

# WAGE GARNISHMENT PACKET

FORM #1	AFFIDAVIT OF CREDITOR (you must sign the affidavit before a Notary Public)
FORM #2	ORDER AND NOTICE OF GANISHMENT / SECTION A (2 pgs)
FORM #3	ANSWER OF EMPLOYER (GARNISHEE) / SECTION B (2pgs)
FORM #4	NOTICE TO THE JUDGMENT DEBTOR
FORM #5	REQUEST FOR HEARING
<b>FORM #6</b>	<b>NOTICE OF COURT PROCEEDINGS TO COLLECT DEBT 15 – DAY NOTICE</b>
<b>FORM #7</b>	<b>PAYMENT TO AVOID GARNISHMENT</b>
FORM #8	INTERIM REPORT AND ANSWER OF EMPLOYER
FORM #9	FINAL REPORT AND ANSWER OF EMPLOYER

**Step One: Mail to the Judgment Debtor via certificate of mailing FORM #6 & #7**

Complete Form #6 and make 2 copies. Mail one copy of form #6 and one copy of form #7 to the judgment debtor by U.S. mail. Obtain a “Certificate of Mailing” from the post office (this is a receipt you will get from the postal clerk). Keep the additional copies to be filed later with the Court.

**Step Two: Wait at least 15 days but not more than 45 days before filing the garnishment at the Clerk’s Office**

**Step Three: File with the Court all of the completed Garnishment Forms #1 - Form #9 along with:**

- \* Certificate of Mailing for Form #6 & #7
- \* \$100.00 filing fee

Once the garnishment takes effect the debtor’s employer shall make regular deductions from the debtor’s wages and send the non-exempt portion (up to 25%) to the Clerk of Courts. The Clerk will send the proceeds to you once a month.

If another creditor has a pending garnishment against the same debtor when you file, you may be required to wait for up to six months for yours to begin. If there are two creditors ahead of you, the wait may be longer, etc.

**COURT PERSONNEL CANNOT GIVE YOU LEGAL ADVICE, ACT AS YOUR ATTORNEY, OR INVESTIGATE TO DETERMINE THE EXISTENCE AND LOCATION OF THE JUDGMENT DEBTOR’S PROPERTY. YOU MAY WISH TO HIRE AN ATTORNEY TO HELP YOU. THERE MAY POSSIBLY BE OTHER AVENUES OF ENFORCEMENT, THAT YOUR ATTORNEY MIGHT PURSUE.**

**AFFIDAVIT OF CREDITOR**

(WAGE GARNISHMENT)

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

\_\_\_\_\_, Judgment Creditor (Party judgment for / Usually Plaintiff)

vs.

\_\_\_\_\_, Judgment Debtor (Party judgment against / Usually Defendant)

**State of Ohio Warren County, ss:** The undersigned being first duly cautioned and sworn or affirmed according to law, says that I am attorney/creditor herein who heretofore recovered or certified a judgment in this court against above named debtor. I have good reason to believe and do believe that the garnishee (employer)

\_\_\_\_\_ has personal earnings owing to the judgment debtor that are not exempt. A written demand on judgment debtor has been made at least 15 and not more than 45 days before this date. Payment demanded has not been made, nor sufficient portion been made to prevent the garnishment of personal earnings. Affiant has no knowledge if the judgment debtor has applied for trusteeship or is the subject of a debt scheduling agreement, either of which precludes the garnishment of judgment debtor's personal earnings.

\_\_\_\_\_  
Signature: Judgment Creditor/Plaintiff /Attorney

Sworn to & subscribed before me on \_\_\_\_\_

\_\_\_\_\_  
Notary Public

## ORDER AND NOTICE OF GARNISHMENT

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

Mason Municipal Court, State of Ohio, County of Warren, ss

\_\_\_\_\_, Judgment Creditor (Party judgment for / Usually Plaintiff)

vs.

\_\_\_\_\_, Judgment Debtor (Party judgment against / Usually Defendant)

### SECTION A. COURT ORDER AND NOTICE OF GARNISHMENT

To: \_\_\_\_\_, Garnishee / Employer

The judgment creditor (Party judgment for / Usually Plaintiff) in the above case has filed an affidavit, satisfactory to the undersigned, in this court stating that you may owe the judgment debtor (Party judgment against / Usually Defendant) money for personal earnings.

