

APPEARANCE BY A SELF-REPRESENTED LITIGANT IN A CIVIL CASE

STATE OF INDIANA
DELAWARE COUNTY

SS:

IN THE DELAWARE CIRCUIT
COURT NO. _____

CAUSE NO. 18C0_____

Plaintiff

vs

Defendant

1. My Name: _____

2. My Address: _____

3. My telephone number: _____

4. My fax number: _____

5. My e-mail address: _____

6. I will accept service from other parties by:

FAX at the above noted number: Yes _____ No _____

Email at the above noted address: Yes _____ No _____

7. This case involves child support issues: Yes _____ No _____

*(If yes, supply Social Security Numbers for all family members on a separately Attached document filed as confidential information on **light green paper**. Use Form TCM-TR3.1-5.)*

8. There are related cases: Yes _____ No _____
(If yes, list in the space following #8.)

9. You MUST serve this Form and any other pleadings or documents you are filing or will file in this case on all other attorneys (or the other parties, if they are not represented by an attorney.) This form has been served on all other parties and Certificate of Service is attached:

Yes _____ No _____

Your Signature

Your Printed Name

CERTIFICATE OF SERVICE

I certify that on the _____ day of _____, 20____, I served copy of the foregoing Appearance on _____ [here insert Name of Person Served] at the following address: _____, by the following method of service: _____ [please specify as U.S. Mail, personal service, fax, email, etc.]

Your Signature

STATE OF INDIANA)
) SS: IN THE DELAWARE CIRCUIT COURT NO. ____
COUNTY OF DELAWARE)

CAUSE NO. 18C0_____

Plaintiff

VS.

Defendant

SSN: XXX-XX-_____
(last 4 digits ONLY)

ORDER IN GARNISHMENT

Garnishee Defendant

Plaintiff's proceedings supplemental in garnishment having come on for hearing and the finding that plaintiff is the owner of unpaid judgment, costs, and interests against said **judgment defendant**, _____, and that there is unpaid upon said judgment and costs the sum of \$_____ and that it appears to the satisfaction of the Court that proof of service of notice of hearing has been had on the defendant and on the garnishee defendant, and that the plaintiff is entitled to a final order in garnishment for the collection thereof.

IT IS, THEREFORE, ORDERED, ADJUDGED, AND DECREED BY THE COURT that the **garnishee defendant**, _____, deduct and withhold from the wages, salaries, earnings and income of the **judgment defendant**, _____, the lesser of the following sums:

- (1) Twenty-five percent (25%) of the judgment defendant's disposable** earnings for each workweek; or
- (2) The amount by which the judgment defendant's disposable earnings for each workweek exceed thirty (30) times the federal minimum hourly wage prescribed by Section 6(a)(1) of the Fair Labor Standards Act of 1938, U.S.C.; Title 29, Section 206(a)(1), in effect at the time earnings are payable.

That the garnishee defendant shall pay said deductions to the Clerk of this Court until the above judgment, costs, and interest **shall be fully paid and satisfied.**

The employer is hereby awarded compensation pursuant to I.C. 24-4.5-5-105(4) in the sum of \$_____ (the greater of \$12.00 or 3% of the total amount required to be deducted hereunder). The employer may collect such fee in equal portions of not less than \$1.00 (except that the final portion shall be the balance), by retaining such amounts over the number of pay periods during which deductions are required. Said compensation shall be paid as follows: One-half of the fee to be paid by the debtor by the employer increasing the judgment by the appropriate amount and one-half of the fee to be paid by the creditor by the employer withholding said amount.

SO ORDERED this _____ day of _____, _____.

JUDGE, DELAWARE CIRCUIT COURT NO. _____

**Disposable earnings: That portion of a person's income which he/she is free to spend or invest as he/she sees fit after payment of taxes and other obligations.

Distribution: _____

Plaintiff Name & Address

Defendant Name & Address

Garnishee Defendant Name & Address

Send Garnishment Payments to:
Delaware County Clerk's Office
P.O. Box 1089
Muncie, IN 47308

STATE OF INDIANA)
) SS: IN THE DELAWARE CIRCUIT COURT NO. ____
COUNTY OF DELAWARE)

Plaintiff(s) CAUSE NO. 18_____

VS.

Defendant(s)

**Notice of Exclusion of Confidential Information from Public Access
(FILED WITH TRIAL COURT CLERK for documents filed with the clerk)
(TENDERED IN OPEN COURT for documents tendered in open court)**

Contemporaneous with the filing ____ tender ____ of this notice, _____
Your Name

has filed ____ tendered ____ confidential information under the Indiana Rules on Access to Court
Records. _____, provides this notice that the confidential information is to
Your Name

remain excluded from public access in accordance with the authority listed below:

Name or description of document

ACR grounds for exclusion

Garnishment Order

ACR 5(C)(1)(a)

*[NOTE: If Rule 5(A)(1 or 3), 5 (B)
(1 or 2), or 5 (D)(2) provides the
basis for exclusion, you must also
list the specific law, statute, or rule
declaring the information
confidential.]*

Respectfully submitted,

Signature

CERTIFICATE OF SERVICE

I certify that on this _____ day of _____, 20 _____, I served copy of the foregoing Notice on _____ [insert Name of Person Served] at the following address: _____, by the following method of service: _____ [please specify U.S. Mail, personal service, fax, email, etc.]

Signature

STATE OF INDIANA)
) SS: IN THE DELAWARE CIRCUIT COURT NO. ____
COUNTY OF DELAWARE)

Plaintiff CAUSE NO. 18C0_____

VS. ***NOT FOR PUBLIC ACCESS***

Defendant

SSN: _____

ORDER IN GARNISHMENT

Garnishee Defendant

Plaintiff's proceedings supplemental in garnishment having come on for hearing and the finding that plaintiff is the owner of unpaid judgment, costs, and interests against said **judgment defendant**, _____, and that there is unpaid upon said judgment and costs the sum of \$_____ and that it appears to the satisfaction of the Court that proof of service of notice of hearing has been had on the defendant and on the garnishee defendant, and that the plaintiff is entitled to a final order in garnishment for the collection thereof.

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SO ORDERED this _____ day of _____, _____.

JUDGE, DELAWARE CIRCUIT COURT NO. ____

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Distribution: _____

Plaintiff Name & Address

Defendant Name & Address

Garnishee Defendant Name & Address

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