



“How To”
User Guide:
Bankruptcy

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Bankruptcy

When a judgment debtor files for bankruptcy, it puts an automatic stay on the levy or eviction.

Wage Garnishment or Bank/Third-Party Levy (or any property levy)

On the **Contact Details** page, the Bankruptcy section is located at the bottom of the page. If a bankruptcy for this person exists, it will show in this section. If a new bankruptcy should be entered, click the **Add** button. Clicking Add will take the user to the Bankruptcy Details page.

The screenshot displays the 'Contact Details' page in CountySuite SHERIFF. The page is titled 'Contact Details' and shows the case 'HENRY JASPER vs. JEFFREY BROWN'. The user 'priscilla.gatchell' is logged in. The page is divided into several sections: 'Edit Contact Information', 'Address Information', 'Physical Details', 'Employer Relationships', and 'Bankruptcies'. The 'Bankruptcies' section at the bottom shows '(No Bankruptcies)' and has an 'Add' button highlighted with a red box. The 'Edit Contact Information' section includes fields for 'Last Name/Company Name' (James), 'First' (Monica), 'Middle' (Middle), 'Suffix' (Suffix), 'Case Contact Category' (Defendant), 'Social Security #', 'State Bar Number', 'Email', 'Vendor Number', and 'Phone Numbers'. The 'Address Information' section includes fields for 'Line 1' (104 Market Street), 'Line 2', 'City' (San Diego), 'State' (California), 'Zip' (90202), 'County' (< Select >), and 'Address Category' (Address 1). The 'Physical Details' section includes a 'Warning Notes' field. The 'Employer Relationships' section includes a 'Case Contact' dropdown and an 'Add' button. The 'Bankruptcies' section includes a 'Warning Notes' field and an 'Add' button.

1. Complete the Bankruptcy Details section.
 - a. Date Filed: Date bankruptcy petition was filed.
 - b. Date Received: Enter the stamped (clock-in) date.
 - c. Bankruptcy Court Case Number: Enter the BK case number.
 - d. Chapter: Enter the BK type filed.
 - e. Court: Enter the BK court location.
 - f. 341 Meeting Date (Optional): If information is available.
 - g. Capture Bankruptcy Document: Scan and attach the bankruptcy documents.
 - h. Save your changes.
2. A Trustee must be selected in the Trustee Information section if you are holding any funds. The application will generate a copy of the bankruptcy notice to the Trustee only when a trustee is selected.
 - a. If the Trustee does not exist in the drop-down on this page, go to the Contacts page from the Home page and add the new Trustee.
 - b. You may then return to the Bankruptcy Details and select the Trustee in the drop-down list.

CountySuite™ SHERIFF Bankruptcy Details beth.fives | Home

Close

Bankruptcy Details

Delete New **Save**

Capture Bankruptcy Document

Filer

Monica James

Date Filed 08/01/2022 **Date Received** 08/15/2022

Bankruptcy Court Case Number 415875-11A **Chapter**

Court

341 Meeting Date

Trustee Information

Trustee

< Select >

Bankruptcy Disposition

Disposition < Select > **Disposition Date**

Capture Bankruptcy Disposition

Closed Date

Add Correspondence

Action Date

Notes

Capture Correspondence

CountySuite™ SHERIFF San Diego County Sheriff's Office priscilla.gatchell | Home

Receiving **Contacts** Accounts Levy Receivables

Batch Approval Reports Deputy

Search Text:

Filter: File Number Only

CountySuite™ SHERIFF Contact Details priscilla.gatchell | Home

Close Print -

▼ Contact Information Delete New Save

Last Name/Company Name
Last Name: Last, First Name: or Business

First Middle Suffix
First Middle Suffix

Alias / Heirs

Warning Notes
(Deputy Use Only)

Contact Category:
 <Select Contact Category>
 Agent
 Attorney
 Court
 Keeper
 Organization
 Publication Vendor
 Trustee
 Vendor

Requires 1099

Phone Numbers

- Once all the details have been entered, click the **Save** button. Remember, these details pertain to the person, not a specific file at this point. Therefore, the Bankruptcy Document that was captured will not show as a File Action on a specific file but can always be located by going to the bankruptcy page of the Contact record for the individual who filed for bankruptcy.
- Once the bankruptcy has been saved, a **View Bankruptcy Levies** button will appear at the top right side of the page. Click the button to go to the Bankruptcy Levies page which shows a list of all files related to this contact.

