



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 and two (2) copies of the Judgment Creditor (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 two (2) copies of the Section A. Court Order and Notice of Garnishment (Form COC-CV-09/E);
4. Original and two (2) copies of the Section B. Answer of the Employer (Garnishee) (Form #COC-CV-05);
5. Original of the Interim Report and Answer of Garnishee (Form #COC-CV-03);
6. Original of the Final Report and Answer of Garnishee (Form #COC-CV-04);
7. 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; and,
8. 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.

The Employer must serve a copy of the Notice of Garnishment on the employee – the Clerk of Courts does not serve this order.

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

Revised and Approved by Legal Operations 10/2018