



**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.