's Undertaking. Have the undertaking signed by the new bailee and witnessed. Attach the original to the original Notice of Seizure of Personal Property and give the new bailee a copy of the new Bailee's Undertaking with a copy of the Notice of Seizure of Personal Property attached.

- (2) Advise the original bailee in writing of his release from the undertaking.

* **Bailiff's Report**

This form is the Bailiff's certification of the action he has taken. (See example of form in this section.)

Other Documents

- * Other documents that may be required would include relevant court orders, Addendum to Notice of Seizure of Personal Property and Seizure Stickers.

The Addendum to the Notice of Seizure of Personal Property may be required by the Bailiff if he runs out of space on the Notice of Seizure of Personal Property. It is suggested that the Bailiff keep a supply of these with him at all times.

Procedure for Effecting Seizure

The Bailiff should:

- (1) Carefully read the warrant and any other instructions received from the instructing party or the Civil Enforcement Agency.
- (2) Review the file to see if there are any arrangements that should be made ahead of time which may assist in effecting seizure (e.g. attendance of a veterinarian, tow truck arrangements, etc.).
- (3) Proceed to the location given in the warrant or letter of instructions.

For street addresses, a good city / town map may be helpful if you are unfamiliar with the area. For locating property identified by legal land description, you should know how to read the section, township, range and meridian shown on a district map. Ensure that you have access to various district maps.

Arrival at Location

- (1) Upon arriving at the location, identify yourself to the debtor. If the debtor is not present, advise the person present who you are and why you are there. Every attempt should be made to contact the debtor if his whereabouts are known.
- (2) Ensure the warrant is available for inspection by the debtor, if requested.
- (3) Entry by Force - Pursuant to section 13(2)(c)(iii) of the Civil Enforcement Act, do not enter by force into any residence without a court order. An attached garage is considered part of the residence. (See Circular #1/2010 in "Circulars" section.)

*

Forced Entry - At any location or premises belonging to the debtor, other than a residential premises, you have the authority to force entry using the services of a locksmith. Where you have to use force to gain entry, you must reasonably secure the premises before leaving.

If denied access to the premises belonging to someone other than the debtor, you have no authority to enter without a Court Order.

Before entering buildings equipped with an alarm system, notify the alarm company or the police providing full particulars on the nature of your call, location and time, etc.

Caution:

Upon arrival at the location, the Bailiff may be informed by the debtor that

- he had filed for bankruptcy,
- he is registered under the Orderly Payment of Debt program,
- there is a stay under the Farm Debt Mediation Act, or,
- there is a stay ordered by the Court.

In these situations the Bailiff should contact the Civil Enforcement Agency for further instructions before proceeding.

Offer of Settlement

- (1) If the debtor offers settlement, the Bailiff should contact the Civil Enforcement Agency to confirm the exact amount of the outstanding debt and costs, and whether he is authorized to accept payment. Unless the entire debt is collected or the instructing party instructs you to stop action, seizure should be effected.

If the debtor wishes to settle one claim only, he must make the arrangements directly with that creditor.

- (2) Settlement should always be in the form of cash, certified cheque, bank draft or money order unless the instructing party agrees otherwise.
- (3) If the debtor tenders cash, the Bailiff should issue a receipt to the debtor. If the bailiff is unable to submit the cash to the Agency, at the first opportunity he should obtain a money order payable to the Civil Enforcement Agency. The Bailiff should attach a copy of the money order to his receipt book. If there is a fee for purchasing the money order, it may be charged back as an expense.
- (4) If the debtor tenders non-certified funds and the instructing party has not consented to this form of payment, seizure of personal property must still be effected.
- (5) DO NOT accept postdated cheques unless instructed to do so by the instructing party.

Negotiated Settlement

If the debtor and instructing party negotiate some other form of settlement, any directions to discontinue the seizure action must be received directly from the instructing party.

Seizure

If settlement is not made, proceed to seize the personal property in accordance with the warrant/ letter of instructions. The Bailiff must physically see and be able to lay his hands on the personal property being seized in order to effect a proper seizure.

