



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 on Personal Earnings

The creditor will need to prepare the following documents:

1. Original notarized Affidavit Of The Judgment Creditor; with an additional three (3) copies (Form #COC-CV-02);
2. Original and two (2) copies of Notice to Judgment Debtor and Request for Hearing (Form #COC-CV-60-D);
3. Original and three (3) copies of the Section A. Court Order and Notice of Garnishment (Form COC-CV-09/E);
4. Original and three (3) copies of the Section B. Answer of the Employer (Garnishee) (Form #COC-CV-05);
5. Original and one (1) copy of the Interim Report and Answer of Garnishee (Form #COC-CV-03);
6. Original and one (1) copy of the Final Report and Answer of Garnishee (Form #COC-CV-04);
7. If filing a Confidential Disclosure of Personal Identifiers, original and one (1) copy; this is not a required document.
8. Original Notice of Court Proceeding to Collect Debt, Payment to Avoid Garnishment (Form #COC-CV-66C), and Proof of Service.
9. Original and (1) one copy of Instructions for Service, which includes the name and address of the employer and the type of service being requested (if requesting service on anyone other than the employer, provide an additional copy of items 1-6 for each party being served);
10. Cost in the amount of \$35.00

A time stamped copy of the Judgment Entry must be submitted with the Garnishment Forms. The Judge will not sign the Garnishment Order without seeing the Judgment. A CJ print out from the Clerk's Records Division may be used in lieu of the Judgment Entry.

The Employer must serve a copy of the Notice of Garnishment on the employee.

Please contact the Clerk of Courts General Division at the above contact information with additional inquiries

Revised and Approved by Legal Operations 02/2023