

**JUDGMENT DEBTOR'S STATEMENT OF ASSETS
INSTRUCTIONS TO JUDGMENT CREDITOR**

TO JUDGMENT CREDITOR:

You have been granted a judgment against the judgment debtor. At this point, if you so desire, you may have an attorney assist you in the collection of your judgment. You may also do the debt collection on your own. The Clerk's office has the instructions and forms that will assist you with garnishments on the judgment debtor's bank account and/or their wages if you know where a bank account is located or where the judgment debtor is employed.

YOU MUST KEEP AN ACCOUNTING OF MONEY RECEIVED, INTEREST ACCRUED AND BALANCE DUE. The Court may require you to produce your records in the event that an objection is filed. A sample accounting form is attached for your convenience. **(Form 9)**

- ✓ If the judgment debtor has not paid you the amount of the judgment with costs and interest due within **15 days** of the date of the judgment:

Mail a copy of the Journal Entry of Judgment that was provided with your copy of the journal entry and the Judgment Debtor's **Statement of Assets (Form #1)** form. You must obtain from the post office a certificate of mailing (**P.S. Form 3817**). This form shows the date that you mailed the two items to the Judgment Debtor. This form must be filed with the Clerk of the District Court.

The judgment debtor has 30 days from the date of mailing to complete the asset form and return it to the clerk's office.

- ✓ If the judgment debtor fails to return the **Statement of Assets** to the Clerk of District Court, you may file with the court the following:

Form #2 - Affidavit Showing Indirect Contempt

The Clerk of District Court will issue a Summons for Indirect Contempt requiring the judgment debtor to appear in court on a specific date. **You are not required to appear on that date.** If the judgment debtor appears, the judge will have them complete the **Statement of Assets** form and it will be mailed to you.

- ✓ If the judgment debtor fails to appear, a bench warrant will be issued for their arrest.

The purpose of the Statement of Assets form is to give you information so that

you can collect your debt.

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