Complete the Notice of Seizure of Personal Property

The bailiff should:

- (1) Describe the personal property seized on the Notice of Seizure of Personal Property and an Addendum, if necessary. The description should include the quantity, serial number, make, model, year and colour, if applicable, and any other information to help identify the property.
- (2) Ensure the form indicates whether a Notice of Objection to Seizure of Personal Property was applicable to the seizure.
- (3) Date and sign his name at the bottom before serving or attaching. (See example of form in this section).
- (4) If an addendum is used, indicate so by checking the box Addendum Attached and number the pages *1 of*__, *2 of*__, etc.
- (5) Ensure that the following are indicated on the addendums:
 - Civil Enforcement Agency file number, and
 - date and signature.(See example of form in this section).

Seizure Stickers

To be attached to the personal property seized only when the property cannot be readily identified, e.g. because it has no serial number. ([See example of form in this section](#)).

Do not use the stickers on property obviously exempt or likely belonging to a third party. Careless or improper use of the stickers would defeat their purpose.

- (1) Write an identification number on the sticker.
- (2) Write the Civil Enforcement Agency file number on the sticker.
- (3) Ensure all blanks are properly completed.
- (4) The Bailiff must sign the sticker.
- (5) Note the following in the Bailiff report:
 - the sticker identification number,
 - the personal property it was attached to, and
 - where on the personal property it was attached.

Other cases where stickers might be used are where:

- (a) no one is available to sign a Bailee's Undertaking and immediate removal is not possible;
- (b) the debtor or person in charge refuses to sign a Bailee's Undertaking and immediate removal is not possible;
- (c) the personal property is difficult to accurately describe;
- (d) there is some suspicion that the seized personal property might later be substituted or removed, possibly by someone not aware of the seizure.

Bailee's Undertaking

- (1) If a Bailee's Undertaking is used, the Bailiff must explain it to the bailee, ensuring that the following is included in the explanation:
 - the bailee is responsible to the Civil Enforcement Agency for the personal property, preservation of its present condition and value until relieved of this responsibility by the Civil Enforcement Agency. The bailee agrees to keep seized property and is responsible for its safekeeping and delivery to the Agency when requested.
 - the bailee shall advise the Civil Enforcement Agency of a change in address or incidents involving the personal property that would change their value.
 - if the bailee is the debtor, he may use the personal property.
 - the bailee may request that the Civil Enforcement Agency relieve him of his responsibility in the event that he no longer wishes to be responsible for the personal property, e.g. if he is planning to move.
- (2) Advise the bailee of the penalty for non-compliance with the Bailee's Undertaking.
- (3) Complete the Bailee's Undertaking. (See example of form in this section).
- (4) Ensure that there is a correct address where the personal property is to be kept.
- (5) The bailee must sign the undertaking and print his name and mailing address. If the bailee has any questions regarding non-compliance, explain the provisions to him. The Bailiff may suggest that the bailee obtain legal advice if he is still concerned or has questions.
- (6) The witness, normally the Bailiff, will date and sign the undertaking and print his name, as well as the name and address of the Agency.
- (7) A copy of the Bailee's Undertaking along with a copy of the Notice of Seizure of Personal Property must be provided to the bailee.
- (8) Include the details of the Bailee's Undertaking in the Bailiff's report.

A bailee, as agent for the Civil Enforcement Agency, should be a responsible person who keeps seized personal property until it is required by the Agency.

The Bailee's Undertaking must be signed and witnessed.

If a responsible person is not available to sign the Bailee's Undertaking, the Bailiff should consider removal and storage of the seized property to ensure its safekeeping. If this is the case, the Bailiff may want to contact the Civil Enforcement Agency for further instructions.

Consideration should be given to obtaining a Bailee's Undertaking from the person making removal to protect the property in transit.

There are pros and cons to using a Bailee's Undertaking. A few have been listed for consideration when determining if a Bailee's Undertaking is appropriate.

Pros

A Bailee's Undertaking assigns responsibility for the care and control of seized property to a specific individual.

If the bailee is the debtor, storage costs are generally eliminated.

If it is the debtor who enters into the Bailee's Undertaking, he may continue to use the seized items. This is especially important when you are dealing with the debtor's livelihood, e.g. farmer.

