

Garnishment Summons Frequent Errors Checklist

All information must match information on the Court Public Access Network (CPAN) judgment screen. The Clerk's office will not issue a Garnishment unless the information is identical to the docketed information. Please carefully review your Garnishment Summons so that it is not delayed or returned because of incomplete information.

NOTE: Garnishment Summons is a (3) page document, all (3) pages must be submitted. Garnishment Exemption Claim form is a (2) page document, both pages must be submitted.

If your document is returned, you must replace it with new original and six (6) new copies.

FREQUENT ERRORS:

Correct Names and Addresses

- Names of the Judgment Creditor and Judgment Debtor must match identically to the name on the judgment. (e.g., correct spelling, middle initial, do not omit LLP, PLLC, etc.)
- The Clerk's office will not change addresses. Make sure the address is identical on all documents submitted.

Check Box - Indicating what the Garnishment is Against

- This can be found under the Judgment Debtor information. Please note, if you do not mark one of the boxes – it will be returned to you.

Return Date

- This must be returnable to a Friday.

Garnishee

- Name of the garnishee must to be filled in, not just the address.

Judgment Number

- The Clerk's office will not fill in the Judgment Number. If you do not have the Judgment number, please contact a Judgment Clerk in the Land Records Division at 703-246-2329. The information is also available on CPAN, a subscriber-based internet service.

Date of Judgment and Place of Judgment

- If this is a Garnishment based upon a foreign judgment, docketed in Virginia, the date and place of the original judgment is required, not the date it was docketed in Fairfax County.
NOTE: The complete name of the Court where the foreign judgment was docketed is required.

Statement

- The Garnishment will be returned if the Judgment Principal amount is wrong, even if by just \$.01 cent.
- Please check your Total Balance Due calculations. The Clerk's office will not double check your math.

Envelope

- Be sure to include a stamped envelope addressed to the Judgment Debtor.