

**INSTRUCTIONS
FORM 7
INITIAL NOTICE TO JUDGMENT DEBTOR OF GARNISHMENT**

WARNING !

ALL PARTIES TO A GARNISHMENT ARE STRONGLY URGED TO OBTAIN LEGAL ADVICE FROM AN ATTORNEY. Garnishment procedures are governed by Arizona law and are extremely complicated. All parties involved must follow these laws and procedures correctly. The Court may issue an order for monetary penalties against any party who does not proceed properly, including the judgment creditor.

USE FORM 7 IF:

- You are the judgment creditor or you represent the judgment creditor.
- You are seeking to collect a money judgment from a third party who owes or will owe earnings to the judgment debtor.

TO COMPLETE FORM 7 YOU WILL NEED:

- Information from the judgment or order that awarded you the money you want to collect in this action.

HOW TO COMPLETE FORM 7:

TYPE OR PRINT NEATLY USING BLACK INK. Match each numbered item in the instructions with the same numbered item on the Initial Notice to Judgment Debtor of Garnishment.

*Lines 1 through 7 are known as the **caption**. You must complete this portion if not already filled in.*

(1), (2) or (3) Check the appropriate box that identifies the Court in which you filed your garnishment action.

- (1) If you checked this box, type or print the name of the Justice Court precinct in which you filed the garnishment action and the name of the county in which the Court is located.
- (2) If you checked this box, type or print the name of the city or town in which you filed the garnishment action 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 county in which the Court is located.
- (4) Type or print the name, mailing address and, if known, phone number(s) of the petitioner/plaintiff on the judgment or order you are seeking to collect. Check the box to indicate whether this party is the judgment creditor or judgment debtor in this garnishment action.
- (5) Type or print the name, mailing address and, if known, phone number(s) of the respondent/defendant on the judgment or order you are seeking to collect. Check the box to indicate whether this party is the judgment debtor or judgment creditor in this garnishment action.

- (6) Type or print the name, mailing address, phone number and attorney (if known) of the person or company (garnishee) that owes or will owe earnings to the judgment debtor within the next 60 days that you are seeking to collect in this lawsuit.
- (7) Type or print the case number assigned to the judgment or support order.
- (8) Type or print the name of the Court that issued the judgment or support order you are seeking to collect.
- (9) Type or print the city, county, state or country (if outside the United States) that describes the Court location.
- (10) Type or print the number of the case in which the money was awarded that you are now seeking to collect in this garnishment proceeding.
- (11) Type or print the date on which the judgment or support order you are seeking to collect was entered.

WHEN YOU HAVE COMPLETED THIS INITIAL NOTICE TO JUDGMENT DEBTOR OF GARNISHMENT:

- ✓ Follow the steps on the Process Checklist.