Cons

There is a risk that the bailee, or other individual, will abscond with the property. Although the option of criminal or civil proceedings exists, the personal property may not be recovered.

Excerpts from the Criminal Code

Theft by Bailee of Things Under Seizure

324. *Every one who is a bailee of anything that is under lawful seizure by a peace officer or public officer in the execution of the duties of his office, and who is obliged by law or agreement to produce and deliver it to that officer or to another person entitled thereto at a certain time and place, or on demand, steals it if he does not produce and deliver it in accordance with his obligation, but he does not steal it if his failure to produce and deliver it is not the result of a wilful act or omission by him.*

Punishment for Theft

334. *Except where otherwise provided by law, every one who commits theft*

(a) *is guilty of an indictable offence and liable to imprisonment for a term not exceeding ten years, where the property stolen is a testamentary instrument or where the value of what is stolen exceeds five thousand dollars; or*

(b) *is guilty*

(i) *of an indictable offence and is liable to imprisonment for a term not exceeding two years, or*

(ii) *of an offence punishable on summary conviction,*

where the value of what is stolen does not exceed five thousand dollars.

Removal

- (1) If the Bailiff cannot obtain a Bailee's Undertaking at the time of seizure, contact the Civil Enforcement Agency to determine if you should remove and store the property. Ensure that the person removing and storing the property signs a Bailee's Undertaking.
- (2) If a party is claiming a possessory lien on seized property, do not remove the property. Leave the property with that party on a Bailee's Undertaking until the issue of the lien is dealt with by the instructing party.
- (3) When removing a vehicle, the Bailiff should never drive or tow it away himself. Always have removal done by a licensed and approved towing company.
- (4) If the debtor or someone representing the debtor is not present at the time of removal of the seized property, the Bailiff should advise the local police agency that the property has been removed in the event the property is later reported stolen.

Service of Seizure Documents

- (1) The Bailiff must serve a copy of the Warrant, Notice of Seizure of Personal Property, Information for Debtor form, and Notice of Objection to Seizure of Personal Property on each debtor, an adult occupant at the location of the seizure, or the person who has possession or control over the property.
- (2) If the Bailiff is unable to serve the debtor or other adult occupant, attach the Warrant, Notice of Seizure of Personal Property, Information for Debtor form, and Notice of Objection to Seizure of Personal Property for each debtor in a conspicuous place at the seizure location or to the property seized. This meets the seizure requirements, however, it does not meet the service obligation. Ensure that the fact service was not effected is indicated in the Bailiff's Report.

Complete the Bailiff's Report

The Bailiff's Report should be clear, concise and factual. As this document may be used in court, it is extremely important that the Bailiff not speculate or offer opinions. Specific details should be included.

- * (1) If seizure is effected, indicate how the Warrant, Notice of Seizure of Personal Property, Information for Debtor form, and Notice of Objection to Seizure of Personal Property were served. This is important because if these documents were not served, the Civil Enforcement Agency must serve them on each debtor as soon after effecting seizure as is practicable.

- (2) If the Bailiff is unable to personally serve the Warrant, Notice of Seizure of Personal Property, Information for Debtor form, and Notice of Objection to Seizure of Personal Property, he may
 - post the documents in a conspicuous place, or
 - attach the documents to the seized property, or
 - affix the seizure stickers to the seized property.

This meets the seizure requirements, however, it does not meet the service obligation. Ensure the fact that service was not effected is indicated in the Bailiff's Report.

- * (3) If the seized property was removed, indicate
 - where it was removed to
 - the name and address of the person with whom the personal property was left, and
 - the name and address of the person who signed the Bailee's Undertaking.

Storage Expenses

The Bailiff must ensure that he does not incur excessive storage costs in relation to the value of the personal property. Advise the storage company that the Civil Enforcement Agency must receive an invoice for storage at least monthly. Ensure that the storage details, including costs, are referred to in the Bailiff's Report.

*

*

(4) Complete and sign the Report.

*

(5) If the Bailiff is unable to effect the seizure, he should complete the Report stating the reasons and any useful information about the debtor or the personal property. Complete and sign the Report.

