



**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
(Garnishment on Other than Wages, Salary and Commissions)**

To: _____, Garnishee:

You are hereby notified that any non-exempt money, property, or credits other than wages, salary and commissions of the above-named defendant are seized by this Writ of Attachment, and you are required to hold it and not pay or surrender it to the defendant or to anyone else without an order from the court, subject to the following limitations:

- (1) The maximum amount which may be seized is the **"Total Balance Due"** as shown on this writ.
- (2) This writ covers only the property of the defendant that is in your possession or control on the date that the writ was served, including sums which you unconditionally owe to the defendant at the time the writ is served but which you have not yet posted to the defendant's account.
- (3) **No funds shall be attached or garnished from an account that consists solely of direct deposited benefits that are exempt under federal or District of Columbia law, including Social Security, Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), Veterans' Benefits, Civil Service Retirement, Black Lung, Railroad Retirement, Disability, Unemployment, Public Assistance/TANF benefits or Worker's Compensation; and**
- (4) If this writ is directed to a financial institution, federal law requires the institution to protect Social Security, SSI, SSDI, Veterans' Benefits, federal retirement system, and certain other exempt funds in the amount of exempt funds deposited into the account in the two months prior to the service of this Writ of attachment, even if commingled with non-exempt funds. See 31 C.F.R. part 212.

Within ten (10) days after this writ is served upon you, you are required to answer under penalty of perjury the enclosed interrogatories. You must file in this court one copy of this paper with your answers. You also must serve copies, by mail or other means, upon the plaintiff and upon the defendant. If you fail to do so, judgment may be entered against you for the entire amount of the plaintiff's claim, with interest and costs.

Judgment was entered on _____.

The amount now due on the judgment is as follows:	
Original amount of judgment (excluding costs and attorney's fees)	\$
Less total credits	\$
Net	\$
*Plus accrued interest, as detailed in the attached interest worksheet	\$
Plus court costs due and taxable (attach additional information as necessary)	\$
Plus attorney's fees as of the date of the judgment, if allowed by the judgment	\$
Total Balance Due as of _____ :	\$

* If this attachment does not satisfy the judgment, the interest will continue to accrue on the remaining unpaid balance.

Judgment Creditor or Attorney Name (Print Name):	
Address:	
Signature:	
Email Address:	
Telephone Number:	Attorney Bar Number:

CLERK OF THE COURT

Issued by: _____

Issued on: _____

D.C. Sup. Ct. Civ. R 69-I (h) requires the Plaintiff (Judgment Creditor) to mail a copy of this writ and the **Notice to Debtor of Non-Wage Garnishment and Exemptions to the Defendant (Judgment Debtor)** at their last-known address, by certified and first-class mail, no more than 3 days after service of the writ on the garnishee.

Interrogatories to be Answered by _____ (“Garnishee”) (D.C. Code §16-552)

Defendant’s Name: _____ Case No.: _____

Garnishee may assert any defense that the garnishee may have to the attachment, as well as any defense that the defendant could assert. (D.C. Code § 16-519)

1. Were you indebted to the defendant either at the time of the service of this writ or between the time of such service and the filing of your answers to these interrogatories? Yes No
2. Were you in possession or control of any property in which the defendant has an interest at the time of the service of this writ or between the time of such service and the filing of your answers to these interrogatories? (“Property” includes money, goods, and credits.) Yes No

If Yes, describe the property: _____

3. Do the funds in your possession or control consist solely or partially of direct deposited benefits which are statutorily exempt from garnishment under federal or D.C. law? Yes No

If Yes, specify the exemption:

- Social Security (SSA) Veterans’ benefits (VA)
- Unemployment compensation Worker’s compensation
- Public Assistance/Temporary Assistance for Needy Families (TANF) Retirement or pension payments
- Other: _____

4. The Defendant’s account is (check one):

- a solely-owned account containing \$ _____ funds.
- a joint account held with _____

Name and Address

containing \$ _____ funds.

Declaration

I declare under penalty of perjury that the answers to the above interrogatories are true and correct.

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



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**NOTICE TO DEFENDANT (JUDGMENT-DEBTOR)
REGARDING 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?

You are receiving this notice because a company or a person (the plaintiff) filed a lawsuit against you and won a money judgment against you (see attached Writ of Attachment). A money judgment is a court's decision that you owe money to someone else (the "judgment creditor"). The plaintiff (the judgment creditor) sent the writ to your bank or someone who has your money. The Writ of Attachment asks them 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 in the instructions. 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 Hearing. The motion form is attached with instructions at the end of this notice. You can also get a copy from the Clerk's Office or online at <https://www.dccourts.gov/services/forms>. You can also call the lawyer for the company that filed a lawsuit against you. 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.

Lawyers from legal services providers may be able to help you for free. For more information on finding legal help, you can visit www.dccourts.gov/services/represent-yourself.



