

Commonwealth of Pennsylvania

COUNTY OF PHILADELPHIA

Plaintiff

vs.

Defendant

: COURT OF COMMON PLEAS
:
: _____ Term, 20_____
:
:
: No. _____
:
:

Writ of Attachment of Wages, Salary or Commissions

To _____,
(Employer of Defendant) (Name of Defendant)

You have been identified as the employer of the above-named defendant.

You are directed to withhold the wages, salary and commissions of the defendant in your possession to satisfy the judgment against the defendant.

You are notified that

1. An attachment of wages, salary, and commissions has been issued:
2. You are ordered to withhold from the wages, salary and commissions of the defendant an amount per pay period which does not exceed ten (10) percent of the defendant's net wages, salary and commissions
Net wages are all wages paid less only the followings items (1) any support payments made to the court, (2) federal, state and local income taxes, (3) F.I.C.A payments and non-voluntary retirement payments
 - 1) union dues and
 - 2) health insurance premiums
3. The total amount attached is _____ and the withholding must continue until the
(Amount of the Judgment)
amount of the attachment is satisfied.
4. The attached wages shall be sent to the prothonotary of the court of common pleas within 15 days from the close of the last pay period in each month. The check must
 - a) contain the name of the employee whose wages are being withheld,
 - b) be made payable to the Office of Judicial Records, and
 - c) be sent to

Office of Judicial Records – Civil
Finance Office
City Hall, Room 266

Broad and Market Streets
Philadelphia, PA 19107

5. You are entitled to deduct each pay period from the money collected from the defendant employee the costs incurred from the extra bookkeeping necessary to record the transaction, not exceeding \$5.00 of the amount of money collected.
6. By law, you may not take any adverse action against the defendant because his or her wages, salary or commissions have been attached
7. You shall send the following notice to the prothonotary if the defendant has never been or is no longer an employee:

I have received a Writ of Attachment in the following case:

(Plaintiff) v. (Defendant), No. of

The following person, (Defendants Name) has never been () or is no longer an employee ().

Date: Employer:

ERIC FEDER
Director, Office of Judicial Records

By: _____

Date: _____