

**CLERK OF THE COURT OF COMMON PLEAS, FRANKLIN COUNTY, OHIO  
FOURTH FLOOR-DOMESTIC/JUVENILE DIVISIONS  
373 S. HIGH STREET  
COLUMBUS, OHIO 43215**

**INSTRUCTIONS FOR FILING A GARNISHMENT OF *PROPERTY OTHER THAN PERSONAL EARNINGS***

**YELLOW COLORED FORMS**

**THE CREDITOR WILL NEED TO PREPARE THE FOLLOWING DOCUMENTS:**

- **ORIGINAL NOTARIZED "AFFIDAVIT" (FORM # COC-CV-08C) WITH FOUR (4) COPIES PER GARNISHEE (i.e. A BANK OR COMPANY, ETC.)**
- **ORIGINAL "NOTICE TO THE JUDGMENT DEBTOR" (FORM # COC-CV-70C WITH FIVE (5) COPIES PER GARNISHEE.**
- **INSTRUCTIONS FOR SERVICE WHICH WILL INCLUDE THE NAME(S) AND ADDRESS(ES) OF EACH GARNISHEE, AND FOR EACH DEBTOR(S) INDICATING WHAT TYPE OF SERVICE IS BEING REQUESTED.**

**NOTE: YOU DO NOT NEED A SEPARATE INSTRUCTION FOR SERVICE FORM FOR EACH GARNISHEE AND DEBTOR BEING SERVED. THEY ALL MAY BE LISTED ON ONE INSTRUCTIONS FOR SERVICE FORM.**

- **COST IN THE AMOUNT OF \$25.00 PER GARNISHEE.**
- **AN ADDITIONAL AMOUNT OF \$1.00 PER GARNISHEE TO ANSWER THE GARNISHMENT (2716.12 O.R.C.). NOTE THIS IS NOT A CLERK FEE, NO RECEIPT WILL BE ISSUED.**
- **THE APPROVAL SIGNATURE OF A COMMON PLEAS COURT JUDGE ON THE ORIGINAL "AFFIDAVIT AND ORDER FORM" (FORM #COC-CV-08C).**

**NOTE: A HEARING DATE WILL BE ASSIGNED BY THE CLERK'S OFFICE AFTER THE GARNISHMENT ORDER HAS BEEN SIGNED BY THE JUDGE.**

- **IF THE GARNISHMENT OF PROPERTY HAS MORE THAN ONE DEBTOR, YOU WILL NEED TO PROVIDE ONE (1) EXTRA COPY OF THE "AFFIDAVIT AND ORDER" AND TWO (2) EXTRA COPIES OF THE "NOTICE" PER DEBTOR.**

**NOTE: THE NUMBER OF COPIES MENTIONED ABOVE ARE THE MINIMUM AMOUNT NEEDED BY THE CLERK. IF YOU WANT COPIES FOR YOUR FILE YOU MUST SUPPLY ANY ADDITIONAL COPIES.**

**!!!!!! WARNING !!!!!!!**

**A COPY OF THE JUDGMENT ENTRY OR THE CERTIFICATE OF JUDGMENT MUST BE SUBMITTED WITH THE GARNISHMENT FORMS. THE JUDGE WILL NOT APPROVE THE GARNISHMENT ORDER WITHOUT EXAMINING THE JUDGMENT OR THE CERTIFICATE OF JUDGMENT.**

**IF YOU HAVE ANY PROBLEMS OR QUESTIONS CONCERNING THE FILING OF GARNISHMENTS CONTACT THE GARNISHMENT DESK AT: DOMESTIC: (614) 462-4410 JUVENILE (614) 462-4411**