

NOTICE ON FILING A WRIT OF GARNISHMENT

IT IS YOUR RESPONSIBILITY, not that of the Court nor the Sheriff's Office to monitor compliance and review the Garnishee's answer to the interrogatories.

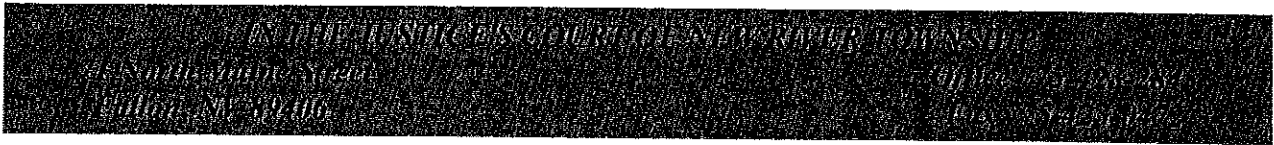
The Sheriff's Office will serve your Writ of Execution and Writ of Garnishment on the Garnishee. You will receive a "Proof of Service" showing the date service was performed.

The Garnishee is required within 20 days from the date of service of a Writ of Garnishment to answer the Interrogatories and to return those answers to the office of the Sheriff, who will in turn forward them on to you. Failure to answer the Interrogatories and comply with this writ within the required time period may result in a judgment in the amount due the Plaintiff entered against the Garnishee. If you do not receive a response, it is up to you to contact the Garnishee.

If you are unable to get satisfaction, it will be necessary for you to make application to the court, by motion, and request that a hearing be held. You must give notice to the defendant and his/her employer regarding the date of said hearing. This notice must be served no later than 5 days before the hearing. You will need an attorney for filing information and to advise you further. (N.R.S. 31.320 & 31.330)

If the Garnishee (employer), without legal justification, refuses to withhold the earnings of a defendant demanded in a Writ of Garnishment or knowingly misrepresents the earnings of the defendant, may be ordered to pay the Plaintiff the amount of arrearages caused by the employer's refusal to withhold or his misrepresentation of the defendant's earnings. In addition, the court may order the employer to pay the Plaintiff punitive damages in the amount not to exceed \$1,000.00 for each pay period in which the employer has, without legal justification, refused to withhold the defendant's earnings or has misrepresented the earnings. You may petition the court to order the employer to appear and show cause why he should not be subject to the penalties prescribed by law. (N.R.S. 31.297)

Received copy _____ Date _____



GARNISHMENT WORK SHEET

Principle amount: \$ _____
 +
 Attorney's fees awarded, if any: \$ _____
 Pre-judgment Interest awarded, if any: \$ _____
 +
 Court Costs awarded, if any: \$ _____
 =
Total Judgment amount, as entered: \$ _____

Interest accrued since date of judgment: \$ _____
 +
 Costs accrued since date of judgment: \$ _____
 (includes any additional services fees, court costs, or garnishee fees)
 +
\$25 filing fee for execution
 =
Total accrued interest and costs since date of judgment: \$ _____

HOW TO CALCULATE DAILY INTEREST

$$\frac{\text{(principle amount or net balance amount if net balance < principle)} \times 7.50\%}{365} = \text{(daily interest)}$$

Total Judgment amount, as entered: \$ _____
 +
 Total accrued interest and costs since date of judgment: \$ _____
 -
 Any payments made by the defendant since judgment: \$ _____
 =
Total Net Balance: \$ _____

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CASE NO. _____

IN THE JUSTICE'S COURT OF NEW RIVER TOWNSHIP

COUNTY OF CHURCHILL, STATE OF NEVADA

Plaintiff,

vs

EXECUTION

Defendant

THE PEOPLE OF THE STATE OF NEVADA:
To the Sheriff or Constable GREETINGS:

On the _____ day of _____, _____ judgment was entered by the above-entitled court in the above-entitled action in favor of _____ as judgment creditor against _____ as judgment debtor for:

\$ _____ principal (initial amount),
\$ _____ attorney fees, interest, and court costs awarded (if any) making a total amount of
\$ _____, the judgment as entered, and

WHEREAS, according to an affidavit and/or a memorandum of costs after judgment filed herein, it appears that further sums have **accrued since the entry of judgment** to wit:

\$ _____ accrued interest, and
\$ _____ accrued costs, together with **\$25.00** fee for the issuance of this writ making a total of
\$ _____ as accrued costs, accrued interest and fees.