CountySuite™ SHERIFF Bankruptcy Details (Levy) priscilla.gatchell | Home
HENRY JASPER vs. JEFFREY BROWN CIL-0905-CTP104

Close View Bankruptcy Levies

▼ Bankruptcy Details Delete New Save

Filer
Monica James

Date Filed Date Received
08/01/2018 09/10/2018

Bankruptcy Court Case Number Chapter

Capture Bankruptcy Document

- Use the details provided on the bankruptcy document to determine which of the listed case files will be affected.

CountySuite™ SHERIFF Bankruptcy Levies priscilla.gatchell | Home

Close

Monica James

Case Number	Case Participants	File Number	Levy Category	Levy Updated	
CIL-0905-CTP104	Henry Jasper vs. Jeffrey Brown	2018150019	Notice of Restoration		View Levy Bankruptcy
CIL-0905-CTP104	Henry Jasper vs. Jeffrey Brown	2018100017	EWO - Personal Service		View Levy Bankruptcy
CIL-0905-CTP104	Henry Jasper vs. Jeffrey Brown	2018100018	Levy - Bank		View Levy Bankruptcy
CIL-0905-CTP104	Henry Jasper vs. Jeffrey Brown	2018100019	Keeper - 8 Hour		View Levy Bankruptcy
CIL-0905-CTP104	Henry Jasper vs. Jeffrey Brown	2018200000	Levy - Real Property		View Levy Bankruptcy
CIL-0905-CTP104	Henry Jasper vs. Jeffrey Brown	2018100020	Writ of Possession - Personal Property		View Levy Bankruptcy

- Clicking the **View Levy Bankruptcy** button next to any file will take the user to the Bankruptcy Details (Levy) information page for that specific file. If bankruptcy levy details have already been entered for a specific file, a green check mark will show in the Levy Updated column.

Close

James Harold Bay

Case Number	Case Participants	File Number	Levy Category	Levy Updated	
CIL-0614-EWO	Benjamin Howard vs. James Bay	2016001481	EWO (PS)	✓	View Levy Bankruptcy
CIL-0614-EWO	Benjamin Howard vs. James Bay	2016001489	EWO (PS)	✓	View Levy Bankruptcy
CIL-0622-EWO	Alissa Howard vs. James Bay	2016001493	EWO (PS)		View Levy Bankruptcy

Bankruptcy – Levy Details

Clicking the **View Levy Bankruptcy** button takes you to the Bankruptcy Details (Levy) page where information is entered specific to the levy (service). The top portion of the page displays all the information previously entered through the Contact Details screen. If changes need to be made to this information, use the **Edit Bankruptcy** button in the top right-hand corner.

CountySuite™ SHERIFF

Bankruptcy Details (Levy)
HENRY JASPER vs. JEFFREY BROWN

priscilla.gatchell | Home
CIL-0905-CTP104
(2018100017)

Close

2 Print Bankruptcy Notices

▼ Bankruptcy Details

Edit Bankruptcy Delete Save

Filer
Monica James

Date Filed
08/01/2018

Date Received
09/10/2018

Bankruptcy Court Case Number
41568877-11A

Chapter

Court
United States Bankruptcy Court - 255 East Temple Street, Room 940, Los Angeles, CA

341 Meeting Date

Trustee Information

Trustee
Ruth Anderson

▼ Bankruptcy Disposition

Disposition
< Select >

Disposition Date

Closed Date

Capture Bankruptcy Disposition

▼ Bankruptcy Levy Information

Levy Modification Judgment Ledger

Date Employer/Garnishee Notified

Date Trustee Letter Sent

1. Before printing bankruptcy notices, the first step is to use the **Judgment Ledger** button to determine if the Sheriff Office is currently holding any money on the file. Click the button to open the ledger as a separate tab. Review the ledger to determine the amount being held and then go back to the Bankruptcy Details (Levy) page.
2. Click the **Print Bankruptcy Notices** button to generate notices to inform the Plaintiff/Attorney, Defendant, and Trustee (if applicable) that the bankruptcy has been filed with the Sheriff's Office. You will enter the amount of money being held on the Ledger in the **Property Description** pop-up when printing the notices.

