

**INSTRUCTIONS  
FORM 12  
PETITION FOR ORDER DISCHARGING GARNISHEE**

**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 12 IF:**

- You are the judgment creditor or you represent the judgment creditor.
- You want to terminate your garnishment action against a particular garnishee.

**TO COMPLETE FORM 12 YOU WILL NEED:**

- Information from the Writ of Garnishment and Summons.

**HOW TO COMPLETE FORM 12:**

TYPE OR PRINT NEATLY USING **BLACK INK**. Match each numbered item in the instructions with the same numbered item on the Petition for Order Discharging Garnishee.

- (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 creditor but you are not an attorney and you are permitted by law to do so, 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 Petition for Order Discharging Garnishee, which will be the same Court in which the other documents in 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 the Petition for Order Discharging Garnishee 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 Petition for Order Discharging Garnishee 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 to indicate 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 to indicate 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) Complete the information in this box indicating the date and manner in which you will provide a copy of your Petition to the judgment debtor.
- (10) Complete the information in this box indicating the date and manner in which you will provide a copy of your Petition to the garnishee.
- (11) Date and sign the Petition for Order Discharging Garnishee where indicated.

**WHEN YOU HAVE COMPLETED THE PETITION:**

- ✓ File this form with the Clerk's filing counter along with the Order Discharging Garnishee (FORM 13).
- ✓ Follow the steps on the Process Checklist.