## THE JUDGMENT GROUP

### 2020 Financial Hardship Policy

### Purpose:

The Judgment Group has established this policy to maintain consistency in assisting judgment debtors experiencing a hardship who request financial assistance to resolve and satisfy their unpaid court-ordered money judgment.

This document outlines The Judgment Group's policies and procedures as they relate to the application and approval process for debtors who are unable to pay or afford to pay the full amount due to satisfy their judgment – including allowable court costs, legal fees and interest. The Judgment Group will take into account the overall financial circumstances of the applicant and apply this policy consistently.

## If approved, The Judgment Group may elect to reduce or waive certain amounts due from judgment debtors that successfully demonstrate paying the full legal balance due would cause significant financial hardship.

### Financial Hardship Criteria:

The Judgment Group will take into account a range of factors when deciding whether the full payment of the judgment will cause the applicant a financial hardship. In making the decision whether to accept an amount less than the full legal balance due, The Judgment Group will review the household income, living expenses, and debts. Written verification, in some instances, may be required to substantiate and verify information contained in the financial hardship application.

The Judgment Group reviews all applications in combination with the current year's federal poverty guidelines to assist in determining qualifications for a financial hardship reduction (see Attachment A). In applying these guidelines, The Judgment Group will also consider and take into account any other income and expenses including money earned in the entire household. Evidence to support Income and employment status and amounts may include:

- Tax Returns
- W-2 forms
- Wage and Tax Statements
- Paycheck Stubs

- Employer Verification of Compensation
- Social Security Payment Remittance
- Worker's Compensation Payment Stubs
- Unemployment Payment Stubs

The Judgment Group will take into consideration the following factors:

- 1. Whether full payment will affect the applicant's ability to pay living expenses including:
  - Food
  - Clothing
  - Rent or mortgage payments
  - Other necessities
  - Any special needs resulting from a serious illness or disability
- 2. Whether the applicant owns any assets such as a house or car as well as the following:
  - Investments
  - Money in the bank
  - Cash on hand
  - Money set aside or designated for special needs
  - Tax refunds
  - Money owed to the applicant by any person, business or third party
- 3. Existence and amount of any outstanding debts.

## THE JUDGMENT GROUP

## Application Process for Financial Hardship Assistance

An application for financial hardship must be made in accordance with The Judgment Group's Financial Hardship Policy.

Applicants may request and complete an **Application for Financial Hardship Assistance** which can be obtained online at <u>www.JudgmentGroup.com</u> or requested in writing with "Hardship Application Request" in the subject line and sent via:

- email to <u>Help@JudgmentGroup.com</u>
- Fax to 1-888-338-8210
- First-class mail to The Judgment Group at Post Office Box 191, Stevensville, MD 21666-0191

Upon receipt of a written request, an **Application for Financial Hardship Assistance** will be sent to a judgment debtor within 5 business days to the debtor's last known address or to an alternative address, email or fax number based on instructions included in the written request submitted to The Judgment Group.

Within 30 days of receiving an **Application for Financial Hardship Assistance**, applicants are required to return the fully completed, signed and dated application package which includes the application form as well as all supporting documents detailed and listed in the application form. Please write your Judgment # on each page of your application package and send the full package via:

- email to <u>Help@JudgmentGroup.com</u>
- Fax to 1-888-338-8210
- First-class mail to The Judgment Group at Post Office Box 191, Stevensville, MD 21666-0191

### **Required Information:**

The Judgment Group requires independent information to support claims of financial hardship including verification of expenses and income. The information submitted will be treated confidentially and will only be reviewed by staff involved in processing and reviewing information for evaluation of hardship and the necessity and/or potential for any reduction, adjustment or waiver of funds legally due and owing on the unpaid court-ordered money judgment in accordance with all relevant federal and state laws.

### Time Frame:

Upon receipt of a fully completed, signed and dated application and all supporting documents, The Judgment Group will consider the overall financial situation of the applicant and then render a decision. All decisions will be made within 10 business days from the date The Judgment Group receives all applicant information including supporting documents. All determinations will be made pursuant to and in accordance with hardship guidelines. Decisions are made solely by The Judgment Group and are at the sole discretion and determination of The Judgment Group.

