

Using This Revisable PDF Form

1. Copies
 - a. Original – to court.
 - b. First copy – to garnishee.
2. Prepared by garnishee.
3. Attachments – check for garnished funds (if applicable).
4. Preparation details
 - a. The use of this form by the garnishee is optional. It is provided to assist garnishees to provide an answer to a garnishment summons.
 - b. Data Element No. 13 – if this answer is being completed by an authorized agent for the garnishee (such as an employee authorized by the corporation to file answers in garnishment cases), print or type both the name of the authorized agent and the title that the agent has been given.
 - c. Data Element Nos. 17-20 – use the information with the same labels on top of the garnishment summons in completing these data elements.

GARNISHEE'S ANSWER

Commonwealth of Virginia Va. Code § 8.01-511, -515

RETURN DATE **15** CASE NO. **16**

GARNISHEE'S ANSWER

TO THE GARNISHEE:

- 1. Do not make checks payable to the Court. Make checks for monies withheld on garnishments payable to the name of the judgment creditor (plaintiff) as shown to the right.
- 2. Use this form for your answer/response.
- 3. Please record the **Case Number and Return/Hearing Date** on all checks and answers to be submitted to the court.
- 4. Please mail checks or responses to the Court listed on the Garnishment Summons.

- 1 [] Enclosed is a check made payable to the within-named judgment creditor for \$ which is the amount withheld from the judgment debtor.
- 2 [] The garnishee holds no money or other property of the judgment debtor.
- 3 [] The garnishee does not have sufficient information to reasonably identify the judgment debtor.
Explain:
- 4 [] The judgment debtor was not employed by the garnishee during the period from the service of the summons until the return date.
- 5 [] The judgment debtor's wages, salary, other compensation, or other debt due or property of the judgment debtor, is not specified in the Garnishment Summons.
- 6 [] The debtor's "disposable earnings" are less than the amount statutorily exempt from garnishment.
- 7 [] The garnishee is currently deducting the maximum amount for an existing summons:
DATED: RETURN DATE: FROM: COURT
- 8 [] The judgment debtor has filed a bankruptcy petition.
- 9 [] The judgment debtor account is: [] a solely owned account. [] a joint account held with of containing \$ funds.
- 10 [] The funds held by the garnishee include direct deposited federal benefits that are protected under federal law from garnishment. (Please specify the specific exemption, account balance, and protected amount, if applicable; attach as necessary.)

11

DATE

12

SIGNATURE

13

(PRINT OR TYPE) NAME AND TITLE OF PERSON SIGNING THIS ANSWER

TO THE GARNISHEE OF PROPERTY OTHER THAN WAGES, SALARIES, COMMISSIONS OR OTHER EARNINGS:

If the summons contains either the social security number or taxpayer identification number of the judgment debtor, or the name and address of the judgment debtor, as either appears in your records, the summons shall be deemed to contain information sufficient to enable you to reasonably identify the judgment debtor. If sufficient or accurate information to enable you to reasonably identify the judgment debtor is provided, you **shall** (i) answer to the court, (ii) state what your records show as the last known address for the judgment debtor, and any other information you deem relevant, and (iii) **send to the judgment debtor at the last known address** a copy of this Answer to the court. This information can be provided on the reverse of this form.

In compliance with § 8.01-511.1, provide last known address for the judgment debtor and any other information deemed relevant based on the garnishee's records:

14

17

JUDGMENT CREDITOR

V.

18

JUDGMENT DEBTOR

19

GARNISHEE

COMPLETE AS LISTED ON GARNISHMENT SUMMONS:

20

COURT NAME

21

COURT ADDRESS

22

COURT TELEPHONE NUMBER

ATTORNEY FOR GARNISHEE

23

Data Elements

1. Check the box and complete the line if funds were withheld and a payment check accompanies this answer. See "Using This Form," No. 3.
2. Check if applicable.
3. Check if applicable and give an explanation as to what information is lacking.
4. Check if applicable.
5. Check if applicable.
6. Check if applicable.
7. If unable to garnish funds for this garnishment because funds are being garnished due to another garnishment, check the box and include information regarding the other garnishment summons in the blanks.
8. Check if applicable.
9. Check whether judgment debtor's account is solely owner or jointly held. If held jointly, indicate the name and address of the person with whom the account is held and the amount of funds in that account.
10. Check if applicable. Specify the exemption, account balance, and protected amount and attach additional pages for explanation as necessary.
11. Date of signing of this answer.
12. Signature of person signing this answer.
13. Name of and title (if any) of person signing this answer.
14. If applicable, insert last known address and any other information in garnishee's records that garnishee deems relevant.
15. Return date on underlying garnishment summons.
16. Court case number.
17. Name of judgment creditor.
18. Name of judgment debtor.
19. Name of garnishee for whom this answer is being filed.
20. Name of court.
21. Address of court.
22. Telephone of court.
23. (If applicable) name and address of garnishee's attorney.