



SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

Civil Division

500 Indiana Ave., NW, Room 5000, Washington, D.C. 20001

(202) 879-1010 | www.dccourts.gov

Notice to Debtor of Non-Wage Garnishment and Exemptions

There was a judgment entered against you. Your money may be taken to pay a debt.

Read this notice carefully to protect your rights.

Why am I getting this notice?

A company or a person filed a lawsuit against you and won. They filed a paper called a “**Writ of Attachment**” and sent it to your bank or someone else who has your money. It says to give your money to the person who won the lawsuit against you.

Can I protect my money from being taken?

Maybe. Some types of money are protected, but you must take certain steps to protect it. You can see a list of the types of money you can protect on the next page. It will be up to a Judge to determine if the money should be protected.

If you get some types of benefits (like Social Security), your bank might already be protecting your money automatically. Call your bank to find out.

How do I protect my money?

File a Motion to Exempt (Protect) Funds and Request for Hearing at the Court.

There are 2 steps:

- 1) **Fill out the form called “Motion to Exempt (Protect) Funds and Request for Hearing.”** This form is attached at the end of this notice.
- 2) File the form with the Court as soon as possible.
If you wait too long, you might lose your money, even if it should be protected.

You can also call the company that filed a lawsuit against you (or their lawyer). Explain that your money is *exempt*. Ask them to release your money. You may be asked to provide documentation proving that your money is exempt.



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How can I file this Motion?

You can file this motion in any of these ways:

1. File **in person** at the **Clerk's Office** in the Courthouse. The address is: Building B, 510 4th Street, N.W., Room 120, Washington, D.C. 20001.
2. File **online** through the Court's website: <https://www.dccourts.gov/superior-court/e-filing>
3. **Mail** the document to: Superior Court of the District of Columbia, Small Claims Clerk's Office – Room 120, 510 4th Street, N.W. Washington, D.C. 20001.

Does it cost money to file this Motion?

Yes. It costs **\$10** to file this Motion. If you cannot pay, you can ask the Court to **waive this fee** by filling out a form (called *in forma pauperis*). You can get this online at <https://www.dccourts.gov/services/forms> or by calling (202) 879-1120. File the fee waiver form **at the same time** as this Motion.

I filed the court form to protect my money. What happens next?

After you file the form, the court will schedule a hearing. You will need to do two things:

1. **Get your documents ready.** You need to bring documents that show that your money is protected. *Learn more about what types of money are protected in the next question.*
2. **Participate in your hearing.** If you do not, you might lose your money, even if it should be protected.

What types of money can be protected?

The most common types of money that can be protected are listed below:

<ul style="list-style-type: none">• Social Security retirement, Supplemental Social Security (SSI), or Social Security Disability Insurance (SSDI)• Unemployment benefits• Public assistance / TANF benefits• Federal Civil Service Retirement benefits• Payments under retirement, pension, and annuity plans	<ul style="list-style-type: none">• Veterans' benefits• Worker's compensation• Alimony, support, or separate maintenance• Payments awarded by a court in a civil or criminal case• Any money up to \$850 if you own your home.• Any money up to \$8,925 if you do not own your home
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This list is not complete. See D.C. Code § 15-501(a) for more details. Also, some protections may be limited, and the protections may not apply if you owe alimony or child support. It might be helpful to talk to a lawyer.

How can I get legal help?

You do not need an attorney to proceed, but if you would like to speak to a lawyer you can find information about how to get free legal help online at the court's website at <https://www.dccourts.gov/services/represent-yourself>.

If you did not know about the lawsuit until now, you might want to a lawyer. Depending on the situation, you may be able to ask the court to undo the judgment.

What should I do if I have more questions?

You may contact the Small Claims Clerk's Office or another Civil Division Clerk's Office.