

## I. PROCEDURES FOR BANK ATTACHMENTS AND WAGE ATTACHMENTS

### A. Writ of Execution:

1. This gets filed at least 30 days after we obtain a money judgment in Municipal Court
2. We need a valid and existing bank account in the defendant's name or a valid current employer
3. Process for Bank Attachments:
  - Writ Package is prepared and submitted to Municipal Court for approval
  - After Writ is approved, Writ is filed with the Sheriff and served on the Bank (upon service, the defendant's account is frozen)
  - Upon service, the sheriff sends us a sheriff's return of service form
  - We file and serve the bank directly with Interrogatories in Attachment
  - The bank files answers to the interrogatories
  - We file a praecipe for judgment against the bank (garnishee)
  - We serve the bank with the praecipe and the bank cuts us the check for the judgment amount or the balance of the account, whichever is lesser.
  - Entire process from beginning to end takes about 1-1.5 months
4. Process for Wage Attachments
  - Writ package is prepared and submitted to Municipal Court for approval
  - After Writ is approved, Writ is filed with the Sheriff and served on the employer
  - Upon service, the sheriff sends us a sheriff's return of service form
  - We file and serve the employer directly with Interrogatories in Attachment
  - The employer files answers to the interrogatories telling us whether the defendant is an employee and the defendant's weekly net pay
  - We file a Praecipe for judgment against the employer, serve the employer with the praecipe
  - We will receive 10% of the defendant's net wages per pay period provided that the employee's wages do not fall below the poverty level.

## II. LEGAL FEES FOR BANK ATTACHMENTS AND WAGE ATTACHMENTS

### A. Court Costs (we must receive these costs prior to the filing of the writ)

- Sheriff's fees (in Philadelphia):
  - One Garnishee: \$ 84.00
  - Two Garnishees: \$110.00
  - Three Garnishees: \$136.00
  - Four Garnishees: \$152.00

### B. Legal Fees

- 1/3 of any amount collected as a result of filing a writ of execution.