

## **For the Judgment Creditor (Plaintiff)**

### **Verification of employment**

Note to judgment creditor: If you serve a writ of garnishment to garnish earnings without first verifying that the garnishee employs the debtor, you may be liable to the garnishee for up to \$1000.00 per Utah Code Section 78A-2-216(3).

- (1) To verify the debtor's employment. Complete the entire Request for Verification of Employment form, including the certificate of service, and mail to all parties involved in the case and file with the court. Include all attachments and file with the court.
  
- (2) Complete the heading of the Response to Request for Verification of Employment form, before mailing/hand delivering it to the employer.

SALT LAKE CITY JUSTICE COURT  
 333 SOUTH 200 EAST, PO BOX 145499, SALT LAKE CITY, UT 84111-5499  
 Phone (801)535-6300 / Fax (801)535-6302 / www.slcgov.com/courts

Name \_\_\_\_\_, Plaintiff)  
 Street Address \_\_\_\_\_ )  
 City, State, ZIP \_\_\_\_\_ )  
 vs. \_\_\_\_\_ )  
 Name \_\_\_\_\_, Defendant )  
 Street Address \_\_\_\_\_ )  
 City, State, ZIP \_\_\_\_\_ )

**SMALL CLAIMS  
 REQUEST FOR VERIFICATION  
 OF EMPLOYMENT**

Case No. \_\_\_\_\_

**Instructions to the judgment creditor:** You must attach the following records and forms.

- Copy of the judgment
- Copy of the Judgment Information Statement
- Response to Request for Verification of Employment Form

- (1) To \_\_\_\_\_ (Name of presumed employer)
- (2) This Request for Verification of Employment and the attached forms are being sent to you under Utah Code Section 78A-2-216.
- (3) **Do you currently employ the judgment debtor?**  
 (Answer by filling out the response to request for verification of employment form)

<b>Certificate of Service</b>			
I certify that I served a copy of this Small Claims Request for Verification of Employment on the following people.			
Print Person's Name	Method of Service	Served at this Address	Served on this Date
(Other Party or Attorney)	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
Salt Lake City Justice Court (Clerk of Court)	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Electronic File	333 S 200 E SLC UT 84111	
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
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Date: \_\_\_\_\_

Sign here ► \_\_\_\_\_  
 Typed or Printed  
 Name \_\_\_\_\_

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Name \_\_\_\_\_ Plaintiff ) **JUDGMENT**  
vs. ) **INFORMATION SHEET**  
Name \_\_\_\_\_ Defendant )  
AND )  
Name \_\_\_\_\_ Defendant ) Case No. \_\_\_\_\_

1. The  Plaintiff  Defendant in this action, as judgment creditor, provides the following information in compliance with Section 78A-2-216.
2. The correct name of the judgment debtor is \_\_\_\_\_.
3. The correct last known address of the judgment debtor is \_\_\_\_\_.
4. The address at which the judgment debtor received service of process is \_\_\_\_\_  
\_\_\_\_\_.
5. The judgment debtor is  not a natural person,  a natural person and
  - a. the social security number of the judgment debtor is \_\_\_\_\_ (last 4 digits only),
  - b. the date of birth of the judgment debtor is \_\_\_\_\_ (year and month of birth), and
  - c. the driver's license number of the judgment debtor is \_\_\_\_\_ (last 4 digits only),
6. The name of the judgment creditor is \_\_\_\_\_.
7. The amount of the judgment is \$ \_\_\_\_\_.
8. The judgment was entered on \_\_\_\_\_.
9. The  judgment has not been stayed.  The judgment has been stayed, and the stay expires on \_\_\_\_\_.
11. The judgment creditor has reviewed its own records, the records of its attorney and the records of the court in which the judgment was entered. Any information required by Section 78B-5-201 but not provided in this statement is unknown and unavailable.

\_\_\_\_\_  
 Attorney  Judgment Creditor

Party Name: \_\_\_\_\_

Party Address: \_\_\_\_\_  
\_\_\_\_\_

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Name \_\_\_\_\_, Plaintiff)

Street Address \_\_\_\_\_)

City, State, ZIP \_\_\_\_\_)

vs. \_\_\_\_\_)

Name \_\_\_\_\_, Defendant)

Street Address \_\_\_\_\_)

City, State, ZIP \_\_\_\_\_)

**SMALL CLAIMS  
 RESPONSE TO REQUEST  
 FOR VERIFICATION  
 OF EMPLOYMENT**

Case No. \_\_\_\_\_

**Instructions to the presumed employer:**

**You are required to respond within 10 days after receipt of the Request for Verification of Employment, to the court and all parties involved in the case. If you need further information about the defendant, please contact the plaintiff.**

**Employer Name:** \_\_\_\_\_ (name of business)

Yes, I currently employ the person identified in the Request as the judgment debtor.

No, I do not employ the person identified in the Request as the judgment debtor.

I declare under criminal penalty of Utah Code Section 78B-5-705 that this Response to Request for Verification of Employment is true and correct.

Date: \_\_\_\_\_ Sign here ► \_\_\_\_\_  
 Typed or printed name \_\_\_\_\_

<b>Certificate of Service</b>			
I certify that I served a copy of this Small Claims Response to Request for Verification of Employment on the following people.			
Print Person's Name	Method of Service	Served at this Address	Served on this Date
(Other Party or Attorney)	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
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Date: \_\_\_\_\_ Sign here ► \_\_\_\_\_  
 Typed or Printed Name \_\_\_\_\_