

**Using This Revisable PDF Form**

1. Copies – (Contact the court to determine if you should bring copies to the Clerk’s Office or if copies will be made upon filing.)
  - a. Original – to court.
  - b. Copies as determined by local practice.
2. Prepared by judgment creditor.
3. Attachments – none.
4. Preparation details
  - a. The plaintiff is responsible for calculating the interest due. 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

Commonwealth of Virginia Va. Code § 8.01-511

1 CITY OR COUNTY

General District Court

ORIGINAL JUDGMENT

Table with 2 columns: DATE OF JUDGMENT (2), DATE EXECUTION ORDERED (3)

MAXIMUM PORTION OF DISPOSABLE EARNINGS SUBJECT TO GARNISHMENT

- 11 [ ] Support (if not specified, then 50%)
[ ] 50% [ ] 55% [ ] 60% [ ] 65% [ ] State Taxes, 100%
If none of the above are checked, then § 34-29(a) applies (a plain-language interpretation of this section is on the reverse of the SUMMONS).

STATEMENT

- \$ 4 Judgment Principal
5 Credits (see reverse)
6 Interest at \_\_\_\_\_ % to return date
7 Judgment Costs
8 Attorney's Fee
9 Garnishment Costs

\$ 10 Total Balance Due

The garnishee shall rely on this amount.

I request the Clerk to summon the Suggested Garnishee to answer this suggestion.

12 This is a garnishment against (check only one) [ ] the judgment debtor's wages, salary or other compensation. [ ] some other debt due or property or the judgment debtor, specifically
I have reason to believe that there is a liability on the suggested garnishee because of the execution on the "ORIGINAL JUDGMENT" described above, which:

- 13 [ ] involves a business, trade or professional credit transaction entered into on or after January 1, 1984,
[ ] does not involve a business, trade or professional credit transaction entered into on or after January 1, 1984 and the undersigned represents that he or she has made a diligent good faith effort to secure the social security number of the judgment debtor
[ ] and has been unable to do so.

I further certify that: 14

- [ ] (1) The summons is based upon a judgment upon which a prior summons has been issued but not fully satisfied; or
[ ] (2) No summons has been issued upon this judgment creditor's suggestion against the same judgment debtor within a period of eighteen months, other than a summons which was based upon a judgment upon which a prior summons has been issued but not fully satisfied; or
[ ] (3) The summons is based upon a judgment granted against a debtor upon a debt due or made for necessary food, rent, or shelter, public utilities including telephone service, drugs, or medical care supplied the debtor by the judgment creditor or to one of his or her lawful dependents, and that it was not for luxuries or nonessentials; or
[ ] (4) The summons is based upon a judgment for a debt due the judgment creditor to refinance a lawful loan made by an authorized lending institution; or
[ ] (5) The summons is based upon a judgment on an obligation incurred as an endorser or comaker upon a lawful note; or
[ ] (6) The summons is based upon a judgment for a debt or debts reaffirmed after bankruptcy.

I hereby certify that the last known address of the defendant is as shown at right.

15

16

DATE SUBMITTED

[ ] JUDGMENT CREDITOR [ ] AGENT [ ] ATTORNEY

WARNING: Any judgment creditor who knowingly gives false information in a Suggestion for Garnishment shall be guilty of a class 1 misdemeanor.

CASE NO. 17 RETURN DATE 18

SUGGESTION FOR SUMMONS IN GARNISHMENT

JUDGMENT CREDITOR'S NAME

19

STREET ADDRESS

CITY STATE ZIP

TELEPHONE NUMBER

JUDGMENT CREDITOR'S ATTORNEY'S NAME

20

STREET ADDRESS

CITY STATE ZIP

TELEPHONE NUMBER

JUDGMENT DEBTOR'S NAME

21

STREET ADDRESS

CITY STATE ZIP

SOCIAL SECURITY NUMBER TELEPHONE NUMBER

SUGGESTED GARNISHEE'S NAME (SEE NOTE BELOW)

22

STREET ADDRESS

CITY STATE ZIP

TELEPHONE NUMBER

If garnishee is judgment debtor's employer, please furnish employer's name, and state whether it is a corporation, or one or more persons trading under a fictitious or trade name. 23

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**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. Enter credit as "-0.00" or negative number to ensure proper automatic calculation.
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. Courts 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 box regarding the nature of property to be garnished.
13. Check the appropriate boxes regarding the nature of the underlying transaction and whether the judgment debtor's social security number could be secured.
14. Check the applicable legal basis for obtaining a garnishment.
15. Date of signing the Suggestion for Summons in Garnishment.
16. Signature of person requesting this document.

To be completed by the clerk:

17. Case number.
18. Return date on garnishment summons.

19. Name, address, telephone number of creditor.
20. Name, address, telephone number of creditor's attorney if applicable.
21. Name, last known address, telephone number, and the social security number of the debtor.
22. Name, telephone number, and address of garnishee.
23. Give information requested if applicable.

**INSTRUCTIONS TO JUDGMENT CREDITOR:**

Show how these credits were computed on this side of this form or on an attached sheet of paper.  
You should show:

- Date and amount of each payment.
- How interest is computed.
- How payments are credited.