You are therefore ordered to complete the “**ANSWER OF EMPLOYER (GARNISHEE)**” in Section B of this form. Return one completed and signed copy of this form to the Clerk of this court within five (5) business days after you receive this order of garnishment. Deliver one completed and signed copy of this form and the accompanying documents entitled “**NOTICE TO THE JUDGMENT DEBTOR**” and “**REQUEST FOR HEARING**” to the judgment debtor (Party judgment against / Usually Defendant). Keep the other completed and signed copy of this form for your files.

The <i>total probable amount now due</i> on this judgment is:	\$ _____
The total probable amount now due includes the unpaid portion of the judgment in favor of the judgment creditor, which is:	\$ _____
Interest on that judgment and, if applicable, pre-judgment interest relative to that judgment at the rate of:	_____ %
per annum payable until that judgment is satisfied in full;	
Court costs in the amount of:	\$ _____

This order of garnishment of personal earnings is a continuous order that generally requires you to withhold a specified amount, calculated each pay period at the statutory percentage, of the judgment debtor’s personal disposable earnings during each pay period, as determined in accordance with the “**INTERIM REPORT AND ANSWER OF GARNISHEE**,” from the judgment debtor’s personal disposable earnings during each pay period of the judgment debtor commencing with the first full pay period beginning after you receive the order until the judgment in favor of the judgment creditor and the associated court costs, judgment interest, and, if applicable, prejudgment interest awarded to the judgment creditor as described above have been paid in full. You generally must pay that specified amount, calculated each pay period at the statutory percentage, to the clerk of this court within thirty (30) days after the end of each pay period of the judgment debtor and must include with that specified amount calculated each pay period at the statutory percentage an “**INTERIM REPORT AND ANSWER OF GARNISHEE**” substantially in the form set forth in §2716.07 of the Ohio Revised Code. A copy of the “**INTERIM REPORT AND ANSWER OF GARNISHEE**” is attached to this order of garnishment of personal earnings, and you may photocopy it to use each time you pay the specified

amount to the clerk of this court. You are permitted to deduct a processing fee of up to three (3) dollars from the judgment debtor's personal disposable earnings for any pay period of the judgment debtor that an amount was withheld for that order (the processing fee is not a part of the court costs). You are not required to file with the court the **"INTERIM REPORT AND ANSWER OF GARNISHEE"** for any pay period of the judgment debtor for which an amount from the judgment debtor's personal disposable earnings during that pay period was not withheld for that order.

This order of garnishment of personal earnings generally will remain in effect until one of the following occurs:

- (1) The total probable amount due on the judgment as described above is paid in full as a result of your withholding of the specified amount, calculated each pay period at the statutory percentage, from the judgment debtor's personal disposable earnings during each pay period of the judgment debtor that commenced with the first full pay period beginning after you received the order.
- (2) The judgment creditor or the judgment creditor's attorney files with this court a written notice that the total probable amount due on the judgment as described above has been satisfied or the judgment creditor or the judgment creditor's attorney files a written request to terminate this order of garnishment and release you from the mandate of this order of garnishment.
- (3) A municipal or county court appoints a trustee for the judgment debtor and issues to you an order that stays this order of garnishment of personal earnings.
- (4) A federal bankruptcy court issues to you an order that stays this order of garnishment of personal earnings.
- (5) A municipal or county court or a court of common pleas issues to you another order of garnishment of personal earnings that relates to the judgment debtor and a different judgment creditor, and Ohio or federal law provides the other order with a higher priority than this order.
- (6) A municipal or county court or a court of common pleas issues to you another order of garnishment of personal earnings that relates to the judgment debtor and a different judgment creditor and does not have a higher priority than this order.
- (7) The judgment creditor or the judgment creditor's attorney files with this court a written request to terminate and release the order of garnishment, and as a result, the order of garnishment will cease to remain in effect.