CREDIT must be given for payments and partial satisfactions in the amount of \$ _____ which is to be first credited against the total accrued costs and accrued interest, with any excess credited against the judgment as entered, LEAVING A NET BALANCE OF \$ _____ ACTUALLY DUE ON THE DATE OF THE ISSUANCE OF THIS WRIT, of which \$ _____, *which is the principle amount OR, if net balance is less than the principle amount, is the net balance amount*, bears interest at **7.50** per cent per annum, in the amount of \$ _____ per day, from the date of judgment to the date of levy, to which must be added the commissions and costs of the officer executing this writ.

NOW, THEREFORE, **SHERIFF OR CONSTABLE**, you are hereby commanded to satisfy this judgment with interest and costs as provided by law, out of the personal property of the judgment debtor, except that for any pay period, 75 percent of the disposable earnings of the debtor during this period or for each week of the period 50 times the minimum hourly wage prescribed by section 6(a)(1) of the Federal Fair Labor Standards Act of 1938 and in effect at the time the earnings are payable, whichever is greater, is exempt from any levy of execution pursuant to this writ, and if sufficient personal property cannot be found, then out of the real property belonging to the debtor in the aforesaid county, and make return to this writ within not less than 10 days nor more than 60 days endorsed thereon with what you have done.

DATED this _____ day of _____, _____.

BENJAMIN D. TROTTER
Judge, Justice Court
New River Township

1 CASE NO. _____
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5 IN THE JUSTICE'S COURT OF NEW RIVER TOWNSHIP
6 COUNTY OF CHURCHILL, STATE OF NEVADA

7 _____
8 Plaintiff,

9 vs

WRIT OF GARNISHMENT
IN AID OF EXECUTION

10 _____
11 Defendant,
12 _____ /

13 TO: _____
(Defendant's employer and employer full address)

14 On the _____ day of _____, _____, a judgment was entered by the above-entitled
15 court in the above-entitled action in favor of _____ as judgment creditor
and against _____ as judgment debtor for \$ _____ the judgment as entered, and

16 WHEREAS, according to an affidavit and/or memorandum of costs after judgment filed herein,
17 it appears that further sums have accrued since the entry of judgment, to wit:

18 \$ _____ accrued interest, and
19 \$ _____ accrued costs, together with \$25.00 for the issuance of this writ, making a total of
20 \$ _____ as accrued costs, accrued interest and fees.

21 NOW, therefore, you are summoned to appear before the Justice Court of the New River
Township, County of Churchill, State of Nevada, by filing an answer to the attached garnishee
22 interrogatories within twenty (20) days after service of this writ upon you.

23 Chapter 31 of the Nevada Revised Statutes provides if the garnishee indicates in his or her
answer to garnishee interrogatories that he or she is the employer of the defendant, the writ of gar-
24 nishment served on the garnishee shall be deemed to continue for 180 days or until the amount
demanded in the writ is satisfied, whichever occurs earlier.

25 In addition to the fee set forth in NRS 31.270, a garnishee is entitled to a fee from the plaintiff of
\$3 per pay period, not to exceed \$12 per month, for each withholding made of the defendant's
26 earnings. This does not apply to the first pay period in which the defendant's earnings are garnished.

If the defendant's employment by the garnishee is terminated before the writ of garnishment is
satisfied, the garnishee:

a) Is liable only for the amount earned but unpaid, disposable earnings that are subject to
garnishment.

b) Shall provide the plaintiff or the plaintiff's attorney with the last known address of the

1 defendant and the name of any new employer of the defendant, if known by the garnishee.

2 Furthermore, you are advised that the provisions of NRS 31.240 through 31.460 are applicable to
3 this writ and more particularly, that you shall not pay any debt due or to become due to the Defendant
4 and must retain in your possession and control, or deliver to the Sheriff as provided herein, all per-
5 sonal property, effects, goods, chattels, rights, debts, credits or choses in action of the Defendant.
6 However, in all cases, you may, upon filing your answers to the following garnishee interrogatories,
7 deliver to the Sheriff or the Officer who served this writ the property belonging to the Defendant,
8 together with the money due to the Defendant, and the Sheriff or Officer shall give you a receipt
9 therefor, and thereupon you will be relieved from further liability in these proceedings unless your
10 answers to the following interrogatories are successfully controverted. To facilitate the payment of
11 money, please make checks payable to the plaintiff.

12 In case you fail to answer the attached garnishee interrogatories, a judgment by default will be
13 rendered against you for the amount or value as specified above as allegedly belonging to the
14 Defendant and to be in your possession or under your control.

15 If without legal justification an employer of the defendant refuses to withhold earnings of the
16 defendant demanded in a writ of garnishment or knowingly misrepresents the earnings of the
17 defendant, the court may order the employer to appear and show cause why he should not be subject
18 to the below-stated penalties.

19 If after a hearing upon the order to show cause, the court determines that an employer, without
20 legal justification, refused to withhold the earnings of a defendant demanded in a writ of garnishment
21 or knowingly misrepresented the earnings of the defendant, the court shall order the employer to pay
22 the plaintiff, if the plaintiff has received a judgment against the defendant, the amount of arrearages
23 caused by the employer's refusal to withhold or his misrepresentation of the defendant's earnings. In
24 addition, the court may order the employer to pay the plaintiff punitive damages in an amount not to
25 exceed \$1,000 for each pay period in which the employer has, without legal justification, refused to
26 withhold the defendant's earnings or has misrepresented the earnings.

It is unlawful for an employer to discharge or discipline an employee exclusively because the
employer is required to withhold the employee's earnings pursuant to a writ of garnishment.

Signature of Sheriff

DATED:

Please make garnishment checks payable to the above named Plaintiff.

GARNISHEE INTERROGATORIES

1. Are you in any manner indebted to the defendants, _____, or either of them, either in property or money, and is the same now due? If not due, when is the debt to become due?

State fully all particulars: _____

2. Are you an employer of one or all of the defendants? If so, state the length of your pay period and the amount of disposable earnings, as defined in NRS 31.295, that each defendant presently earns during a pay period. State the minimum amount of disposable earnings that is exempt from this garnishment, which is the federal minimum hourly wage prescribed by section 6(a)(1) of the federal Fair Labor Standards Act of 1938, 29 U.S.C. 206(a)(1), in effect at the time the earnings are payable multiplied by 50 for each week of the pay period, after deducting any amount required by law to be withheld.

Calculate the attachable amount as follows:

(Check on of the following) The employee is paid:

[A] Weekly: ___ [B] Biweekly: ___ [C] Semimonthly: ___ [D] Monthly: ___

(1) Gross Earnings \$ _____

(2) Deductions required by law (not including child support) \$ _____

(3) Disposable Earnings [Subtract line 2 from line 1] \$ _____

(4) Minimum Wage \$ _____

(5) Multiply line 4 by 50 \$ _____

(6) Complete the following directions in accordance with the letter selected above:

[A] Multiply line 5 by 1 \$ _____

[B] Multiply line 5 by 2 \$ _____

[C] Multiply line 5 by 52 and then divide by 24 \$ _____

[D] Multiply line 5 by 52 and then divide by 12 \$ _____

(7) Subtract line 6 from line 3 \$ _____

This is the attachable earnings. This amount must not exceed 18% of the disposable earnings from line 3.

3. Did you have in your possession, in your charge or under your control, on the date the writ of garnishment was served upon you, any money, property, effects, goods, chattels, rights, credits, or choses in action of said defendants, or either of them, or in which he/she is interested? If so, state what is the value of the same, and state fully all particulars,

4. Do you know of any debts owing to said defendant, whether due or not due, or any money, property, effects, goods, chattels, rights, credits, or choses in action, belonging to him/her or in which he/she is interested, and now in the possession or under the control of others? If so, state particulars:

5. Are you a financial institution with a personal account held by one or all of the defendants? If so, state the account number and the amount of money in the account which is subject to garnishment. As set forth in section 3 of this act, \$2,000 or the entire amount in the account, whichever is less, is not subject to garnishment if the financial institution reasonably identifies that an electronic deposit of money has been made into the account within the immediately preceding 45 days which is exempt from execution, including, without limitation, payments of money described in section 3 of this act or, if no such deposit has been made, \$400 or the entire amount in the account, whichever is less, is not subject to garnishment, unless the garnishment is for the recovery of money owed for the support of any person. The amount which is not subject to garnishment does not apply to each account of the judgment debtor, but rather is an aggregate amount that is not subject to garnishment. _____

5. State your correct name and address, or the name and address of your attorney upon whom written notice of further proceedings in this action may be served:

Garnishee

I, _____, declare under penalty of perjury that the answers to the forgoing interrogatories by me subscribed are true and correct.

Signature of Garnishee

SUBSCRIBED and SWORN to before me this
_____ day of _____, 20____.

Notary Public

NOTICE OF EXECUTION BEFORE JUDGMENT

(Per NRS 31.045)

READ THIS NOTICE CAREFULLY

It provides information on how the law may allow you to protect your property or money from being attached in the lawsuit against you.

YOUR PROPERTY IS BEING ATTACHED OR YOUR WAGES ARE BEING GARNISHED

The Plaintiff listed on the Notice of Hearing and/or Writ of Attachment alleges that you owe the Plaintiff money. The Plaintiff has begun the procedure to collect that money. To secure satisfaction of judgment, the court has ordered the garnishment of your wages, bank account or other personal property held by third persons or the taking of money or other property in your possession.

Certain benefits and property owned by you may be exempt from execution and may not be taken from you. The following is a partial list of exemptions:

1. Payments received pursuant to the federal Social Security Act, including, without limitation, retirement and survivors' benefits, supplemental security income benefits and disability insurance benefits.
2. Payments for benefits or the return of contributions under the Public Employees' Retirement System.
3. Payments for public assistance granted through the Division of Welfare and Supportive Services of the Department of Health and Human Services or a local governmental entity.
4. Proceeds from a policy of life insurance.
5. Payments of benefits under a program of industrial insurance.
6. Payments received as disability, illness or unemployment benefits.
7. Payments received as unemployment compensation.
8. Veteran's benefits.
9. A homestead in a dwelling or a mobile home, not to exceed \$550,000 unless:
 - (a) The judgment is for a medical bill, in which case all of the primary dwelling, including a mobile or manufactured home, may be exempt.
 - (b) Allodial title has been established and not relinquished for the dwelling or mobile home, in which case all of the dwelling or mobile home and its appurtenances are exempt, including the land on which they are located, unless a valid waiver executed pursuant to NRS 115.010 is applicable to the judgment.
10. All money reasonably deposited with a landlord by you to secure an agreement to rent or lease a dwelling that is used by you as your primary residence, except that such money is not exempt with respect to a landlord or landlord's successor in interest who seeks to enforce the terms of the agreement to rent or lease the dwelling.
11. A vehicle, if your equity in the vehicle is less than \$15,000.
12. Eighty-two percent of the take-home pay for any workweek if your gross weekly salary or wage was \$770 or less on the date the most recent writ of garnishment was issued, or seventy-five percent of the take-home pay for any workweek if your gross weekly salary or wage exceeded \$770 on the date the most recent writ of garnishment was issued, unless the weekly take-home pay is less than 50 times the federal minimum hourly wage, in which case the entire amount may be exempt.
13. Money, not to exceed \$1,000,000 in present value, held in:
 - (a) An individual retirement arrangement which conforms with or is maintained pursuant to the applicable limitations and requirements of section 408 or 408A of the Internal Revenue Code, 26 U.S.C. §§ 408 and 408A, including, without limitation, an inherited individual retirement arrangement;

ADDITIONAL INFORMATION ABOUT YOUR RIGHTS AND RESPONSIBILITIES in this matter may be obtained from the *Civil Law Self-Help Center*, which is located at the Regional Justice Center in downtown Las Vegas, or on its website, www.civillawselfhelpcenter.org.

(b) A written simplified employee pension plan which conforms with or is maintained pursuant to the applicable limitations and requirements of section 408 of the Internal Revenue Code, 26 U.S.C. § 408, including, without limitation, an inherited simplified employee pension plan;

(c) A cash or deferred arrangement plan which is qualified and maintained pursuant to the Internal Revenue Code, including, without limitation, an inherited cash or deferred arrangement plan;

(d) A trust forming part of a stock bonus, pension or profit-sharing plan which is qualified and maintained pursuant to sections 401 et seq. of the Internal Revenue Code, 26 U.S.C. §§ 401 et seq.; and

(e) A trust forming part of a qualified tuition program pursuant to chapter 353B of NRS, any applicable regulations adopted pursuant to chapter 353B of NRS and section 529 of the Internal Revenue Code, 26 U.S.C. § 259, unless the money is deposited after the entry of a judgment against the purchaser or account owner or the money will not be used by any beneficiary to attend a college or university.

14. All money and other benefits paid pursuant to the order of a court of competent jurisdiction for the support, education and maintenance of a child, whether collected by the judgment debtor or the State.

15. All money and other benefits paid pursuant to the order of a court of competent jurisdiction for the support and maintenance of a former spouse, including the amount of any arrearages in the payment of such support and maintenance to which the former spouse may be entitled.

16. Regardless of whether a trust contains a spendthrift provision:

(a) A present or future interest in the income or principal of a trust that is a contingent interest, if the contingency has not been satisfied or removed;

(b) A present or future interest in the income or principal of a trust for which discretionary power is held by a trustee to determine whether to make a distribution from the trust, if the interest has not been distributed from the trust;

(c) The power to direct dispositions of property in the trust, other than such a power held by a trustee to distribute property to a beneficiary of the trust;

(d) Certain powers held by a trust protector or certain other persons; and

(e) Any power held by the person who created the trust.

17. If a trust contains a spendthrift provision:

(a) A present or future interest in the income or principal of a trust that is a mandatory interest in which the trustee does not have discretion concerning whether to make the distribution from the trust, if the interest has not been distributed from the trust; and

(b) A present or future interest in the income or principal of a trust that is a support interest in which the standard for distribution may be interpreted by the trustee or a court, if the interest has not been distributed from the trust.

18. A vehicle for use by you or your dependent which is specially equipped or modified to provide mobility for a person with a permanent disability.

19. A prosthesis or any equipment prescribed by a physician or dentist for you or your dependent.

20. Payments, in an amount not to exceed \$16,150, received as compensation for personal injury, not including compensation for pain and suffering or actual pecuniary loss, by the judgment debtor or by a person upon whom the judgment debtor is dependent at the time the payment is received.

21. Payments received as compensation for the wrongful death of a person upon whom the judgment debtor was dependent at the time of the wrongful death, to the extent reasonably necessary for the support of the judgment debtor and any dependent of the judgment debtor.

