

GUIDELINES FOR PREPARING WAGE ATTACHMENT MOTIONS AND PROPOSED ORDERS

**THE MOVING PARTY MUST FILL IN ALL BLANKS ON THE FORMS--THE CLERK
WILL NOT**

INDIVIDUAL DEBTOR

- Use Motion No. WO-1 on both the Motion and on the proposed Order.
- Any amendments should be at Motion No. WO-1.

JOINT DEBTORS

A separate Motion for Wage Attachment and proposed order granting the requested relief must be filed for each joint debtor. You cannot combine requests for wage attachments for two debtors in one motion. Each motion must have a separate motion number.

If the debtor has more than one employer, separate Wage Attachment Motions and proposed orders granting the requested relief must be filed for each employer from whom wages are to be attached. Two employers cannot be named as respondents in one motion. Each motion must have a separate motion number.

One Wage Attachment:

- Indicate the name of the debtor whose wages are to be attached on both the Motion and on the proposed Order.
- Use Motion No. WO-1.
- Any amendments should be at Motion No. WO-1.

Two Wage Attachments:

- Indicate the name of the debtor whose wages are to be attached on both the Motion and on the proposed Order.
- Use Motion Numbers WO-1 and WO-2.
- Any amendments should be at the original Motion number for that debtor, either WO-1 or WO-2, or both.

CALCULATING THE DOLLAR AMOUNT OF THE ATTACHMENT

- If the payroll period is unknown, use MONTHLY basis.
- If the payroll period is known, calculate as follows:

PAYROLL PERIOD

Weekly
(52 pays/year) amount to be attached multiplied by 12 then divided by 52 (round upwards)

Biweekly
(every 2 weeks = 26 pays/year) amount to be attached multiplied by 12 then divided
by 26 (round upwards)

Semi-monthly
(twice each month = 24 pays/year) amount to be attached divided by 2 (round
upwards)

Motions for Wage Orders may be submitted with the filing of a proposed amended plan only for a proposed increase in the plan payment, not for a proposed decrease in the plan payment.