



**MARYELLEN O'SHAUGHNESSY  
CLERK OF THE COURT OF COMMON PLEAS  
CIVIL DIVISION  
HALL OF JUSTICE  
369 S. HIGH STREET, THIRD FLOOR  
COLUMBUS, OH 43215**

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

The Creditor will need to prepare the following documents:

- Original notarized *Order and Notice of Garnishment Of Property Other Than Personal Earnings and Answer of Garnishee* (Form #COC-CV-08C) with six (6) copies per garnishee (i.e. a bank or company, etc.).
- Original *Notice to the Judgment Debtor* (Form #COC-CV-70C) with six (6) copies per garnishee.
- *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.

Note: You do not need a separate Instructions For Service for each garnishee and debtor being served. They may all be listed on one form.

- Cost in the amount of \$25.00 per garnishee.
- 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 276.12). This is not a Clerk fee; no receipt will be issued.
- 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).

Note: The Hearing date will be assigned by the Clerk's office after the judge has signed the garnishment order.

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.

Caution: A 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.

Please contact the Garnishment desk at (614) 462-4208 with any additional inquiries.