

**INSTRUCTIONS
FORM 21
CERTIFICATE OF SERVICE**

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.

USE FORM 21 IF:

- You are a party to a garnishment and have filed a pleading other than the original application, a copy of which must be provided to one or more parties to the proceeding by mail or hand delivery.

TO COMPLETE FORM 21 YOU WILL NEED:

- The titles of the Court papers you mailed or hand-delivered to the other party/parties in this action.
- Information on the Writ of Garnishment and Summons (Earnings).

HOW TO COMPLETE FORM 21:

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

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) Type or print the date you mailed or hand-delivered the Court papers to the other party/parties.

(10) Check the box describing the manner of mailing or delivery.

(11) If you checked this box, type or print the name of the person who performed the hand delivery.

(12) Type or print the title of each Court paper you mailed or delivered.

(13) Type or print the name and address of each party to whom you mailed or delivered the Court document(s).

(14) Date and sign your name where indicated in the presence of a notary public.

WHEN YOU HAVE COMPLETED THE CERTIFICATE OF SERVICE:

- File this form with the Clerk's filing counter.