

INFORMATION GUIDES

[Return to Fee Schedule Summary](#)

Title	Description
Court Document required	Two copies of the Application and Order for Appearance of and Examination (form EJ-125)
Purpose of Process	The debtor is required to appear in court to furnish information about the debtor's assets. Service of the order also creates a lien on the debtor's personal property for one year
Sheriff's Instructions	Provide the address where the debtor usually lives or works. The creditor's attorney or the creditor (if the creditor doesn't have an attorney) must sign and date the instructions
Time for Service	The order must be served at least ten days before the hearing
Manner of Service	Personal service only
Fee Deposit	\$0.00
Fee	\$35.00
Proof of Service	The Sheriff mails a Proof of Service to court and a Notice of Service to the creditor if the process is served. A Not Found/No Service return is mailed to creditor explaining the reason for non-service.

Information Guide

Checklist
