



Lori M. Tyack, Clerk of Court
Franklin County Municipal Court
375 S. High Street
Columbus OH 43215

INSTRUCTIONS FOR E-FILING A GARNISHMENT

The Creditor will need to upload the following documents when they submit their filing:

WAGE GARNISHMENT

1. A copy of 15-day demand & Proof of Service upon the Judgment debtor.
2. Instructions for Service of Garnishment (Bailiff or Certified).
3. A copy of - Affidavit & Order & Notice of Garnishment of Personal Earnings & Answer of Employer forms.
4. A copy of – Notice to the Judgment Debtor / Request for Hearing Forms.
5. A copy of – Interim Report / Final Disposition Form.
6. A copy of Employer Guide to processing continuous orders of Garnishment form.

OTHER THAN WAGE GARNISHMENT

1. Instructions for Service of Garnishment (Bailiff or Certified).
2. A copy of - Affidavit & Order & Notice of Garnishment of property other than Personal Earnings & Answer of Garnishment forms.
3. A copy of the Request for Hearing/Warning form.
4. Include *copy* of the \$1.00 check made payable to the Garnishee in the *Proposed Order* field.

CLERK WILL NOT ACCEPT OR ISSUE INCOMPLETE OR ILLEGIBLE FORMS

It is not ethical, or permissible, to ask a Deputy Clerk to help fill out any forms.

Visit our website at www.fcmcclerk.com for Garnishment Forms or call the Garnishment Desk (614) 645-7220
Franklin County Municipal Court Clerk's Office 3rd Floor Civil Division