

September 24, 2012

TO: District and Municipal Court Judges and Commissioners, Court Administrators, Prosecuting Attorneys, Defense Attorneys, and Law Libraries

FROM: Merrie Gough, Senior Legal Analyst

SUBJECT: 2012 CHANGES GARNISHMENT FORMS

The Pattern Forms Committee updated the Garnishment forms. The changes are based upon Laws of 2012, ch. 159, which became effective on June 7, 2012, and recommended changes.

The following table contains detailed descriptions of the changes:

1.	GARN 01.0200	Writ of Garnishment (Debts Other Than Earnings – After Judgment)
		In the Caption, below the form name and docket codes, insert the following check box: " This garnishment is based on a judgment or order for child support."
		On the first page, in the table containing the amount of debt, make the following changes below the heading "Estimated Garnishment Costs:"
		 Change "Filing Fee" to ""Filing and Ex Parte Fees" After "Answer Fee or Fees, delete "(if applicable)" Below "Other" insert a new row with the following text (with the dollar sign and underline in the far right column):
		"Total estimated garnishment costs \$"
		Also on the first page, below the table, insert:
		"Plus Per Day Rate of Estimated \$ Interest: <u>Per day"</u>

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		In the paragraph beginning with "YOU ARE HEREBY COMMANDED," delete "HEREBY."
		Change the second paragraph as follows:
		"YOU ARE FURTHER ALSO COMMANDED to answer this writ by filling in the attached form according to the instructions in this writ and in the answer forms and, within twenty 20 days after the service of the writ upon you, to mail or deliver the original of such answer to the court, one copy to the plaintiff or the plaintiff's attorney, and one copy to the defendant, at the addresses listed at the bottom of this writ-in the envelopes provided."
		In the signature area, add a check box before the sentence beginning with "Witness, the Honorable"
		Delete the line for "Telephone" and replace it with "Name of Defendant."
		Below the "Name of defendant" add:
		Address of Defendant"
		Add a check box before the sentence beginning with "This writ is issued"
		Below the line for the Attorney for Plaintiff's address, insert:
		Name of Defendant
		Address of Defendant"
2.	GARN 01.0250	Writ of Garnishment of <u>for</u> Continuing Lien on Earnings After Judgment
		Change the form title as shown, above.
		Also in the caption, below the form title and docket codes, insert the following check box:
		" This garnishment is based on a judgment or order for child support."

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On the first page, in the table containing the the following changes below the heading "E Costs:"	
 Change "Filing Fee" to ""Filing and B After "Answer Fee or Fees," delete " Below "Other" insert a new row with dollar sign and underline in the far r 	"(if applicable)" the following text (with the
"Total estimated garnishment costs	\$"
Also on the first page, below the table, inse	ert:
"Plus Per Day Rate of Estimated Interest:	\$ Per day"
Below the list of costs, insert the following	paragraph:
"THIS IS A WRIT FOR A CONTINUING SHALL HOLD the nonexempt portion of due at the time of service of this writ an defendant's nonexempt earnings that a payroll period ending on or before SIXT service of this writ. HOWEVER, IF THE PRESENTLY HOLDING THE NONEXE DEFENDANT'S EARNINGS UNDER A WRIT FOR A CONTINUING LIEN, THE HOLD UNDER THIS WRIT only the def earnings that accrue from the date the p writs terminate and through the last pay before 60 days after the date of terminat writs. IN EITHER CASE, THE GARNIS WITHHOLDING WHEN THE SUM WIT AMOUNT STATED IN THIS WRIT OF 0	f the defendant's earnings d shall also hold the ccrue through the last Y days after the date of E GARNISHEE IS EMPT PORTION OF THE PREVIOUSLY SERVED E GARNISHEE SHALL fendant's nonexempt previously served writ or vroll period ending on or ation of the previous writ or SHEE SHALL STOP HHELD EQUALS THE
In the paragraph beginning with "YOU ARE COMMANDED" delete "HEREBY."	HEREBY
Change the next paragraph as follows:	
"YOU ARE FURTHER ALSO COMM writ by filling in the attached form ac in this writ and in the answer forms after the service of the writ upon you original of such answer to the court,	ccording to the instructions and, within twenty <u>20</u> days u, to mail or deliver the

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the plaintiff's attorney, and one copy to the defendant, at the
addresses listed at the bottom of this writ-in the envelopes provided."
In the paragraph that begins with "If, at the time this writ was served" after "bonus" and before "or other compensation" insert "tips." At the end of the paragraph, insert:
"However, if this writ carries a statement in the heading that "This garnishment is based on a judgment or order for child support," the basic exempt amount is 50 percent of disposable earnings."
Insert a new paragraph:
"YOU MAY DEDUCT A PROCESSING FEE FROM THE REMAINDER OF THE EMPLOYEE'S EARNINGS AFTER WITHHOLDING UNDER THIS WRIT. THE PROCESSING FEE MAY NOT EXCEED TWENTY DOLLARS FOR THE FIRST ANSWER AND TEN DOLLARS AT THE TIME YOU SUBMIT THE SECOND ANSWER."
Delete the paragraph beginning with "If this is a writ for a Continuing Lien on Earnings"
Delete the sentence that begins with "THIS IS A WRIT FOR A CONTINUING LIEN. THE GARNISHEE SHALL HOLD"
In the signature area, add a check box before the sentence beginning with "Witness, the Honorable"
Below the line for the address for plaintiff or plaintiff's attorney, delete the line for "telephone" and insert:
Name of Defendant
Address of Defendant"
Add a check box before the sentence beginning with "This writ is issued"
Below the line for the plaintiff's attorney's address, insert:
"
Name of Defendant
Address of Defendant"

