

**GARNISHMENT PROCEDURE GUIDELINES AND FORMS**  
(INSTRUCTIONS FOR THE PLAINTIFF)

JUDGES AND COURT CLERK PERSONNEL ARE NOT PERMITTED TO GIVE LEGAL ADVICE

Before filing a Garnishment Petition, you must have been awarded a Judgment. Upon final judgment, you may initiate a collection procedure by filing a Garnishment Petition. An advance cost for filing a Garnishment Petition is required. Please see the current [Civil Court Costs Schedule](#) (right click to open in a new window) for the applicable costs and fees. There is additional cost for any and all service outside of the city limits.

**IMPORTANT MESSAGE:** It is not the duty or the function of the Court to automatically collect what is owed to you. It is your responsibility to take any and all legal action necessary to collect on your Judgment. If you do not know of any assets belonging to the losing party, you may request a "JUDGMENT DEBTOR RULE" for an ORAL EXAMINATION to determine defendant's assets. (See current Civil Court Costs Schedule for applicable cost.)

**IN ORDER TO FILE A GARNISHMENT PETITION, YOU MUST HAVE:**

**The proper legal name and complete address of the garnishee (Defendant's employer). If the business is incorporated, you should determine the name and address of the REGISTERED AGENT for the corporation, who is the individual who will receive service of the Garnishment Citation.**

**FILING YOUR PETITION FOR GARNISHMENT**

**STEP 1** This packet contains forms entitled "PETITION FOR GARNISHMENT", "GARNISHMENT INTERROGATORIES", and "ORDER"

Please Complete the Information Sheet with all applicable fields to automatically generate complete forms. Submit all four forms to the clerks office when filing your petition. Don't forget to print and sign your name.

If you are claiming Judicial Interest in your Petition, you can calculate the amounts using the following link. When using the calculator, enter your suit's File Date (also known as date of Judicial Demand) as the *Judgment Date* and the Current Date as the *End Date*.

([To Access a Judicial Interest Calculator, click here](#))(right click to open in a new window)

If you are claiming something other than Judicial Interest, or multiple periods and rates of interest, please enter those in the appropriate fields on the Information Sheet

**STEP 2** The Petition for Garnishment will then be submitted to the Judge for the Order to be signed and served on the garnishee. Hereafter, any seizure of wages and/or commissions of defendant is effective upon receipt of the Petition, and the garnishee is to begin withholding the non-exempt portion of wages and/or commissions from the date of service. Thereafter, the garnishee has fifteen days from service of process to answer the GARNISHMENT INTERROGATORIES under OATH. When the court receives the Answers to the Interrogatories, it will review them for compliance and process accordingly. (If it appears that a copy was mailed to the plaintiff/attorney, the court will not send you a copy.)

**STEP 3** Once the court reviews the answers to the interrogatories, a proposed judgment of garnishment will be submitted to the judge for signature if appropriate. The GARNISHMENT JUDGMENT is an order drafted by the clerks instructing the garnishee to deliver defendant's wages and/or commission to the Marshal of the City of Shreveport. ANY QUESTIONS YOU MAY HAVE CONCERNING THE SEIZED WAGES AND/OR COMMISSIONS ARE TO BE DIRECTED TO THE MARSHAL'S OFFICE AT NUMBER (318) 673-6820.

**GARNISHMENT PROCEDURE GUIDELINES AND FORMS**  
(INSTRUCTIONS FOR THE GARNISHEE)

JUDGES AND COURT CLERK PERSONNEL ARE NOT PERMITTED TO GIVE LEGAL ADVICE

You have received a **PETITION FOR GARNISHMENT**, which identifies you as the garnishee.

**RESPONDING TO THE PETITION FOR GARNISHMENT CITATION:**

**COMPLETE THE FOLLOWING STEPS:**

**STEP 1** In accordance with CCP Article 2412, you are commanded to answer, categorically and under Oath, the accompanying Interrogatories. You have fifteen (15) days from date of service (or 30 days if service is made through the Long Arm Statute) to return the original (not a copy), to the Office of the Clerk.

Shreveport City Court  
Civil Division  
1244 Texas, Avenue  
Shreveport, LA 71101

**Prior to submitting your answer, please ensure the following actions are complete:**

- a. All interrogatories have been answered.
- b. The Document has been notarized.
- c. Document contains an original signature of your company's representative.
- d. It is the ORIGINAL DOCUMENT, and not a photocopy.

**STEP 2** Please furnish a copy of the answers to the interrogatories to the plaintiff, or plaintiff's attorney.

**STEP 3** Withhold 25% of all disposable earnings that you now owe or may hereafter owe to your employee. The attached statement of sums is an estimate of the total due from the date of filing the garnishment. Interest continues to accrue until the principal amount is paid. Court costs accrue as there is action in the suit. There is also a 6% Marshal's commission which will be added to the total amount needed to satisfy the garnishment. Garnishee should continue to withhold funds until notified by the Plaintiff/Attorney, City Marshal's office or the Clerk's office that the total debt including interest and costs has been satisfied.

