



Superior Court of the District of Columbia Civil Division

- ☐ **Civil Actions Branch** | 500 Indiana Ave, NW, Room 5000, Washington DC 20001 | 202-879-1133
- ☐ **Landlord & Tenant Branch** | 510 4th Street, NW, Room 110, Washington DC 20001 | 202-879-4879
- ☐ **Small Claims & Conciliation Branch** | 510 4th Street, NW, Room 120, Washington DC 20001 | 202-879-1120

Case Caption: _____

Case No.: _____

Writ of Attachment on a Judgment

(Garnishment of Wages, Earnings, Salary, Commissions, and Pensions)

To: _____

The Court has been informed that you currently employ, _____ who is the defendant in this case. The plaintiff has obtained a judgment against the defendant. This writ of Attachment requires you to (1) provide information about the defendant's employment by returning complete answers to all of the interrogatories, and (2) withhold a portion of any wages and pay that portion to the plaintiff until the judgment is paid in full, or until further order of the court.

Please read the included instructions and respond to the interrogatories also included. If you fail to return answers to the Interrogatories within ten (10) days of receiving this writ, judgment may be entered against you, the employer, for the entire amount of plaintiff's claims, plus interest and costs.

***The last document included with this Writ of Attachment is a Notice to Defendant (Judgment Debtor).**

Attorney for Plaintiff (Print Name):	
Address:	
Signature:	
Email Address:	
Telephone Number:	Attorney Bar Number:

CLERK OF THE COURT

Issued by: _____

Issued on: _____

D.C. Code §16-572.02 requires the plaintiff (judgment creditor) to mail a copy of this writ and the included **Notice to Defendant (Judgment Debtor) Regarding Wage Garnishment** to the defendant at their last known address, by certified and first-class mail, on the same date that the plaintiff serves the Writ of Attachment on an employer-garnishee.

Interrogatories to be Answered by Employer-Garnishee

Within ten (10) days of receiving this Writ of Attachment, you must (1) answer all of the following questions under the penalty of perjury, (2) file your answers in this court, and (3) serve a copy on the plaintiff and the defendant.

1. If you employ the defendant, state the amount of disposable wages (defined in Instruction 3) earned by the defendant and when it is paid.

2. If you employ the defendant and are already withholding his/her wages or earnings to satisfy a different attachment previously served upon you, state the name of the person or company to whom you are making payments, and all relevant information about the case in which the attachment was issued, including the name of the court and the case number.

3. If you do not currently employ the defendant, did you employ the defendant in the four-month period before this writ was served on you?

4. Employment of the Defendant was terminated on _____ .

Declaration

I declare under the penalty of perjury that the answers above are, to the best of my knowledge and belief, true and correct as to every material matter.

Employer-Garnishee Name (Please Print):	
Address:	
Signature:	
Email Address:	
Telephone No:	Title: