

Person Filing: _____

(1) Mailing Address: _____

City, State, Zip: _____

Daytime Phone / Alternate Phone: () - () -

Representing: Self Attorney Other

State Bar No. (if applicable): _____



Maricopa County Justice Courts, Arizona

(2) _____

(5) _____

(8) CASE NUMBER: _____

() -

Petitioner / Plaintiff Judgment Creditor Judgment Debtor

CERTIFICATE OF SERVICE

(6) _____

(7) _____

() -

Respondent / Defendant Judgment Creditor Judgment Debtor

() -

Garnishee

On (9) _____, I (10) (check all boxes that are true:
(date)

- Mailed by regular mail (postage prepaid)
- Mailed by certified mail (return receipt attached)
- Hand-delivered by (11) _____

(12) a copy of the following documents:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

(13) to the following person(s):

Name: _____

Name: _____

Address: _____

Address: _____

I state under penalty of perjury that the foregoing is true and correct.

(14) Date: _____ Signature _____



Maricopa County Justice Courts
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, including the judgment creditor.

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.

- (1) 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 creditor but you are not an attorney and you are permitted by law to do so, check the box before "Other".

*Lines 2 through 8 are known as the **caption**. You must complete this portion if not already filled in.*

- (2) Type or print the name and address of the Justice Court precinct in which you are filing the Certificate of Service.
- (5) Type or print the petitioner/plaintiff's name, mailing address and phone number(s) as it appears on the Writ. Check the box to indicate whether this party is the judgment creditor or judgment debtor in this garnishment action
- (6) Type or print the respondent/defendant's name, mailing address and phone number(s) as it appears on the Writ. Check the box to indicate whether this party is the judgment creditor or judgment debtor in this garnishment action.
- (7) Type or print the garnishee's name, mailing address, phone number(s) as it appears on the Writ and attorney (if know).
- (8) Type or print the case number appearing 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.

WHEN YOU HAVE COMPLETED THE FORM:

- ~ File this form with the clerk at the filing counter.