**STEP 4** Upon receiving a Judgment of Garnishment, the garnishee shall remit the funds (all amounts accumulated from the date of service to the present date) to the Marshal's office and thereafter until notified garnishment is PAID IN FULL. Any cost of return of funds to the Garnishee if the payment is not in accordance with law shall be borne by the Garnishee.

**STEP 5** Checks should be made payable to:

James Jefferson  
City Marshal  
1244 Texas Avenue  
Shreveport, LA 71101

ON CHECK STUB, INCLUDE THE EMPLOYEE'S FULL NAME, THE SUIT NUMBER AND THE LAST 4 DIGITS OF THE EMPLOYEE'S SOCIAL SECURITY NUMBER. (The suit number can be found in the upper right hand corner of the Judgment of garnishment.)

For further information, call 318 673-5800.

**La. R. S. 13:3881 (A)(1)- GENERAL EXEMPTIONS FOR SEIZURE**  
**General exemption from seizure (reproduced in part)**

A. The following income or property of a debtor is exempt from seizure under any writ, mandate, or process whatsoever:

(1)(a) Seventy-five percent of his disposable earnings for any week, but in no case shall this exemption be less than an amount in disposable earnings which is equal to thirty times the federal minimum hourly wage in effect at the time the earnings are payable or a multiple of fraction thereof, according to whether the employee's pay period is greater or less than one week. However, the exemption from disposable earnings for the payment of a current or past due support obligation, or both, for a child or children is fifty percent of disposable earnings, and the exemption from seizure of the disposable earnings for the payment of a current or past due support obligation, or both, for a spouse or former spouse is sixty percent of the disposable earnings. For purposes of this Subsection, if the Department of Children & Family Services is providing support enforcement services to the spouse and a judgment or order for support includes an obligation for both a child or children and a spouse or former spouse, or in any case wherein the judgment or order does not clearly indicate which amount is attributable to support of the child or children and which amount is attributable to support of the spouse or former spouse, the support obligation shall be treated as if it is exclusively for the support of a child or children.

(b) The term "disposable earnings" means that part of the earnings of any individual remaining after the deduction from those earnings of any amounts required by law to be withheld and which amounts are reasonable and are being deducted in the usual course of business at the time the garnishment is served upon the employer for the purpose of providing benefits for retirement, medical insurance coverage, life insurance coverage and which amounts are legally due or owed to the employer in the usual course of business at the time the garnishment is served.

**CAUTION: Failure to begin deduction at once or answer timely can make employer personally liable.**

## INFORMATION SHEET

Suit Number

Plaintiff Name

Plaintiff Street Address

Plaintiff City, State Zip

Plaintiff Phone Number

Defendant Name

Defendant SSN if known

Garnishee Name (Employer/Bank of Defendant)

Agent for Service (If Applicable)

Garnishee Address Line 1

Garnishee Address Line 2

Garnishee Address Line 3

Principal

Interest

Attorney Fees

Court Costs

Other Costs

Credit

Balance to Date

File Date	Current Date	Interest Rate	
			If you used a Judicial Interest in your calculation, enter the File Date, the Current Date and "Judicial Rate" as the interest rate. ( <a href="#">To Access a Judicial Interest Calculator, click here</a> ) (right click to open in a new window)
Start Date	End Date	Interest Rate	
			If you used multiple interest rates in your calculation, enter the Start and End Dates for each with the Interest Rates instead.

\_\_\_\_\_  
PLAINTIFF

VS

\_\_\_\_\_  
DEFENDANT

SUIT NO. \_\_\_\_\_

SHREVEPORT CITY COURT

CITY OF SHREVEPORT

STATE OF LOUISIANA

**PETITION FOR GARNISHMENT**

**NOW INTO COURT** comes petitioner, \_\_\_\_\_, who requests that this Court issue a writ of fieri facias ordering the seizure and possession of all property rights and credits of defendant, \_\_\_\_\_, by the Marshal of this Court, and to cause to be made in the manner prescribed by law an amount sufficient to pay and satisfy the sum of \_\_\_\_\_ and having good reason to believe that \_\_\_\_\_, is indebted to said defendant or has property or effects in its possession or control belonging to said defendant and venue is proper in this jurisdiction pursuant to Article 42 and/or 77 of the La. Code of Civil Procedure.

**WHEREFORE**, petitioner prays that \_\_\_\_\_ be made garnishee herein, ordered to answer, under oath, the accompanying Interrogatories, and after all due and legal proceedings, be condemned to pay the amount of said writ and cost, along with additional costs, interest and fees, as they may accrue pursuant to Judgment.