Under any of the circumstances listed above, you are required to file with this court a **"FINAL REPORT AND ANSWER OF GARNISHEE"** substantially in the form set forth in §2716.08 of the Ohio Revised Code. A copy of the **"FINAL REPORT AND ANSWER OF GARNISHEE"** is attached to this order of garnishment of personal earnings. Under the circumstances listed in (5) and (6) above, you must cease processing this order of garnishment after the expiration of the full pay period within which the one hundred eighty-second (182) day after you began processing it falls.

Special stacking, priority of payment, and manner of payment rules apply when a garnishee receives multiple orders of garnishment with respect to the same judgment debtor. These rules are set forth in §2716.041 of the Ohio Revised Code. An employer guide to processing continuous orders of garnishment is included with this order of garnishment. You should become familiar with these rules.

Witness my hand and the seal of this court this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

---

D. Andrew Batsche, Judge

**SECTION B. ANSWER OF EMPLOYER (GARNISHEE)**

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

Mason Municipal Court, State of Ohio, County of Warren, ss

\_\_\_\_\_, Judgment Creditor (Party judgment for / Usually Plaintiff)

vs.

\_\_\_\_\_, Judgment Debtor (Party judgment against / Usually Defendant)

(An employer is the one who is required to withhold payroll taxes out of payments of personal earnings made to the judgment debtor.)

**ANSWER ALL PERTINENT QUESTIONS.**

Now comes \_\_\_\_\_, the employer (garnishee) herein, who says:

1. This order of garnishment of personal earnings was received on (date): (1) \_\_\_\_\_
2. The judgment debtor is in my/our employ. If answer is "No," give date of last employment: \_\_\_\_\_ (2)  Yes  No
3. (A) Is the debt, to which this order of garnishment of personal earnings pertains the subject of an existing agreement for debt scheduling between the judgment debtor and a budget and debt counseling service and has the judgment debtor made every payment that was due under the agreement for debt scheduling no later than forty-five (45) days after the date on which the payment was due? (3A)  Yes  No

If the answer to both parts of this question is "Yes", give all available details of the agreement, sign this form, and return it to the court.

**Details of Agreement:** \_\_\_\_\_

- (B) Were you, on the date that you received this order of garnishment of personal earnings, withholding moneys from the judgment debtor's personal disposable earnings pursuant to another order of garnishment of personal earnings that Ohio or federal law provides with a higher priority than this order of garnishment of personal earnings (such as a support order or Internal Revenue Service levy)? (3B)  Yes  No

If the answer to this question is "Yes," give the name of the court that issued the higher priority order, the associated case number, the date upon which you received that order, and the balance due to the relevant judgment creditor under that order.

Court Name: \_\_\_\_\_

Associated case number: \_\_\_\_\_

Date order received: \_\_\_\_\_ Balance due creditor: \$ \_\_\_\_\_

(C) Did you receive prior to the date that you received this order of garnishment of personal earnings one or more other orders of garnishment of personal earnings that are not described in question 3(B), and are you currently processing one or more of those orders for the statutorily required time period or holding one or more of those orders for processing for a statutorily required period in the sequence of their receipt by you?

(3C) ( ) Yes ( ) No

If the answer to this question is "Yes", give the name of the court that issued each of those previously received orders, the associated case numbers, the date upon which you received each of those orders, and the balance due to the relevant judgment creditor under each of those orders. List first the previously received order(s) that you are currently processing, and list each of the other previously received orders in the sequence that you are required to process them.

Court Name: \_\_\_\_\_

Associated case number: \_\_\_\_\_

Date order received: \_\_\_\_\_ Balance due creditor: \$ \_\_\_\_\_

\_\_\_\_\_  
(Print the name of employer)

\_\_\_\_\_  
(Print name and title of person who completing form on behalf of the employer)

I certify that the statements above are true.

\_\_\_\_\_  
(Signature of employer or employer's agent)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**MASON MUNICIPAL COURT**  
5950 Mason Montgomery Road  
Mason, Ohio 45040

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

**NOTICE TO THE JUDGMENT DEBTOR**

\_\_\_\_\_  
Judgment Creditor (Party judgment for / Usually Plaintiff)      **vs**      Judgment Debtor (Party judgment against / Usually Defendant)

You are hereby notified that this court has issued an order in the above case in favor of the judgment creditor directing that some of your personal earnings be used in satisfaction of your debt to the judgment creditor instead of being paid to you. This order was issued on the basis of the judgment creditor's judgment against you that was obtained in Mason Municipal Court on (date of judgment) \_\_\_\_\_ with the above case number.

