

STATE OF VERMONT

SUPERIOR COURT

CIVIL DIVISION

Unit

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

<i>Plaintiff(s)</i>	VS.	<i>Defendant(s)</i>
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**EMPLOYER DISCLOSURE**

**NOTE: IF YOU SEND THIS FORM TO THE COURT BEFORE THE HEARING DATE,  
YOU DO NOT NEED TO COME TO THE HEARING.  
THE DEFENDANT NAMED ABOVE IS THE DEBTOR IN THE QUESTIONS BELOW.**

1. Name of Company: \_\_\_\_\_

2. Do you pay the debtor any wages, salary, commissions, bonuses or other payments for work they do for you or your company?..... **Yes** **No**

3. Do you pay the debtor any pension or retirement benefits?

4. Will the debtor be receiving payments from you in the future, even if they are not currently getting such payments?.....    
 If so, when will they start receiving such payments? Date: \_\_\_\_\_

5. How much does the debtor take home in payments from you or your company? (*Choose One*)  
 \$ \_\_\_\_\_ per week      \$ \_\_\_\_\_ every other week      \$ \_\_\_\_\_ per month  
 \$ \_\_\_\_\_ Other. Please explain: \_\_\_\_\_

6. If the payments vary, please state an average monthly amount and explain why they vary.  
 \$ \_\_\_\_\_ average per month Explanation: \_\_\_\_\_

7. If you believe payments will change in the future, please explain:  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Are there any voluntary deductions from the employee's paycheck? ..... **Yes** **No**  
   
 If so, please list type and amount per pay period:  
 \_\_\_\_\_  
 \_\_\_\_\_

I declare that the above statement is true and accurate to the best of my knowledge and belief. I understand that if the about statement is false, I will be subject to the penalty of perjury, or other sanctions in the discretion of the court.

Dated \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

## Definitions

- A party who gets a judgment is called the **creditor** or **judgment creditor**. The creditor is the person who is *owed* money.
- A party who owes the money is called the **debtor** or **judgment debtor**. The debtor is the person who *owes* money.
- A third party holding the assets of the debtor – such as the debtor’s employer – is called a **trustee**.

## INSTRUCTIONS FOR TRUSTEE

1. You should have received the following documents:
  - Trustee Summons
  - A copy of the filed Motion for Trustee Process (Wage Garnishment) (form 100-00506)
  - Notice of the date and time of the hearing
  - Employer Disclosure (form 100-00508)
  - List of Exemptions (form 100-00511)
2. Complete this form and email, mail, or hand deliver a copy to the court.
3. Email, mail, or hand deliver a copy a copy of the completed form to the creditor and the debtor. Also complete a Certificate of Service – Small Claims (form 100-00260), and file it with the court.
4. If you file the completed form by the hearing date, you don’t have to attend the hearing.
5. If you don’t file the completed form by the hearing date, you may be held responsible for the entire amount owed by the debtor. 12 V.S.A. §§ 3062 and 3063.

## More Information

Find forms and more information on the Vermont Judiciary’s website: [www.vermontjudiciary.org](http://www.vermontjudiciary.org). Search **small claims** and choose the **Collecting a Small Claims Judgment** link.