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3.	GARN 01.0300	Certification of Mailing (Garnishment)
		In paragraph 1.2, after "return receipt requested" and before "the following document(s)," insert "or electronic return receipt delivery confirmation requested."
		In the check box options in paragraph 1.2:
		Change the second check box as follows:
		"[] Writ of Garnishment <u>(for Continuing lien on Earnings)</u> "
		Delete the check box option: "[] Judgment."
		Below the check box "[] Other:," ,insert another check box "[] Other:"
		In the sentence below the list of check box options, after "undeliverable" and before "is attached" insert "or electronic return receipt delivery confirmation."
		In paragraph 1.3, after "return receipt requested" and before "the following document(s)," insert "or electronic return receipt delivery confirmation requested."
		Change the check box options in paragraph 1.3 as follows:
		 "[] <u>For debts other than earnings:</u> Writ of Garnishment (Debts other <u>Other</u> than Earnings); and
		 <u>Answer to Writ of Garnishment (Debts Other than</u> <u>Earnings); and</u> <u>Check or money order made payable to the garnishee</u> in the amount of twenty dollars (\$20).
		 [] For Continuing Lien on Earnings: [] Writ of Garnishment (for Continuing Lien on Earnings; and) First Answer to Writ of Garnishment for Continuing
		 <u>Lien on Earnings</u> Second Answer to Writ of Garnishment <u>(for Continuing</u> Lien on Earnings)
		 [] Notice of Default Against Garnishee [] Other: [] Other: ."

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		In the sentence below the list of check box options, after "(green card)" and before "is attached" insert "or electronic return receipt delivery confirmation."	
		Delete paragraphs 1.4 and 1.5.	
		Below the signature lines and space for fees, insert a box with the following information:	
		"Serving the writ of garnishment:	
		Service of the writ of garnishment (debts other than earnings) is invalid unless the writ is served with an answer form and a check or money order made payable to the garnishee in the amount of twenty dollars (\$20) for the answer fee.	
		Service of the writ of garnishment for continuing lien on earnings is invalid unless the writ is served with an answer form."	
4.	GARN 01.0350	Return of Service (Garnishment)	
		In paragraph 1.2, in the list of check box options:	
		Delete the check box option "[] Judgment."	
		Change the second check box options as follows:	
		"[] Writ of Garnishment <u>(for Continuing Lien on Earnings)</u> "	
		In paragraph 1.4, change the check box options as follows:	
		 "[] For debts other than earnings: Writ of Garnishment (Debts other Other than Earnings); and Answer to Writ of Garnishment (Debts Other than Earnings); and Check or money order made payable to the garnishee in the amount of twenty dollars (\$20). 	
		 [] For Continuing Lien on Earnings: [] Writ of Garnishment (for Continuing Lien on Earnings: and) First Answer to Writ of Garnishment for Continuing Lien on Earnings 	

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		 [] Second Answer to Writ of Garnishment (<u>for</u> Continuing Lien on Earnings) [] Notice of Default Against Garnishee [] Other:" [] Other:" Delete paragraphs 1.6 and 1.7. Below the signature lines and space for fees, insert a box with the following information: <u>"Serving the writ of garnishment:</u> <u>Service of the writ of garnishment (debts other than earnings)</u> is invalid unless the writ is served with an answer form and a check or money order made payable to the garnishee in the amount of twenty dollars (\$20) for the answer fee. <u>Service of the writ of garnishment for continuing lien on earnings is invalid unless the writ is served with an answer form."</u> 	
5.	GARN 01.0400	Notice to Federal Government Garnishee	
		In the section for the Deputy Clerk's signature, add a check box before "Dated." Below that section, insert the following:	
		"This notice is issued by the undersigned attorney of record for plaintiff under the authority of RCW 6.27.370, and must be complied with in the same manner as a notice issued by the court.	
		Dated: <u>Attorney for Plaintiff WSBA No."</u>	
6.	GARN 01.0450	Notice of Garnishment and of Your Rights	
		In the paragraph that begins with "WAGES," in the last sentence after "the exempt amount paid to you will be," delete: "40 percent of wages due you, but if you are supporting a spouse or dependent child, you are entitled to claim an additional 10 percent as exempt."	

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	1	
		And replace it with:
		"a percent of your disposable earnings, which is 50 percent of that part of your earnings remaining after your employer deducts those amounts which are required by law to be withheld."
		In the paragraph beginning with "BANK ACCOUNTS," in the fourth line after "Unemployment Compensation, or", delete "a United States Pension" and replace it with:
		"any federally qualified pension, such as a state or federal pension, individual retirement account (IRA), or 401K plan"
7.	GARN 01.0500	Exemption Claim (Writ to garnish funds or property held by a financial institution)
		Change the form name as indicated, above.
		Below "IF BANK ACCOUNT IS GARNISHED," in the first line, insert a check box before "The account contains payments from:"
		Add a check box before each source of payment.
		Change the check box option "U.S. Government Pension" to:
		<u>"Pensions and retirement accounts including, but not</u> <u>limited to,</u> U. S. Government Pension, <u>federally qualified</u> <u>pension, individual retirement account (IRA) 401K,</u> <u>403(b) and any state retirement system listed in RCW</u> <u>41.50.030</u> ."
		Below the check box for "Other," insert:
		"□ \$200 exemption if debt is to state agency. □ \$500 exemption for all other debts."
		Below "IF EXEMPTION IN BANK ACCOUNT IS CLAIMED, ANSWER ONE OR BOTH OF THE FOLLOWING:" add a check box before "No money other than" and "Moneys in addition to"
		Delete the following headings and check box options below these headings:

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		"IF EARNINGS ARE GARN "IF PENSION OR RETIREN GARNISHED:" Below the heading "OTHER PROP "Describe property:" Delete the signature section and re	ERTY," add a check box before
		Print: Your name	If married or in a state registered domestic partnership, name of husband/wife/state registered domestic partner
		Your signature	Signature of husband, wife, or state registered domestic partner
		Address	Address (if different from yours)
		Telephone number	Telephone number (if different from yours)
8.	GARN 01.0520	Exemption Claim (Writ directed to e	employer to garnish earnings)
		This is a new form.	

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9.	GARN 01.0550	Claim of Exemption	
		Delete the signature section and r	eplace it with:
		Print: Your name	If married or in a state registered domestic partnership, name of husband/wife/state registered domestic partner
		Your signature	Signature of husband, wife, or state registered domestic partner
		Address	Address (if different from yours)
		Telephone number	Telephone number (if different from yours)
10.	GARN 01.0570 Note	Note on Usage: Notice to Defend Claim	ant of Non-Responsive Exemption
		Delete "(See Kitsap County Distric Garnishments, which authorizes th	
11.	GARN 01.0700	Answer to Writ of Garnishment (D	ebts Other than Earnings)
		Change the first line in "SECTION by" Change subsection (A) as follow	ON I" by deleting "as indicated
			by garnishee. <u>never been employed by garnishee.</u> by the garnishee and the last date of

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		If not employed and you have no possession or control of any funds of defendant, indicate the last day of employment:; and complete section III of this answer and mail or deliver the forms as directed in the writ;"
12.	GARN 01.0750	First Answer to Writ of Garnishment for Continuing Lien on Earnings
		On page 1, immediately after "SECTION I:" insert:
		"If you are withholding the defendant's nonexempt earnings under a previously served writ for a continuing lien, answer only sections I and III of this form and mail or deliver the forms as directed in the writ. Withhold from the defendant's future nonexempt earnings as directed in the writ, and a second set of answer forms will be forwarded to you later.
		If you are NOT withholding the defendant's earnings under a previously served writ for a continuing lien, answer this ENTIRE form and mail or deliver the forms as directed in the writ. A second set of answer forms will be forwarded to you later for subsequently withheld earnings.
		ANSWER: I am presently holding the defendant's nonexempt earnings under a previous writ served on (date) that will terminate not later than (date)
		In subsection "(A)," after "The defendant" insert a colon and "(check one)."
		In subsection "(B)," after "The defendant" insert a colon and "(check one)."
		In subsection "(C)," after "The garnishee" insert a colon and "(check one)."
		Below subsection "(C)," delete:
		"If you are withholding the defendant's nonexempt earnings under a previously served writ for a continuing lien, answer only sections I and III of this form and mail or deliver the forms as directed in the writ. Withhold from the defendant's future nonexempt earnings as directed in the writ, and a second set of answer forms will be forwarded to you later.

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		ANSWER: I am presently holding the defendant's nonexempt earnings under a previous writ served on
13.	GARN 01.0770	Second Answer to Writ of Garnishment for Continuing Lien on Earnings
		In SECTION I., in the two lines above "TOTAL AMOUNT WITHHELD,' Change "Amount" to "Nonexempt amount"
		In SECTION II, delete "25%" and replace it with a blank line.
		Below "Gross Earnings," in line (4) after "Enter" delete "75%" and replace it with a blank line.
14.	GARN 01.0800	Application for Judgment on Answer and Order to Pay
		This is a new form.
15.	GARN 01.0850	Judgment on Answer and Order to Pay
		In section "III. Order," after "recoverable costs" and before the colon, delete "; that."
		Start a new paragraph beginning with "If this is a superior court order" At the end of that sentence, delete "; that" and insert a period.
		Capitalize "If" before "this is a district court order: