



The Honorable Maryellen O'Shaughnessy
Franklin County Clerk of Courts

General Division
345 S. High Street, Floor 1-B
Columbus, Ohio 43215
614.525.3621

Instructions for Filing a Garnishment of Property Other Than Personal Earnings

The Creditor will need to prepare the following documents:

1. Original notarized Order and Notice of Garnishment of Property Other Than Personal Earnings and Answer of Garnishee (i.e. a bank or company, etc.) (Form #COC-CV-08C) with five (5) copies per garnishee;
2. Original Notice to the Judgment Debtor and Request for Hearing (Form #COC-CV-70C) with five (5) copies per garnishee; (The hearing date will be assigned by the clerk's office after the judge has signed the garnishment order.)
3. Original and one (1) copy of the Instructions for Service that will include the names and addresses of each garnishee and for each debtor indicating what type of service is being requested; (A single garnishee and any number of debtors may be listed on the same Instructions for Service, but if multiple garnishees are being served, each garnishee must be listed on a separate Instructions for Service.)
4. If the garnishment of property has more than one debtor, you will need to provide one (1) extra copy of the Order and Notice of Garnishment of Property Other Than Personal Earnings and Answer of Garnishee form and two (2) extra copies of the Notice to the Judgment Debtor form per debtor. Please be certain to retain any additional copies of all forms you may need for your own files.
5. If filing a Confidential Disclosure of Personal Identifiers, original and one (1) copy; this document is not required.
6. Cost in the amount of \$25.00 per garnishee;
7. An additional amount of \$1.00 per garnishee (this must be in the form of check or money order, made out to the garnishee), to answer the garnishment (per Ohio Revised Code 2716.12). This is not a Clerk fee: no receipt will be issued;
8. The approval signature of a Common Pleas Court Judge on the original Order and Notice of Garnishment of Property Other Than Personal Earnings and Answer of Garnishee (Form #COC- CV-08C); and
9. A time stamped copy of the Judgment Entry or the Certificate of Judgment must be submitted with the garnishment forms. The Judge will not approve the garnishment order without examining the judgment or Certificate of Judgment. A CJ print out from the Clerk's Records Division may be used in lieu of the Judgment Entry.

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

Revised and Approved by Legal Operations 09/2023