

INSTRUCTIONS FOR COMPLETING MOTION & ORDER FOR DEBTOR'S HEARING

Judgment Creditor: The person, company or other entity who should receive the money as ordered by the Court.

Judgment Debtor: The person, company or other entity who owes the money as ordered by the Court.

MOTION:

Step 1. Enter your information in the top left corner.

Step 2. Enter the judge's name in the caption.

Step 3. Enter the names of the Plaintiff(s) and Defendant(s) on the designated lines.

Step 4. Enter your case number on the line after "CASE NO:"

Step 5. In the first space in the body of the motion, after "Judgment Debtor," enter the name of the person(s) owing the judgment.

Step 6. In the next space after "Judgment Debtor" enter the name of the person(s) owing the judgment.

Step 7. In the next three spaces, enter the date, month and year of the judgment.

Step 8. Enter the date, month and year that you are signing your motion for debtor's hearing.

Step 9. Sign your motion and circle the appropriate title (Plaintiff/Defendant). Enter your mailing address.

ORDER:

Step 1. Enter your information in the top left corner.

Step 2. Enter the judge's name in the caption.

Step 3. Enter the names of the Plaintiff(s) and Defendant(s) on the designated lines and enter your case number on the line after "CASE NO:"

Step 4. Make *at least* two (2) copies of your motion. (Original for court file, one copy for *each* judgment debtor and one copy for your records.) You must provide the clerk with enough copies. If the clerk has to make copies for you, you will be charged a copy fee.

Step 5. Make *at least* three (3) copies of the order. (Original for service, one copy for the court file, one copy for *each* judgment debtor and one copy for your records.) You

This document has been prepared as a courtesy to assist you with completing your Motion for Debtor's Hearing. It is not to be construed as providing legal advice or representation.

must provide the clerk with enough copies. If the clerk has to make copies for you, you will be charged a copy fee.

Step 6. Take the originals and copies of your motion and order to the Justice Court Civil Clerk. The clerk will file-stamp your documents. Your motion will be presented to the judge. If the judge grants your motion, your order will be completed and your case will be put on the court calendar. You will be contacted by the clerk when you are able to pick up your paperwork to take to a process-server.

Service of Process:

Take the appropriate set of papers to the Civil Sheriff's Office, a licensed process-server or a disinterested third party for service. The Civil Sheriff's Office is located on the first floor of the original section of the courthouse at the west entrance.

A list of private process servers is available [here](#). Whoever you choose to serve your paperwork, you are responsible for making sure the original summons and affidavit of service are returned and filed with the court.

ANYONE WHO REQUIRES AN AUXILIARY AID OR SERVICE FOR EFFECTIVE COMMUNICATION, OR A MODIFICATION OF POLICIES OR PROCEDURES TO PARTICIPATE IN A COUNTY PROGRAM, SERVICE OR ACTIVITY, SHOULD CONTACT JUSTICE COURT AT 258-3474, AS SOON AS POSSIBLE, BUT NO LATER THAN 48 HOURS BEFORE THE SCHEDULED EVENT