

**In the Court of Common Pleas of Beaver County, Pennsylvania**  
**Civil Action Law**  
**Wage Attachment, Residential Leasehold**

\_\_\_\_\_

\_\_\_\_\_  
**Plaintiff,**

-vs-

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

\_\_\_\_\_

\_\_\_\_\_  
**Defendant,**

**Praecipe for Notice of Intent to Attach Wages**

To the Prothonotary:

Issue a Notice of Intent to Attach Wages in the above matter

(1) against \_\_\_\_\_, Defendant,

(2) against \_\_\_\_\_, Employer of Defendant.

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

\_\_\_\_\_  
Attorney for Judgment Creditor-  
Landlord or Judgment Creditor-  
Landlord if unrepresented

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

## Certification by Judgment Creditor-Landlord

I Certify that

1. The Plaintiff judgment-creditor is

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

2. The defendant judgment-debtor is

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

3. The Employer garnishee is

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

4. The Judgment arises out of a residential lease for the premises at \_\_\_\_\_ (address).

5. (a) The amount of the judgment is \$ \_\_\_\_\_.  
(b) A Security deposit in the amount of \$ \_\_\_\_\_ is being held by the judgment creditor-landlord. This security deposit \_\_\_\_\_ has been applied (check one)  
\_\_\_\_\_ has not been applied (check one)  
to payment of rent due on the same premises for which the judgment has been entered.

(Any security deposit that has not already been applied to rent will be deducted by the Prothonotary from the amount of the judgment in determining the amount to be attached.)

- (c) The amount of \$ \_\_\_\_\_ has been paid toward satisfaction of the judgment. (Do not include the security deposit.)

6. This praecipe is filed within five years of the date of the original judgment upon which execution is sought.
7. The judgment was entered (check one):
- \_\_\_\_\_ in a civil action commenced in the court of common pleas
- \_\_\_\_\_ in an action brought before a magisterial district judge.
- \_\_\_\_\_ in an action commenced in the Philadelphia Municipal Court.
8. Check the appropriate paragraph and attach the required documents:
- \_\_\_(a) if the judgment was entered in a civil action (Pa.R.C.P.M.D.J. 301 et seq.) before a magisterial district judge, a copy of the complaint filed with the magisterial district judge is attached to this Notice, showing that the action arose from a residential lease.
- \_\_\_(b) If the judgment was entered in an action for the recovery of possession of real property (Pa.R.C.P.M.D.J. 501 et seq.) before a magisterial district judge, copies of the appropriate magisterial district judge records are attached showing that the action arose from a residential lease and that the defendant appeared or filed papers in the action or that the complaint was served by handing a copy to the defendant.
- \_\_\_(c) If the judgment was entered in an action in the Philadelphia Municipal Court in which the defendant was served Pursuant to Phila.M.C.R.Civ.P. No. 111(A) or (C), a copy Of the complaint filed with the Philadelphia Municipal Court is attached to this Notice, showing that the action Arose from a residential lease.
- \_\_\_(d) If the judgment was entered in an action in the Philadelphia Municipal Court in which the defendant was served Pursuant to Phila.M.C.R.Civ.P. No. 111(B), copies of the Appropriate Philadelphia Municipal Court records are Attached showing that the action arose from a residential Lease and that the defendant appeared or filed papers in The action.

I certify that the statements made in this Certification are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

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

\_\_\_\_\_  
Judgment Creditor-Landlord

**In the Court of Common Pleas, Beaver County, Pennsylvania**  
**Civil Action Law**  
**Wage Attachment, Residential Leasehold**

Plaintiff,

-vs-

No.

Defendant,

**Notice of Intent to Attach Wages, Salary or Commissions**

**Date of Service of this Notice:** \_\_\_\_\_ **(Date to be inserted by Sheriff)**

A judgment has been entered against you in court for nonpayment of rent, for, or damage to, residential property that you rented. The judgment creditor-landlord has begun proceedings to attach 10% of you net wages, salary or commissions for each pay period until the judgment is satisfied.

The following exception will prevent your wages from being attached:

**Poverty Guidelines** – Your wages may not be attached if your net income is below the poverty income guidelines as provided annually by the Federal Department of Health and Human Services or if the amount of the attachment would cause your net income to fall below the poverty income guidelines. A copy of the guidelines is attached to this notice.

If this exemption is applicable to you, you must return the claim for exemption of wages which is attached to the Prothonotary within 30 days of the date of service of this notice upon you. The date of service of this notice is set forth above. If you return the form claiming this exemption within 30 days, your wages will not be attached without subsequent court proceedings.

There may be other legal grounds for opposing the wage attachment that you may be able to raise by filing a motion with the court. For example, your wages may not be attached if you are an abused person or victim as set forth in Section 8127(f) of the Judicial Code when the attachment is to satisfy a judgment for physical damages to the leased premises.

**YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW. THIS OFFICE CAN PROVIDE YOU WITH INFORMATION ABOUT HIRING A LAWYER.**

**IF YOU CANNOT AFFORD TO HIRE A LAWYER, THIS OFFICE MAY  
BE ABLE TO PROVIDE YOU WITH INFORMATION ABOUT AGENCIES  
THAT MAY OFFER LEGAL SERVICES TO ELIGIBLE PERSONS AT A  
REDUCED FEE OR NO FEE.**

**Lawyer Referral Service  
Beaver County Bar Association  
788 Turnpike Street  
Beaver, PA 15009  
724-728-4888**

**In the Court of Common Pleas, Beaver County, Pennsylvania  
Civil Action Law  
Wage Attachment, Residential Leasehold**

Plaintiff,

-vs-

No.

