

Wage Attachment Guidelines

1. Attorney must file an original and one copy of **Praecipe for Notice of Intent to Attach Wages, Notice of Intent to Attach Wages, Salary or Commissions, Claim for Exemption from Wage Attachment and Notice of Claim of Exemption.**

2. In order to stop a writ of attachment, the defendant must file a **Claim for Exemption from Wage Attachment** within 30 days of service of the Notice of Intent to Attach Wages or prior to the issuance of the writ. If a claim is filed, Clerk of Judicial Records will mail the plaintiff the **Notice of Claim of Exemption of Wages from Attachment** and a copy of claim. If the dft files a claim after the writ has been issued, the attachment shall continue unless the dft obtains a court order staying or vacating the attachment.

3. If no claim is filed, the plaintiff can file an attachment execution. The garnishee is the employer of the defendant. It is the responsibility of the Clerk of Judicial Records - Civil Division to mail the writ to the employer of defendant and defendant. Please refer to the Fee Schedule under Writs for the filing fee.