

**LORI M. TYACK, CLERK OF COURT
FRANKLIN COUNTY MUNICIPAL COURT
375 S. HIGH ST. 3RD FLOOR CIVIL DIVISION
COLUMBUS, OH 43215**

INSTRUCTIONS FOR FILING A GARNISHMENT

THE CREDITOR WILL NEED TO PREPARE THE FOLLOWING DOCUMENTS:

WAGE GARNISHMENT

1. 1 COPY OF 15 DAY DEMAND & PROOF OF SERVICE UPON THE JUDGMENT DEBTOR
2. INSTRUCTIONS FOR SERVICE OF GARNISHMENT BY BAILIFF OR CERTIFIED MAIL.
(PLEASE USE BAILIFF SERVICE IF GARNISHEE IS IN FRANKLIN COUNTY)
3. 5 -(ORIGINAL + 4 COPIES) OF THE AFFIDAVIT & ORDER & NOTICE OF GARNISHMENT OF PERSONAL EARNINGS & ANSWER OF EMPLOYER. IF YOU WANT A COPY BACK, SEND 6 (ORIGINAL + 5 COPIES) AND A SELF-ADDRESSED, STAMPED ENVELOPE.
4. 2 -OF THE NOTICE TO THE JUDGMENT DEBTOR/REQUEST FOR HEARING
5. 1 -INTERIM REPORT/FINAL REPORT
6. 1 -OF THE EMPLOYER GUIDE TO PROCESSING CONTINUOUS ORDERS OF GARNISHMENT

COST IN THE AMOUNT OF \$85.00 PER EMPLOYER
READ AND FILL OUT ALL FORMS (TYPE OR PRINT NEATLY)
ALL FORMS ARE DOUBLE-SIDED EXCEPT FOR THE INTERIM/FINAL REPORT

OTHER THAN WAGE GARNISHMENT

1. INSTRUCTIONS FOR SERVICE OF GARNISHMENT BY BAILIFF OR CERTIFIED MAIL.
(PLEASE USE BAILIFF SERVICE IF GARNISHEE IS IN FRANKLIN COUNTY)
2. 5 -(ORIGINAL + 4 COPIES) OF THE AFFIDAVIT & ORDER & NOTICE OF GARNISHMENT OF PROPERTY OTHER THAN PERSONAL EARNINGS & ANSWER OF GARNISHMENT. IF YOU WANT A COPY BACK, SEND 6 (ORIGINAL + 5 COPIES) AND A SELF-ADDRESSED, STAMPED ENVELOPE.
3. 2 -OF THE REQUEST FOR HEARING/WARNING

COST IN THE AMOUNT OF \$40.00 AND A \$1.00 CHECK MADE OUT TO GARNISHEE
READ AND FILL OUT ALL FORMS (TYPE OR PRINT NEATLY)
ALL FORMS ARE DOUBLE-SIDED

CLERK WILL NOT ISSUE INCOMPLETE OR ILLEGIBLE FORMS

IT IS NOT ETHICAL NOR PERMISSIBLE TO ASK A CLERK TO HELP FILL OUT ANY FORMS

VISIT OUR WEBSITE at www.fcmcclerk.com FOR GARNISHMENT FORMS
OR CALL GARNISHMENT DESK AT (614)645-7222