



**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
Civil Division**

**Instructions to Employer-Garnishee**

**1. Formula.**

Withholding may be required if an employee earns more than 40 times the D.C. minimum hourly wage per week – in other words if an employee works more than the equivalent of 40 full-time hours at minimum wage. When garnishing, the employer generally must withhold 25% of the amount by which the employee's disposable wages for a week exceed 40 times the minimum hourly wage in effect at the time. If the pay period is not one week, the employer multiplies the minimum hourly wage by 40 and then multiplies the resulting number by the number of full and/or partial weeks which are included in the pay period. The court may reduce the amount if the employee proves financial hardship.

**2. Timing and Duration.**

The employer must withhold the specified amount from employee's wages and pay this amount within 15 days after the close of the last pay period of the employee ending in each calendar month, until judgment has been satisfied, or until otherwise instructed by the court.

**3. Definitions.**

"Wages" means compensation paid or payable for personal services, whether denominated as wages, salary, commission, bonus, or otherwise, and includes periodic payments pursuant to a pension or retirement program.

"Disposable wages" means that part of any individual's earnings remaining after the deduction of any amounts required by law to be withheld. (D.C. Code §16-571)

**4. Calculating the Withholdings Amount.**

To calculate the exact withholdings amount:

- (1) Determine the employee's disposable wages for the pay period.
- (2) Multiply the D.C. minimum wage in effect on the date wages are payable by 40.
  - In the case of wages for any pay period other than a week, multiply the minimum hourly wage by 40 and then multiply the resultant product by the number of full and/or partial weeks which are included in the pay period being considered.
- (3) If the amount from (1) is less than or equal to the amount from (2), the employer-garnishee

*shall not* withhold any wages.

- (4) If the amount from (1) exceeds the amount from (2), calculate the difference between the two amounts and multiply it by .25.

Note: The District of Columbia minimum hourly wage is \$17.50 per hour as of July 1, 2024. Any subsequent changes to the minimum hourly wage must be observed by the garnishee. Pursuant to D.C. Code §32-1003 (f-1), any adjustments to the minimum hourly wage shall be published in the District of Columbia Register and the Department of Employment Services website at least 30 days before an increase is scheduled to go into effect.

#### **5. Effect of Defendant Leaving Employ.**

In the event defendant leaves your employ for a period of 90 days or less, and then is reemployed, this attachment shall remain in full force and effect, and you are required to resume the withholdings. In the event defendant leaves your employ for a period of 91 days or more, this attachment shall terminate, and you shall return your copy of the completed interrogatories to the Court, setting forth the date of the termination in the space provided.

#### **6. Priority of Multiple Attachments.**

If other attachments against this employee have been served upon you and are still unsatisfied, you are required under the law to make withholdings to satisfy the attachments in the order in which they were received by you, before withholding or paying anything to satisfy this attachment. If you were served with two or more attachments at the same time, the one bearing the earlier time stamp of the United States Marshal is entitled to be satisfied first.

#### **7. WARNING and Legal Authorities.**

Sec. 6 of the D.C. Consumer Credit Protection Act of 1971 (P.L. 92-200) prohibits an employer from discharging an employee for the reason that unpaid earnings have been subjected or attempted to be subjected to garnishment for the purpose of paying a judgment. The Federal Wage Garnishment law restricts such discharge where an employee's earnings have been subjected to garnishment for any indebtedness and provides that a willful violation of said restriction may subject an employer to a fine of not more than \$1,000.00 or imprisonment for not more than one year, or both.



**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA**  
**Civil Division**

\_\_\_\_\_, Plaintiff

v.

Case No. \_\_\_\_\_

\_\_\_\_\_, Defendant.

**Information for Employer-Garnishee**

The following information is provided to assist in confirming the identity of defendant. Please contact the judgment creditor with any questions related to this verification.

|   |  |
|---|--|
| <b>Full Name</b>  |  |
| <b>Address</b>  |  |
| <b>Last 4-digits of SSN</b><br><i>Redact if filing with the court</i> |  |

The following information regarding the judgment in this case is accurate as of the date of issuance of this Writ. The total amount may change in the future based upon factors such as interest and credits. Please contact the judgment creditor to determine the updated balance.

|                                     |  |
|-------------------------------------|--|
| <b>Date of Judgment</b>             |  |
| <b>Amount of Judgment Principal</b> |  |
| <b>Interest Rate</b>                |  |
| <b>Total Amount Due</b>             |  |

|  |  |
|--|--|
| <b>Judgment Creditor Contact Information</b> |  |
| <b>Name</b>                                  |  |
| <b>Phone</b>                                 |  |
| <b>Email</b>                                 |  |