

## BANNOCK COUNTY CIVIL GARNISHMENT CHECKLIST

- Social Security Number and/or Date of Birth of Defendant
- \$40.00 Service Fee
- \$5.00 Check for Banking Institution (if bank levy)
- Letter of Instructions
- Original Writ of Execution & Three Copies
- Two copies of Notice of Garnishment
- Instructions to Defendants & Third Parties along with Claim of Exemption (additional copy of this is needed for service upon a bank)
- Postage paid envelope to Defendant
- \$5.59 Additional postage for Employers that require certified mail service (estimate)
- When serving Union Pacific Railroad, the Notice **MUST** read:  
***UNION PACIFIC RAILROAD COMPANY; C/O CT CORP.***

### THE FOLLOWING EMPLOYERS REQUIRE SERVICE BY CERTIFIED MAIL

Amerigas	Key Bank
Amerspride	Kinko's
Auto Zone	Kmart
Ballard Medical	Lab-Corp
Bechtel Marine Propulsion Corp (BPMC)	Leavitt Group (Egan, Metcalf & Leavitt)
Big 5 Sporting Goods	Les Schwab
Brady's	Lowe's
Cable One	Maverick Country Stores
Continental Loans	Mental Wellness
Convergys	Mt. West Research
CottonTree Management	Pioneer Title
Creekside Home Health	Pizza Hut
Crossroads Mortgage	PSI Waste System Inc
Denny's Restaurant	Quik Check
Dollar Tree	Qwest
DownEast Basics	Red Lion
Jim Louatig	Red Lobster
Family Dollar	Sears
Flying J Pilot	S.O.S. Services
Fred Meyer	Smith's
Gen State Paper & Supply	Starbucks Coffee
Harbor Freight	Stinker Stations
Hastings Entertainment	Stock Lumber
Home Depot	Swift Transportation
Hospice Alliance	Teleperformance
Idaho Power	Town & Country Gardens
HIOP	U S Postal Service
Ireland Bank	Union Pacific Railroad
Jack B. Parsons	UPS
Jackson Food Stores	Walgreens
Jiffy Lube	Wai Mart
JPMorgan Chase Bank	Winn-Dixie
Jumbo Foods	Wungers
Kentucky Fried Chicken	(List is subject to change)