

**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](http://www.courts.alaska.gov/forms.htm).

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