



ADDITIONAL INSTRUCTIONS FOR JUDGMENT DEBTOR EXAMS

(REPORT FORM ON NEXT PAGE)

Please make sure the debtor gives logical and complete answers.

For example, if the debtor says he/she is a sales representative, make sure you then ask for the name, address, and phone number of the company for which he/she is the sales representative.

Remember, you are trying to recover money for the client, and unless the source of the debtor's income is clearly and completely identified, simply knowing that the debtor has employment won't help.

Likewise, knowing that the debtor has a checking account in some bank or credit union is not helpful, without the name, address, and phone number of the financial institution.

ALWAYS CONTINUE THE JDE IF THE DEBTOR SUPPLIES INCOMPLETE INFORMATION (EVEN ONE "I DON'T KNOW" IS SUFFICIENT TO GET A CONTINUANCE).

THEN INSTRUCT THE DEBTOR TO PROVIDE THAT INFORMATION DIRECTLY TO THE CLIENT, IN ORDER TO HAVE THE CONTINUED JDE TAKEN OFF CALENDAR. MAKE SURE THE DEBTOR HAS A CLEAR UNDERSTANDING OF WHAT HE/SHE NEEDS TO PROVIDE IN ORDER TO VACATE THE JUDGEMENT DEBTOR EXAM.



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JUDGMENT DEBTOR EXAM REPORT

Please give the following information *legibly and completely* and fax to (866) 333-1515 or email to reports@attorneystogo.com.

PANEL MEMBER _____ DATE _____
ATG # _____ CASE _____ v _____ COURT _____

Important: If the debtor does not bring all of the requested documents, or if there is a question about incomplete answers, get as much information as possible and then have the court continue the JDE.

_____ DEBTOR APPEARED AND WAS EXAMINED _____ DEBTOR FAILED TO APPEAR
_____ QUESTIONNAIRE FAXED TO CLIENT _____ BENCH WARRANT ISSUED
_____ QUESTIONNAIRE MAILED TO CLIENT AMOUNT: \$ _____
_____ DOCUMENTS FAXED TO CLIENT
_____ DOCUMENTS MAILED TO CLIENT

INSTRUCTIONS/COMMENTS _____

_____ JDE CONTINUED TO DATE _____ TIME _____ DEPT _____

NOTICE TO BE GIVEN BY _____

PANEL MEMBER CHARGES:
HOURS _____
PARKING \$ _____
OTHER \$ _____ BE SPECIFIC _____