CountySuite™ SHERIFF

Bankruptcy Details (Levy)
HENRY JASPER vs. JEFFREY BROWN

priscilla.gatchell | Home
CIL-0905-CTP104
(2018100017)

Close

2 Print Bankruptcy Notices

▼ Bankruptcy Details

Edit Bankruptcy Delete Save

Filer
Monica James

Date Filed
08/01/2018

Bankruptcy Court Case Number

Chapter

Court

341 Meeting Date

Trustee Information

Trustee

▼ Bankruptcy Disposition

Disposition

Disposition Date

Closed Date

Capture Bankruptcy Disposition

▼ Bankruptcy Levy Information

Levy Modification Judgment Ledger

Date Employer/Garnishee Notified

Date Trustee Letter Sent

Sheriff's Notice of Bankruptcy Procedures

Property Description
\$630.00

Cancel Print

- If any money is available on the file and the user has determined it should not be issued out in a check run, use the **Hold** button on the Judgment Ledger to ensure no payments will be issued out now that a bankruptcy has been filed. The system gives the user the flexibility to decide which payments should be held and which can still be paid out instead of putting an automatic hold on everything once a bankruptcy is filed.

CountySuite SHERIFF Judgment Ledger HENRY JASPER vs. JEFFREY BROWN priscilla.gatchell | Home CIL-0905-CTP104 (2018100017)

Close OPEN

> Ledger Show Selected Ledgers Only

	Date	Category/Memo	Debit	Credit	Check #	Funds Balance	Funds Available	Judgment Balance	Cost Balance	Interest Balance	Interest Amount	Interest Days
☐	9/5/2018	Served - Sheriff Fund Cost for EWO - Personal Service served to Starbucks	\$18.00					\$49,600.33	\$60.00	\$0.00		
☐	9/5/2018	Wage Garnishment Paid by: Starbucks, FBO: Monica James -		\$780.33	5068			\$49,075.00	\$0.00	\$0.00	\$195.00	15
☐	9/5/2018	Stop Accruing Interest Interest paused						\$49,075.00	\$0.00	\$0.00	\$0.00	0
☐	9/6/2018	Wage Garnishment Paid by: Starbucks, FBO: Monica James -		\$15,000.00	545185	\$15,000.00	9/6/2018	\$34,075.00	\$0.00	\$0.00	\$0.00	0
						\$0.00		\$42,575.00	\$12.00	\$0.00		

Daily Interest Rate: \$0.000000

Split Void Undo Void Stale Hold Undo Hold Start Interest Associate Delete Transfer Undo Transfer Print NSF Print Ledger Print Receipt(s)

- Once the Bankruptcy Notices have been printed, the “**Date Trustee Letter Sent**” field will auto-fill with the date the notice was printed (if a Trustee was selected). You will enter the “**Date Employer/Garnishee Notified**” based on the date you mail those notices. Click **Save**.

CountySuite SHERIFF Bankruptcy Details (Levy) HENRY JASPER vs. JEFFREY BROWN beth.fives | Home CIL-0999 (2025000042)

Close Print Bankruptcy Notices

Bankruptcy Details Edit Bankruptcy Delete Save Capture Bankruptcy Document

Filer
Monica James

Date Filed
08/18/2025

Date Received
08/20/2025

Bankruptcy Court Case Number
41565645-11A

Chapter

Court
US Bankruptcy Court - 255 E. Temple Street, Los Angeles, CA

341 Meeting Date

Trustee Information
Trustee
Morgan and Morgan LLC

Bankruptcy Disposition
Disposition
< Select >

Disposition Date

Closed Date

Bankruptcy Levy Information
Date Employer/Garnishee Notified
09/25/2018

Date Trustee Letter Sent
09/25/2018

Levy Modification Judgment Ledger

- Click the **Levy Modification** button to generate a notice to the Employer/Garnishee that a bankruptcy has been filed and instruct them to stop all payments until further notice. This will open a separate tab to enter all bankruptcy information. Click **Save & Print** to generate a modification notice to the Employer/Garnishee.

The screenshot shows the 'EWO Modification/Release' form in the CountySuite SHERIFF system. The form has a header with the CountySuite logo, the title 'EWO Modification/Release', and a user name 'priscilla.gatchell | Home'. Below the header is a 'Close' button. The main form area is divided into two sections: 'EWO Modification/Release' and 'EWO Details'. The 'EWO Modification/Release' section contains a 'Modification Type' dropdown set to 'EWO Levy Modification', a 'Received Date' field with '09/25/2018', and a 'Notes' text area with the text 'Defendant has filed for Bankruptcy. Please stop all payments until further notice.' The 'EWO Details' section contains a 'Modification Type' dropdown set to '< Select >', a 'Modification Date' field with '09/25/2018', and a '2. c. Other Orders' text area with the text 'Stay due to bankruptcy.' There are buttons for 'Delete', 'Save', 'Save & Print', and 'Print Other Order Notice'.