Applicants will receive a notification letter outlining whether the application has been approved or denied. If an applicant's hardship request is denied, The Judgment Group will provide the applicant with a written notice of its determination. If the applicant's financial situation significantly changes, the debtor may reapply.

Verification of ongoing qualification for financial hardship may be conducted at any time by The Judgment Group or at the request of the applicant.

All financial hardship documents received by The Judgment Group are deemed confidential and will be treated as such.

## A HARDSHIP REQUEST CANNOT BE PROCCESSED UNTIL THE COMPLETED APPLICATION WHICH INCLUDES THE FINANCIAL STATEMENT AND SUPPORTING DOCUMENTS ARE RECEIVED BY THE JUDGMENT GROUP.

## Attachment A



2020 Federal Poverty Guidelines

## Department of Health and Human Services 2020 Federal Poverty Level (FPL) Guideline for the 48 Contiguous States and the District of Columbia

Tot	Total Yearly Household Income (combined total for all members in the home)						
# in the Household	100% of FPL Category A	125% of FPL Category B	150% of FPL Category C	175% of FPL Category D	200% of FPL Category E	>200% of FPL Category F	
1	\$12,760	\$15,950	\$19,140	\$22,330	\$25,520	\$25,520 and up	
2	\$17,240	\$21,550	\$25,860	\$30,170	\$34,480	\$34,480 <sup>and up</sup>	
3	\$21,720	\$27,150	\$32,580	\$38,010	\$43,440	\$43,440 and up	
4	\$26,200	\$32,750	\$39,300	\$45,850	\$52,400	\$52,400 and up	
5	\$30,680	\$38,350	\$46,020	\$53,690	\$61,360	\$61,360 and up	
6	\$35,160	\$43,950	\$52,740	\$61,530	\$70,320	\$70,320 and up	
7	\$39,640	\$49,550	\$59,460	\$69,370	\$79,280	\$79,280 and up	
8	\$44,120	\$55,150	\$66,180	\$77,210	\$88,240	\$88,240 and up	
Each Add'l	\$4,480	\$5,600	\$6,720	\$7,840	\$8,960	\$8,960 <sup>and up</sup>	

Source: https://aspe.hhs.gov/2020-poverty-guidelines

# THE JUDGMENT GROUP

## Application for Financial Hardship Assistance

1 Debtor Applicant Informa	ation	Judgment Nur	nber:	
Full Legal Name:	Home Addre	ess:	Home Phone:	
			Cell Phone:	
SSN:	Mailing Add	ress (if different):	Work Phone:	
DOB: / /			Email:	
(choose all that apply)	•	Home phone Work		
1) Number of People in the Household: Adults	Children			
2) Number of vehicles in your household (Include vehic	cles you are m	aking payments on as well as v	vehicles you own):	
<ul> <li>3) Have you filed for bankruptcy? □ No □ Yes, Cha</li> <li>• If yes, was the debt reaffirmed? □ No □ Yes</li> </ul>		s, Chapter 13 🛛 Yes, Chapter	11	
4) Are you on active duty with the military or been demilitary who was on active duty at the time of death?	□ No □ Ye	25	serves) or the surviving spouse of a member of the	
<ul> <li>If yes, include a copy of the permanent change-</li> </ul>	of-station orde	ers		
2 Hardship Information		Judgment Num	ber:	
The hardship causing payment challenges began on ap Short-term (up to 6 months)				
Type of Hardship (check all that apply)		You Are Required to Prov	vide:	
Unemployment		• Proof of unemployment/verification of unemployment benefits/ employer termination letter/other documentation demonstrating loss of employment		
Reduction in income: a hardship that has caused a decrease in your income due to circumstances outside of your control (e.g., elimination of overtime, reduction in regular working hours, a reduction in base pay)		<ul> <li>Proof of Income Reduction, such as paystubs showing loss of hours</li> <li>OR other documentation demonstrating loss of income</li> </ul>		
Increase in housing-related expenses: a hardship h caused an increase in your housing expenses due t circumstances outside your control (e.g., uninsured increased property taxes, HOA special assessment)	o d losses,	• Proof of expenses		
□ Divorce or legally documented Separation			distribution order <b>recorded</b> and signed by the court t <b>recorded</b> and signed by the court if separation is e court	

