

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
MUNICIPAL DEPARTMENT/ \_\_\_\_\_ DISTRICT

\_\_\_\_\_  
Plaintiff(s),  
v.  
\_\_\_\_\_  
Defendant(s),  
XXX - XX - \_\_\_\_\_  
Defendant's Social Security Number  
and  
\_\_\_\_\_  
Third Party Respondent.

} Court Date: \_\_\_\_\_  
No. \_\_\_\_\_

CITATION TO DISCOVER ASSETS TO THIRD PARTY (WAGES)

To: \_\_\_\_\_

YOU ARE REQUIRED to appear or file your answer to this Citation on the form appearing on the reverse side or attached

on \_\_\_\_\_, \_\_\_\_\_ before 9:30 a.m. in Courtroom \_\_\_\_\_ located at:

- Richard J. Daley Center, Room 601, Chicago, IL 60602
- District 2: 5600 Old Orchard Rd., Skokie, IL 60077
- District 3: 2121 Euclid, Rolling Meadows, IL 60008
- District 4: 1500 Maybrook Dr., Maywood, IL 60153
- District 5: 10220 S. 76th Ave., Bridgeview, IL 60455
- District 6: 16501 S. Kedzie Pkwy., Markham, IL 60426.

Judgment was entered on \_\_\_\_\_ in favor of Plaintiff \_\_\_\_\_ and  
against Defendant(s) \_\_\_\_\_ in this Court under the above case in the sum of  
\$ \_\_\_\_\_.

There is now due, less credit and off-set, the sum of \$ \_\_\_\_\_. Further sums may become due as costs and interest accrue.

YOU ARE TO INFORM the court of property and wages and other money you may hold belonging to Defendant \_\_\_\_\_  
or to which s/he may be entitled or which may thereafter be acquired by or become due to him or her.

YOU ARE PROHIBITED from making or allowing any transfer or other disposition of, or interfering with, any property not exempt from execution or  
garnishment belonging to Defendant or to which s/he may be entitled or which may thereafter be acquired by or become due to him or her, and from paying  
over or otherwise disposing of any moneys not so exempt which are due or to become due to Defendant, up to double the amount of the balance due, until  
further order of court or termination of the proceeding, whichever occurs first.

THE COURT MAY PUNISH YOU if you violate the restraining provision of this citation as and for contempt, and the court may enter judgment against  
you for either the amount of the unpaid portion of the judgment and costs allowable under this section or the amount of the value of the property transferred,  
whichever is less. 735 ILCS 5/2-1402(f)(1). Failure to answer this Citation may also result in entry of judgment against you for the balance due. 735 ILCS  
5/2-1402(c)(4); 735 ILCS 5/12-807(a).

WARNING: YOUR FAILURE TO APPEAR OR FILE AN ANSWER IN COURT AS HEREIN DIRECTED MAY CAUSE YOU TO BE ARRESTED AND  
BROUGHT BEFORE THE COURT TO ANSWER TO THE CHARGE OF CONTEMPT OF COURT, WHICH MAY BE PUNISHABLE BY IMPRISONMENT  
IN THE COUNTY JAIL.

**CERTIFICATION BY JUDGMENT CREDITOR OR ATTORNEY FOR JUDGMENT CREDITOR**

Under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure (735 ILCS 5/1-109), the undersigned certifies  
that the above information regarding the amount of the judgment, the date of the judgment, or its revival date, the balance due thereon,  
the name of the Court and the number of the case is true and correct.

