

**Using This Revisable PDF Form**

1. Copies – Contact the court to determine if you should bring copies to the Clerk's Office or if copies will be made upon filing.
2. Prepared by judgment creditor.
3. Preparation details
  - a. The plaintiff is responsible for calculating the interest due. See Virginia Code § 8.01-511. Interest is computed on the judgment principal only. See Virginia Code § 8.01-382.
  - b. Information explaining credits may be contained in a separate document attached to the suggestion or placed on the reverse side of the suggestion.

**SUGGESTION FOR SUMMONS IN GARNISHMENT**

Case No. 1

VA. CODE § 8.01-511

In the Circuit Court of the [ ] City [ ] County of 2

JUDGMENT CREDITOR:

3

JUDGMENT DEBTOR:

5

v.

Telephone No. ....

JUDGMENT CREDITOR'S ATTORNEY

4

Social Security No. ....

If garnishee is defendant's employer, please furnish employer's name, and state whether it is a corporation, or one or more persons trading under a fictitious or trade name.

Telephone No. ....

Suggested Garnishee:

6

ORIGINAL JUDGMENT	
DATE OF JUDGMENT <u>7</u>	DATE EXECUTION DELIVERED <u>8</u>
Instrument No. <u>9</u>	

STATEMENT

\$ <u>12</u>	Judgment Principal
<u>13</u>	Credits
<u>14</u>	Interest
<u>15</u>	Judgment Costs
<u>16</u>	Attorney's fee
<u>17</u>	Garnishment Costs

JUDGMENT DOCKETED IN THIS COURT	
Date Docketed	<u>10</u>
Book/Page/Instrument No.	<u>11</u>

\$ <u>18</u> Total Balance Due
The garnishee shall rely on this amount.

MAXIMUM PORTION OF DISPOSABLE EARNINGS SUBJECT TO GARNISHMENT

- Support (if not specified, then 50%)
- 50%  55%  60%  65%  State Taxes, 100%

If none of the above are checked, then § 34-29(a) applies.

I request the Clerk to summon the Suggested Garnishee to answer this suggestion.

**19** This is a garnishment against [ ] the judgment debtor's wages, salary or other compensation. [ ] some other debt due or property, of the judgment debtor, specifically, .....

I have reason to believe that there is a liability on the suggested garnishee because of the execution of the "ORIGINAL JUDGMENT" described above. I certify that:

- 20** {
- (1) The summons is based upon a judgment upon which a prior summons has been issued but not fully satisfied; or
  - (2) No summons has been issued upon this judgment creditor's suggestion against the same judgment debtor within a period of eighteen months, other than a summons which was based upon a judgment upon which a prior summons has been issued but not fully satisfied; or
  - (3) The summons is based upon a judgment granted against a debtor upon a debt due or made for necessary food, rent, or shelter, public utilities including telephone service, drugs, or medical care supplied the debtor by the judgment creditor or to one of his lawful dependents, and that it was not for luxuries or nonessentials; or
  - (4) The summons is based upon a judgment for a debt due the judgment creditor to refinance a lawful loan made by an authorized lending institution; or
  - (5) The summons is based upon a judgment on an obligation incurred as an endorser or comaker upon a lawful note; or
  - (6) The summons is based upon a judgment for a debt or debts reaffirmed after bankruptcy.

**21** [ ] I have made a diligent good faith effort to secure the social security number of the judgment debtor and have been unable to do so.

I hereby certify that the last known address of the defendant is as shown above.

22

DATE SUBMITTED

23

[ ] JUDGMENT CREDITOR [ ] AGENT [ ] ATTORNEY

<b>WARNING: Any judgment creditor who knowingly gives false information in a suggestion for Summons in Garnishment shall be guilty of a Class 1 misdemeanor.</b>
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**Data Elements**

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|---|---|
| 1. Court case number.   | 15. Costs awarded in the original judgment.   |
| 2. Court name.  | 16. Attorney's fees awarded in the original judgment.   |
| 3. Name, address, and telephone number of plaintiff (judgment creditor).  | 17. Court fees incurred by plaintiff in obtaining a garnishment summons.  |
| 4. Name, address, and telephone number of judgment creditor's attorney.   | 18. Total net amount due. (This will be calculated for you if you use the Adobe® form provided on the Internet.)                                      |
| 5. Name, last known address and the social security number of the defendant (judgment debtor).                    | 19. Check the appropriate box to indicate whether garnishment is against wages or other property. Enter description of other property, if applicable. |
| 6. Name and address of garnishee.   | 20. Check the applicable legal basis for obtaining a garnishment.   |
| 7. Date of entry of judgment.   | 21. Check box if debtor's social security number is unknown after judgment creditor has made a good faith effort to secure it.                        |
| 8. Date on which execution on the judgment was issued by the court.   | 22. Date of signing the Suggestion for Summons in Garnishment.  |
| 9. Instrument number for original judgment.   | 23. Signature of person requesting this document with appropriate title box checked.  |
| 10. If original judgment was entered by another court, enter date judgment was docketed.                          |   |
| 11. Book/page/instrument number of docketed judgment.   |   |
| 12. Net amount of judgment principal awarded to plaintiff. Do not include costs of attorney's fees here.          |   |
| 13. Total amount paid on judgment to date.  |   |
| 14. Amount of interest on the unpaid balance of the judgment principal from date of filing until the return date. |   |