

CASE # _____

PLAINTIFF

SHREVEPORT CITY COURT

VERSUS

CADDO PARISH, LOUISIANA

DEFENDANT

PETITION TO MAKE JUDGMENT EXECUTORY AND FOR GARNISHMENT

The petition of _____, plaintiff in the above numbered cause, respectfully represents:

1.

The petitioner obtained a judgment in the above entitled cause from _____ on _____ in the amount of \$_____, that said judgment is final and unsatisfied.

2.

Petitioner is informed and alleges that garnishee herein, _____, has property or effects in its possession or under its control belonging to the defendant, _____ or that defendant is employed by garnishee, who is indebted or will become indebted unto defendant for wages, salary of commission.

3.

That a writ of fifa should be issued and garnishee be ordered to answer categorically and under oath the annexed interrogatories, and after due proceeding, he be condemned to pay petitioner the amount of said writ of fieri facias.

WHEREFORE PETITIONER PRAYS that the named party be made garnishee herein, and that garnishee be ordered to answer the annexed interrogatories, under oath in writing.

WHEREFORE petitioner further prays that the Judgment from _____, numbered _____ be made executory in Shreveport City Court.

Plaintiff information & agent signature

ORDER

IT IS ORDERED the judgment from _____
be made executory in Shreveport City Court. It is further ordered that
_____, be made garnishee herein and ordered to
answer under oath, categorically and in writing, the attached interrogatories, within (15)
fifteen days from service.

JUDGE, Shreveport City Court

STATEMENT OF SUMS DUE

PRINCIPAL		\$ _____
INTEREST ()		\$ _____
OTHER FEES AND COSTS ()		\$ _____
COURT COSTS ()		\$ _____
COURT COSTS (SHREVEPORT CITY COURT)		\$ _____
MARSHAL'S COMMISSION (6%)		\$ _____
LESS ANY CREDIT PAID (SINCE JUDGMENT)		\$ _____

NOTE: THIS IS ONLY AN ESTIMATED STATEMENT OF SUMS DUE. INTEREST, COURT COSTS AND MARSHAL'S COMMISSION WILL CONTINUE TO ACCRUE.

SERVE GARNISHEE: _____

**SHREVEPORT CITY COURT
GARNISHMENT
GENERAL INFORMATION**

Upon being served with the attached garnishment papers, within fifteen (15) days, answer Interrogatories and return to:

Shreveport City Court
Civil Division
1244 Texas Avenue
Shreveport, La. 71101

Begin withholding immediately, effective as of date you are served with the attached garnishment papers and:

1. Contact a lawyer for any legal advice which you need. The Marshal's Office nor the Court employees can give legal advice to persons needing such. These instructions are provided only to give you a general overview of the employer's role in a garnishment and to minimize the number of phone calls that the Marshal's Office receives.
2. Withhold 25% of all disposable earnings that you now owe to your employee or that you may hereafter owe to your employee. Disposable earnings are those earnings of your employee which remain after the deduction from those earnings of any amount required by law to be withheld. However, do not withhold any amount of your employee's earnings that would result in him or her receiving less than an amount in disposable earnings which is equal to 30 times the Federal minimum hourly wage in effect at the time the earnings are payable at a multiple fraction thereof, according to whether the employee's pay period is greater or less than one week. (30 X MINIMUM WAGE = TAKE HOME PAY) THIS AMOUNT MUST BE TAKEN HOME BY DEFENDANT OR THEY ARE NOT GARNISHABLE. (Currently \$217.50 per week)
3. Release the funds (everything accumulated from date of service with the petition for garnishment) upon the receipt of a Judgment vs. Garnishee.
4. Make all checks payable to:

James Jefferson
City Marshal
1244 Texas Avenue
Shreveport, LA 71101

5. ON CHECK STUB, INCLUDE THE INDIVIDUAL'S FULL NAME, THE SUIT NUMBER AND LAST FOUR DIGITS OF THE SOCIAL SECURITY NUMBER. This suit number can be found in the upper right hand corner of the Garnishment citation.
6. The attached statement of sums is an ESTIMATED total as of filing date. Interest continues to accrue as well as court costs, until the full amount has been collected. There is also a 6% Marshal's commission which will be added to the total amount. You will need to continue to withhold funds until notified by the City Marshal's Office or the Clerk of Court.
7. Pursuant to Article 2412 of the Code of Civil Procedure, sworn answers to garnishment interrogatories must be filed, and the delay within which the garnishment answers are due is 15 days. Unsworn answers (not notarized) **will not be accepted**, and, if filed will not be considered by the Judges in rendering the Judgment vs. Garnishee.
8. For further information call: 318-673-5800.

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INTERROGATORIES

1. Are you indebted to the defendant herein the sum of the itemization on the petition, or any part thereof not exempt by law from seizure?
2. Is the defendant herein in your employ? If yes, state what are his wages and how paid, and if there is any money due him for services rendered, not exempt by law from seizure.
3. Have you in your hands, on deposit or under your control, not exempt by law from seizure, any money rights, credits, property or effects of any description belonging to defendant herein? If yes, state what it consists of and how much.
4. Have you, since the service of the interrogatories, paid or transferred to the defendant herein money, property, credits or effects of any description whatever or caused the same to be done, or has any transaction whatever with the defendant? If yes, state in what it consisted.
5. State whether or not there are other judgments of garnishment affecting such wage, salary or compensation and if so the status thereof?
6. Is the defendant indebted to you? If so, please give full details.

 Name, title, address, and signature
 of person answering

Sworn and subscribed before me, this _____ day of _____, 20____.

NOTARY PUBLIC