

### Garnishment Directions

1. Within fifteen (15) days after service of the citation, garnishment petition and interrogatories, you should answer the interrogatories, sign them, and return to the Clerk of Court where the case is pending.

Pursuant to Article 2412 of the Code of Civil Procedure, sworn answers to garnishment interrogatories must be filed, and the delay within which the garnishment answers are due is 15 days. Unsworn answers (not notarized) will not be acceptable.

2. Begin withholding from the debtor's wages **IMMEDIATELY**, effective as of date you are served with the attached garnishment papers and:

3. Withhold 25% of all disposable earnings that you now owe to your employee or that you may hereafter owe to your employee. Disposable earnings are those earnings of your employee which remain after the deduction from those earnings of any amount required by law to be withheld. However, do not withhold any amount of your employee's earnings that would result in him or her receiving less than an amount in disposable earnings which is equal to 30 times the Federal minimum hourly wage in effect at the time the earnings are payable at a multiple fraction thereof, according to whether the employee's pay period is greater or less than one week. (Currently \$217.50 per week)

4. Release all withheld funds (both accumulated and those during future paid periods) upon the receipt of a Judgment vs Garnishee, and send them to the Marshal or Sheriff of the Court.

5. **INCLUDE ON YOUR CHECK THE DEBTOR'S FULL NAME, SOCIAL SECURITY NUMBER AND SUIT NUMBER AND:** This suit number can be found in the upper right hand corner of the Garnishment citation.

6. The statement of total due is an **ESTIMATED** total as of filing date. Interest and court costs continue to accrue, until the full amount has been collected. There is also a 6% (Marshal's or Sheriff's) commission which will be added to the total amount. You will need to continue to withhold funds until notified by the Court.

Pursuant to Article 2412 of the Code of Civil Procedure, sworn answers to garnishment interrogatories must be filed, and the delay within which the garnishment answers are due is 15 days. Unsworn answers (not notarized) will not be acceptable, and if filed will not be considered by the Judges in rendering the Judgment vs. Garnishee.