



**The Honorable Maryellen O'Shaughnessy**  
Franklin County Clerk of Courts

General Division  
345 South High Street, 1<sup>st</sup> Floor  
Columbus, Ohio 43215  
614.525.3621

## **INSTRUCTIONS FOR FILING A GARNISHMENT OF PROPERTY OTHER THAN PERSONAL EARNINGS**

1. Before preparing the garnishment paperwork, please follow the guidelines below:
  - a. Only one garnishee per set of garnishment paperwork outlined in step 2.
    - i. Notice: Garnishment paperwork will be sent back to the filer if more than one garnishee per set of garnishment paperwork is provided.
  - b. Only one debtor per set of garnishment paperwork outlined in step 2.
    - i. Notice: Garnishment paperwork will be sent back to the filer if more than one debtor per set of garnishment paperwork is provided.
  - c. Do **not** staple the garnishment paperwork together before submitting it to the Franklin County Clerk of Courts.
2. The Creditor must prepare the following documents:
  - a. Original Instructions for Service (Form COC-CV-50/B) with one (1) copy.
  - b. Original notarized Order and Notice of Garnishment Other Than Personal Earnings and Answer of Garnishee (Form COC-CV-08C) with five (5) copies.
  - c. Time-stamped copy of the Judgment Entry or a Certificate of Judgment print out from the Clerk's Records Division may be used in lieu of the Judgment Entry.
  - d. Original Notice to the Judgment Debtor and Request for Hearing (Form COC-CV-70C) with five (5) copies.
  - e. If filing a Confidential Disclosure of Personal Identifiers, original and one (1) copy; this document is not required.
3. If filing in person at the Franklin County Clerk of Courts, the Creditor must obtain the following:
  - a. The approval signature of a Common Pleas Court Judge on the original notarized Order and Notice of Garnishment Other Than Personal Earnings and Answer of Garnishee (Form COC-CV-08C).
4. The Creditor must include the following payments with the required documents and copies:
  - a. Cost in the amount of \$25.00 per garnishee made out to the Clerk of Courts.
  - b. A separate \$1.00 check per garnishee address made out to the garnishee (per ORC 2716.12).
    - i. Note: This is not a Clerk fee, and no receipt will be issued.

Please contact the General Division at the above contact information with further inquiries.