



U.S. Department of Justice
United States Marshals Service
Northern District of California

P.O. Box 36056
450 Golden Gate Ave.,
San Francisco, Ca 94102

WAGE GARNISHMENT

CCP 706.010-706.154

Due to manpower limitations and agency policy, and to avoid delays of service, levies that can be made by registered process server will no longer be accepted for service by this office except in exceptional circumstances.

1. Pursuant to §706.108 of the California Code of Civil Procedure, registered process servers may serve earnings withholding orders.
2. Before serving the earnings withholding order, the registered process server shall bring the following to the U.S. Marshal:
 - a. Original and one copy of the Earnings Withholding Order*
 - (1) At 1. Cross out "Pay the withheld sums to the levying officer..."
 - (2) Make notation on employer's copy of EWO: **Special instruction to Employer: Make check payable to: (Name of creditor or Attorney)**
Address of creditor or attorney
 - (3) Ensure that "2. The total amount due is \$ " is filled in.
 - b. 2 copies of the Employer's Return*
 - c. Copy of Employee's Instructions*
3. For U.S. Marshal's file:
 - a. A U.S. Marshal Process Receipt and Return form USM 285, with the top half completed
 - b. Application for Earnings Withholding Order*
 - c. Original and one copy of writ of execution issued by Clerk of the Court, Northern District of California and addressed to U.S. Marshal, Northern District of California.
USE JUDICIAL COUNCIL FORM EJ-130.
 - d. Copy of Earnings Withholding Order* and Employer's Return*
3. Fee to open file is \$45.00 per service. Enclose a check made out to the "United States Marshals Service." USM 285 forms may be obtained from this or any other U.S. Marshals office.
4. If withholding is to be modified or terminated, either by settlement or court action, prepare and submit to the U.S. Marshal the Judicial Council form 982.5 (10) "Notice of Termination or Modification of Earnings Withholding Order." We will forward it to the employer.

* State of California Judicial Council approved forms; available in West's California Judicial Council Forms Pamphlet. (Forms USM 295 and USM 296 are obsolete and should no longer be used.)

Interest may be collected on judgments to be satisfied by EWO by calculating periodically the interest accumulated, adjusted for partial satisfactions, and preparing the "Notice of Termination or Modification of EWO" {JC form 982.5(10)} to include the adjusted amount to be withheld. CCP 706.024 (b) Prepare and forward to the U.S. Marshal this same form to modify or terminate a wage garnishment.

If you have any questions call the Civil Division at (415) 436-7631 between 8:00 AM and 4:30 PM.
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