



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

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

WEB: www.co.delaware.oh.us

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: _____

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.

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 \$475.00 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 \$475.00) _____

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 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 is "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 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)

Copy delivered to Judgment Debtor this _____ day of _____, _____

SECTION A SHALL BE FILLED IN BEFORE SERVICE, SECTION B SHALL BE FILLED IN BY THE GARNISHEE AND THE ORIGINAL FILED WITH THE COURT AS HIS ANSWER. THE GARNISHEE MAY KEEP ONE COMPLETED COPY AND SHALL DELIVER THE OTHER COMPLETED 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)

Mileage _____

Returned and filed _____, _____

(Sheriff – Bailiff – Constable)

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

By _____
Deputy

NOTICE TO JUDGMENT DEBTOR

_____	}	_____ Court
_____		_____, Ohio.
Judgment Creditor		Case No. _____
vs		
_____		MONEY – PROPERTY – CREDITS
Judgment Debtor		

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 seventy-five 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)

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

(Garnishee's Name)

TO SATISFY SOME OF YOUR DEBT TO _____

(Judgment Creditor's Name)

(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