

INSTRUCTIONS FOR
**NOTICE AND AFFIDAVIT TO THE JUDGMENT DEBTOR OF
CURRENT BALANCE DUE ON GARNISHMENT ORDER**

A) The Judgment Creditor shall complete and serve this form on the Judgment Debtor on an annual basis.

B) May also complete and serve this form on Judgment Debtor at any other time, for instance when the amount of garnishment payments is close to the total amount listed on the original garnishment form or when a Final Report has been received showing the total amount has been withheld but there is still an outstanding balance due to accrued interest.

Instructions for service:

Serve the Judgment Debtor with a copy of the *Notice and Affidavit to the Judgment Debtor of current Balance due on Garnishment Order* along with *Request for Hearing* form and a pre-addressed, stamped envelope addressed to the Celina Municipal Court. Both these forms and the SASE are available at the Court. Serve personally, by Certified Mail or by regular mail with Certificate of Mailing.

After serving the Judgment Debtor send a copy of the *Notice and Affidavit to the Judgment Debtor of current Balance Due on Garnishment Order* to the employer and a copy to the Court along with the proof of mailing or personal service.

The employer should continue to collect this amount on the garnishment until paid or until further order from the Court.

The Judgment Debtor may file their Request for Hearing and you would be notified of the date and time for this hearing.