

**FILING GARNISHMENTS IN THE ALEXANDRIA CIRCUIT COURT**

Filing fee is **\$50.50** per garnishment payable to “Clerk of Circuit Court” plus **\$12.00** for each service in Virginia including the garnishee.

No Service in Virginia	\$50.50
One Service in Virginia	\$62.50
Two Services in Virginia	\$74.50

Garnishments on Foreign Judgments cannot be issued for 21 days from the date of the Clerk’s notice to the debtor.

Garnishments can be heard on a remote Motions Day docket **ONLY** if the judgement debtor’s email address and/or telephone number are available and verifiable, and included on a compliant and timely-filed Motions Day Praecipe (\*). If the debtor’s email address and/or telephone number are not available and not verifiable, an in-person hearing must be scheduled.

**Civil Motions Day:**

January 11 & 25, 2023	July 12 & 26, 2023
February 8 & 22, 2023	August 9 & 23, 2023
March 8 & 22, 2023	September 13 & 27, 2023
April 12 & 26, 2023	October 11 & 25, 2023
May 10 & 24, 2023	November 8 & 22, 2023
June 14 & 28, 2023	December 13 & 27, 2023

**In-Person Hearing Dates:**

January 13 & 27, 2023	July 14 & 28, 2023
February 10 & 24, 2023	August 11 & 25, 2023
March 10 & 24, 2023	September 15 & 29, 2023
April 14 & 28, 2023	October 13 & 27, 2023
May 12 & 26, 2023	November 17, 2023 (due to holidays)
June 16 & 30, 2023	December 15, 2023 (due to holidays)

Include an envelope addressed to the judgment debtor(s), with the proper postage attached.

Forms required for each garnishment:

- 1 Suggestion for Summons in Garnishment**
- 6 Garnishment Summons**
- 6 Garnishment Exemption Claim forms**

Write the case number on the top right corner of the pleadings.

**PLEASE DO NOT STAPLE THESE FORMS**

If you have any further questions please call (703) 746-4044, Option 5.

(\*) Remote Motions Day Instructions and Praecipe: [www.alexandriava.gov/CircuitCourt](http://www.alexandriava.gov/CircuitCourt) > scroll to Motions Day sections