The law of Ohio provides that you are entitled to keep a certain amount of your personal earnings free from the claims of creditors. Additionally, wages under a certain amount may never be used to satisfy the claims of creditors. The documents entitled "**ORDER AND NOTICE OF GARNISHMENT AND ANSWER OF EMPLOYER**" that are enclosed with this notice show how the amount proposed to be taken out of your personal earnings was calculated by your employer.

If you dispute the judgment creditor's right to garnish your personal earnings and believe that you are entitled to possession of the personal earnings because they are exempt or if you feel that this order is improper for any other reason, you may request a hearing before this court by disputing the claim on the enclosed request for hearing postcard or in a substantially similar form, and delivering the request for hearing to this court at the above address, at the office of the clerk of this court, no later than the end of the fifth business day after you receive this notice. You may state your reasons for disputing the judgment creditor's right to garnish your personal earnings in the space provided on the form; however, you are not required to do so. If you do state your reasons for disputing the judgment creditor's right, you are not prohibited from stating any other reason at the hearing. If you do not state your reasons, it will not be held against you by the court, and you can state your reasons at the hearing. **NO OBJECTIONS TO THE JUDGMENT ITSELF WILL BE HEARD OR CONSIDERED AT THE HEARING.** The hearing will be limited to a consideration of the amount of your personal earnings, if any, that can be used in satisfaction of the judgment you owe to the judgment creditor.

If you request a hearing by delivering your request for hearing no later than the end of the fifth business day after you receive this notice, it will be conducted no later than twelve days after your request is received by the court, and the court will send you notice of the date, time, and place. You may indicate in the form that you believe that the need for the hearing is an emergency and that it should be given priority by the court. If you do so, the court will schedule the hearing as soon as practicable after your request is received and will send you notice of the date, time, and place. If you do not request a hearing by delivering your request for hearing no later than the end of the fifth business day after you receive this notice, some of your personal earnings will be paid to the judgment creditor.

If you have any questions concerning this matter, you may contact the office of the clerk of this court. If you want legal representation, you should contact your lawyer immediately. If you need the name of a lawyer, contact the local bar association.

\_\_\_\_\_  
Deputy Clerk

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

**REQUEST FOR HEARING  
ON WAGE GARNISHMENT**

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

I dispute the judgment creditor's determination of current balance due on garnishment order in the above case and request that a hearing in this matter be held not later than TWELVE (12) DAYS after delivery of this request to the court.

I (insert "do", "do not") \_\_\_\_\_ believe that the need for the hearing is an emergency. I dispute the judgment creditor's determination for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

**I UNDERSTAND THAT NO OBJECTIONS TO THE JUDGMENT ITSELF WILL BE HEARD OR  
CONSIDERED AT THE HEARING.**

\_\_\_\_\_  
(Signature of Judgment Debtor)

\_\_\_\_\_  
(Print Name of Judgment Debtor)

\_\_\_\_\_  
(Address of Judgment Debtor)

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

WARNING: IF YOU DO NOT DELIVER THIS REQUEST FOR HEARING OR A REQUEST IN A SUBSTANTIALLY SIMILAR FORM TO THE OFFICE OF THE CLERK OF THIS COURT WITHIN FIVE (5) BUSINESS DAYS OF YOUR RECEIPT OF IT, YOU WAIVE YOUR RIGHT TO A HEARING AND SOME OF YOUR PERSONAL EARNINGS WILL CONTINUE TO BE PAID TO THE JUDGEMENT CREDITOR IN SATISFACTION OF YOUR DEBT TO THE JUDGMENT CREDITOR.