22. Payments received as compensation for the loss of future earnings of the judgment debtor or of a person upon whom the judgment debtor is dependent at the time the payment is received, to the extent reasonably necessary for the support of the judgment debtor and any dependent of the judgment debtor.

23. Payments received as restitution for a criminal act.

24. Personal property, not to exceed \$10,000 in total value, if the property is not otherwise exempt from execution.

25. A tax refund received from the earned income credit provided by federal law or a similar state law.

26. Stock of a corporation described in subsection 2 of NRS 78.746 except as set forth in that section.

ADDITIONAL INFORMATION ABOUT YOUR RIGHTS AND RESPONSIBILITIES in this matter may be obtained from the *Civil Law Self-Help Center*, which is located at the Regional Justice Center in downtown Las Vegas, or on its website, www.civillawselfhelpcenter.org.

These exemptions may not apply in certain cases such as a proceeding to enforce a judgment for support of a person or a judgment of foreclosure of a mechanic's lien. You should consult an attorney immediately to assist you in determining whether your property or money is exempt from execution. If you cannot afford an attorney, you may be eligible for assistance through:

<i>Legal Aid Center of Southern Nevada</i> 725 E. Charleston Blvd. Las Vegas, NV 89104 (702) 386-1070 http://www.lacsn.org	<i>Senior Law Project (60 years or older only)</i> 530 Las Vegas Blvd. S. #310 Las Vegas, NV 89101 (702) 229-6596 http://www.snsnp.org	<i>Nevada Legal Services</i> 530 S. 6th Street Las Vegas, NV 89101 (702) 386-0404 http://www.nlslaw.net
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If you do not wish to consult an attorney or receive legal services from an organization that provides assistance to persons who qualify, you may obtain the form to be used to claim an exemption from the clerk of the court or at the *Civil Law Self-Help Center*, 200 Lewis Avenue, on the first floor of the Regional Justice Center, downtown Las Vegas, Nevada, or on the Self-Help Center's website at <http://www.civillawselfhelpcenter.org>.

PROCEDURE FOR CLAIMING EXEMPT PROPERTY

If you believe that the money or property taken from you is exempt or necessary for the support of you or your family, you must file with the clerk of the court on a form provided by the clerk an executed claim of exemption. A copy of the claim of exemption must be served upon the sheriff, the garnishee and the judgment creditor within 10 days after the notice of execution or garnishment is served on you by mail pursuant to NRS 21.076 which identifies the specific property that is being levied on. The property must be released by the garnishee or the sheriff within 9 judicial days after you serve the claim of exemption upon the sheriff, garnishee and judgment creditor, unless the sheriff or garnishee receives a copy of an objection to the claim of exemption and a notice for a hearing to determine the issue of exemption. If this happens, a hearing will be held to determine whether the property or money is exempt.

The objection to the claim of exemption and notice for the hearing to determine the issue of exemption must be filed by the judgment creditor within 8 judicial days after the claim of exemption is served on the judgment creditor by mail or in person and served on the judgment debtor, the sheriff and any garnishee not less than 5 judicial days before the date set for the hearing. The hearing must be held within 7 judicial days after the objection to the claim of exemption and notice for the hearing is filed.

You may be able to have your property released more quickly if you mail to the judgment creditor or the attorney of the judgment creditor written proof that the property is exempt. Such proof may include, without limitation, a letter from the government, an annual statement from a pension fund, receipts for payments, copies of checks, records from financial institutions or any other document which demonstrates that the money in your account is exempt.

IF YOU DO NOT FILE THE EXECUTED CLAIM OF EXEMPTION WITHIN THE TIME SPECIFIED, YOUR PROPERTY MAY BE SOLD AND THE MONEY GIVEN TO THE JUDGMENT CREDITOR, EVEN IF THE PROPERTY OR MONEY IS EXEMPT.

