



Guernsey County Clerk of Courts Jennifer Johnson

INSTRUCTIONS FOR FILING A GARNISHMENT OF PROPERTY OTHER THAN PERSONAL EARNINGS ORC 2716.13

The Deposit Cost in the amount of \$150.00 per garnishee; with the exclusion of State of Ohio, which the deposit is waived and costs assessed at the end.

The Judgment Creditor will need to file the following documents:

1. Motion of Judgment Creditor for Order of Garnishment of Property other than Personal Earnings.
 - Local Form G-9
2. Precipe for Service upon Garnishee AND Judgment Debtor
 - Local Form G-12
3. Affidavit, Order and Notice of Garnishment of Property Other Than Personal Earnings and Blank Answer of Garnishee (i.e. a bank or company, etc)
 - Original Notarized with three (3) copies
 - Local Form G-10
4. Notice to Judgment Debtor with attached Request for Hearing (*Signed by Clerk*)
 - 2 Copies each for Service upon Judgment Debtor
 - Local Form G-11
5. Notice to Garnishee per ORC 2716.12.
 - Clerk will serve to Garnishee
 - Local Form G-12

An additional amount of \$1.00 per garnishee (this must be in the form of check or money order, made payable to the garnishee), to answer the garnishment. This is NOT a Clerk fee: No receipt will be issued.

The Hearing Date will be assigned by the Judge's Office.

If you wish to receive time-stamped copies of the garnishment forms filed with the Court, please provide additional copies and a self-addressed, stamped envelope of sufficient size and with adequate postage affixed to accommodate your request.