Instructions for Dockets that have been Re-Issued as a Garnishment

Many times a Docket that was originally issued a Writ of Execution will be Re-Issued as a garnishment. If you have collected some money against the Execution, you should follow the following procedure to make creation that you to not over collect on the garnishment. You should enter a new Docket into the system to track the complete history of both.

For example:

If the original writ was for 1000.00 and you have collected 150.00 from the defendant.

1) Enter the New Garnishment into the system from the Docket Files screen in the Data Entry section. If the Docket is not in the system, Enter as a new Docket, If the Docket number is already in the system as an execution, Cancel the Add New and Select the original docket for viewing. Take note of Original amount, Amount Collected and the balance due and proceed as follows..

2) Re-Enter the Add New mode and enter the Docket into The program and Add '-G' to the end of the docket number. For example, if the original docket Number was DC1234.00, enter DC1234-00-G and proper county.

3) Enter all of the information as appropriate. Make certain that the Judgment amounts reflect the new totals on the re-issuance.

4) Make certain to enter into the note section that a Writ of execution exists.

5) You <u>MUST</u> verify (preferably in writing) with the Attorney (or Plaintiff) that the amount collected against the original execution should be applied the new garnishment (some times this has already been factored into the new garnishment).

6) If the amount already collected (150.00) should be applied to the new docket (DC1234-00-G), then enter the amount (150.00) and dollarage as appropriate as a 'credit' in the 'Post a Deposit' screen.

NOTE: While the above method may seem cumbersome, it is necessary in order to maintain a complete audit trail of everything that the court issued and all of the money collected.