	Judgment Number:
Death of Spouse	<ul> <li>Death certificate. If a death certificate is not available, we may be able to use the following: <ul> <li>Obituary or newspaper article reporting the death</li> <li>AND Income documentation prior to the death compared to income documentation of the surviving spouse afterward</li> </ul> </li> </ul>
Long-term or permanent disability or serious illness of Debtor or dependent family member	<ul> <li>Doctor's certificate of illness or disability</li> <li>OR Medical bills</li> <li>OR Proof of monthly insurance benefits or government assistance (if applicable)</li> </ul>
□ Other	<ul> <li>Written letter of explanation signed and dated</li> <li>AND documentation verifying your stated hardship</li> </ul>

Provide an explanation of your hardship (continue on a separate sheet of paper if necessary):

## 3 Monthly Income

#### Judgment Number:

Enter all income for all adult(s) living in the household. For each income received, send the required documentation needed to verify the specific type of income. Refer to the "Required Documentation" for a list of all income document requirements.

Wage Income			
Your Name:	 		(Adult Household Member #1)
Employer Name:			Are there months that you don't receive income (e.g., teacher pay or seasonal)? □ No □ Yes
Employer Phone:			If yes, list number of months worked in a year:
Employer Address:			Any periodic work with the same employer or
Gross Wages	\$	Monthly	industry with a documented history of receiving unemployment benefits? □ No □ Yes
Overtime	\$	□ Semi-Monthly	List Hire Date: / / If you earn commission or bonuses, how often do
Tips	\$ Gross Wages pay frequency?	Bi-Weekly	you earn this income?
Commission	\$	D Weekly	
Bonus	\$	□ Other	
Name of Household Adult #2:	 		(Adult Household Member #2)
Employer Name:			Are there months that you don't receive income (e.g., teacher pay or seasonal)? □ No □ Yes
Employer Phone:			• If yes, list number of months worked in a year:
Employer Address:			Any periodic work with the same employer or
Gross Wages	\$	Monthly	industry with a documented history of receiving unemployment benefits? □ No □ Yes
Overtime	\$	□ Semi-Monthly	<ul> <li>List Hire Date: / /</li> <li>If you earn commission or bonuses, how often do</li> </ul>
Tips	\$ Gross Wages pay frequency?	D Bi-Weekly	you earn this income?
Commission	\$	□ Weekly	
Bonus	\$	□ Other	
Name of Household Adult #3:	 		(Adult Household Member #3)
Employer Name:			Are there months that you don't receive income     (e.g., teacher pay or seasonal)? □ No □ Yes
Employer Phone:			• If yes, list number of months worked in a year:
Employer Address:			<ul> <li>Any periodic work with the same employer or industry with a documented history of receiving</li> </ul>
Gross Wages	\$	Monthly	unemployment benefits? 🗆 No 👘 Yes
Overtime	\$	□ Semi-Monthly	<ul> <li>List Hire Date: / /</li> <li>If you earn commission or bonuses, how often do</li> </ul>
Tips	\$ Gross Wages pay frequency?	□ Bi-Weekly	you earn this income?
Commission	\$	D Weekly	
Bonus	\$	□ Other	

