

## **Summary Instructions for Writs of Garnishment**

This packet contains the correct number of copies. If there is more than one copy of a document, complete all of them.

**(1) After Verification of employment has been made, you can proceed with the garnishment.**

(2) Complete the Application for Writ of Garnishment form.

(3) Complete the Writ of Garnishment forms, there are two. The clerk will sign both with the original signature and court seal.

(A) Certificate of Service. Fill out this form, if you are mailing the application for writ of garnishment and writ of garnishment forms, indicate who you mailed it to, what address you mailed it to, and the date of mailing, date and sign it and file it with the court.

(B) If you choose to have a constable serve your application for writ of garnishment form and the writ of garnishment form, you do not need to fill out the certificate of service. Place the packet in the constable's box to have served. The constable will charge you a fee to serve your documents.

(4) Complete the caption (top half of the first page) for the Answers to Interrogatories form

(5) Complete the caption for the Reply and Request for Hearing form

(6) Attach a check to the garnishee for \$10 for a one time non-wage garnishment or \$25 for a continuing wage garnishment. The check must be attached prior to serving the garnishee.

(7) \$50 filing issue fee is due and payable to the SLC Justice Court upon filing.

(8) File all forms and checks with the clerk of the court.

(9) Attend any hearings that are scheduled.