

POST JUDGMENT PROCEDURES INFORMATION SHEET

Once you have obtained a judgment in small claims court, the next procedure will be to transcribe judgment from the small claims department to the justice court civil docket for a \$5.00 fee. If you need assistance from the court in collecting your judgment, there are basically two directions you can take as listed below.

WRIT OF GARNISHMENT

If you know where the defendant is employed or where he/she banks, you may issue a writ of garnishment against his/her wages or bank account. Please bear in mind that it is difficult to garnish a federal employee, however.

If you decide to begin garnishment proceedings, please obtain the forms from the local bookstore or preferably the local Oregon Collectors Association. You will then need to fill in all the information on this form and bring it back to Baker Justice Court along with \$6.00 for filing. If requesting service, make a separate check for \$25.00 to Baker County Sheriff. You may also have an attorney file your writs. **Please note: the clerk is not allowed to give advice or help you fill out these forms. DO NOT ASK.**

TRANSCRIBING A JUDGMENT TO CIRCUIT COURT

If you know that a defendant owns real property, for a fee of \$6.00 you may have the judgment transcribed to the Circuit Court to become a lien against defendant's real property. Simply make an affidavit requesting this action along with a Transcription of Judgment Docket Sheet and send a check for \$6.00 to Justice Court and a check for \$15.00 to Circuit Court.

If you have further questions, please feel free to call or write.