Example of Modification Notice:

The image shows a sample 'NOTICE OF TERMINATION OR MODIFICATION OF EARNINGS WITHHOLDING ORDER' form. The form is divided into two main sections: 'TO EMPLOYER' and 'TO EARNINGS WITHHOLDING ORDER'. The 'TO EMPLOYER' section contains a box for 'Name and address of employer' with the text 'Starbucks, 877 Wall Street, San Diego, CA 90202' and a box for 'Name and address of employee' with the text 'Monica James, 104 Market Street, San Diego, CA 90202'. The 'TO EARNINGS WITHHOLDING ORDER' section contains a box for 'Social Security No.' with a checkbox for 'on form WG-035' and a checkbox for 'unknown' which is checked. The form also includes a section for 'THE EARNINGS WITHHOLDING ORDER IS' with options for 'terminated for all earnings payable on or after (date):' and 'modified for all earnings payable on or after (date):'. The 'modified' option is selected, and the form includes a section for 'The sum to be withheld is (specify amount as weekly, monthly, etc.):' with a checkbox for 'The sum necessary for the support of the judgment debtor and family is (specify amount as weekly, monthly, etc.):'. The form also includes a section for 'All disposable earnings exceeding that amount are to be withheld, but the amount withheld must not exceed the maximum permitted by law, as explained in the Employer's Instructions.' and a section for 'Other orders (specify): Stay due to bankruptcy.' The form is dated '09/25/2018'.

Generating the modification will create a file action to track the bankruptcy on a specific file/service. It will also pop-up as a **critical comment** any time a user goes to the File Details page for the specific file.

The screenshot displays the CountySuite File Details interface. A 'Critical Comments' pop-up window is centered, showing two entries:

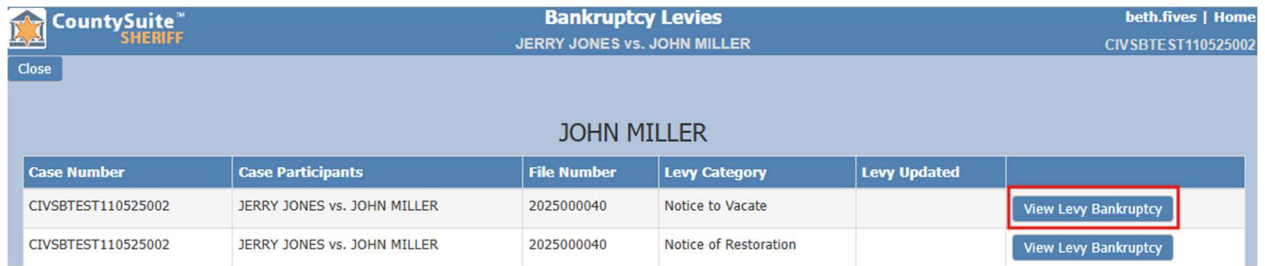
- 9/25/2018 - PG**: Received on: 9/25/2018 Defendant has filed for Bankruptcy. Please stop all payments until further notice. Modification Type: Not selected Modification Date: 09/25/2018 2. c. Stay due to bankruptcy.
- 9/6/2018 - PG**: Received on: 9/6/2018 Received on: 9/6/2018 TC 4220 Modification Type: 2. b. Modified for all earnings payable on or after Modification Date: 09/06/2018 Description: \$500.00 Monthly

The background shows the 'File Details' page for file number 2018100017, with tabs for 'Close', 'File Ledger', and 'Notice of Action'. The 'File Details: EWO' section shows the file number, requestor (Law Office of Everything), and writ details (Writ of Execution checked). The 'File Actions' table at the bottom lists actions taken on 9/25/2018 by user P. Ritchey.

!	Date	User	Category	Description
	9/25/2018	P. Ritchey	EWO Levy Modification Notice	
⚠	9/25/2018	P. Ritchey	EWO Levy Modification	Received on: 9/25/2018 Defendant has filed for Bankruptcy. Please stop all payments until further notice. Modification Type: Not selected Modification Date: 09/25/2018 2. c. Stay due to bankruptcy.
	9/25/2018	P. Ritchey	Bankruptcy Notice	
	9/25/2018	P. Ritchey	Hold/Release	Hold released by Priscilla Ritchey

Bankruptcy on Eviction

Use these additional steps specific to a bankruptcy associated with an Eviction. From the Bankruptcy Levies page, click on the **View Levy Bankruptcy** for the Notice to Vacate.