(6) Return the completed documents to the Civil Enforcement Agency. This should be done promptly as the agency must register the details of the seizure within 3 days after the date of seizure.

Review of Bailiff's Report

The Agency will review the completed Bailiff's Report and accompanying documents to determine if seizure was effected. Also review the Report for any errors, omissions, or irregularities.

*

Seizure NOT Effected

If seizure was not effected, complete fee portion of the report, forward a copy of the Report to the instructing party and await further instructions.

*

Seizure Effected

If seizure was effected and if the Report and applicable documents are in order forward a copy of the Report to the instructing party along with a copy of the Notice of Seizure of Personal Property, and Bailee's Undertaking (if applicable).

*

Service of Seizure Documents

If the Warrant, Notice of Seizure of Personal Property, the Notice of Objection to Seizure of Personal Property, and Information for Debtor form were not served on the debtor or an adult member of the debtor's household, the Civil Enforcement Act requires that the Agency must serve the seizure documents on the debtor as soon after effecting seizure as is practicable.

Register Seizure

Pursuant to the provisions of the Civil Enforcement Regulation, the Agency must register details of all seized property and pertinent information such as the condition/location of the seized property at Personal Property Registry within 3 days of seizure being effected.

Notice of Objection to Seizure of Personal Property, Received After Seizure Effected

Only the debtor or his agent has the right to object to seizure. Therefore, you must ensure that the party objecting to the seizure is the debtor or a person who has the right to act for a debtor.

A Notice of Objection is void and shall be disregarded if the Notice of Objection is not served on the Agency within 15 days from the date of service of the seizure documents.

Upon receipt of a valid Notice of Objection to Seizure of Personal Property the file must be flagged with a note that a sale of the property cannot proceed without a court order.

Send a copy of the Notice of Objection to Seizure of Personal Property to the instructing party.

If the seized personal property is accruing storage costs pending the disposition of the objection, you may wish to discuss this with the instructing party.

Third Party Claims, Received After Seizure Effected

A third party is someone, other than the debtor or the creditor, who claims to be the owner of the seized property or who has some other interest in the personal property that would, without the consent of the third party, preclude sale of the seized property. (See example on following page of a letter which would be a third party claim.)

A third party claim must be in writing and contain an address for service for the third party.

Upon the third party serving a claim on the Agency, proceed as follows:

- (1) Serve written notice of the third party's claim on the instructing party and on all other holders of related writs. (See example on page 6.23).
- * (2) Diarize the file for 20 days plus 7 days if served by recorded mail.

* **After 20 Days or 27 Days Where Applicable**

If the Agency has not been served with written notice disputing the third party claim, the Agency may release the seizure and return the property to the person from whom the property was seized.

A third party dispute may result in the commencement of interpleader proceedings. This is a complex area of law; you should contact your legal advisor for direction. Depending on arrangements made with the creditor, it may be the creditor's lawyer who commences interpleader proceedings.

If the instructing party disputes the claim, the seizure shall continue, subject to the appropriate fees and conditions imposed by the Agency. If the instructing party does not dispute the claim, but another related writ holder does, that writ holder may instruct the Agency to continue the seizure. On receiving such instructions, the Agency shall continue the seizure if the other person pays the appropriate fees, if any, and meets any other conditions that may be imposed by an Agency on an instructing party, e.g. indemnification.

The Agency must accept a third party claim up to the time proceeds are distributed. Therefore, if a sale has been set up you must cancel it with respect to those items referred to in the third party claim. If the items have been sold the third party may be entitled to the proceeds of the sale. Consult your legal counsel for direction.

Third Party Claim

7777 - 11 Avenue
Edmonton, Alberta
T6K 1Z1

January 16, 1996

We Seize Ltd.
406 Replevin Road
Edmonton, Alberta
T5J 2N5

To Whom It May Concern:

Yesterday someone from your office went to my brother's place and seized my Red Camaro. My brother borrowed it from me. My brother's name is Joe Debtor. The location of the seizure was 13 Badluck Road, Edmonton, Alberta. The car was removed and I want it returned to me.

I am enclosing the bill of sale proving that the car was purchased by me and a copy of the statement from the car dealership showing that the final payment on the car was made on June 16, 1994. I have not at any time sold or transferred ownership to any other person, particularly my brother. Besides, he would never have enough money to buy it.

