



# NATALIE FRAVEL

## Delaware County Clerk of Courts

### 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 (i.e. a bank or company, etc.)
- Original Notice to the Judgment Debtor (with attached Request for Hearing)
- 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 \$100.00 per garnishee; with the exclusion of State of Ohio which the fee is waived on.
- 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.

*Note: The Hearing date will be assigned by the Judge's office.*

Legal Division  
117 North Union Street  
P.O. Box 8006  
Delaware, Ohio 43015-8006  
PHONE: 740-833-2500  
FAX: 740-833-2499

Main Title Office  
Willis Government Building  
2079 U.S. 23N, Suite 1  
Delaware, Ohio 43015  
PHONE: 740-833-2490  
FAX: 740-833-2498  
WEB: [www.co.delaware.oh.us](http://www.co.delaware.oh.us)

Satellite Title Office  
NorthPointe Shopping Plaza  
8647 Columbus Pike  
Lewis Center, Ohio 43035  
PHONE: 740-657-3945  
FAX: 740-657-3927

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, OHIO, GENERAL DIVISION

AFFIDAVIT, ORDER AND NOTICE OF GARNISHMENT OF PROPERTY OTHER THAN PERSONAL EARNINGS AND ANSWER OF GARNISHEE

THE STATE OF OHIO

COUNTY OF \_\_\_\_\_, SS

\_\_\_\_\_ Court  
\_\_\_\_\_, Ohio

\_\_\_\_\_  
\_\_\_\_\_  
Judgment Creditor

Docket No. \_\_\_\_\_ Page \_\_\_\_\_

Case No. \_\_\_\_\_

VS.

\_\_\_\_\_  
\_\_\_\_\_  
Judgment Debtor

**AFFIDAVIT**

Having first been duly sworn or solemnly affirmed to do so, I hereby state that I am the judgment creditor or the attorney for the judgment creditor in the above referenced case against the named judgment debtor that the garnishee named in section A may have in the garnishee's hands or control money, property, or credits, other than personal earnings, of the judgment debtor.

AMOUNT NOW DUE \$ \_\_\_\_\_

DESCRIPTION OF PROPERTY / BANK ACCOUNT INFORMATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTORNEY FOR JUDGMENT CREDITOR

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sworn to and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**SECTION A. COURT ORDER AND NOTICE OF GARNISHMENT**

To: Garnishee (Name and Address):: \_\_\_\_\_

The Judgment Creditor in the above case has filed an affidavit, satisfactory to the undersigned, in this court stating that you may have money, property, or credits, other than personal earnings, in your hands or under your control that belong to the Judgment Debtor. You are therefore ordered to complete the "Answer of Garnishee" in Section (B) of this form. Return one completed and signed copy of this form to the clerk of this court, together with the amount determined in accordance with the "Answer of Garnishee" by the following date on which a hearing is tentatively scheduled relative to this Order of Garnishment: \_\_\_\_\_ (Date). Deliver one completed and signed copy of this form to the judgment debtor prior to that date. Keep the other completed and signed copy of this form for your files.

The Total Probable Amount now due on this judgment is \$ \_\_\_\_\_. The Total Probable Amount now due includes the unpaid portion of the Judgment in favor of the Judgment Creditor, which is \$ \_\_\_\_\_; Interest on that Judgment and, if applicable, prejudgment interest relative to that Judgment at the rate of \_\_\_\_\_% per annum payable until that Judgment is satisfied in full; and court cost in the amount of \$ \_\_\_\_\_.

You also are ordered to hold safely anything of value that belongs to the Judgment Debtor and that has to be paid to the court, as determined under the "Answer of Garnishee" in Section (B) of this form, but that is of such a nature that it cannot be so delivered, until further order of the court.

Witness my hand and the seal of this court this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Judge

**SECTION B. ANSWER OF GARNISHEE**

(Answer All Pertinent Questions)

Now comes \_\_\_\_\_ the garnishee herein who says:

1. That the Garnishee has more than \$400.00 in money, property, or credits, other than personal earnings, of the Judgment Debtor under the Garnishee's control and in the Garnishee's possession.  YES  NO  
If yes Amount (amount over \$400.00) \_\_\_\_\_

2. The property is described as: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. If the answer to line 1 is "yes" and the amount is less than the probable amount now due on the judgment, as indicated in Section (A) of this form, sign and return this form and pay the amount of line 1 to the Clerk of this Court.

4. If the answer to line 1 is "yes" and the amount is greater than the probable amount now due on the Judgment, as indicated in Section (A) of this form, sign and return this form and pay that probable amount now due to the Clerk of this Court.

