

**INSTRUCTIONS  
FORM 3  
APPLICATION FOR ORDER OF CONTINUING LIEN  
(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 3 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 within the next 60 days.

**TO COMPLETE FORM 3 YOU WILL NEED:**

- Information on the Writ and Summons
- Information on the affidavit of service of the Writ

**HOW TO COMPLETE FORM 3:**

TYPE OR PRINT NEATLY USING **BLACK INK**. Match each numbered item in the instructions with the same numbered item on the Application for Order of Continuing Lien (Garnishment).

- (1) Type or print the name, mailing address and telephone numbers 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 creditor 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) or (4) Check the appropriate box that identifies the Court in which you are filing this Application for Order of Continuing Lien.

- (2) If you checked this box, type or print the name of the Justice Court precinct in which you are filing the Application 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 the Application 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 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.
- (6) 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.

- (7) 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.
- (8) Type or print the case number assigned to the judgment or order.
- (9) Type or print the date on which the Writ of Garnishment was served on the garnishee.
- (10) Type or print the date the Garnishee's Answer was filed with the Court Clerk.
- (11) Check all boxes that apply and fill in the blanks for each box checked.
- (12) If you checked this box, type or print the amount of money you paid to have the Writ served by either a Constable, Deputy Sheriff or private process server.
- (13) Complete the information in the box indicating the date and manner in which you have/will provide a copy of the Application for Order of Continuing Lien to the judgment debtor.
- (14) Complete the information in this box indicating the date and manner in which you have/will provide a copy of the Application for Order of Continuing Lien to the garnishee.
- (15) Date and sign your name where indicated.

**WHEN YOU HAVE COMPLETED THE APPLICATION:**

- ✓ Follow the steps on the Process Checklist.