CountySuite™ SHERIFF

Bankruptcy Levies

JERRY JONES vs. JOHN MILLER

beth.fives | Home

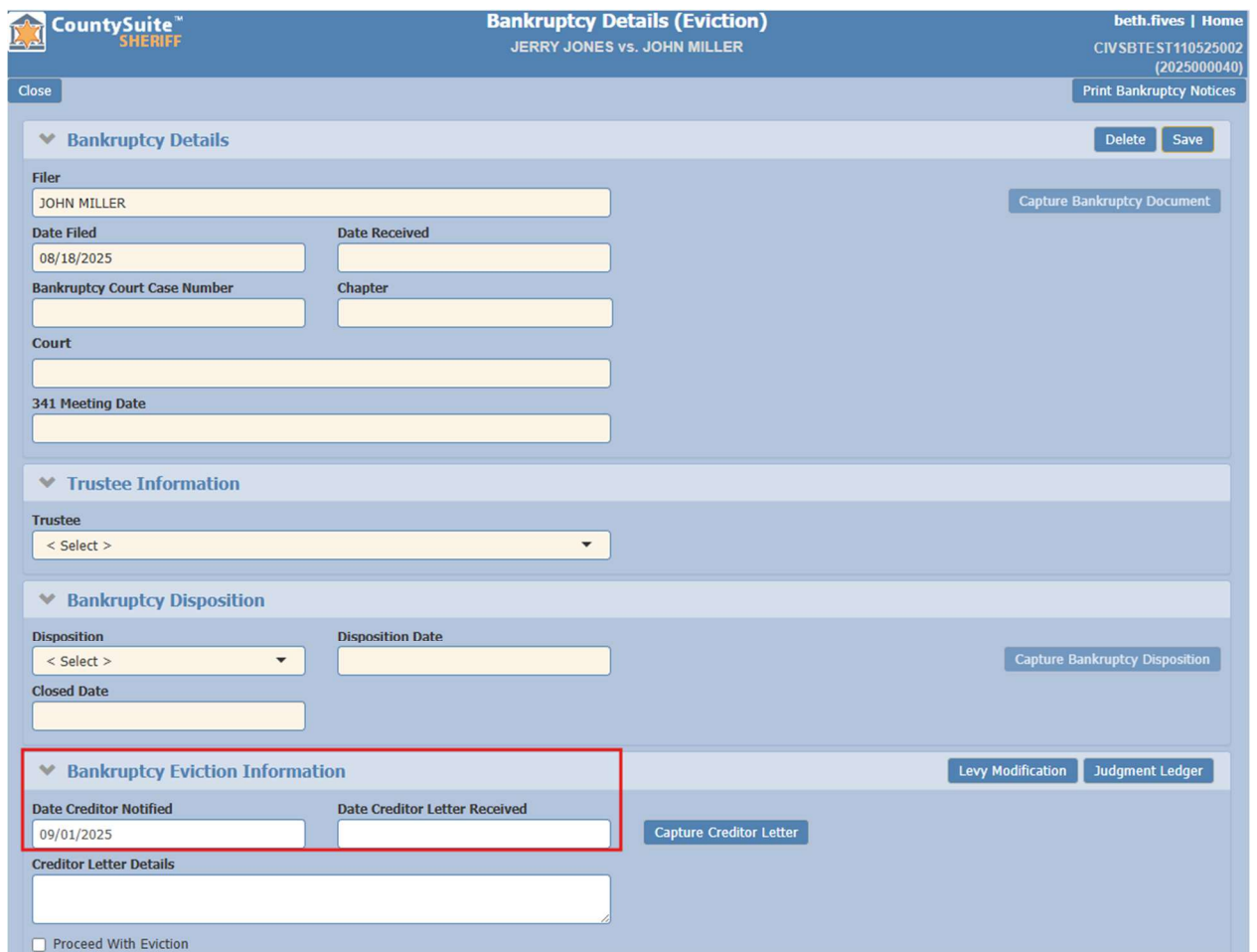
CIVSBTEST110525002

Close

JOHN MILLER

Case Number	Case Participants	File Number	Levy Category	Levy Updated	
CIVSBTEST110525002	JERRY JONES vs. JOHN MILLER	2025000040	Notice to Vacate		View Levy Bankruptcy
CIVSBTEST110525002	JERRY JONES vs. JOHN MILLER	2025000040	Notice of Restoration		View Levy Bankruptcy

The Bankruptcy Details (Eviction) page has an additional section at the bottom for tracking the process. Enter the **“Date Creditor Notified”** and click **Save**.



