

## Garnishments

## **Entering Garnishments**

- Navigate to Case File > Opponents > (Opponent).
  - Under the More tab at the top of the screen, select Garnishments.

Contact Card Other Details	Other Addresses Financials	User Defined Fields	More 👻							
Туре	Litigation Bankruptcy Insurance			Hold Code(s):				Hold Date(s)		
an Individual				(not set)				(not set)		
First Name Middle 1			Garnishments			Last Name				Suffix
Roy			Herrera				rrera			<b>(</b>
Salutation										
Salutation										
Address : Phones :			🖉 E-mail 🖂 1							
9347 SW 51 Street			Phone Number	0	x	Ext	roy@gmail.com			
Address 2			Phone Number	•	x	Ext	E-mail Address 2			
Lanham Seabrook	MD \$ 20706		Phone Number	•	x	Ext	E-mail Address 3			
County			Phone Number	•	x	Ext				
0051 - 0051 \$			Phone Number	•	x	Ext	]			
Returned Mail I										

## Quick Tip!

If you access the garnishments screen often, you can keep the More menu open at all times by navigating to User Preferences and selecting "Expand Debtor's "More" Tab?".

- Click "Add New".
- Choose either Wage or Bank for the garnishment type.
- Begin to populate garnishment fields. Note: The Garnishee - either "employer" or "bank" depending on the type of garnishment - is only one required field in this pop-up. It is recommended to populate all relevant fields, which can either be done now or edited at a later date.
- Review all information for accuracy and click "Save".

## **Dismissing Garnishments**

- Navigate to Case File > Opponents > (Opponent).
- Select the garnishment you wish to dismiss and click "Edit".
- Select a Dismissal Reason and click "Dismiss".
  Note: You can add reasons to this list by navigating to Administration > Lookups > Opponent > Garnishment Dismissal Reasons.

# Garnishments

## **Garnishment Merge Fields**

If you wish to begin incorporating garnishments into your document templates, below is a list of available merge fields able to pull garnishment related information.

### \*GarnAttorney

- City
- Company
- EmailAddress
- Name
- SSNEIN
- State
- Street
- Street2
- Zipcode

#### GarnBankBranch

- City
- EmailAddress
- State
- Street
- Street2
- Zipcode

#### GarnBank

- City
- CompanyName
- EmailAddress
- State
- Street
- Street2
- Zipcode

#### \*GarnDebtorAnswer

City

- Name
- State
- Street
- Zipcode

#### \*GarnDebtorCOE

- City
- Name
- State
- Street

# • Zipcode

#### \*GarnGarnishee

• City

- Name
- State
- Street
- Zipcode

#### \*GarnSheriffOffice

- City
- Name
- State
- Street
- Zipcode

### \*Fields available for both bank and wage garnishments.

## **Questions?**

support@casemasterpro.com (386) 675-0177

#### GarnEmployer

- City
- CompanyName
- EmailAddress

#### GarnEmployerLocation

- City
- EmailAddress
- State
- Street
- Street2
- Zipcode

#### GarnEmployer

- State
- Street
- Street2
- Zipcode

\*GarnGarnishmetNumber

\*GarnWritIssueDate

- \*GarnWritServiceDate
- \*GarnCertOfCosts
- GarnStyle

