

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 four (4) copies per garnishee (i.e. A bank or company, etc.).
- Original *Notice to the Judgment Debtor of Garnishment of Property Other Than Personal Earnings* with two (2) copies per debtor.
- *Instructions For Service* that will include the names and addresses of garnishee and for each debtor indicating what type of service is being requested.
Note: You do not need separate instructions For Service for garnishee and debtor being served. They may all be listed on one form.
- Deposit in the amount of \$50.00 per garnishee. The \$1.00 check made payable to the garnishee to answer the garnishment (per ORC 2716.12) will be cut from the \$50.00 deposit.

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.

If you would like file stamped copies to be returned to your office, you must include additional copies of the pleadings along with a self-addressed stamped envelope.