CountySuite™ SHERIFF

Bankruptcy Details (Eviction)

JERRY JONES vs. JOHN MILLER

beth.fives | Home

CIVSBTEST110525002 (2025000040)

Close

Print Bankruptcy Notices

Delete Save

Bankruptcy Details

Filer: JOHN MILLER

Date Filed: 08/18/2025

Date Received:

Bankruptcy Court Case Number:

Chapter:

Court:

341 Meeting Date:

Trustee Information

Trustee: < Select >

Bankruptcy Disposition

Disposition: < Select >

Disposition Date:

Closed Date:

Bankruptcy Eviction Information

Date Creditor Notified: 09/01/2025

Date Creditor Letter Received:

Capture Creditor Letter

Creditor Letter Details:

☐ Proceed With Eviction

Capture Bankruptcy Document

Capture Bankruptcy Disposition

Levy Modification

Judgment Ledger

Click **Close** to return to the File Details page. The Notice to Vacate AND the Notice of Restoration services have both been flagged with the Bankruptcy.



Entered	Completed	BK	LM	LC	LI	LT	Type	Serve To	Status	...
11/5/2025		☒	00.00	☐	☐	☐	Notice to Vacate 2025000040-4	Posting: 1 PRIMROSE LANE, SACRAMENTO, CA 98000	Service Opened	
11/5/2025		☒	00.00	☐	☐	☐	Notice of Restoration 2025000040-5	Occupant: 1 PRIMROSE LANE, SACRAMENTO, CA 98000	Service Opened	

If you receive notification that the Eviction may proceed, return to the Bankruptcy Levy page:

1. From File Details page, click on either of the Services (Vacate or Restoration).
2. From the Services Details page, click on the Bankruptcy.

CountySuite SHERIFF Service Details JERRY JONES vs. JOHN MILLER beth.fives | Home CIVSBTEST110525002 (2025000040)

Close Go Preview Print

Summons and Complaint UD (11/05/2025) Notice to Vacate (11/05/2025) Notice of Restoration (11/05/2025)

BK ACTIVE LEVY OPEN SVC OPEN

Service Details: Notice to Vacate To Posting Change Service Category Save

Category: Notice to Vacate ☐ Require Notarization Posting Date: 11/27/2025

Waiver: No Waiver Levy Officer Service Number: 2025000040-4

Capture Documents Capture (1)

Field Staff Instructions

Current Serve To Edit

1 PRIMROSE LANE, SACRAMENTO, CA 98000

Name/Address: Posting 1 PRIMROSE LANE SACRAMENTO, CA 98000 Zone: Central Area

Agent Add / Edit

Name: < Select >

Service Actions Show Deputy Events Add New Service Action

Date	Category	Service Address	Description
11/05/2025 12:58 PM	Service Opened	1 PRIMROSE LANE SACRAMENTO, CA 98000	Opened by Beth Fives

Bankruptcies

File	Filed	Received	Trustee	Disposition	Closed	Entered
JOHN MILLER	08/18/2025					✓

3. Enter the “Date Creditor Letter Received” and if available, scan the instructions using the “Capture Creditor Letter” button.

Bankruptcy Eviction Information Levy Modification Judgment Ledger

Date Creditor Notified: 09/01/2025 Date Creditor Letter Received: 11/03/2025 Capture Creditor Letter

Creditor Letter Details

☒ Proceed With Eviction

4. Click the box to “Proceed With Eviction”. This checkbox removes the notification that appears on the Deputy Services page so that the Deputy will know that they may proceed with the eviction.
5. Click **Save**.

Updating a Bankruptcy

Once the above bankruptcy details have been entered, a user can add additional information to this bankruptcy.

The File Details page will show a bankruptcy icon on the specific service(s) affected by the bankruptcy.

Entered	Completed	BK	LM	LC	LI	LT	Type	Serve To	Status
9/5/2018	09/05/2018 11:14 AM		\$0.00	☐	☐	☐	EWO - Personal Service	Starbucks: 877 Wall Street, San Diego, CA 90202	Served - Personally

The Service Details page displays a “BK ACTIVE” icon at the top of the page if the Bankruptcy is active.

CountySuite SHERIFF
HENRY JASPER vs. JEFFREY BROWN
priscilla.gatchell | Home
CIL-0905-CTP104 (2018100017)

Close Go Levy Release Levy Modification Employer Return Preview Print

BK ACTIVE LEVY EFFECTIVE SVC SERVED

Service Details: EWO - Personal Service To Starbucks

Category: EWO - Personal Service

Waiver: None

Service Documents: Select Documents (0)

Field Staff Instructions

At the bottom of the Service Details page, the bankruptcy section will be filled out with all the current information. Clicking on this will take the user to the Bankruptcy Details (Levy) page.

