

INSTRUCTIONS
FORM 7
NOTICE TO JUDGMENT DEBTOR OF GARNISHMENT (NON-EARNINGS)

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 a judgment creditor or you represent a judgment creditor
- You are seeking to collect a money judgment from a third party who holds personal property or money, other than wages, belonging to the judgment debtor.
- You have obtained a Writ of Garnishment and Summons from the Court.

TO COMPLETE FORM 7 YOU WILL NEED:

- Information on the Writ of Garnishment and Summons (Non-Earnings) which you obtained from the Court.
- Information on the judgment or order you are seeking to collect.

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 Notice to Judgment Debtor of Garnishment (Non-Earnings).

*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 the garnishment.

- (1) If you checked this box, type or print the name of the Justice Court precinct in which you filed the garnishment 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 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 the 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 and, if known, phone number(s) of the person or company (garnishee) that is holding personal property or money other than wages belonging to the judgment

debtor that you are seeking to collect in this lawsuit. Include the name of the person's attorney, if known.

- (7) Type or print the case number assigned by the Court to this garnishment action.
- (8) Type or print the name of the Court that issued the judgment or order you are seeking to collect.
- (9) Type or print the case number of the judgment or order you are seeking to collect.
- (10) Type or print the date the judge signed the judgment or order you are seeking to collect.

WHEN YOU HAVE COMPLETED THE NOTICE TO JUDGMENT DEBTOR (NON-EARNINGS):

Once you have received the Writ of Garnishment and Summons from the Court, you must promptly deliver *to the garnishee* the following forms and/or documents, some of which are to be filled out by you:

- Two copies of this Notice to Judgment Debtor
- Two copies of the Writ of Garnishment and Summons signed by the Court
- One copy of the Instructions to Garnishee provided for by A.R.S. §12-1596.
- Four copies of a Garnishee's Answer (FORM 4) (to be filled out by the garnishee)
- Two copies of a Request for Hearing on Garnishment (Non-Earnings)(FORM 8)
- Two copies of a Notice of Hearing on Garnishment (Non-Earnings)(FORM 9) (to be filled out by the judgment debtor)
- One copy of the original judgment or order you are seeking to collect.

Follow the other steps on the Process Checklist.