

INSTRUCTIONS FOR FILING OF GARNISHMENT

Documents required for filing a Garnishment

*Process of Garnishment

*Garnishee's Answer

Include your CASE NUMBER on all documents.

1. You **MUST** type or print legibly using black ink.
2. You **MUST** have the defendant's full name and address.
3. You **MUST** have the Garnishee's (Employer) correct name and correct address for the payroll office.
4. You **MUST** also have a **NOTARIZED, ITEMIZED** affidavit stating what the garnishment is for and what the defendant owes you. This affidavit must be prepared on letter-size paper (8 1/2 X 11).

5. Filing fee:	\$30.00
To serve Defendant by certified mail:	10.50
To serve Employer by certified mail:	5.95
Total:	<hr/> \$ 46.45

OR

Filing fee:	\$30.00
To serve Defendant by Sheriff	20.00
To serve Employer by Sheriff	20.00
Total:	<hr/> \$ 70.00

CASH, MONEY ORDER OR CASHIER'S CHECK ONLY.

NO PERSONAL CHECKS ACCEPTED

*These forms are available the Circuit Clerk's office, Family Court Division, Room 200, Madison County Courthouse.