

How to Complete the Writ of Execution (Form EJ-130)

For Collecting on Small Claims Judgments in Los Angeles County

NOTE: In the **Writ of** box (above Line 1) check the box entitled: **EXECUTION (Money Judgment)**.

NUMBERS

1. Name the county where the Writ is to be ENFORCED; this is not always the same county where the judgment was entered. *For example, judgment entered in Los Angeles County wages to be garnished in Orange County*
2. No information needed.
3. Print the name of the judgment creditor or assignee and select the appropriate box directly below.
4. Provide the name and address of the judgment debtor. If there are more than 2 debtors check the box **Additional judgment debtors on next page** and use **number 21** on **page 2** of the Writ. **NOTE: The names of the debtors must exactly match the names on the judgment; however, use the debtors' last known addresses which may be different from that listed on the Notice of Entry of Judgment.**
5. Fill-in the date of the Final Entry of Judgment.
6. If the Judgment has been renewed, complete box 6.
7. Check Box a, this indicates that "**Notice of Sale** under this writ has **not been requested**".
8. Skip this unless the judgment has been amended to add joint judgment debtors. If debtors have been added after you got the judgment, check box 8 and list the additional dates, names, and addresses on number 23 on Page 2 of the Writ.
9. Leave this box unchecked. Not applicable to Small Claims Money Judgment.
10. Leave this box unchecked. Not applicable to Small Claims Money Judgment.

Note on Items 11-20: If the creditor has a judgment against different debtors for different amounts leave numbers 11-19 blank, check box 20, and use an Attachment 20 form (CIV 101) to record this information.

However, if the judgment is against one or more debtors for the same amount, then complete numbers 11-19.

11. Enter the total amount provided on the Final Notice of Entry of Judgment; this includes both the principal and costs listed on that form.
12. Complete if you have incurred costs **after** the Final Entry of Judgment. In order to claim these costs first file a *Memorandum of Costs After Judgment* (Form MC-012) with the court clerk.
13. Enter the sum of numbers 11 and 12.
14. Complete if you have received partial payments from the debtor (Note: also file an *Acknowledgment of Satisfaction of Judgment* (Form EJ-100) to indicate the amount of Partial Satisfaction.
15. Subtract number 14 from number 13
16. If the creditor has filed a *Memorandum of Costs After Judgment* to claim interest, list the amount here.
17. Enter the fee for issuing the Writ. Currently the filing fee is \$25.00.
18. Enter the sum of numbers 15, 16, and 17
19. Levying officer (Sheriff) will answer questions (a) and (b) on this section.
20. **See note above**

Note on Page 2

- A small claims creditor may need to use number 21 if they have additional judgment debtors or number 23 to list joint debtors. Otherwise, the second page of the Writ pertains to cases outside the bounds of a Money Judgment.