

*The Law Office of
ANDREW M. HULL
301 E. Bethany Home Rd.
Suite 295C
Phoenix, Arizona 85012
(480) 807-8477*

GARNISHMENTS

DOCUMENTS REQUIRED TO INITIATE GARNISHMENT

Prior to initiating a garnishment, our office will require that the following documentation be provided (clear copies please).

- 1. Judgment*
- 2. Current Employment, name, address, & phone number*
- 3. Social Security Number*

Once you have supplied our office with the required information, we can begin the garnishment procedure. Please note: When the file is forwarded to me Betty, Garnishment Accountant (client services). The defendant is required to communicate directly to the garnishment office and should not attempt to contact you personally. Should a defendant attempt to contact you, please give them my number for them to contact me. All contact with defendant should be through our office, once judgment is turned over for garnishment. Judgment can not be turned over to us and another collection agency at the same time, this is illegal.

*Betty, Garnishments
For Attorney Andrew M. Hull
(480) 807-8477
(480)807-3379 Fax*

GARNISHMENT PROCEDURES

First a thirty-day demand is sent to the Defendant, per Law. When the thirty days are over, the employment information is verified.

After verification of employment, a garnishment packet is sent to the court to be issued. If the employment information is no longer valid, a letter is sent to you notifying you of the status. After the garnishment packet is issued at the court it will be given to a Process Server, to be legally served on the garnishee (employer of the Defendant).

After service of the Garnishment, the Garnishee has 10 days to file an answer and supply our office with a copy. During this time the defendant has a right to request a hearing.

After the answer is filed by the garnishee, we send an Order Continuing Lien, (OCL) to the court to be signed by the Judge. After the Judge has signed the document it is sent to the garnishee, Garnishee should release monies at this time. These monies should continue until judgment is fulfilled. Money disbursement is normally done every two weeks. The amount garnished depends on the Defendants earnings.

Please be advised if at anytime the Defendant quits or is terminated from employment, our office will inform you in writing.

This entire process takes approximately sixty(60) to ninety(90) days before we actually see any money coming into the office.

When the judgment has been completely satisfied, we will then file the proper documentation (Satisfaction of Judgment) with the Clerk of the Court and a copy will be mailed to you and the Defendant accordingly.

THE TOTAL CHARGE FOR THIS SERVICE IS THIRTY(30)% OF THE MONIES WHICH ARE ACTUALLY COLLECTED.

Please feel free, at any time to contact Betty, Garnishments at 480-807-8477, to inquire the status of you case.

Date _____ **GARNISHMENT INFORMATION**

Client _____

Address (where you would like monies Sent) _____

Phone _____ *Fax* _____

Defendant (1) _____ *SS#* _____

Employment Name, Address & Phone# _____

Defendant (2) _____ *SS#* _____

Employment Name, Address & Phone# _____

Defendants Current Address(if you have this) _____