

Garnishee's Checklist for Garnishment Forms

- You must complete a form before you file it. These instructions will help you complete the forms.
- If you still have difficulty after reading these instructions, contact the Self Help Center. See <http://www.utcourts.gov/selfhelp/contact/>.
- The judicial services representative cannot complete a form for you.
- Attach a copy of any document referred to in the form.
- Keep a copy of all documents for your records.
- Attend all court hearings.
- Some forms may not apply in your case.
- Check with your court about local requirements.

(1) If you have been served with a Request for Verification of Employment form

- Complete the Response to Request for Verification of Employment form.
- Mail the form to the court, the creditor (or lawyer), and the debtor, (or lawyer).

(2) If you have been served with Writ of Continuing Garnishment and Instructions form.

- Note, in the caption, whether the Writ is for "Child Support" or "Other." It makes a difference in calculating the withholding.
- Read the Writ of Continuing Garnishment and Instructions form. It contains important information about your rights and responsibilities.
- Talk with a lawyer if you wish.
- Complete the Garnishee's Answers to Interrogatories for Earnings form.
- If you are an employer who is garnishing earnings, the court has prepared an interactive worksheet that will calculate the amount to be withheld and prepare the Answers to Interrogatories form ready for filing. To use the worksheet, go to the Utah courts' website at <http://www.utcourts.gov/ocap>.
- Serve the Garnishee's Answers to Interrogatories for Earnings form on the creditor (or lawyer).
- Serve the Garnishee's Answers to Interrogatories for Earnings form on the debtor (or lawyer). Attach the Notice of Garnishment and Exemptions form. Attach 2 copies of the Reply and Request for Hearing form.
- Attend any hearings if you are subpoenaed.

(3) If you have been served with Writ of Garnishment and Instructions form.

- Read the Writ of Garnishment and Instructions." It contains important information about your rights and responsibilities.
- Talk with a lawyer if you wish.

- Complete the Garnishee's Answers to Interrogatories for Property other than Earnings form.
- Serve the Garnishee's Answers to Interrogatories for Property other than Earnings form on the creditor (or lawyer).
- Serve the Garnishee's Answers to Interrogatories for Property other than Earnings form on the debtor (or lawyer). Attach the Notice of Garnishment and Exemptions form. Attach 2 copies of the Reply and Request for Hearing form.
- Attend any hearings if you are subpoenaed.

(4) If you have been served with a Motion and Order to Garnishee to Show Cause

- Talk with a lawyer and have a lawyer represent you if you wish.
- Attend any hearings that are scheduled.
- Bring with you any documents relevant to the garnishment.