**NOTICE OF COURT PROCEEDINGS  
TO COLLECT DEBT**

To: \_\_\_\_\_ Date of Mailing: \_\_\_\_\_  
(Name of judgment debtor-Party judgment against / Usually Defendant)  
\_\_\_\_\_ Case No. \_\_\_\_\_  
(Last known residence address of the judgment debtor)  
\_\_\_\_\_  
(City) (State) (Zip Code)

You owe the undersigned \_\_\_\_\_ \$ \_\_\_\_\_  
(Name of judgment creditor - Party judgment for / Usually Plaintiff) (Amount)  
including interest and court costs, for which a judgment was obtained against you or certified in the Mason Municipal Court on  
\_\_\_\_\_, payment of which is hereby demanded.  
(Judgment Entry Date)

If you do not do one of the three things listed below within **fifteen (15) days** of the date of the mailing of this notice or of its service by the court, we will go to court, unless we are otherwise precluded by law from doing so, and ask that your employer be ordered to withhold money from your earnings **until the judgment is paid in full or, if applicable, is paid to a certain extent and to pay the withheld money to the court in satisfaction of your debt.** This is called garnishment of personal earnings.

It is to your advantage to avoid garnishment of personal earnings because the placing of the extra burden on your employer possibly could cause you to lose your job.

YOU CAN AVOID THE GARNISHMENT BY DOING ONE OF THESE THREE THINGS WITHIN THE  
FIFTEEN (15) DAY PERIOD

- (1) Pay to us the amount due;
- (2) Complete the attached form entitled "Payment to Avoid Garnishment" and return it to us with the payment, if any, shown due on it; or
- (3) Apply to your local municipal or county court or, if you are not a resident of Ohio, to the municipal or county court in whose jurisdiction your place of employment is located, for the appointment of a trustee to receive the part of your earnings that is not exempt from garnishment and notify us that you have applied for the appointment of a trustee. You will be required to **list your creditors, the amounts of their claims and the amounts due on their claims** and the amount you then will pay to your trustee each payday which will be divided among them until the debts are paid off. **This can be to your advantage because in the meantime, none of those creditors can garnish your wages.**

You also may contact a budget and debt counseling service described in division (D) of §2716.03 of the Ohio Revised Code for the purpose of entering into an agreement for debt scheduling. There may not be enough time to set up an agreement for debt scheduling in order to avoid a garnishment of your wages based upon this demand for payment but entering into an agreement for debt scheduling might protect you from future garnishments of your wages. Under an agreement for debt scheduling, you will have to regularly pay a portion of your income to the service until the debts subject to the agreement are paid off. This portion of your income will be paid by the service to your creditors who are owed debts subject to the agreement. **This can be to your advantage because these creditors cannot garnish your wages while you make your payments to the service on time.**

\_\_\_\_\_  
Name of Judgment Creditor (please print) **SIGNATURE** of Judgment Creditor / Judgment Creditor's Attorney

\_\_\_\_\_  
Address of Judgment Creditor City State Zip Code

# PAYMENT TO AVOID GARNISHMENT

To: \_\_\_\_\_  
(Name Judgment Debtor (Party judgment against / Usually Defendant))  
\_\_\_\_\_  
(Last known residence address of the judgment debtor)  
\_\_\_\_\_  
(City) (State) (Zip Code)

Date of Mailing: \_\_\_\_\_  
Case No. \_\_\_\_\_

To avoid garnishment of **PERSONAL EARNINGS** of which you have given me notice, I enclose \$ \_\_\_\_\_, to apply toward my indebtedness to you. The amount of the payment was computed as follows:

1. Total amount of indebtedness demanded..... 1. \$ \_\_\_\_\_
2. Enter the amount of your personal earnings after deductions required by law earned by you during the current pay period (that is, the pay period in which this demand is received by you) ..... 2. \$ \_\_\_\_\_
3. (A) Enter your pay period (weekly, biweekly, semimonthly, monthly) ..... 3.(A) \_\_\_\_\_  
(B) Enter the date when your present pay period ends..... 3.(B) \_\_\_\_\_
4. Enter an amount equal to 25% of the amount on line (2) ..... 4. \$ \_\_\_\_\_
5. (A) The current federal minimum hourly wage is \$ \_\_\_\_\_ (to be filled in by Judgment Creditor).  
**(You should use the above figure to complete this portion of the form).** If you are paid weekly, enter thirty (30) times the current federal minimum hourly wage; if paid biweekly, enter sixty (60) times the current federal minimum hourly wage; if paid semimonthly, enter sixty-five (65) times the current federal minimum hourly wage; if paid monthly, enter one hundred thirty (130) times the current federal minimum hourly wage..... 5.(A) \$ \_\_\_\_\_
5. (B) Enter the amount by which the amount on line (2) exceeds the amount on line 5(A).. 5.(B) \$ \_\_\_\_\_
6. Enter the smallest of the amounts on line 1, 4 or 5(B). Send this amount to the Judgment Creditor along with this form after you have signed it..... 6. \$ \_\_\_\_\_