If you received this notice with a notice of a hearing for attachment and you believe that the money or property which would be taken from you by a writ of attachment is exempt or necessary for the support of you or your family, you are entitled to describe to the court at the hearing why you believe your property is exempt. You may also file a motion with the court for a discharge of the Writ of Attachment. You may make that motion any time before trial. A hearing will be held on that motion.

IF YOU DO NOT FILE THE MOTION BEFORE THE TRIAL, YOUR PROPERTY MAY BE SOLD AND THE MONEY GIVEN TO THE PLAINTIFF, EVEN IF THE PROPERTY OR MONEY IS EXEMPT OR NECESSARY FOR THE SUPPORT OF YOU OR YOUR FAMILY.

ADDITIONAL INFORMATION ABOUT YOUR RIGHTS AND RESPONSIBILITIES in this matter may be obtained from the *Civil Law Self-Help Center*, which is located at the Regional Justice Center in downtown Las Vegas, or on its website, www.civillawselfhelpcenter.org.

CHECKLIST FOR FILING A "CLAIM OF EXEMPTION"

- 1. Read the list of exemptions in this notice to determine whether any of your property or money is exempt from execution (in other words, protected from being taken to pay a judgment against you).
- 2. Obtain a "Claim of Exemption" form from the clerk at the court where the judgment against you was issued or from the Civil Law Self-Help Center, which is located at the Regional Justice Center in downtown Las Vegas, or on its website, www.civillawselfhelpcenter.org.
- 3. Fill out the Claim of Exemption form in blue or black ink. If you have documentation that proves the exemptions you are claiming, attach the documentation to the Claim of Exemption form (but be sure to black out any personal information, such as Social Security numbers, bank account numbers, etc.).
- 4. Make three copies of the completed Claim of Exemption form.
- 5. Take the completed Claim of Exemption form and all copies to the court where the case against you is pending, and file the Claim of Exemption with the court clerk.

NOTE: You must file your Claim of Exemption with the court within ten days after the Sheriff or Constable serves the Notice of Execution or Writ of Garnishment on you by mail, identifying the specific property that is being levied on.

NOTE: If you are filing your Claim of Exemption in the Las Vegas Justice Court, you must have an e-mail address because the court now electronically files all documents. If you do not have an e-mail address, you can obtain assistance in getting one at the Clark County Law Library, 309 South Third Street, Suite #400, Las Vegas, Nevada.

- 6. After your Claim of Exemption has been filed with the court, mail a copy of your Claim of Exemption to the following three parties:
 - The Constable or Sheriff who mailed you the Writ of Execution or served your bank or employer;
 - The judgment creditor's attorney (or the judgment creditor directly if no attorney is involved);
 - Any garnishee (likely your employer, if your wages are being garnished; your bank, if your bank account has been attached; or some other third-party, if money or assets in the third-party's possession have been executed against).
- 7. Watch your mail. After receiving your Claim of Exemption, the judgment creditor has eight days to file an objection. If an objection is filed, a hearing will be set. You will receive a copy of the objection and a notice of the hearing in the mail.
- 8. Attend the court hearing if one is set. Before the hearing, collect whatever documentation you need to show that you are entitled to the exemptions you have claimed. Take your documentation to the hearing, along with a proposed order for the judge to sign. (You can obtain a form order from the clerk of the court or on the Civil Law Self-Help Center's website, www.civillawselfhelpcenter.org.) At the hearing, it will be your responsibility to prove to the judge that your claimed exemptions are appropriate. If the judge approves your exemptions, ask the judge to sign your order, which you will then file with the court and serve on the Constable or Sheriff and any garnishee.

ADDITIONAL INFORMATION ABOUT YOUR RIGHTS AND RESPONSIBILITIES in this matter may be obtained from the *Civil Law Self-Help Center*, which is located at the Regional Justice Center in downtown Las Vegas, or on its website, www.civillawselfhelpcenter.org.