### Judgment Number:

E

Self-Employment/109 use the template attache prepared by you or your a	d, please provide										
Business Owner 1:	□ Debtor □ Co	o-Debtor 🛛 Coi	ntributo	r (name)							
Business Name 1:			Gross	Monthly Income	:	\$		Busi	ness Start Date:	_/_/	
Business Owner 2:	□ Debtor □ Co	o-Debtor 🛛 Coi	ntributo	r (name)							
Business Name 2:			Gross	Monthly Income	:	\$		Busi	ness Start Date:	_/_/	
Rental and/or Boarder liens, provide a mortgage escrowed, please provide	statement, reflec	ting principal, in	terest, t	axes, insurance ar							
Property Address:											
Gross Monthly Rent 1:	\$ -	Monthly Property Pri	ncipal	\$	Тах	:	\$		HOA:	\$	
		Monthly Property Int	erest	\$	Insu	urance:	\$		Lease Start Date:		
Property Address:											
Gross Monthly Rent 2:	\$	Monthly Property Pri	ncipal	\$	Тах	:	\$		HOA:	\$	
		Monthly Property Int	erest	\$	Insu	urance:	\$		Lease Start Date:		
Benefit Income — List a	all types of benefit	t income that yo	u receiv	e.							
Beneficiary Name 1:	□ Debtor □ C	o-Debtor 🛛 Co	ontribute	or (name)							
Gross Monthly Benefit	\$ Social Security Retirement Unemployment Mortgage Supplemental Nutrition Assistant Temporary Aide to Needy Famil			Mortgage Supp ition Assistance P	Supplements I: ce Program (SNAP) [				Is this non-taxa □ No □ Yes	Is this non-taxable income? □ No □ Yes	
Beneficiary Name 2:	□ Debtor □ C	o-Debtor 🛛 Co	ontribut	or (name)							
Gross Monthly Benefit	\$			ble Income?							
Beneficiary Name 2:	□ Debtor □ C	o-Debtor 🛛 Co	ontribut	or (name)							
Gross Monthly Benefit	\$			ble Income?							
Child Support/Alimony	<b>/ Income —</b> List a	all types of alimo	ony, chile	d support or sepa	rate	mainter	nance incor	ne foi	r adult members	of the household.	
Beneficiary Name:			Debto	or 🛛 Co-Debtor		Contrib	utor (name	e)			
Gross Monthly Benefit	\$										
Other Income — List ar	ny other type of in	come that you c	urrently	receive that has r	not b	een diso	closed abov	ve.			
Name:			🗆 Debto	or 🛛 Co-Debtor		Contrib	utor (name	e)			
Gross Monthly Income	\$		Other (please explain)								

## 4 Monthly Expenses

#### Judgment Number:

Enter monthly expenses for the household which includes all adult and minor members of the household

Monthly Household Expenses/Debt	
nt Payment (Primary Residence)	\$
ortgage Payment (Primary Residence)	\$
nt Payment for office, workspace, studio ace, etc.*	\$
ortgage Payments on other real estate ned*	\$
Iomeowner's Insurance Escrowed? If no, what is your monthly payment?*	\$
roperty Taxes Escrowed? If no, what is our monthly payment?*	\$
IOA/Condo Fees	\$
Credit Cards/Installment Loan(s) (total	
minimum payment per month)	\$
Auto Loans	\$
Child Care	\$
Alimony Payment*	\$
Child Support Payment*	\$
Auto Expenses (e.g., fuel)	\$
Auto Insurance (for all vehicles)	\$
Life Insurance Premiums (if not withheld from pay)	\$
Health Insurance Premiums (if not withheld from pay)	\$
Medical (co-pays and monthly prescriptions)	\$
Food	\$
Water*	\$
Sewer*	\$
Trash*	\$
Gas*	\$

\*For any household expenses, provide supporting documentation such as a copy of your monthly bill, statement or payment receipt.

PROFIT AND LOSS STATEMENT (template)	Judgment Number:
<ul> <li>List all income and expenses generated from your business</li> <li>If you are a 1099 employee, list all your income and expenses related to you</li> <li>Must cover year-to-date earnings and expenses (e.g., January to June of cur</li> </ul>	
Company Name:	
For the period//	to//
GROSS INCOME	TOTAL GROSS INCOME: \$
EXPENSES:	
Advertising	\$
Bank Charges	\$
Depreciation	\$
Employee Wages	\$
Equipment Rental	\$
Insurance	\$
Interest	\$
Office Supplies	\$
Officer Salary	\$
Postage & Printing	\$
Repairs & Maintenance	\$
Telephone & Internet	\$
Training/Seminars	\$
Utilities	\$
Vehicle	\$
Other:	\$
Other:	\$
Other:	\$
TOTAL EXPENSES	\$
PROFIT/LOSS	\$

Print Your Name:	
Signature:	Date:

## **5** Required Documentation Checklist

Judgment Number:

We will evaluate the assistance options available to you, if any, based on your complete application which requires receipt of all required supporting documents. The middle column serves as a checklist to ensure you provide each required supporting document as needed.

