

**INSTRUCTIONS TO PROCESS SERVER FOR SERVING WRIT OF EXECUTION
FOR GARNISHMENT OF EARNINGS**

PROCESS SERVER _____

Court Case No. _____

Plaintiff _____

Defendant _____

Attorney Firm/Person Requesting Service _____

Phone Number _____ Contact Person _____

Mail Address _____

Street Number, Box Number

City

ZIP

INFORMATION ABOUT THE DEBTOR

Debtor's Name _____ Date of Birth _____

SSN _____ ID/Driver's Lic. No. _____ State _____

Home Address _____ City _____

Home Phone _____ Work Phone _____

Work Location _____ City _____

Additional Information _____

SERVING THE EMPLOYER

- Documents:
- *Writ of Execution for Garnishment of Earnings* (CIV-525)
 - *Employer's Response to Writ of Execution for Garnishment of Earnings* (CIV-526)
 - Self-addressed, stamped envelope (optional -- for employer to return to creditor)

Debtor's Employer _____

Street Address _____ City _____

Phone _____

INSTRUCTION TO PROCESS SERVER RE DEBTOR PACKET

The Debtor Packet, per Civil Rule 69(g), includes a copy of the filled-out *Notice of Garnishment and Notice of Right to Exemptions* (CIV-530); and *Claim of Exemptions from Garnishment* (CIV-531). Updated forms can be downloaded at www.courts.alaska.gov/forms.htm.

- Creditor will provide Debtor Packet to process server for service.
- Creditor will serve Debtor Packet by certified mail.