

## PROCEDURES FOR REQUESTING A GARNISHMENT

### References:

Federal Rule of Bankruptcy Procedure 7069  
Rule 69, Federal Rules of Civil Procedure  
Virginia Code, Title 8, Title 34

- A. Judgment creditor must contact Clerk, U. S. Bankruptcy Court to obtain return date/hearing date.
- B. Judgment creditor shall submit to the clerk:
  - 1. Original + four copies of a “Suggestion for Summons in Garnishment”
  - 2. Envelope, with first-class postage attached, addressed to the judgment debtor at the last known address
  - 3. The original and one copy of a writ of execution completed except for the proper judicial signature, date and seal of the court, which will be affixed by the clerk’s office
  - 4. The original + three copies of the garnishment summons, completed except for the proper judicial signature, date and seal of the court, which will be affixed by the clerk’s office
  - 5. U. S. Marshal’s service process receipt and return to be served on the judgment debtor
  - 6. U. S. Marshal’s service process receipt and return to be served on the judgment debtor’s employer
  - 7. U. S. Marshal’s service process receipt and return for the writ of execution with special instructions “*To be returned unexecuted after 90 days*”, or any other special instructions as desired by the judgment creditor.