	due column serves as a checklist to ensure you provide each required supporting document as needed.
Wage Earner	Document Needed?       One full month's worth of paystubs demonstrating 30 days of year-to-date income (e.g., if paid weekly, need four most recent paystubs)         • AND Three most recent bank statements (checking and savings) — include all pages (front & back), even blank pages         • AND Two most recent W2s
Self-Employed/1099	<ul> <li>Personal federal tax returns completed and signed by you with all pages and all schedules</li> <li>AND Two most recent years of Business federal tax returns completed and signed with all schedules and K1 if applicable.</li> <li>AND Either the most recent signed and dated quarterly or year-to-date Profit and Loss statement that reflects activity for the most recent twelve months</li> <li>AND Three most recent bank statements for the business account — include all pages (front &amp; back), even blank pages</li> </ul>
Tips, commission, bonus, housing allowance or overtime	<ul> <li>Written description of the type of income and frequency of receipt of income signed and dated</li> <li>AND 3<sup>rd</sup> party document describing income (e.g., employment contracts, tip income, receipts)</li> <li>AND Three most recent bank statements — include all pages (front &amp; back), even blank pages</li> </ul>
Social Security, disability, death benefits, pension, public assistance or adoption assistance	<ul> <li>Benefit statement or award letter from provider showing amount, frequency and duration of benefits</li> <li>AND Receipt of payment (e.g., three most recent bank statements — include all pages [front &amp; back], even blank pages or direct deposit advices)</li> </ul>
Supplemental Nutrition Assistance Program benefits	Most recent certification document, award letter or statement from the provider stating the amount, frequency, start and end date of the Food Stamp income.
Alimony, child support or separation maintenance payments	<ul> <li>Divorce decree, separation agreement or other written legal agreement filed with the court that states the amount of the payments and the period of time that you are entitled to receive them</li> <li>AND Copies of three most recent bank statements — include all pages (front &amp; back), even blank pages, or direct deposit advices showing you received payment</li> </ul>
Rental property income that is not your primary residence	<ul> <li>Most recent federal tax return with all schedules, including Schedule E</li> <li>AND if the rental income is not reported on Schedule E, current lease agreement with at least 3 months' bank statements showing deposits of rent checks — include all pages (front &amp; back), even blank pages</li> </ul>
Investment Income	Two most recent monthly or quarterly investment statements for any 401(k)s, mutual funds, stocks, bonds, CDs, IRAs, etc. If any of this income is being used as household income, please provide two most recent bank statements showing deposit amounts — include all pages (front & back), even blank pages
Information for Non-Debtor Contributing to Household Income	<ul> <li>Three most recent months of the Debtor's bank statements showing the non-Debtor's contribution being deposited regularly — include all pages (front &amp; back), even blank pages</li> <li>AND Signed and dated contribution letter from the non-Debtor indicating amount and frequency contributed to the household</li> <li>AND Paystubs from non-Debtor showing at least 30 days of year-to-date earnings (e.g., if paid weekly, need four most recent paystubs) or other supporting income documentation</li> <li>AND Proof the non-Debtor lives in the subject property, such as driver's license or utility bill</li> </ul>
Additional Information	Provide documentation of any additional income
Power of Attorney	If you have someone else signing on your behalf, provide a copy of the Power of Attorney
Now Receiving Unemployment Compensation	<ul> <li>Benefit statement or award letter from provider showing amount and frequency of benefits (e.g., exhibits, disability policy)</li> <li>AND Receipt of payment (e.g., three most recent bank statements - include all pages [front &amp; back], even blank pages or direct deposit advices)</li> </ul>
Temporary/Seasonal/Union Worker Not Now Receiving Unemployment Benefits	<ul> <li>A letter of explanation confirming your unemployment benefit is related to an intermittent lay off &amp; if you will be returning to work in the same line of work and/or with the same employer</li> <li>AND most recent year's W-2s for all employers, 1099s for all income earned, and most recent pay stubs from all current and/or past employers reflecting YTD earnings and deductions</li> </ul>

## 6 Acknowledgment and Agreement

Judgment Number:

