

TITLE: GARNISHMENTS

EFFECTIVE DATE: DECEMBER 22, 1994

REVISION EFFECTIVE DATE: MAY 14, 2009; DECEMBER 15, 2023

## 1.0 GENERAL

1.1 This document provides procedures on how to process a garnishment against the earnings of a City employee.

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## 2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City departments and divisions.

## 3.0 REFERENCES

Chapter 6.27 RCW  
Resolution 2007-0137

## 4.0 DEFINITIONS

4.1 Writ of garnishment is a court ordered process for collecting on a judgment by withholding a statutorily determined amount of an employee's earnings.

- 4.2 Earnings means compensation paid or payable to an individual for personal services, whether denominated as wages, salary, or otherwise, and includes periodic payments pursuant to a governmental or nongovernmental pension or retirement program.
- 4.3 Garnishment Log means a log maintained by the Office of the City Clerk of writs of garnishments received by the Office.

## 5.0 POLICY

It is the policy of Spokane to timely and efficiently respond to writs of garnishments served against the wages of a City employee when the writ is mailed / delivered to the City of Spokane. The City of Spokane does not accept writs of garnishments sent by email or other electronic method.

## 6.0 PROCEDURE

- 6.1 Garnishment documents against the earnings of a City of Spokane employee are to be accepted in the same manner as service of process set forth in Resolution 2007-0137.
- 6.2 Original Writ of Garnishment.
  - 6.2.1 The original Writ of Garnishment, if received in other departments, is to be promptly brought to the Office of the City Clerk.
  - 6.2.2 The Office of the City Clerk shall date stamp the original Writ of Garnishment and acknowledge receipt by initialing the Writ in the upper right corner. Copies of the First Answer do not need to be date stamped.
  - 6.2.3 The Office of the City Clerk shall e-mail a scanned copy of the received original Writ of Garnishment only to Accounting / Payroll and the Office of the City Attorney. The First Answer form does not need to be scanned and forwarded.
  - 6.2.4 The Office of the City Clerk shall then deliver the original Writ of Garnishment, along with all First Answer forms and attached envelopes to the Office of the City Attorney.
  - 6.2.5 Accounting / Payroll shall maintain a copy of the original Writ in printed or electronic form.
  - 6.2.6 Upon receipt of the Writ of Garnishment, Accounting / Payroll shall initiate garnishing the named employee's paycheck pursuant to

state law, under Chapter 6.27 RCW, and provide the Office of the City Attorney with the necessary information to file the appropriate responses to the writ.

### 6.3 Subsequent Garnishment Documents

6.3.1 The documents do not need to be date stamped or acknowledged in the corner.

6.3.2 The documents do not need to be copied.

6.3.3 The documents do not need to be delivered to Accounting / Payroll.

6.3.4 The Office of the City Clerk shall deliver the Second Answer forms and attached envelopes to the Office of the City Attorney.

### 6.4 Orders to Pay

6.4.1 If the Order to Pay is originally delivered to another department, that department shall deliver the Order to Pay to Accounting / Payroll.

6.4.2 Accounting / Payroll shall date stamp the Order to Pay and acknowledge receipt by initialing the Order in the upper right corner.

6.4.3 Accounting / Payroll shall make a copy of the Order to Pay. Accounting / Payroll shall make notations on the copy indicating when it issued the payment check to the plaintiff. The person making the notations shall date and initial the order and deliver the notated copy of the Order to the Office of the City Attorney.

6.4.4 Accounting / Payroll shall keep the original copy of the Order to Pay.

6.5 ALL DOCUMENTS SHOULD BE DELIVERED THE SAME DAY AS RECEIPT TO AVOID POTENTIAL PENALTIES.

### 6.6 Garnishment Log.

6.6.1 The "Garnishment Log" will be maintained in the Office of the City Clerk.

6.6.2 The received Writ of Garnishment is to be logged into the "Garnishment Log" (copy attached).

6.6.3 The Office of the City Clerk shall record the following information in the Garnishment Log:

- a. "Date of Service": The date received for processing.
- b. "Garnishee Name".
- c. "Case #": Found on the first page of the Writ of Garnishment.
- d. "Payroll Received": A check mark is to be made in this section of the log at the time the Writ of Garnishment is emailed to the Payroll Division of the Accounting Department.
- e. "City Attorney Received": A check mark is to be made in this section at the time the Writ of Garnishment is emailed and delivered to the Office of the City Attorney.
- f. "Accepted By": The employee authorized to receive service of process and who received the Writ of Garnishment in the Office of the City Clerk simply places his/her initials in this box.

## 7.0 RESPONSIBILITIES

The Office of the City Attorney and the Office of the City Clerk are responsible for administering this policy.

## 8.0 APPENDICES

Garnishment Log

APPROVED BY:

Approved by:

Lynden P. Smithson  
Lynden P. Smithson (Dec 11, 2023 13:15 PST)  
City Attorney

Dec 11, 2023  
Date

Terri Pfister  
Terri Pfister (Dec 11, 2023 14:31 PST)  
City Clerk

Dec 11, 2023  
Date

GJK  
Garrett Jones (Dec 15, 2023 15:35 PST)  
Interim City Administrator

Dec 15, 2023  
Date














# ADMIN 0260-23-04 Garnishments 2023 - Clean

Final Audit Report

2023-12-15

Created:	2023-12-11
By:	Daniel Rose (drose@spokanecity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0T9OIDW0PKyYNfIPsNRuma0r7ewJR3M-

## "ADMIN 0260-23-04 Garnishments 2023 - Clean" History


-  Document created by Daniel Rose (drose@spokanecity.org)  
2023-12-11 - 7:23:18 PM GMT
-  Document emailed to lsmithson@spokanecity.org for signature  
2023-12-11 - 7:25:06 PM GMT
-  Email viewed by lsmithson@spokanecity.org  
2023-12-11 - 9:15:04 PM GMT
-  Signer lsmithson@spokanecity.org entered name at signing as Lynden P. Smithson  
2023-12-11 - 9:15:30 PM GMT
-  Document e-signed by Lynden P. Smithson (lsmithson@spokanecity.org)  
Signature Date: 2023-12-11 - 9:15:32 PM GMT - Time Source: server
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2023-12-11 - 9:15:34 PM GMT
-  Email viewed by Terri Pfister (tpfister@spokanecity.org)  
2023-12-11 - 10:31:03 PM GMT
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-  Document emailed to Garrett Jones (gjones@spokanecity.org) for signature  
2023-12-11 - 10:31:32 PM GMT
-  Email viewed by Garrett Jones (gjones@spokanecity.org)  
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2023-12-15 - 11:35:54 PM GMT

 Email viewed by [tpfister@spokanecity.org](mailto:tpfister@spokanecity.org)

2023-12-15 - 11:43:59 PM GMT

 Signer [tpfister@spokanecity.org](mailto:tpfister@spokanecity.org) entered name at signing as Terri Pfister

2023-12-15 - 11:46:36 PM GMT

 Document e-signed by Terri Pfister ([tpfister@spokanecity.org](mailto:tpfister@spokanecity.org))

Signature Date: 2023-12-15 - 11:46:38 PM GMT - Time Source: server

 Agreement completed.

2023-12-15 - 11:46:38 PM GMT