

SUGGESTION FOR SUMMONS IN GARNISHMENT

Using This Form

1. This form is prepared by judgment creditor.
2. Copies
  - a. Original--to court.
  - b. Copies as determined by local practice. (Inquire of the clerk's office.)
3. Attachments--none.
4. Preparation details
  - a. The plaintiff is responsible for calculating the interest due. This task cannot be undertaken by the clerk. Interest is computed on the judgment principal only. See Virginia Code § 8.01-382.
  - b. Information explaining credits may be contained in a separate document attached to the suggestion or placed on the reverse side of the suggestion.

SUGGESTION FOR SUMMONS IN GARNISHMENT

Data Elements

1. Court name.
2. Date of entry of judgment.
3. Date on which execution on the judgment was issued by the court.
4. Net amount of judgment principal awarded to plaintiff. Do not include costs or attorney's fees here.
5. Total amount paid on judgment to date.
6. Amount and rate of interest on the unpaid balance of the judgment principal from date of filing until the return date. Interest can be charged on the unpaid balance of the judgment principal only.
7. Costs awarded in the original judgment.
8. Attorney's fees awarded in the original judgment.
9. Court fees incurred by plaintiff in obtaining a garnishment summons.
10. Total net amount due.
11. Check the appropriate basis for judgment to indicate the percentage of disposed earnings that can be withheld.
12. Check the appropriate boxes regarding the nature of the underlying transaction and whether the judgment debtor's social security number could be secured.
13. Check the applicable legal basis for obtaining a garnishment.
14. Date of signing the Suggestion for Summons in Garnishment. (Not to be completed on-line.)
15. Signature of person requesting this document. (Not to be completed on-line.)
16. Case number. (Entered by clerk upon receipt and filing in clerk's office.)
17. Return date on garnishment summons. (Entered by clerk upon receipt and filing in clerk's office.)
18. Number of receipt for garnishment fees. (Entered by clerk upon receipt and filing in clerk's office.)
19. Date on which full case fees are paid. (Entered by clerk upon receipt and filing in clerk's office.)
20. Name, address, telephone number of creditor.
21. Name, address, telephone number of creditor's attorney if applicable.
22. Name, last known address and the social security number of the debtor.
23. Name and address of garnishee.
24. Give information requested if applicable.