I need the car back so I can get to work. If I don't get it back within a week, I will have to rent a car and forward the bill to you.

Yours truly,

Sam J. Debtor

Enclosure

SJD:sjd

*

WE SEIZE LTD.

406 Replevin Road
Edmonton, Alberta T5J 2N5

OUR FILE: EW 09766
YOUR FILE: 9-11,586

January 25, 1996

REGISTERED

Lawyers Incorporated
Barristers and Solicitors
1 Legal Square
Edmonton, Alberta
T2N OXO

Dear Sir:

RE: IMA CREDITOR v. JOE DEBTOR

Enclosed is a copy of a third party claim completed by Sam J. Debtor which is self-explanatory.

In view of the information contained therein, I would refer you to the Alberta Rules of Court that require you to inform me within 20 days of being served with the notice whether you dispute the claim.

If you do not respond within 20 days of being served with this notice, we shall release the seizure and return the property to the person from whom it was seized.

Yours truly,

Manager
We Seize Ltd.

Enclosure

Form 1
Civil Enforcement Regulation

00-00000
Civil Enforcement Agency File Number

Warrant

(Writ of Enforcement)

TO: We Seize Ltd.
406 Replevin Road, Edmonton, Alberta T5J 2N5
Name and Address of Civil Enforcement Agency

950804

A Writ of Enforcement has been registered at Personal Property Registry as Registration Number _____
You are hereby instructed to seize the personal property of

Joe Debtor
13 Badluck Road, Edmonton, Alberta
Name and Address of Debtor

in order to realize the sum of \$ 4,694.00 owing to Ima Creditor and
Amount Owing as Registered at P.P.R. Name of Creditor
the total amount of all related writs plus costs.

Location of personal property if different from the debtor's address

Dated at Edmonton, Alberta, on January 12 2003

Ima Creditor

Signature of Instructing Creditor or Authorized Agent

Ima Creditor
Print Name of Instructing Creditor or Authorized Agent

6942 Broad Valley Edmonton
Address of Instructing Creditor or Authorized Agent City

Alberta T5K 1L3 444-4444 444-5555
Province Postal Code Telephone Number Fax Number

RELATED WRITS – SEE REVERSE OR ATTACHED SEARCH RESULTS.

AMOUNT OWING THIS WRIT	\$4694.00
PLUS TOTAL OF Related Writs	\$7000.00
PLUS Seizure Fees and Costs	\$
TOTAL	\$

Oct 5/04

Form 5
Civil Enforcement Regulation

00-00000
Civil Enforcement Agency File Number

Notice of Seizure of Personal Property

TO: Joe Debtor
13 Badluck Road, Edmonton Alberta
Name and Address of Debtor

Take notice that to satisfy a claim against you for the sum \$4694.00 plus costs and related Writs, if
Ima Creditor
6942 Broad Valley, Edmonton, Alberta T5K 1L3
Name and Address of Creditor

has caused the following personal property and personal property listed in the addendum to be seized:

1	1979 Camaro, Red S/N 1GM54C761M0G59
1	Kenwood Stereo Receiver S/N 11879, attached Sticker Number 0001 to the Receiver

Addendum attached listing additional property. Yes No

Notice of Objection applicable to this seizure. Yes No

STRIKE OUT IF NOT APPLICABLE | **If you object to the seizure, you must deliver the Notice of Objection to the Civil Enforcement Agency listed below within 15 days from the day that the seizure documents were served.**

Dated at Edmonton, Alberta, on January 15, 1996,

<u><i>P. Bailiff</i></u>		<u>P. Bailiff</u>	
Bailiff's Signature		Print Name	
<u>We Seize Ltd.</u>			
Name of Civil Enforcement Agency			
<u>406 Replevin Road</u>		<u>Edmonton</u>	
Address of Civil Enforcement Agency			
<u>Alberta</u>	<u>T5J 2N5</u>	<u>422-2696</u>	<u>422-7777</u>
Province	Postal Code	Telephone Number	Fax Number

Notice: If you have concerns about the way that this seizure was conducted, contact the Civil Enforcement Agency listed above. If you are unable to resolve your concerns with the Civil Enforcement Agency, you may contact the Sheriff - Civil Enforcement at (780)422-2481.

