

INFORMATION FOR THE JUDGMENT CREDITOR

(the party in whose favor a money judgment award has been entered)

1. It is suggested that you contact the judgment debtor (the Party who owes you money) either directly or through that party's attorney if the party was represented by an attorney, and request payment. You have a right to payment within 30 days. Upon satisfying the judgment, in accordance with CCA §1811(c), the judgment debtor shall present appropriate proof to the court.
2. a) If the judgment debtor fails to pay **within 30 days**, contact (by phone or in person) either a New York City Marshal or the Sheriff in the county where the judgment debtor *has property*. If you do not know where the judgment debtor has property, then contact a New York City Marshal or the Sheriff in the county where the judgment debtor *resides*.
b) Be prepared to provide the City Marshal or the Sheriff with the following information:
 - 1) The SC# of your case, including the year, which appears at the top on the reverse side.
 - 2) The county in which the case was tried.
 - 3) Your name, address and telephone number.
 - 4) The name and address of the judgment debtor.
 - 5) The name and address of the judgment debtor's employer and the location of the judgment debtor's real property and/or personal property, including automobile(s). (*Information regarding employment or assets of the judgment debtor can be obtained through the use of an Information Subpoena. See 3b).*)c) Fees paid by you, the judgment creditor, to the City Marshal or to the Sheriff in an attempt to collect the judgment will be added to the total judgment.
3. A judgment creditor is also entitled:
 - a) to the issuance by the Clerk of a Restraining Notice. Proper service of the Restraining Notice will prohibit the receiving party from transferring any assets or interest belonging to the judgment debtor until the Sheriff or Marshal executes (collects) on the judgment.
 - b) to the issuance by the Clerk, upon request and at nominal cost, of Information Subpoenas where a judgment remains unsatisfied.
 - c) to place a lien against the judgment debtor's real property.
4. In addition to any other rights, a judgment creditor may also be entitled:
 - a) to recover an unpaid judgment through garnishment of wage(s) and/or bank account(s) and/or the sale of the judgment debtor's real property and/or personal property;
 - b) to notify the Department of Motor Vehicles of the unsatisfied judgment as a basis for the suspension of the judgment debtor's motor vehicle registration and/or driver's license if the underlying claim is based on the debtor's ownership or operation of a motor vehicle;
 - c) to notify the appropriate state or local licensing authority of an unsatisfied judgment as a basis for possible revocation, suspension, or denial of renewal of a business license;
 - d) to notify the State Attorney General if the judgment debtor is a business and appears to be engaged in fraudulent or illegal business practices; and;
 - e) to begin an action against the judgment debtor for a penalty equal to three times the amount of the unsatisfied judgment and attorney's fees where the judgment debtor is a business and there are at least two other unsatisfied small claims judgments against that judgment debtor.

*To contact a City Marshal:

Look in the Yellow Pages under City Marshal.

To contact a County Sheriff:

<u>County</u>	<u>Address</u>	<u>Borough</u>	<u>Zip Code</u>	<u>Phone Number</u>
Bronx	332 East 149th St.,	Bronx, N.Y.	10452	(718) 585-1230
Kings	210 Joralemon St.,	Brooklyn, N.Y.	11201	(718) 802-3545
New York	253 Broadway,	New York, N.Y.	10007	(212) 240-6715
Queens	42-71 65th Place,	Woodside, N.Y.	11377	(718) 803-0918
Richmond	350 St. Mark's Place,	Staten Island, N.Y.	10301	(718) 876-5307

("Information for the Judgment Debtor" is on the reverse side.)