INSTRUCTIONS FOR GARNISHMENT OF WAGES

- Complete Section "A" by following the numbers accordingly on the form.

1. Berea Municipal Court Case Number
2. Judgment Creditor Name (Plaintiff's Name)
3. Judgment Debtor Name (Defendant's Name)
4. I.D. for Judgment Debtor (the Defendant's Social Security Number)
5. Judgment Creditor or Attorney (if any) Name, Address and Telephone #
6. Judgment Creditor/Plaintiff Name
7. Date of Judgment
8. Amount of Judgment
9. Interest Rate of Judgment
10. Interest Amount Due
11. Total Court Costs Due
12. Amount Received on Judgment to Date
13. Total Amount Currently Due
14. Signature of Judgment Creditor/Plaintiff; signature must be witness by Notary or Deputy Clerk of the Berea Municipal Court.
15. Notary/Deputy Clerk Signature
16. Complete Name and Address of Judgment Debtor/Defendant Employer

ORDER AND NOTICE OF GARNISHMENT AND ANSWER OF EMPLOYER-SECTION

Clerk's Filed Date Stamp

BEREA MUNICIPAL COURT
Raymond J. Wohl, CLERK OF COURTS
11 BEREA COMMONS
BEREA OHIO 44017
PHONE: (440) 826-5819

A

CASE NO. #1

The State of Ohio #2 vs. #3
Judgment Creditor Judgment Debtor

County of Cuyahoga SS. #4
I.D. for Judgment Debtor

Judgment Creditor or Attorney for Judgment Creditor:
Name: #5
Address: #5
City, State & Zip Code: #5
Telephone: #5

Before me, the undersigned Notary Public or Deputy Clerk of the Berea Municipal Court, personally appeared #6 who being first duly sworn according to law, says that he is the JUDGMENT CREDITOR or ATTORNEY for JUDGMENT CREDITOR herein and said Judgment Creditor heretofore, to-wit, on the #7 (date) duly recovered judgment before the Berea Municipal Court against said Judgment Debtor which remains unsatisfied.

AMOUNT OF JUDGMENT $ #8
Including INTEREST TO DATE (interest rate = #9 %) + $ #10
Plus UNPAID COURT COSTS TO DATE including the cost of this proceeding + $ #11
Minus AMOUNT RECEIVED on Judgment - $ #12
AMOUNT NOW DUE + $ #13

The affiant has good reason to believe and does believe that the Garnishee names in Section A of this form is an employer of the Judgment Debtor who has personal earnings of the Judgment Debtor that are not exempt under section 2329.66 of the Ohio Revised Code. And that a true copy of the Demand required by Sec.2716.02 O.R.C. has been made and a true copy of said Demand which was made is attached hereto; the payment demanded in said Demand has not been made, not has a sufficient portion been made to prevent the garnishment of personal earnings as described in section 2716.02 of the Ohio Revised Code. The affiant has no knowledge of any application by the Judgment Debtor for the appointment of a trustee so as to preclude the garnishment of the Judgment Debtor's personal earning and has no knowledge that the debt to which this affidavit pertains is the subject of a debt scheduling agreement of such a nature that it precludes the garnishment of the personal earnings of the Judgment Debtor under section 2716.03(B) of the Ohio Revised. Code.

Sworn to and subscribed before me _____ (date)

#14
Affiant's Signature

#15
Notary Public or Deputy Clerk

SECTION A: COURT ORDER AND NOTICE OF GARNISHMENT TO: GARNISHEE (employer)

Employer Name #16
Address #16
City, State, & Zip Code #16

The Judgment Creditor in the above case has filed an affidavit, satisfactory to the undersigned, in this Court stating that you may owe the Judgment Debtor money for personal earnings.

You are therefore ordered to complete the "ANSWER OF EMPLOYER (GARNISHEE)" in Section B of the attached form. Return one COMPLETED and SIGNED copy of this form to the Clerk of this Court within five (5) business days after you received this Order of Garnishment. Deliver one completed and signed copy of Section B and the accompanying documents entitled "NOTICE TO THE JUDGMENT CREDITOR" and "REQUEST FOR HEARING" to the Judgment debtor. Keep the other completed and signed copy of this form for your files.

The original and two copies to be filed with the Court. Original for the Court – 2 copies mailed to Employer.