- 1. I certify that all of the information in this **Application for Financial Hardship Assistance** is true, complete and accurate and the hardship(s) identified above has contributed to submission of this request for hardship relief.
- 2. I understand and acknowledge that The Judgment Group or their respective agents may investigate the accuracy of my statements, may require me to provide additional supporting documentation, and that knowingly submitting false information may violate state, federal and other applicable law(s).
- 3. I understand The Judgment Group may obtain my current credit report(s).
- 4. I understand that if I have engaged in fraud or misinterpreted any fact(s) in connection with this request for hardship relief or if I do not provide documentation required, The Judgment Group may cancel any hardship relief granted and pursue post-judgment enforcement remedies as allowed by law to collect the remaining legal judgment balance due.
- 5. I certify that I am willing to provide all requested documents to The Judgment Group and will respond to all communications in a timely manner.
- 6. I understand that time is of the essence.
- 7. I understand The Judgment Group will use the information to evaluate my eligibility for available relief options and alternatives, but The Judgment Group is not obligated to offer me assistance based solely on the representations in this document or other documentation submitted in connection with my request.
- 8. If I am eligible for a hardship plan (e.g., trial period plan, repayment plan, discounted payment plan, forbearance plan, re-age plan or extension plan) and I accept and agree to all terms of such plan, I also agree that the terms of this Acknowledgment and Agreement are incorporated into such plan by reference as if set forth in such plan in full. My first timely payment following The Judgment Group's determination and notification of my approval for a financial hardship plan will serve as acceptance of the terms set forth in the notice sent to me that sets forth the terms and conditions of such plan.
- 9. I agree that when The Judgment Group accepts and posts a payment during the term of my hardship plan, it will be without prejudice to, and will not be deemed a waiver of my unpaid, court-ordered money judgment as listed in this application, and related enforcement activities and shall not constitute satisfaction of my judgment unless such payments are sufficient to constitute payment in full of the entire legal balance due on my judgment.
- 10. I understand that The Judgment Group will collect and record personal information that I submit in this Hardship Assistance Application and during the evaluation process, including, but not limited to, my name, address, telephone number, Social Security number, credit score, income, payment history as well as employment, asset and liability information and activity.
- 11. I understand and consent to The Judgment Group's disclosure of my personal information and the terms of any hardship relief to any owner, investor, insurer, guarantor or servicer that owns, insures, guarantees or provides information, access, technology or services involved in getting my judgment paid and satisfied.
- 12. I authorize The Judgment Group and its affiliates and designees to contact me regarding my judgment using any means, including but not limited to placing calls using an automated dialing system to cell, VoIP or other wireless phone numbers, or by sending prerecorded messages or text messages, even if charges may be incurred for the calls or messages. I also consent that phone calls to The Judgment Group may be monitored and recorded.

Applicant's Signature

Date

### NOTIFICATION REGARDING AUTOMATIC DENIAL OF HARDSHIP APPLICATION

If the signed and dated hardship application including the financial statement and all supporting documents for each adult member of the household are not received by The Judgment Group, the hardship application will be denied without recourse.

## **EMPLOYMENT VERIFICATION**

THIS SECTION TO BE COMPL		
	Date:	
ant Name	Social Se	curity Number
ignature of Applicant	Dat	te
THIS SECTION TO BE COMP	LETED BY EMPLOYER	
e First Employed No	o Last Day of Employment	
check one)	weekly asemi-monthly amonthly ayea	rly □other
Year-to-date earnings: \$	from:/ throug	n://
ur Average # of	f overtime hours per week:	_
r hour Average # of	f shift differential hours per week:	
	veekly 🗆 semi-monthly 🗆 monthly 🗆 yea	rly □other
ee's rate of pay within the next 12	months:; Effective date:	
adic, please indicate the layoff per	iod(s):	
ed this form:		
ed this form:		
	Employee's Title	Date
ed this form:	Employee's Title	Date
ed this form:	Employee's Title	Date
	cant Name t information to The Judgment ignature of Applicant THIS SECTION TO BE COMP e First Employed No check one) □hourly □weekly □bi-v Year-to-date earnings: \$ ur Average # of r hour Average # of chourly □weekly □bi-w ee's rate of pay within the next 12 adic, please indicate the layoff per	Date: Date: Date: Date: Date: Social Section To The Judgment Group. Your prompt response is cru ignature of Applicant Date THIS SECTION TO BE COMPLETED BY EMPLOYER e First Employed No Last Day of Employment (check one) □hourly □weekly □bi-weekly □semi-monthly □monthly □yea Year-to-date earnings: \$ from:// through

<u>JBrown@JudgmentGroup.com</u>. If you have questions, please call us toll-free at 1-877-420-8628 x701.