Form 6
Civil Enforcement Regulation

00-00000

Civil Enforcement Agency File Number

Notice of Objection to Seizure of Personal Property

TO: We Seize Ltd, 406 Replevin Road, Edmonton, Alberta T5J 2N5 FAX: 422-7777

Name, Address and Fax Number of Civil Enforcement Agency

**This Notice of Objection to Seizure of Personal Property will not be accepted if
a reason for the objection is not provided.**

I object to the seizure of the personal property mentioned in the Notice of Seizure of Personal Property for the following reason(s):

The stereo that was seized belongs to my girlfriend; besides, Ima Creditor told me it was okay if I missed the last two rent payments because I was short of cash. I want my stuff back.

(IF ADDITIONAL SPACE REQUIRED, PLEASE WRITE ON REVERSE.)

IF YOU OBJECT TO THE SEIZURE OF PERSONAL PROPERTY, THIS NOTICE MUST BE DELIVERED TO THE ABOVE NOTED CIVIL ENFORCEMENT AGENCY WITHIN 15 DAYS OF THE DATE ON WHICH THE SEIZURE DOCUMENTS WERE SERVED.

If there is no valid reason for objecting to the seizure of the personal property, the sending of this notice may result in increased costs to you.

Dated at Edmonton, Alberta on January 20, 1996

THE FOLLOWING MUST BE COMPLETED:

<u>Joe Debtor</u>		<u>Joe Debtor</u>	
Signature of Debtor		Print Name	
<u>13 Badluck Road</u>		<u>Edmonton</u>	
Mailing Address of Debtor		City	
<u>Alberta</u>	<u>T5B 4L5</u>	<u>423-6789</u>	<u>N/A</u>
Province	Postal Code	Telephone Number	Fax Number

Oct. 01/95

Form 7
Civil Enforcement Regulation

Information for Debtor

READ THIS DOCUMENT IMMEDIATELY

Your property has been seized under the Civil Enforcement Act either to satisfy a judgment against you or to satisfy a landlord's claim for unpaid rent ("landlord's distress"). This document sets out the exemptions to seizure to which you are entitled. Please note that, if the seizure is to satisfy another kind of claim, you may not be entitled to exemptions.

Caution: This document is not intended to provide legal advice. You should seek legal advice if you have any questions regarding your rights and obligations.

CIRCUMSTANCES WHERE EXEMPTIONS DO NOT APPLY
The exemptions listed below do not apply in the following circumstances:

1. If you are not an individual (e.g. you are a corporation).
2. If the judgment against you is for the payment of maintenance or alimony.
3. If you have abandoned the seized property.
4. If the judgment arises out of an act for which you have been convicted of an offence under the Criminal Code.

EXEMPTIONS

Except where anyone of the above circumstances apply, the following property is exempt from seizure:

	WRITS	LANDLORD DISTRESS
1. Food required by you and your dependants during the next 12 months.		
2. Clothing which is necessary for you and your dependants up to a value of	\$4,000	\$4,000
3. Household furnishings and appliances up to a value of	\$4,000	\$1,000*
4. One motor vehicle up to a value of	\$5,000	Not exempt
5. Medical and dental aids required by you or your dependants.		
6. If your principal source of income is from farming, personal property necessary for the proper and efficient running of your farm for the next 12 months.		
7. If item 6 does not apply to you, personal property required by you to earn income from your occupation up to a value of.....	\$10,000	\$10,000 - in the case of Residential Premises
8. Money payable by the Agricultural Financial Services Corporation in respect of a claim for loss or damage to crops.		

***FOR LANDLORD DISTRESS PURPOSES ONLY**

Household Furnishings and appliances means one washing machine and dryer; one kitchen suite; bedroom suites and bedding; kitchen appliances including one each of a stove, a microwave, a refrigerator and a freezer; kitchen utensils; and, carriages, strollers, cradles and cribs necessary for the use of the debtor's children.

