

GARNISHMENT FILING GUIDELINES

Beginning June 22, 2020, the civil clerk's office will resume accepting garnishment filings. In order to not overload the clerk's office and to avoid overscheduling already very limited dockets; we ask that you follow the guidelines below when choosing a return date for a garnishment. Please note we are making these adjustments during this time of COVID-19 and this may not be a permanent change within this office. Scheduling garnishment return dates will work much like scheduling an unlawful detainer; each week there will be an assigned date in which we will be setting a bank garnishment or wage garnishment. The dates will change from week to week so please be sure to check the schedule attached prior to filing.

- 1) Please contact the clerk's office to confirm the garnishment return date you are choosing is correct. The new post judgment docket schedule will be as follows:

MONDAY

11:00 A.M. POST JUDGMENT - CT ROOM 1 – 75 CASES

1:00 P.M. POST JUDGMENT - CT ROOM 3 – 100 CASES

1st and 3rd WEDNESDAY OF EACH MONTH – BEGINNING OCTOBER 1, 2020

11:00 A.M. POST JUDGMENT - CT ROOM 1 – 75 CASES

1:00 P.M. POST JUDGMENT CONTINUANCES - CT ROOM 3 – 100

1:00 P.M. POST JUDGMENT - CT ROOM 4 – 100 CASES

- 2) If you have confirmed a return date, time slot, and courtroom; please note that information on your filing AND please be sure to get the filings to the clerk's office within 1 week of confirming date.
- 3) In order to avoid delay in processing, please be sure that all necessary forms are completed, there are enough copies of each form, and that the payment amount is correct. We cannot move forward with processing if we are missing payment, paperwork, or have incomplete forms. Failure to have a complete filing may void your return date. Please note the amount of copies and filing fees required:
 - (1) *Original Suggestion for Garnishment*
 - (1) *Original plus (6) copies of Garnishment Summons*
 - (2) *Exemption Claim forms*
 - (1) *Garnishee's Answer form*
 - (1) *Information sheet*
 - (1) *Envelope stamped and addressed to the defendant*

****Civil Filing fees increase \$6.00 effective July 1, 2020**

Garnishment Filing fee - \$50.00

Sheriff's service fee - \$24.00 per defendant (in the State of Virginia)

****Miscellaneous garnishment filing requirements:**

Secretary of the Commonwealth – Original affidavit plus 2 copies, completed green cards for certified mailing, envelope addressed to defendant (no postage), and separate check for service (\$28.00 per out of state service) made payable to Secretary of the Commonwealth.

State Corporation Commission – Original plus 2 copies of the SOP 19.1, 2 copies of the document to be served, and a check made payable to the State Corporation Commission for \$30.00 per service.

- 4) Please note that there is a specific day and courtroom for post judgment continuances. The docket set for each Wednesday at 1:00 p.m. in courtroom #3 specifically will be used as a continuance docket (100 cases). Therefore, if you have a case that is continued for an amended or alias service, you will have a Wednesday court date set at 1:00 p.m. in courtroom #3. If you are asking for a continuance for the Court to receive an answer, you will have a Wednesday court date set at 1:00 p.m. in courtroom #3.

Thank you for your time and attention to these changes. We look forward to working with you and helping with any questions or concerns that may arise during this docket transition.

BANK GARNISHMENT SCHEDULE:

Filings Received	Return Dates	Return Times
6/22 – 6/26	10/19	11:00 a.m. – CLOSED 1:00 p.m.
	10/21	11:00 a.m. 1:00 p.m. – CLOSED
6/29 – 7/2	10/26	11:00 a.m. 1:00 p.m.
7/6 – 7/10	11/02	11:00 a.m. 1:00 p.m.
	11/04	11:00 a.m. 1:00 p.m.
7/13 – 7/17	11/09	11:00 a.m. 1:00 p.m.
7/20 – 7/24	11/16	11:00 a.m. 1:00 p.m.
	11/18	11:00 a.m. 1:00 p.m.
7/27 – 7/31	11/23	11:00 a.m. 1:00 p.m.

-WAGE GARNISHMENT SCHEDULE:

Filings Received	Return Dates	Return Times
6/22 – 6/26	01/04	11:00 a.m. 1:00 p.m.
	01/06	11:00 a.m. 1:00 p.m.
6/29 – 7/2	01/11	11:00 a.m. 1:00 p.m.
7/6 – 7/10	01/18	Holiday
	01/20	11:00 a.m. 1:00 p.m.
7/13 – 7/17	01/25	11:00 a.m. 1:00 p.m.
7/20 – 7/24	02/01	11:00 a.m. 1:00 p.m.
	02/03	11:00 a.m. 1:00 p.m.
7/27 – 7/31	02/08	11:00 a.m. 1:00 p.m.