

PROCEDURES FOR REQUESTING A GARNISHMENT

References:

Federal Rule of Bankruptcy Procedure 7069
Rule 69, Federal Rules of Civil Procedure
Virginia Code, Title 8, Title 34

- A. Judgment creditor must contact Clerk, U. S. District Court (U. S. Magistrate Court), or U. S. Bankruptcy Court (for judgments entered in cases or proceedings in Alexandria Division of the U. S. Bankruptcy Court) to obtain return date/hearing date.
- B. Judgment creditor shall submit to the clerk:
 - 1. Original + four copies of a “Suggestion for Summons in Garnishment”
 - 2. Envelope, with first-class postage attached, addressed to the judgment debtor at the last known address
 - 3. The original and one copy of a writ of execution completed except for the proper judicial signature, date and seal of the court, which will be affixed by the clerk’s office
 - 4. The original + three copies of the garnishment summons, completed except for the proper judicial signature, date and seal of the court, which will be affixed by the clerk’s office
 - 5. U. S. Marshal’s service process receipt and return to be served on the judgment debtor
 - 6. U. S. Marshal’s service process receipt and return to be served on the judgment debtor’s employer
 - 7. U. S. Marshal’s service process receipt and return for the writ of execution with special instructions “*To be returned unexecuted after 90 days*”, or any other special instructions as desired by the judgment creditor.