

Garnishee's Checklist for Garnishment Forms

Keep a copy of all documents for your records.
Attend all court hearings.

(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 <https://www.utcourts.gov>. The link to "*Employer's Answers to Garnishment Interrogatories*" is on the bottom of the right column. Note your session number. You may return to it and edit it for up to 180 days, making a continuing garnishment easier.
- 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 Continuing 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.