Atty. No. \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone \_\_\_\_\_ FAX: \_\_\_\_\_

Clerk of the Court \_\_\_\_\_

Seal of Court

Employer/Agent: \_\_\_\_\_ Court Date: \_\_\_\_\_
Defendant's Name: \_\_\_\_\_ S.S. No. XXX-XX- \_\_\_\_\_ Case No.: \_\_\_\_\_
Defendant's Address: \_\_\_\_\_

CERTIFICATION OF MAILING BY JUDGMENT CREDITOR OR ATTORNEY FOR JUDGMENT CREDITOR

Under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure (735 ILCS 5/1-109), I certify that I mailed by regular first-class mail a copy of the citation and citation notice to Defendant at the address shown above on \_\_\_\_\_, \_\_\_\_\_.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

INTERROGATORIES/ANSWER TO THIRD PARTY CITATION TO DISCOVER ASSETS (WAGES)

Do you pay any money to the Defendant listed above? [ ] Yes [ ] No If terminated, date \_\_\_\_\_, \_\_\_\_\_.
IF YOUR ANSWER IS "NO," GO TO "RESPONDENT CERTIFICATION"

Of the funds paid to the debtor, are any of those funds:

- [ ] Subject to prior court ordered deduction (including child/spouse support) Case Number, State, County \_\_\_\_\_
[ ] Disability? [ ] Retirement? [ ] Otherwise exempt? (Describe \_\_\_\_\_)

CALCULATION TO DETERMINE AMOUNT OF WITHHOLDING

(Note: If income varies, withholding must be recalculated for every pay period.)

Do you pay debtor: [ ] Every week [ ] Every two weeks [ ] Semi-monthly [ ] Monthly [ ] Other \_\_\_\_\_

(A) Gross wages per paycheck minus mandatory contributions to pensions or retirement plan (A) \_\_\_\_\_

(B) 15% of (A) = (B) \_\_\_\_\_

(C) Enter total FICA, State Tax, Federal Tax and Medicare (C) \_\_\_\_\_

(D) Subtract (C) from (A) = (D) \_\_\_\_\_

(E) If debtor is paid every week, enter \$371.25
If debtor is paid every two weeks, enter \$742.00
If debtor is paid semi-monthly, enter \$804.37
If debtor is paid monthly, enter \$1608.75
If other, multiply 45 times state minimum wage (currently \$8.25) times number of weeks in pay period (E) \_\_\_\_\_

(F) Subtract (E) from (D) (Enclose a negative number in parentheses, e.g., (\$50.00)) (F) \_\_\_\_\_

IF LINE "F" IS ZERO OR A NEGATIVE NUMBER, DO NOT WITHHOLD ANY WAGES. GO TO "INSTRUCTIONS" BELOW.

(G) Enter the Lesser of Line (B) or (F) (G) \_\_\_\_\_

(H) Enter Child Support or other Court Ordered Deduction (H) \_\_\_\_\_

(I) Subtract (H) from (G) (Enclose a negative number in parentheses, e.g., (\$50.00)) (I) \_\_\_\_\_

LINE "I" MUST BE WITHHELD AS OF THE DATE OF SERVICE AND HELD UNTIL FURTHER COURT ORDER.

IF LINE "I" IS ZERO OR A NEGATIVE NUMBER, DO NOT WITHHOLD ANY WAGES. GO TO "INSTRUCTIONS" BELOW.

(J) Subtract Employer's Statutory Fee (2% of line "I"). See 735 ILCS 5/12-814. (J) \_\_\_\_\_

(K) Amount to be applied to Judgment (K) \_\_\_\_\_

INSTRUCTIONS

- 1. Complete the Interrogatories/Answer to the Third Party Citation to Discover Assets (Wages).
2. Complete and sign the certification at the bottom of this page.
3. Fax or mail a copy of this Answer to the Court and Plaintiff's attorney and give a copy to the Defendant.
4. You will receive a copy by fax or mail of a Court Order instructing you how to proceed and where to send any withheld funds.

RESPONDENT CERTIFICATION

Under the penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure (735 ILCS 5/1-109), the undersigned certifies that the statements set forth in this instrument are true and correct and that I have either mailed or hand delivered a copy of this completed Interrogatories/Answer to the Clerk, Plaintiff's attorney and Defendant.

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Employer/Agent: \_\_\_\_\_

Telephone: \_\_\_\_\_

Print full name clearly: \_\_\_\_\_

FAX: \_\_\_\_\_