**I certify that the statements contained above are true to the best of my knowledge and belief:**

\_\_\_\_\_  
(Signature of judgment debtor)

\_\_\_\_\_  
(Print Name and Residence Address of Judgment Debtor)

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

(To verify that the amount shown on line 2. is a true statement of your earnings, you must either have your employer certify below that the amount shown on line 2. is a true statement of your earnings or you may submit copies of your pay stubs for the two pay periods immediately prior to your receiving this notice.)

**I certify that the amount shown on line 2. is a true statement of the judgment debtor's earnings.**

\_\_\_\_\_  
(Signature of Employer or Agent)

\_\_\_\_\_  
(Print name of employer)

**I certify that I have attached copies of my pay stubs for the two pay periods immediately prior to my receiving this notice.**

\_\_\_\_\_  
(Signature of Judgment Debtor (Party judgment against / Usually Defendant))



# FINAL REPORT AND ANSWER OF EMPLOYER

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

\_\_\_\_\_  
Judgment Creditor (Party judgment for / Usually Plaintiff)      vs.      Judgment Debtor (Party judgment against / Usually Defendant)

The employer (garnishee), \_\_\_\_\_ in the above case states as follows:

1. The date that the garnishee received the order of garnishment of the judgment debtor's personal earnings was: \_\_\_\_\_.
2. The total probable amount due on the judgment, including court costs, judgment interest, and, if applicable, prejudgment interest, as stated in section A of the order of garnishment of the judgment debtor's personal earnings, is \$ \_\_\_\_\_.
3. The total amount that has been withheld from the judgment debtor's personal disposable earnings and paid to the court while the order of garnishment of the judgment debtor's personal earnings remained in effect is \$ \_\_\_\_\_.
4. (When applicable) the total probable amount due on the judgment (as stated in 2 above) is not equal to the total amount that has been withheld (as stated in 3 above), and the reason for that difference is that the order of garnishment of the judgment debtor's personal earnings ceased to be in effect for the following statutorily prescribed reason(s) (check whichever apply):

(a) A municipal or county court appointed a trustee for the judgment debtor and issued an order that stays the order of garnishment of the judgment debtor's personal earnings.

(b) A federal bankruptcy court issued an order that stays the order of garnishment of the judgment debtor's personal earnings.

(c) A municipal or county court or a court of common pleas issued another order of garnishment of personal earnings that relates to the judgment debtor and a different judgment creditor, and Ohio or federal law provides the other order a higher priority. (Set forth the name of the court that issued the higher priority order, the associated case number, the date that the higher priority order was received, and the balance due to the relevant judgment creditor under that order):

Court Name: \_\_\_\_\_

Associated case number: \_\_\_\_\_

Date order received: \_\_\_\_\_ Balance due creditor: \$ \_\_\_\_\_

(d) A municipal or county court or a court of common pleas issued another order of garnishment of personal earnings that relates to the judgment debtor and a different judgment creditor and that is not described in 4(c) above. (Set forth the name of the court that issued the subsequently received order, the associated case number, the date that the subsequent order was received, and the balance due to the relevant judgment creditor under that order):

Court Name: \_\_\_\_\_

Associated case number: \_\_\_\_\_

Date order received: \_\_\_\_\_ Balance due creditor: \$ \_\_\_\_\_

(e) The judgment creditor or judgment creditor's attorney has issued a request that the order of garnishment be terminated, and the garnishee released from the mandates of the order of garnishment.

(f) Judgment debtor's employment terminated on: \_\_\_\_\_ (date)

(g) Other: \_\_\_\_\_

I certify that the statements above are true.

\_\_\_\_\_  
(Print Name of Employer)

\_\_\_\_\_  
(Print Name and Title of Person who completed this Form)

\_\_\_\_\_  
(Signature of Employer or Employer's Agent)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_