5. If the answer to line 1 if "yes" but the money, property, or credits are of such a nature that they cannot be delivered to the Clerk of the Court, indicated that by placing an "X" in this space . Do not dispose of that money, property, or credits or give them to anyone else until further order of the court.

6. If the answer to line 1 is "no", sign and return this form to the Clerk of this Court.

I certify that the statements above are true.

\_\_\_\_\_  
(Print Name of Garnishee)

\_\_\_\_\_  
(Print Name and Title of Person Who Completed Form)

Signed \_\_\_\_\_

(Signature of Person Completing Form)  
(Sign all copies)

Dated this \_\_\_\_\_ day of \_\_\_\_\_,

Copy delivered to Judgment Debtor this \_\_\_\_\_ day of \_\_\_\_\_,

SECTION A SHALL BE COMPLETED BEFORE SERVICE, SECTION B SHALL BE COMPLETED AND SIGNED BY THE GARNISHEE AND THE ORIGINAL FILED WITH THE COURT AS THE GARNISHEE'S ANSWER. THE GARNISHEE MAY KEEP ONE COMPLETED COPY AND SHALL DELIVER THE OTHER COMPLETED COPY TO THE JUDGMENT DEBTOR.

TO: SHERIFF, CONSTABLE, BAILIFF

You are hereby directed to serve three (3) copies of this order of Garnishment of property other than personal earnings, together with the Garnishee's fee as provided for in O.R.C. 2716.12 within a written notice that the Garnishee answer as provided in O.R.C 2716.21 on the Garnishee named herein.

\_\_\_\_\_  
Clerk – Deputy Clerk

**RETURN ON SERVICE**

On the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

I served this writ on the within named by

personal service

other (O.R.C. 2716.21) \_\_\_\_\_

Received \_\_\_\_\_, \_\_\_\_\_

**FEES**

Service and return \_\_\_\_\_

\_\_\_\_\_  
(Sheriff – Bailiff – Constable)

Returned and filed \_\_\_\_\_, \_\_\_\_\_

Mileage \_\_\_\_\_

I certify this to be a true copy of the original Order and Notice with all endorsements thereon.

\_\_\_\_\_  
(Sheriff – Bailiff – Constable)

By \_\_\_\_\_

Deputy

# NOTICE TO JUDGMENT DEBTOR

	}		Court
Judgment Creditor	}		, Ohio.
vs		Case No. _____	
Judgment Debtor			

## MONEY – PROPERTY – CREDITS

This is a legal notice in reference to a Court order. You must read and follow all of the directions contained herein. If you have any questions concerning this notice, please contact the Clerks Office.

You are hereby notified that this court has issued an order in the above case in favor of

\_\_\_\_\_  
(Name and Address of Judgment Creditor)

the judgment creditor in this proceeding, directing that some of the money in excess of four hundred dollars, property, or credits, other than personal earnings that now may be in the possession of \_\_\_\_\_

\_\_\_\_\_  
(Name and Address of Garnishee)

the garnishee in this proceeding be used to satisfy your debt to the judgment creditor. This order was issued on the basis of the judgment creditor's judgment against you that was obtained in \_\_\_\_\_

\_\_\_\_\_ Court, in Case No. \_\_\_\_\_ on \_\_\_\_\_, \_\_\_\_\_.

Upon your receipt of this notice, **you** are prohibited from removing or attempting to remove the money, property, or credits until expressly permitted by the court. Any violation of this prohibition subjects you to punishment for contempt of court.

The law of Ohio and the United States provides that certain benefit payments cannot be taken from you to pay a debt. Typical among the benefits that cannot be attached or executed upon by a creditor are the following:

- (1) Workers' Compensation Benefits;
- (2) Unemployment Compensation Benefits;
- (3) Cash assistance payments under the Ohio works first program;
- (4) Benefits and Services under the prevention, retention and contingency program;
- (5) Disability assistance administered by the Ohio Department of Job and Family Services;
- (6) Social Security Benefits;
- (7) Supplemental Security Income (S.S.I.);
- (8) Veteran's Benefits;
- (9) Black Lung Benefits;
- (10) Certain Pensions.

There may be other benefits not included in the above list that apply in your case.

If you dispute the judgment creditor's right to garnish your property and believe that the judgment creditor should not be given your money, property, or credits, other than personal earnings, now in the possession of the garnishee because they are exempt or if you feel that this order is improper for any other reason, you may request a hearing before this court by disputing the claim in the request for hearing form, attached, or in a substantially similar form, and delivering the request for hearing to this court at the above address, at the office of the Clerk of this Court no later than close of business the end of the fifth business day after you receive this notice. You may state your reasons for disputing the judgment creditor's right, you are not prohibited from stating any other reason at the hearing. If you do not state your reasons, it will not be held against you by the court and you can state your reasons at the hearing. **No objections to the judgment itself will be heard or considered at the hearing.**

If you request a hearing, the hearing will be limited to a consideration of the amount of your money, property, or credits, other than personal earnings, in the possession or control of the garnishee, if any, that can be used to satisfy all or part of the judgment you owe to the judgment creditor.