Defendant,

**CLAIM FOR EXEMPTION FROM WAGE ATTACHMENT**

**Notice**

**This Claim for Exemption must be filed with the Prothonotary  
Of the Court within 30 days of service upon you of the Notice  
Of Intent to Attach Wages.**

To the Prothonotary:

I, the above-named defendant, claim exemption of my wages, salary or commissions from attachment of the following ground:

\_\_\_\_\_ My net monthly income is below the poverty income guidelines as provided by the Federal Department of Health and Human Services.

OR

\_\_\_\_\_ The amount of wages to be attached would place my net income below the poverty income guidelines as provided annually by the Federal Department of Health and Human Services.

I have \_\_\_\_\_ dependents.  
(Number)

My net monthly income is \$ \_\_\_\_\_.  
(Net monthly income is your total monthly wages less (1) any support payments made to the court, (2) federal, state and local income taxes, (3) F.I.C.A. payments and nonvoluntary retirement payments. (4) union dues and (5) health insurance premiums.)

I certify that the statements made in this Claim for Exemption are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

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

\_\_\_\_\_  
Defendant

**This claim shall be delivered or mailed to:**

**Office of the Prothonotary  
Court of Common Pleas of Beaver County  
810 Third Street  
Beaver, PA 15009  
724-728-5700**

**Supreme Court of Pennsylvania  
Civil Procedural Rules Committee**

**Poverty Income Guidelines for 2008**

Pennsylvania Rule of Civil Procedure 3302(b) governs the attachment of wages, salary and commissions under Section 8127(a)(3.1) of the Judicial Code. The rule requires the prothonotary to attach to the Notice of intent to Attach Wages "the most recent poverty income guidelines issued by the Federal Department of Health and Human Services as they appear on the web site of the Civil Procedural Rules Committee." The guidelines for 2008 are set forth in the following chart:

**2008 HHS Poverty Income Guidelines  
Expressed in Monthly Amounts**

<b>Size of Family Unit</b>	<b>Poverty Guideline Monthly Amount</b>
1	\$866.66
2	1,166.66
3	1,466.66
4	1,766.66
5	2,066.66
6	2,366.66
7	2,666.66
8	2,966.66
For each additional person, add	300.00

**In the Court of Common Pleas of Beaver County, Pennsylvania  
Civil Action Law  
Wage Attachment, Residential Leasehold**

\_\_\_\_\_  
\_\_\_\_\_  
**Plaintiff(s),**

**-vs-**

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

\_\_\_\_\_  
\_\_\_\_\_  
**Defendant(s),**

**Praecipe for Issuance of Writ for Wage Attachment Re  
Residential Leasehold**

To the Prothonotary:

Issue a Writ of Attachment in the above matter:

1. Against \_\_\_\_\_, Defendant(s),

2. Directed to \_\_\_\_\_, Employer of Defendant whose

address is: \_\_\_\_\_

3. The total amount to be attached is \$ \_\_\_\_\_.

4. MORE THAN 30 DAYS HAVE PASSED SINCE THE DEFENDANT(S) WERE SERVED WITH A NOTICE OF INTENT TO ATTACH WAGES IN THIS MATTER.

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

\_\_\_\_\_  
Attorney for Judgment Creditor-  
Landlord or Judgment Creditor-  
Landlord if unrepresented

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

PLEASE BE ADVISED:

THIS IS A NOTICE TO INFORM YOU THAT THE WAGE ATTACHMENT DEBT IS PAID IN FULL, THUS SATISFIED . ENCLOSED IS THE SATISFACTION PIECE THAT YOU ARE REQUIRED TO FILE IN THE PROTHONOTARY OFFICE WITHIN **(10) TEN DAYS** OF THE SATISFACTION.

THE COST FOR FILING THE SATISFACTION PIECE IS **\$ 10.50.**

CIVIL DIVISION

vs.

File No. \_\_\_\_\_

PRAECIPE AND POWER OF ATTORNEY FOR SATISFACTION AND/OR TERMINATION

TO THE PROTHONOTARY/CLERK OF SAID COURT:

You are hereby authorized, empowered, and directed to enter, as indicated, the following on the records thereof:

- A.1.  The within suit is Settled, Discontinued, Ended and costs paid.
- 2.  The within suit is Settled, Discontinued, Ended WITH Prejudice and costs paid.
- 3.  The within suit is Settled, Discontinued, Ended WITHOUT Prejudice and costs paid.

\* \* \* \* \*

- B.1.  Satisfaction of the Award in the within suit is acknowledged.
- 2.  Satisfaction of Judgment, with interest and costs, in the within matter is acknowledged.

\* \* \* \* \*

C.  Other:

Date: \_\_\_\_\_  
WITNESS (if signer is other than a registered attorney):

\_\_\_\_\_  
Signature of authorizing party

\_\_\_\_\_  
Attorney or Notary

\_\_\_\_\_  
Type or print name of above signer

COST PAYMENT VERIFICATION

I UNDERSTAND THAT THE ABOVE ACTION CANNOT BE FILED AND DOCKETED UNTIL ALL COSTS HAVE BEEN PAID, INCLUDING SHERIFF'S COSTS; AND HEREBY VERIFY THAT ALL COSTS HAVE BEEN PAID. I UNDERSTAND THAT FALSE STATEMENTS HEREIN ARE MADE SUBJECT TO THE PENALTIES OF 18 Pa.C.S.A. § 4904 RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES.

\_\_\_\_\_  
Signature