Current Serve To (Employer)

Starbucks, 877 Wall Street, San Diego, CA 90202

Name/Address: Starbucks, 877 Wall Street, San Diego, CA 90202

Beat #: 15

Application Details

Judgment Creditor: Henry Jasper

Judgment Amount (Line 18): \$49,625.33

Writ Issued: 08/21/2018

Judgment Entered: 06/06/2018

Payments Made To: Henry Jasper - 1415 Arizona Street, San Diego, CA 90202

Collect This Amount: \$49,625.33

Writ of Execution Issued For: < Select >

Elder Abuse Amount

Previous Order Obtained: Not Previously Obtained

Service Actions

Date	Category	Service Address	Description
09/05/2018 11:14 AM	Served - Personally	877 Wall Street San Diego, CA 90202	Deputy A Estacio 7029, states that the EWO - Pers...
09/05/2018	Served - Personally	877 Wall Street San Diego, CA 90202	

Levy Claims

Bankruptcies

Filer	Filed	Received	Trustee	Discharged	Dismissed	Closed	Entered
Monica James	08/01/2018	09/10/2018	Ruth Anderson				✓

The Bankruptcy Details (Levy) page at the service level can be used to manage the Bankruptcy further.

1. Use the **Capture** buttons to scan in a letter from a Trustee (if applicable) or scan in an Order Avoiding Lien:

CountySuite SHERIFF Bankruptcy Details (Levy) HENRY JASPER vs. JEFFREY BROWN prisilla.gatchell | Home CIL-0905-CTP104 (2018100017)

Close Print Bankruptcy Notices

Bankruptcy Details Edit Bankruptcy Delete Save

Filer: Monica James Capture Bankruptcy Document

Date Filed: 08/01/2018 Date Received: 09/10/2018

Bankruptcy Court Case Number: 41568877-11A Chapter:

Court: United States Bankruptcy Court - 255 East Temple Street, Room 940, Los Angeles, CA

341 Meeting Date:

Trustee Information

Trustee: Ruth Anderson

Bankruptcy Disposition Capture Bankruptcy Disposition

Disposition: < Select > Disposition Date:

Closed Date:

Bankruptcy Levy Information Levy Modification Judgment Ledger

Date Employer/Garnishee Notified: 09/26/2018 Date Trustee Letter Sent: 09/25/2018

Date Levy Re-Instated: Date Trustee Letter Received: 09/28/2018

Funds Sent To: < Select > Date Order Avoiding Lien Received:

Funds Sent Date:

Capture Trustee Letter Capture Order Avoiding Lien

Because these entries are for a specific service/levy, a file action will be created for any documents that are captured:

File Actions					
☒ Show Attachments ☒ Show Non-Attachments ☐ Show Accounting Actions Add New File Action					
!	Date	User	Category	Description	...
	9/25/2018	P. Ritchey	Bankruptcy Trustee Letter	Received on: 9/28/2018	
	9/25/2018	P. Ritchey	EWO Levy Modification Notice		
	9/25/2018	P. Ritchey	EWO Levy Modification	Received on: 9/25/2018 Defendant has filed for Bankruptcy. Please stop all payments until further notice. Modification Type: Not selected Modification Date: 09/25/2018 2. c. Stay due to bankruptcy.	
	9/25/2018	P. Ritchey	Bankruptcy Notice		

CountySuite™ SHERIFF **Bankruptcy Details (Levy)** priscilla.gatchell | Home
HENRY JASPER vs. JEFFREY BROWN CIL-0905-CTP104 (2018100017)

[Close](#) [Print Bankruptcy Notices](#)

Bankruptcy Details [Edit Bankruptcy](#) [Delete](#) [Save](#)

Filer
Monica James

Date Filed 08/01/2018 **Date Received** 09/10/2018

Bankruptcy Court Case Number 41568877-11A **Chapter**

Court
United States Bankruptcy Court - 255 East Temple Street, Room 940, Los Angeles, CA

341 Meeting Date

Trustee Information
Trustee
Ruth Anderson

2 **Bankruptcy Disposition** [Capture Bankruptcy Disposition](#)

Disposition Discharge **Disposition Date** 09/28/2018

Closed Date 09/28/2018

3 **Bankruptcy Levy Information** [Levy Modification](#) [Judgment Ledger](#)

