

INSTRUCTIONS
FORM 13
GARNISHEE'S NONEXEMPT EARNINGS STATEMENT
(SUPPORT JUDGMENT)
(A.R.S. §§12-1598.11 & 12-1598.16(K))

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 garnishee.

USE FORM 13 IF:

- You are the garnishee or you represent the garnishee in a wage garnishment seeking payment for a judgment not for support of a person (e.g. child support or spousal maintenance).

TO COMPLETE FORM 13 YOU WILL NEED:

- The judgment debtor's employment history and pay period information.
- Information from the Writ of Garnishment.
- Copies of any other garnishments, wage assignments (Orders of Assignment) or liens pending against the same judgment debtor in your possession.
- Information from the Order of Continuing Lien, if one has been issued.

HOW TO COMPLETE FORM 13:

TYPE OR PRINT NEATLY USING **BLACK INK**. Match each numbered item in the instructions with the same numbered item on the Nonexempt Earnings Statement.

Type or print the case number appearing on the Writ of Garnishment.

Lines (1) through (4) are known as the caption. You must complete this portion if not already filled in.

(5) Type or print the first and last date of the pay period covered by this Nonexempt Earnings Statement.

(6) Check the box that indicates whether the judgment debtor is in your employ.

(7) If you checked, "no" in item (6) above, type or print the date on which the judgment debtor last worked for you.

(8) Check the box that indicates whether the judgment debtor is owed any earnings during this pay period.

Even if no monies were earned by the judgment debtor in this pay period, you must still complete the Withholding Worksheet.

(9) Type or print the amount of gross earnings (pre-tax) which the judgment debtor earned during the pay period covered by this Nonexempt Earnings Statement.

(10) Type or print the amount of deductions required by law.

(11) Subtract line (10) from line (9) and type or print the result here.

(12) Type or print the amounts, if any, which were withheld pursuant to a garnishment or levy served before this garnishment that were for support of a person.

(13) Type or print the amounts, if any, which were withheld pursuant to a garnishment or levy served before this garnishment that were not for support of a person.

(14) Add lines (12) & (13) and type or print the result here.

(15) Subtract line (14) from line (11) and type or print the result here.

(16) Subtract \$5.00 from line (15) and type or print the result here. The \$5.00 is the optional fee you are entitled to for processing the Nonexempt Earnings Statement.

(17) Complete the information under this box indicating the date and manner in which you will provide the judgment debtor with a copy of this Nonexempt Earnings Statement.

(18) Complete the information under this box indicating the date and manner in which you will provide the judgment creditor with a copy of this Nonexempt Earnings Statement.

(19) **Date and sign this Nonexempt Earnings Statement where indicated.**

WHEN YOU HAVE COMPLETED THE NONEXEMPT EARNINGS STATEMENT (SUPPORT JUDGMENT)):

- Follow the Instructions to the Garnishee (Earnings) (Form 5).