

**IN THE EIGHTEENTH JUDICIAL DISTRICT,  
DISTRICT COURT, SEDGWICK COUNTY, KANSAS  
Small Claims Department**

Filer name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Case No.** \_\_\_\_\_

Judgment Creditor: \_\_\_\_\_

vs

Judgment Debtor Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

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

County: \_\_\_\_\_

Fax Number (if known): \_\_\_\_\_

E-mail address (if known): \_\_\_\_\_

Pursuant to Chapter 61 of Kansas Statutes Annotated

Type of Service Requested: \_\_\_\_\_ by \_\_\_\_\_

**REQUEST FOR WRITTEN EXPLANATION  
OF GARNISHEE'S COMPUTATION OF EARNINGS WITHHELD**

To the above-named Garnishee:

The Judgment Creditor requests that you provide a written explanation of your computations of the earnings withheld under the garnishment in effect hereunder for the following pay periods:

start date: \_\_\_\_\_ end date: \_\_\_\_\_

You shall submit the written explanation by affidavit to all parties and the court within 14 days after this request is served upon you. Attached is an affidavit form that you may use in complying with this Request

Dated \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Judgment Creditor or Attorney Signature SC#

**RETURN ON SERVICE OF REQUEST FOR WRITTEN EXPLANATION**

I hereby certify that I have served this Request for Written Explanation of Garnishee's Computation of Earnings Withheld in the following manner:

(1) Personal Service. By delivering a copy of the garnishment order along with two copies of the answer form to each of the following persons on the dates indicated:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Name) (Date)

(2) Agent Service. By delivering a copy of the garnishment order along with two copies of the answer form to each of the following agents authorized by appointment or by law to receive service of process on the dates indicated:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Name) (Date)

(3) Service by Return Receipt Delivery. By causing to be delivered on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, a copy of the garnishment order along with two copies of the answer form by return receipt delivery to each of the following persons at the following address: \_\_\_\_\_

with such delivery made by the following person or entity: \_\_\_\_\_ Attached hereto is a copy of the return receipt evidencing such delivery.

(4) Return Receipt Delivery Refused. By mailing on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, a copy of the garnishment order along with two copies of the answer form to each of the following persons at the following address: \_\_\_\_\_

(5) Mail Service. By mailing on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, a copy of the garnishment order, along with two copies of the answer form by first class mail to each of the following persons at the following addresses: \_\_\_\_\_

(6) Telefacsimile communication. By faxing on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_ o'clock \_\_m., a copy of the garnishment order, along with two copies of the answer form, to the following persons: \_\_\_\_\_

Number of transmitting machine: \_\_\_\_\_ Number of receiving machine: \_\_\_\_\_

(7) Internet electronic mail. By e-mailing on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_ o'clock \_\_m., a copy of the garnishment order, along with a copy of the answer form, to the following persons at the following e-mail addresses: \_\_\_\_\_

\_\_\_\_\_ Transmitting person's e-mail address: \_\_\_\_\_

(8) No Service. The following persons were not served: \_\_\_\_\_

Pursuant to K.S.A. 53-601, as amended, I declare under the penalty of perjury that the foregoing is true and correct.

EXECUTED on \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature, Sheriff or Process Server