

For garnishments and levies you will need the following documents:

- 1. Notice of Garnishment**
- 2. Interrogatories to Garnishee**
- 3. Claim of Exemption forms (3 separate documents)**

These forms can be found using the following links to the State Supreme Court websites.

NOTE* the documents will download in **WORD** format and can be completed before printing.

1. For the Notice of Garnishment follow this link:

<https://courtselphelp.idaho.gov/small-claims>

Choose “Enforcing a Small Claims Judgment” – *you may adapt this form for non-small claims cases

Select one of these options:

1. open PDF Files (to print and fill out)
2. open RTF/DOC files (to be completed on-line)

You want form **CAO SC 9-9**

YOU MUST COMPLETE THE HEADING PORTION, INCLUDING YOUR INFORMATION AT THE TOP LEFT-HAND CORNER AND THE CASE INFORMATION (found on your writ from the court: court number, county name, case number, and plaintiff and defendant name/s). **DO NOT DATE OR SIGN; THAT SECTION WILL BE COMPLETED BY THE SHERIFF’S OFFICE! WE REQUIRE TWO COPIES OF THIS DOCUMENT**

For “Interrogatories to Garnishee” and Claim of Exemption forms, use the following link:

<http://isc.idaho.gov/ircp-new>

SCROLL DOWN TO THE VERY BOTTOM OF THE PAGE, **APPENDIX B**. THE “INTERROGATORIES TO GARNISHEE” PAGE IS UNDER **RULE 69.1 (d)** and THE CLAIM OF EXEMPTION DOCUMENTS ARE UNDER **RULE 69.1 (a), (b) and (c)**

2. For the Interrogatories to Garnishee:

YOU MUST COMPLETE THE HEADING PORTION, INCLUDING YOUR INFORMATION AT THE TOP LEFT-HAND CORNER, AND THE CASE INFORMATION (court number and name, case number, plaintiff and defendant’s names). **DO NOT ANSWER THE QUESTIONS! WE REQUIRE TWO COPIES OF THIS DOCUMENT**

3. For the Claim of Exemptions documents:

- ON THE “NOTICE OF EXEMPTIONS” 69.1 (a) - YOU MUST COMPLETE THE BLANK FOR THE AMOUNT OWED, THE BLANK FOR YOUR NAME, AND THE BLANK FOR THE SHERIFF’S OFFICE ADDRESS (mid-way down the page),

- ON THE “INSTRUCTIONS TO DEBTORS AND THIRD PARTIES” PAGE 69.1 (b)-YOU MUST COMPLETE THE BLANK FOR THE SHERIFF’S OFFICE ADDRESS

-PRINT THE BLANK “CLAIM OF EXEMPTION OR THIRD PARTY CLAIM” 69.1 (c) – DO NOT MARK ANYTHING ON THIS FORM, IT IS FOR THE DEFENDANT TO USE IF THEY CHOOSE TO FILE A CLAIM

WE NEED ONE SET OF THESE DOCUMENTS FOR WAGE GARNISHMENTS & TWO SETS FOR BANK LEVIES