

INSTRUCTIONS
FORM 16
SATISFACTION OF JUDGMENT
(NON-EARNINGS)

WARNING !

ALL PARTIES TO A GARNISHMENT ARE STRONGLY URGED TO OBTAIN LEGAL ADVICE FROM AN ATTORNEY. Garnishment procedures are governed by Arizona law and are extremely complicated. All parties involved must follow these laws and procedures correctly. The Court may issue an order for monetary penalties against any party who does not proceed properly, including the judgment creditor.

USE FORM 16 IF:

- You are the judgment creditor or you represent the judgment creditor, and the judgment you sought to collect through garnishment has been paid in full or otherwise satisfied.

TO COMPLETE FORM 16 YOU WILL NEED:

- Information on the Writ of Garnishment and Summons (Non-Earnings).

HOW TO COMPLETE FORM 16:

TYPE OR PRINT NEATLY USING **BLACK INK**. Match each numbered item in the instructions with the same numbered item on the Satisfaction of Judgment.

In the upper left top of form, type or print the name, mailing address and telephone numbers of the person filing this form. If you are representing yourself in this matter, check the box before "Self." If you are representing a judgment debtor and you are not an attorney, check the box before "Other."

Type or print the case number appearing on the Writ.

Lines (1) through (5) are known as the caption. You must complete this portion if not already filled in.

- (6) Type or print the name, mailing address and, if known, phone number(s) of the petitioner/ plaintiff as it appears on the Writ. Check the box to indicate whether this party is the judgment creditor or judgment debtor, as shown on the Writ.
- (7) Type or print the name, mailing address and, if known, phone number(s) of the respondent/ defendant as it appears on the Writ. Check the box to indicate whether this party is the judgment creditor or judgment debtor, as shown on the Writ.
- (8) Type or print the name, mailing address, phone number(s) and attorney (if known) of the person or company (garnishee) as it appears on the Writ.
- (9) Complete the information in this box indicating the date and manner in which you will provide a copy of this form to the judgment debtor.
- (10) Complete the information in this box indicating the date and manner in which you will provide a copy of this form to the garnishee.
- (11) Date and sign your name where indicated.

WHEN YOU HAVE COMPLETED THE CERTIFICATE OF SERVICE:

- Follow the steps on the Process Checklist.