NOTICE OF OBJECTION

- If you believe that there is a valid reason why the property that has been seized should not have been seized you must serve the Notice of Objection that has been provided to you on the Civil Enforcement Agency that made the seizure.
- The Civil Enforcement Agency must receive the Notice of Objection from you within 15 days of the day that the seizure documents were served on you or an adult member of your household. Your Notice of Objection will be void if the Civil Enforcement Agency receives it after the 15 day period has expired or if you do not give a reason for your objection.
- The address of the Civil Enforcement Agency to which you must deliver your Notice of Objection is indicated at the top of the Notice of Objection.

Warning: If your objection to seizure is not based on valid reasons you could be required to pay legal costs resulting from your objection.

* Notice: If you have concerns about the way that this seizure was conducted, contact the Civil Enforcement Agency shown on the Notice of Seizure of Personal Property. If you are unable to resolve your concerns with the Civil Enforcement Agency, you may contact the Sheriff - Civil Enforcement at (780) 422-2481.
* Jun 8/05

Form 8
Civil Enforcement Regulation

00-00000

Civil Enforcement Agency File Number

Bailee's Undertaking

In consideration of the seized personal property listed in the attached Notice of Seizure of Personal Property being left in my possession, I agree to act as Bailee for the Civil Enforcement Agency and keep the said personal property in good condition at:

13 Badluck Road

Edmonton, Alberta

Address or Land Location Where Personal Property Will Be Stored.

and deliver it to the Civil Enforcement Agency whenever and wherever it may be required.

I understand that non-delivery or conversion of the personal property may result in a conviction under the Criminal Code for which a term of imprisonment may be imposed.

Dated at Edmonton, Alberta, on January 15 1996.

Bailee: Joe Debtor Joe Debtor
Signature of Bailee Print Name
13 Badluck Road Edmonton Alberta
Address of Bailee City Province
T5B 4L4 423-6789 N/A
Postal Code Telephone Number Fax Number

Witness: P. Bailiff P. Bailiff
Signature of Witness Print Name
406 Replevin Road Edmonton Alberta
Address of Witness City Province
T5J 2N5 422-2699 422-7777
Postal Code Telephone Number Fax Number

We Seize Ltd.

Name of Civil Enforcement Agency
406 Replevin Road Edmonton
Address of Civil Enforcement Agency City
Alberta T5J 2N5 422-2696 422-7777
Province Postal Code Telephone Number Fax Number

NOTE: ATTACH TO EACH COPY OF THE NOTICE OF SEIZURE OF PERSONAL PROPERTY.

Oct.01/95

Form 9
Civil Enforcement Regulation

Civil Enforcement Agency File Number

Bailiff's Report

Form 9 - Bailiff's Report

CREDITOR _____

DEBTOR _____

I, _____, of the City/Town of _____, Alberta
Name of Bailiff

report as follows:

(Describe in detail the action taken, including dates, times, addresses, name(s), documents completed, persons served and with what documents, where personal property was removed to, storage location and cost, changes to the original instructions, and any other factual information that may be important to the instructing party or the civil enforcement agency.)

Is there an Addendum attached? Yes No

If yes, _____ Addendum pages attached. (Each page forms part of this Report.)
Number

I hereby certify that the information contained in this Report is true and complete. I understand that any false information may lead to charges under the *Criminal Code* (Canada) and could result in the suspension or cancellation of my appointment as a bailiff.

Dated at _____, Alberta, on _____, 20____.
City/Town Date

Signature of Bailiff

Print Name of Instructing Party

Address

City/Town Province Postal Code

Print Name of Civil Enforcement Agency

Address

City/Town Province Postal Code

Toll-Free Telephone Number Toll-Free Fax Number

Seizure Sticker

IDENTIFICATION NO. 0001	CIVIL ENFORCEMENT AGENCY FILE NO. 00-00000
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UNDER SEIZURE

THIS ITEM IS UNDER SEIZURE BY

We Seize Ltd.

Name of Civil Enforcement Agency

406 Replevin Road, Edmonton 422-2696

Address

Telephone No.

422-7777***January 15, 1996***

Fax No.

Date

P. Bailiff***P. Bailiff***

Bailiff's Signature

Print Name