

Date: _____

N C Employer
123 Bill Me Lane
Any town, NC 12345

CERTIFIED MAIL

: Re County Department of Social Services
v. _____
Co. File No.: 97CVD09999

Dear Sir or Madam:

The _____ County Department of Social Services has obtained an Order of Garnishment to enforce its judgment against _____ in the above-referenced case. Since _____ is the current employer of _____, the Order requires you to withhold \$ _____ from his/her monthly disposable income and to remit that amount to the _____ County Clerk of Superior Court. A copy of the Order is enclosed. Please note that it also allows you to withhold and retain an additional \$1.00 as a processing fee.

North Carolina General Statute Sec. 108A-25.3(e) provides: "Upon receipt of the order of garnishment, the garnishee shall transmit without delay to the clerk of superior court the amount ordered by the court to be garnished.

We request your cooperation to ensure that the payments under the Order are properly credited against the judgment. Therefore in accordance with GS 108A-25.3(e) we ask that you make each check payable to the _____ County Clerk of Superior Court and mail it to _____.

Please include the following information with each payment: full case name and the court file number.

Thank you in advance for you full compliance with the Order of Garnishment. If you have any questions, you may call me at _____.

Sincerely,

County Department of Social Services