

02/20

Clerk of the Decatur Circuit Court  
150 Courthouse Square, Room 244  
Greensburg, Indiana 47240  
Phone: (812)663-8223  
Email: [clerk@decaturcounty.in.gov](mailto:clerk@decaturcounty.in.gov)

Decatur Superior Court  
Small Claims Division  
150 Courthouse Square, Room 211  
Greensburg, Indiana 47240  
Magistrate Phone: (812) 222-3804

**VERIFIED MOTION FOR PROCEEDINGS SUPPLEMENTAL, SUMMONS, AND INTERROGATORIES TO  
DEFENDANT AND GARNISHEE DEFENDANT IN A SMALL CLAIMS CASE**

CASE NO. 16D01-\_\_\_\_\_ -SC-\_\_\_\_\_

\_\_\_\_\_,  
Plaintiff,

vs.

\_\_\_\_\_, and  
Judgment Defendant

\_\_\_\_\_  
Garnishee Defendant (Employer)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
**\*Email**

\_\_\_\_\_  
**\*Email**

**Service requested on  
Judgment Defendant by:**

- Certified Mail
- Sheriff of \_\_\_\_\_ County

**Service requested on  
Garnishee Defendant by:**

- Certified Mail
- Sheriff of \_\_\_\_\_ County

Plaintiff appears and states that to the best of its/his/her knowledge: Plaintiff owns the judgment rendered in this cause against the Judgment Defendant(s); Plaintiff has no cause to believe that levy of execution against the Judgment Defendant(s) will satisfy the judgment; Plaintiff's judgment is unsatisfied; and the Garnishee Defendant (Employer) has in its possession the following personal property of Judgment Defendant; wages, salaries, commission, earnings, and income. Plaintiff moves the Court to issue an order requiring the Judgment Defendant(s) to appear to testify concerning his/her/their property and requiring the Garnishee Defendant to answer interrogatories concerning the Judgment Defendant's property in its/his/her possession.

I affirm under the penalty for perjury that the foregoing representations are true.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**\*Email:** \_\_\_\_\_

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**ORDER TO JUDGMENT DEFENDANT(S) TO APPEAR IN COURT AND ORDER TO GARNISHEE  
DEFENDANT TO ANSWER INTERROGATORIES OR APPEAR**

CASE NO. 16D01-\_\_\_\_\_-SC-\_\_\_\_\_

\_\_\_\_\_,  
Plaintiff,

vs.

\_\_\_\_\_, and  
Judgment Defendant

\_\_\_\_\_  
Garnishee Defendant (Employer)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
**\*Email**

\_\_\_\_\_  
**\*Email**

The Court grants the Plaintiff's motion. Judgment Defendant(s) is/are Ordered to appear in this Court on ,  
\_\_\_\_\_ to answer as to the Judgment Defendant's assets, property, and income.

The Court Orders the **Garnishee Defendant (Employer)** to appear in Court at the above date and time **OR to answer the attached interrogatories** under oath and return them to the Clerk of the Court on or before 7 days prior to the above-scheduled hearing.

SO ORDERED: \_\_\_\_\_

\_\_\_\_\_  
Judge/Magistrate, Decatur Superior Court

Distribution: Plaintiff

Serve:  
Defendant  
Garnishee Defendant

**CERTIFICATE OF MAILING**

I hereby certify that on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, I mailed a copy of this notice to each of the defendant(s) \_\_\_\_\_ by certified mail requesting a return receipt addressed to each of said defendant(s) \_\_\_\_\_ at the address(es) furnished by the plaintiff.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Clerk, Decatur Superior Court

**RETURN OF SERVICE OF NOTICE OF MAIL**

I hereby certify that service of notice with return receipt requested was mailed on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, and that a copy of return receipt was received on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, which copy is attached herewith.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Clerk, Decatur Superior Court

**CERTIFICATE OF CLERK OF NOTICE NOT ACCEPTED BY MAIL**

I hereby certify that on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, I mailed a copy of this notice to each of the defendant(s) \_\_\_\_\_ by certified mail, and the same was returned without acceptance this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, and I did notify plaintiff by mail this date of such non-delivery.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Clerk, Decatur Superior Court

**RETURN OF SERVICE OF NOTICE**

I hereby certify that I have served the within notice:

- (1) by delivering on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, a copy of this notice of claim of each of the within-named defendant(s) \_\_\_\_\_, or
- (2) By leaving on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ for each of the within-named defendant(s) \_\_\_\_\_, a copy of the notice of claim at the respective dwelling, house or usual place of abode of \_\_\_\_\_

\_\_\_\_\_ and by mailing a copy of the notice to \_\_\_\_\_ at his last known address.

\_\_\_\_\_  
Sheriff of \_\_\_\_\_ County, Indiana

By \_\_\_\_\_

Deputy

\_\_\_\_\_  
Plaintiff

vs.

Case No. 16D01-\_\_\_\_\_-SC-\_\_\_\_\_

\_\_\_\_\_  
Defendant

**INTERROGATORIES PROPOUNDED TO GARNISHEE DEFENDANT (EMPLOYER)**

Plaintiff submits the following interrogatories to the Garnishee Defendant (all questions must be answered):

1. State the legal name of the corporation, LLC, partnership, or sole proprietorship:  
\_\_\_\_\_
2. Garnishee Defendant email address: \_\_\_\_\_
3. Is the Defendant in your employ?  Yes  No
4. If the Defendant is no longer in your employ, what is the name and address of the Defendant's current employer?  
\_\_\_\_\_
5. What is the Defendant's date of birth? \_\_\_\_\_
6. What are the last four digits of the Defendant's social security number: XXX-XX-\_\_\_\_\_
7. What is the Defendant's residence address? \_\_\_\_\_
8. If the Defendant is on an hourly pay rate, what is that rate? \_\_\_\_\_
9. What is the Defendant's pay period? (Weekly/Bi-Weekly/Monthly) \_\_\_\_\_
10. If the Defendant is on a salary, what is the gross salary? \_\_\_\_\_
11. Are there, at present, any garnishments or wage attachment on Defendant's earnings?  Yes  No If yes, list the case numbers: \_\_\_\_\_

I affirm, under the penalties for perjury, that the foregoing representations are true to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

Please Return To: Clerk of the Decatur Circuit Court,  
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Email: clerk@decatourcounty.in.gov