Date Employer/Garnishee Notified 09/26/2018 **Date Trustee Letter Sent** 09/25/2018

Date Levy Re-Instated 09/28/2018 **Date Trustee Letter Received** 09/28/2018 [Capture Trustee Letter](#)

Funds Sent To < Select > **Date Order Avoiding Lien Received** [Capture Order Avoiding Lien](#)

Funds Sent Date

2. When the bankruptcy is dismissed/discharged, use the **Edit Bankruptcy** button to fill out the Bankruptcy Disposition section and scan in the appropriate documents. Click **Save**.
3. If dismissal/discharge will cause the levy to be re-instated use the **Bankruptcy Levy Information** section to fill enter the **Date Levy Re-Instated**. If the payments that were on hold can now be issued out, click the **Judgment Ledger** button to open a separate tab for the ledger and remove the hold on payments so they will be part of the next check run (depending on funds available date).

NOTE: Sometimes the easiest way to remove a hold on all payments on a long Judgment Ledger is to select the **top check box** so all items on the ledger are selected and then click the **Undo Hold** button. A message will appear stating that not all ledger items were on hold and therefore not all items could be undone. This will not cause any issues in the system so the user may confirm the update when prompted.

CountySuite™ SHERIFF **Judgment Ledger** priscilla.gatchell | Home
HENRY JASPER vs. JEFFREY BROWN CIL-0905-CTP104 (2018100017)

Close OPEN

> Ledger Show Selected Ledgers Only

☒	Date	Category/Memo	Debit	Credit	Check #	Funds Balance	Funds Available	Judgment Balance	Cost Balance	Interest Balance	Interest Amount	Interest Days	...
☒	9/5/2018	Served - Sheriff Fund Cost for EWO - Personal Service served to Starbucks	\$18.00					\$49,600.33	\$60.00	\$0.00			
☒	9/5/2018	Wage Garnishment Paid by: Starbucks, FBO: Monica James -		\$780.33	5068			\$49,075.00	\$0.00	\$0.00	\$195.00	15	
☒	9/5/2018	Stop Accruing Interest Interest paused						\$49,075.00	\$0.00	\$0.00	\$0.00	0	
☒	9/6/2018	Wage Garnishment Paid by: Starbucks, FBO: Monica James -		\$15,000.00	545185	\$15,000.00	9/6/2018	\$34,075.00	\$0.00	\$0.00	\$0.00	0	
						\$0.00		\$42,575.00	\$12.00	\$0.00			

Daily Interest Rate: \$0.000000

Split Void Undo Void Stale Hold Undo Hold Start Interest Associate Delete Transfer Undo Transfer Print NSF Print Ledger Print Receipt(s)

Transaction Code	Total	Trxn Count
Judgment	\$49,600.33	1
Fee for Issuance of Writ	\$25.00	1
Served - General Fund	\$17.00	1

	Judgment	Costs	Interest	Total
Original/Accrued	\$50,100.33	\$72.00	\$195.00	\$50,367.33
Paid/Reduced	(\$7,525.33)	(\$60.00)	(\$195.00)	(\$7,780.33)
Balance	\$42,575.00	\$12.00	\$0.00	\$42,587.00

Once the bankruptcy is no longer active, the status icon will be removed from the top of the Service Details page:

CountySuite™ SHERIFF **Service Details** priscilla.gatchell | Home
HENRY JASPER vs. JEFFREY BROWN CIL-0905-CTP104 (2018100017)

Close Go Levy Release Levy Modification Employer Return Preview Print

LEVY EFFECTIVE SVC SERVED

Service Details: EWO - Personal Service To Starbucks Change Service Category Save

Category: EWO - Personal Service Require Notarization

Waiver: None Served by RPS Certified Mail

Service Documents Capture Document

The bottom of the Service Details page will show the bankruptcy with a closed date:

Bankruptcies

Filer	Filed	Received	Trustee	Discharged	Dismissed	Closed	Entered ...
Monica James	08/01/2018	09/10/2018	Ruth Anderson	09/28/2018		09/28/2018	✓

Proof of Service

On the File Details page, the bankruptcy icon will show as a green check mark to note that a bankruptcy once existed in this file, but is no longer active:

Services

Entered	Completed	BK	LM	LC	LI	LT	Type	Serve To	Status	...
9/5/2018	09/05/2018 11:14 AM	✓	\$0.00				EWO - Personal Service	Starbucks: 877 Wall Street, San Diego, CA 90202	Served - Personally	