**CURRENT STATEMENT: (La.R.S. 13:3923)**

Principal \_\_\_\_\_ (Sign your Name) \_\_\_\_\_

Interest \_\_\_\_\_ (Print your Name) \_\_\_\_\_

Attorney Fees \_\_\_\_\_ (Street Address) \_\_\_\_\_

City Court Costs \_\_\_\_\_ (City, State, Zip) \_\_\_\_\_

Other Costs (Specify) \_\_\_\_\_ (Phone Number) \_\_\_\_\_

Credit \_\_\_\_\_

Balance to Date \_\_\_\_\_

Interest was calculated from Date of Judicial Demand \_\_\_\_\_ to \_\_\_\_\_ at a rate of \_\_\_\_\_

If applicable, interest was also calculated from dates \_\_\_\_\_ to \_\_\_\_\_ at a rate of \_\_\_\_\_

Above figures do not include future Court Cost, Interest or Marshal's Commission

\_\_\_\_\_  
PLAINTIFF

VS

\_\_\_\_\_  
DEFENDANT

SUIT NO. \_\_\_\_\_

SHREVEPORT CITY COURT

CITY OF SHREVEPORT

STATE OF LOUISIANA

**ORDER**

**LET THIS PETITION FOR GARNISHMENT BE FILED, AND LET \_\_\_\_\_**

be made Garnishee herein, and ordered to answer the accompanying Interrogatories, under oath and in writing within 15 days from service of process, or as the law directs.

Shreveport, Louisiana, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
JUDGE, SHREVEPORT CITY COURT

**SERVE GARNISHEE/AGENT FOR SERVICE OF PROCESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLAINTIFF

VS

DEFENDANT

SUIT NO. \_\_\_\_\_

SHREVEPORT CITY COURT

CITY OF SHREVEPORT

STATE OF LOUISIANA

**GARNISHMENT INTERROGATORIES (La. R.S. 13:3924)**

**TO BE ANSWERED CATEGORICALLY UNDER OATH AND IN WRITING WITHIN 15 DAYS FROM SERVICE OF PROCESS (30 DAYS, IF SERVICE IS MADE THROUGH THE LONG ARM STATUE): (ALL numbered items must be answered).**

**DEFENDANT'S SOCIAL SECURITY NO:** \_\_\_\_\_

1. Are you indebted to the defendant herein in a sum sufficient to satisfy amount of said writ? \_\_\_\_ Yes \_\_\_\_ No
2. Is the defendant herein in your employ? \_\_\_\_ Yes \_\_\_\_ No. If yes, state what his wages are, how paid, and if there is any money due for services rendered, exempt by law firm seizure. (See reverse hereof for exemption laws.)  
\_\_\_\_\_
3. Have you in your hands, on deposit, or under your control, not exempt by law from seizure, and money, rights, credits, property, or effects of a description belonging to defendant herein? \_\_\_\_ Yes \_\_\_\_ No If yes, state what it consist of and how much.  
\_\_\_\_\_
4. Have you, since the service of these 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 had nay transaction whatever with defendant? \_\_\_\_ Yes \_\_\_\_ No  
If yes, state of what is consisted. \_\_\_\_\_
5. State whether or not there are other judgments or garnishments affecting such wages, salary, or compensation, and if so, the status thereof.  
\_\_\_\_\_
6. At the time of service of garnishment, or at present time, if the defendant is not presently in your employ, state the name and new address of his new employment.  
\_\_\_\_\_
7. Do you understand that, pursuant to La. R.S. 13:3923, if defendant leaves your employ but subsequently returns to work for within 180 days, then you are to resume making deductions? \_\_\_\_ Yes \_\_\_\_ No
8. Do you understand that, pursuant to Louisiana Code of Civil Procedure Article 2411, any seizure of wages and/ or commissions of defendant hereunder is effective upon receipt of the Petition, Citation, and Interrogatories and that you are to begin withholding the non-exempt portion of said wages and/or commission from the date of service upon you of these Interrogatories? \_\_\_\_ Yes \_\_\_\_ No
9. Do you understand that you are to continue deducting the wages of defendant until you receive written notice that the Judgment of plaintiff has been satisfied in full? \_\_\_\_ Yes \_\_\_\_ No

**ANSWER TO INTERROGATORIES MUST BE SIGNED AND NOTARIZED**

(Signature of Person answering Interrogatories) \_\_\_\_\_

(Print name of Person answering Interrogatories) \_\_\_\_\_

(Attorney Bar Roll #) \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

PLEASE RETURN INTERROGATORIES TO:  
ATTN: CIVIL SECTION  
SHREVEPORT CITY COURT  
1244 TEXAS AVE  
SHREVEPORT, LOUISIANA 71101

\_\_\_\_\_  
Notary Public

Notary /Print Name: \_\_\_\_\_

Notary No.: \_\_\_\_\_

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, I mailed a copy of the answer of Garnishment Interrogatories to the plaintiff or plaintiff's attorney.

\_\_\_\_\_  
Garnishee signature or representative