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INSTRUCTIONS FOR MOTION TO EXEMPT (PROTECT) FUNDS

**Please read these instructions for filing a motion carefully.
Your money may be taken to pay a debt such as a loan, or medical or credit card bill.**

What can I do if I think my 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. If your money is not already being protected, keep reading this form.

Ask to protect your money. You can file this form in two steps:

1. **Fill out this form.**
2. **File the form at the court as soon as possible.**

If you wait too long, your money could be taken, even if your money should be protected.

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

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/services/forms> or by calling (202) 879- 1120. File the fee waiver application **at the same time** as this motion.

I filed this form with the court. What happens next?

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

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

What types of money can be protected?

Below is a list of some types of money that may be protected. This list is not complete, and you might be able to protect your money or property in other ways. See **D.C. Code §15-501 (a)** for more information about the extent of these protections and possible limitations. You may want to talk to a lawyer for more specific guidance.

- Social Security retirement, Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI)
- Disability Benefits
- Public Assistance / TANF Benefits
- Worker's Compensation
- Payments under retirement, pension and annuity plans
- Federal Civil Service Retirement Benefits
- Federal Civil Service Survivor Annuities
- Unemployment Benefits
- Veterans' Benefits
- Payments awarded by a court in a civil or criminal case
- Alimony, support, or separate maintenance payments
- Railroad Retirement Act Benefits
- Black Lung Benefits
- Longshore and Harborworker's Compensation Act Benefits
- Seaman's or Master's or Fisherman's wages
- Any money or property up to \$850 or more (if you own your home)
- Any money or property up to \$8,625 (if you do not own your home)

I own my home, but I want to protect more than \$850. What do I do?

You might be able to protect more than \$850, but every situation is different. **You may want to talk to a lawyer.**

Do these protections apply if I owe alimony or child support?

These protections might not apply if you owe alimony or child support. If someone else pays alimony or child support to you, that money might be protected. **It may be helpful to speak with a lawyer.**

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:

- 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.



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Case Caption: _____ Case No.: _____

Note: This form is intended for use by judgment debtors whose money is in a bank account or other property has been “attached” (is being taken). It does not apply to wage garnishments. If your wages are being garnished, use the Motion to Exempt (Protect) Wages and Request a Hearing.

Motion to Exempt (Protect) Funds and Request a Hearing

1. Your name: _____
2. I live in, or earn more than half my income, in the District of Columbia: Yes No
3. I want to protect all or part of the money in my bank account. My money should be protected because it is:

<input type="checkbox"/> Social Security Retirement Benefits	<input type="checkbox"/> Temporary Assistance for Needy Families (TANF)
<input type="checkbox"/> Worker’s compensation	<input type="checkbox"/> Child support or alimony
<input type="checkbox"/> Veterans’ benefits (VA)	<input type="checkbox"/> Any money, up to \$8,625 (if you do not own your home)
<input type="checkbox"/> Retirement or pension payments	<input type="checkbox"/> Any money, up to \$850 or more (if you own your home)
<input type="checkbox"/> Unemployment compensation	<input type="checkbox"/> Other (see list in attached notice): _____
<input type="checkbox"/> Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI)	_____

If needed, attach a new page to explain

4. If you checked one of the “any money” options above, please answer the following question (otherwise, skip this question):
I have / have not filed a motion in a different case asking to protect money in my bank account.

Declaration

I declare under penalty of perjury that the information provided above is true and correct. Additionally, I request a hearing to determine whether my wages should be protected.

Defendant Name (Please Print)	
Address:	
Signature:	
Email Address:	
Telephone No:	Alternative Telephone No:

Attorney for Defendant Name, if applicable (Please Print)	
Address:	
Signature:	
Email Address:	
Telephone No.:	Attorney Bar No.:

Hearing Information

After you file your motion, the court will schedule a hearing. If you file in person, the clerk will provide you with a document containing the hearing details. If filed another way, you'll receive an email or notice with the date, time, and location. The hearing may be conducted remotely or in person, so be sure to read the notice carefully. You must attend the hearing, or your money may not be protected.

Be prepared to present documents showing your money is protected (such as a bank statement, Social Security benefits statement, or income statement) and to swear or affirm that the information is true.

Certificate of Service

You do not need to complete this section if you serve the motion through the court's electronic filing system or if you represent yourself in a small claims or landlord/tenant case.

I hereby certify this _____, that a copy of this filing was eServed in
Date

accordance with Administrative Order 13-15 or served by first class mail, postage prepaid, on the plaintiff's attorney (or the plaintiff if unrepresented) and all other self-represented parties and/or attorneys in this case, as listed below.

Name

Email Address

Phone Number

Physical Address

Date

Name

Email Address

Phone Number

Physical Address

Signature of Defendant