

**INSTRUCTIONS
FORM 21
CERTIFICATE OF SERVICE**

USE FORM 21 IF:

- You are a party to a garnishment and have filed a pleading other than the original application, a copy of which must be provided to one or more parties to the proceeding by mail or hand delivery.

TO COMPLETE FORM 21 YOU WILL NEED:

- The titles of the court papers you mailed or hand-delivered to the other party/parties in this action.
- Information on the Writ of Garnishment and Summons (Earnings).

HOW TO COMPLETE FORM 21:

TYPE OR PRINT NEATLY USING **BLACK INK**. Match each numbered item in the instructions with the same numbered item on the Certificate of Service.

- (1) Type or print the name, mailing address and phone number(s) of the person filing this form. If you are representing yourself in this matter, check the box before "Self." If you are representing a judgment debtor and you are not an attorney, check the box before "Other."

*Lines 2 through 8 are known as the **caption**. You must complete this portion if not already filled in.*

- (2), (3) & (4) Check the appropriate box that identifies the Court in which you are filing this Certificate of Service, which will be the same Court in which the other documents for this garnishment have previously been filed.
 - (2) If you checked this box, type or print the name of the Justice Court precinct in which you are filing this Certificate of Service and the name of the county in which the Court is located.
 - (3) If you checked this box, type or print the name of the city or town in which you are filing this Certificate of Service and the name of the county in which the Court is located.
 - (4) If you checked this box, type or print the name of the county in which the Court is located.
- (5) Type or print the petitioner/plaintiff's name as it appears on the Writ, mailing address and phone number(s). Check the box indicating whether this party is the judgment creditor or judgment debtor, as shown on the Writ.
- (6) Type or print the respondent/defendant's name as it appears on the Writ, mailing address and phone number(s). Check the box indicating whether this party is the judgment debtor or judgment creditor, as shown on the Writ.
- (7) Type or print the garnishee's name as it appears on the Writ, mailing address, phone number(s) and attorney (if known).
- (8) Type or print the case number appearing on the Writ.

- (9) Type or print the date you mailed or hand-delivered the court papers to the other party/parties.
- (10) Check the box describing the manner of mailing or delivery.
- (11) If you checked this box, type or print the name of the person who performed the hand delivery.
- (12) Type or print the title of each court paper you mailed or delivered.
- (13) Type or print the name and address of each party to whom you mailed or delivered the court document(s).
- (14) Date and sign your name where indicated in the presence of a notary public.

WHEN YOU HAVE COMPLETED THE CERTIFICATE OF SERVICE:

- ✓ File this form with the Clerk's filing counter.