

Please read these instructions for filing this motion carefully.

Hearing Information

If you file this motion in person, the clerk will give you a document with hearing information. If you file this motion by mail or online, you will get an email or a letter to tell you when your hearing is and how you can participate. It may be held remotely or in-person. Please read the hearing notice carefully.

How can I file this motion?

You can file this motion in any of these ways:

- File **in person** at the **Civil Clerk's Office** branch where the case was filed:
 - **Civil Actions Branch:** 500 Indiana Avenue, NW, Room 5000, Washington, D.C. 20001
 - **Small Claims & Conciliation Branch:** 510 4th Street, N.W., Room 120, Washington, D.C. 20001
 - **Landlord & Tenant Branch:** 510 4th Street, N.W., Room 110, Washington, D.C. 20001
- File **online** through the court's website: <https://www.dccourts.gov/superior-court/e-filing>
- **Mail** the document to the Clerk's Office for the appropriate branch:
 - Civil Actions Branch: Superior Court of the District of Columbia, Civil Clerk's Office – Room 5000, 500 Indiana Avenue, NW, Washington, D.C. 20001
 - Small Claims & Conciliation Branch: Superior Court of the District of Columbia, Small Claims Clerk's Office – Room 120, 510 4th Street, N.W., Washington, D.C. 20001
 - Landlord & Tenant Branch: Superior Court of the District of Columbia, Landlord & Tenant Clerk's Office – Room 110, 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 in the Small Claims or Landlord & Tenant branches. It costs **\$20** to file this motion in the Civil Actions Branch. If you cannot pay, you can ask the court to **waive this fee** by filling out a form (called **Application to Waive Court Costs and Fees**).

You can get this form online at: <https://www.dccourts.gov/index.php/services/forms> or by calling (202) 879-1120. File the fee waiver application **at the same time** as this motion.

What wages can be protected?

D.C. Code §16-572.01 lists the wages from the types of public assistance that can be protected as detailed on page one (1) above. If you need more information, you may want to talk to a lawyer for more specific guidance.

I filed the motion to protect my wages. What happens next?

After you file this motion form, the court will schedule a hearing. The court will email or mail you notice of the date and time for the hearing and instructions about how to participate in the hearing. Make sure you include your mailing address and/or email address in your motion so that the court can send you the hearing notice.

You will need to do two things to get ready for the hearing:

- 1) Get your documents ready.** To prove that your wages should be protected, it is a good idea to show the court your financial hardship (for example, proof of income, and any public benefits you or your household members are receiving and proof of your monthly expenses).
- 2) Participate in your hearing.** If you do not participate in your hearing, your wages may be garnished even if you have financial hardship.

How can I get legal help?

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 need help with a debt collection case, you can contact a free lawyer by calling the **Debt Collection Defense Hotline** at (202) 851-3387.

What should I do if I have more questions?

You may contact the Civil Division branch where your case is filed:

- Small Claims Clerk's Office (202) 879-1120,
- Civil Actions Clerk's Office (202) 879-1133, or
- Landlord and Tenant Clerk's Office (202) 879-4879.