If you request a hearing by delivering your request for hearing no later than the end of the fifth business day after you receive this notice, it will be conducted in \_\_\_\_\_ courtroom \_\_\_\_\_, at \_\_\_\_\_ .m. on \_\_\_\_\_, \_\_\_\_\_  
(Address of Court)

You may request the court to conduct the hearing before this date by indicating your request in the space provided on the form; the court then will send you notice of any change in the date, time, or place of the hearing. If you do not request a hearing by delivering your request for hearing no later than the end of the fifth business day after you receive this notice, some of your money, property, or credits, other than personal earnings, will be paid to the judgment creditor.

If you have any questions concerning this matter, you may contact the office of the clerk of this court. If you want legal representation you should contact your lawyer immediately. If you need the name of a lawyer, contact the local Bar Association.

\_\_\_\_\_, \_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk  
by \_\_\_\_\_  
Deputy Clerk

# REQUEST FOR HEARING

(MONEY – PROPERTY – CREDITS)

Case No. \_\_\_\_\_ Court,  
\_\_\_\_\_, Ohio.

I dispute the judgment creditor's right to garnish my money, property, or credits, or other than personal earnings, in the above case and request that a hearing be held \_\_\_\_\_ the date and time set forth in the document entitled "NOTICE TO THE JUDGMENT DEBTOR" that I received with this request form.  
(Insert "on" or "earlier than")

I dispute the judgment creditor's right to garnish my property for the following reasons: (1)

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I UNDERSTAND THAT NO OBJECTIONS TO THE JUDGMENT ITSELF WILL BE HEARD OR CONSIDERED AT THE HEARING

Date \_\_\_\_\_

\_\_\_\_\_  
(Name of Judgment Debtor-Print)

\_\_\_\_\_  
(Signature)

WARNING: IF YOU DO NOT DELIVER THIS REQUEST FOR HEARING OR A REQUEST IN A SUBSTANTIALLY SIMILAR FORM TO THE OFFICE OF THE CLERK OF THIS COURT WITHIN FIVE (5) BUSINESS DAYS OF YOUR RECEIPT OF IT, YOU WAIVE THE RIGHT TO A HEARING AND SOME OF YOUR MONEY, PROPERTY, OR CREDITS, OTHER THAN PERSONAL EARNINGS, NOW IN THE POSSESSION OF \_\_\_\_\_ WILL BE PAID TO

\_\_\_\_\_  
(Judgment Creditor's Name) (Garnishee's Name) TO SATISFY SOME OF YOUR DEBT TO \_\_\_\_\_  
(Judgment Creditor's Name)

\_\_\_\_\_  
(1) OPTIONAL

**IN THE COURT OF COMMON PLEAS  
DELAWARE COUNTY, OHIO  
INSTRUCTIONS FOR SERVICE**

\_\_\_\_\_  
PLAINTIFF(S)

Vs.

\_\_\_\_\_  
CASE NO.

\_\_\_\_\_  
DEFENDANT(S)

**TO THE CLERK OF COURTS, YOU ARE INSTRUCTED TO MAKE:**

CERTIFIED MAIL SERVICE \_\_\_ ORDINARY MAIL SERVICE \_\_\_

PERSONAL SERVICE BY THE SHERIFF OF \_\_\_\_\_ COUNTY

RESIDENCE SERVICE BY THE SHERIFF OF \_\_\_\_\_ COUNTY

PERSONAL SERVICE BY PROCESS SERVER \_\_\_\_\_

RESIDENCE SERVICE BY PROCESS SERVER \_\_\_\_\_

**OF THE FOLLOWING DOCUMENTS:** \_\_\_\_\_

**UPON:**

\_\_\_\_\_  
(NAME #1)

\_\_\_\_\_  
(NAME #2)

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_  
(CITY-STATE-ZIP CODE)

\_\_\_\_\_  
(CITY-STATE-ZIP CODE)

\_\_\_\_\_  
(NAME #3)

\_\_\_\_\_  
(NAME #4)

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_  
(CITY-STATE-ZIP CODE)

\_\_\_\_\_  
(CITY-STATE-ZIP CODE)

\_\_\_\_\_  
Attorney Name and Supreme Court I.D. No.

\_\_\_\_\_  
Address, City, State, Zip Code

\_\_\_\_\_  
Phone Number