



**JOHN O'GRADY
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
*PERSONAL EARNINGS***

The creditor will need to prepare the following documents:

- Original Notarized *Affidavit Of The Judgment Creditor* (Form COC-CV-02).
- Original and two (2) copies of the *Notice to Judgment Debtor* (Form # COC-CV-60-D).
- Original and two (2) copies of the *Section A. Court Order and Notice of Garnishment* (Form COC-CV-09/E).
- Original and two (2) copies of the *Section B. Answer Of The Employer (Garnishee)* (Form COC-CV-05).
- Original of the *Interim Report And Answer Of Garnishee* (Form COC-CV-03).
- Original of the *Final Report And Answer Of Garnishee* (Form OC-CV-04).
- Instructions For Service, which includes the name and address of the employer and the type of service being requested.
- Cost in the amount of \$35.00 per employer.

A 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 Garnishment desk at (614) 462-4208 with any additional inquiries.