

Collecting from Respondents
An Introduction to Simple Fund Collection Practice

I. Locate the Respondent

- A. Post Office Search
- B. Motor Vehicle Search
- C. Checking sources - neighbors, friends, family, prosecutors, probation officers
- D. Federal Information - military, federal prison, bankruptcy court
- E. Other "Investigators" - state agencies and librarians

II. Obtain a Judgment

- A. Initial contact letter - set a deadline
- B. If no consent to judgment, file suit
- C. Litigation courses: default or summary judgment
- D. Provide copy of judgment and ask for repayment plan
- E. Bankruptcy Court - Protecting the Fund's lien

III. "Encouraging" Respondent Cooperation

- A. Supplemental Proceedings & Information Subpoenas
- B. Credit Searches
- C. Wage Executions (check with Labor Dept.)
- D. Writs of Attachment
 - 1. Inheritances
 - 2. Planes, trains & automobiles
 - 3. Bank Accounts
 - 4. Rental Security Deposits

IV. Maintaining Compliance

- A. Respondent Lists
- B. Monthly Correspondence
- C. Periodic Review
- D. Enforcement - Return to Section III

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