

## 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: 9.79  
To serve Employer by certified mail: 5.49  
  
Total: \$ 45.28

**OR**

Filing fee:	\$30.00
To serve Defendant by Sheriff	20.00
To serve Employer by Sheriff	20.00
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Total:	\$ 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 or our website [www.madisoncountycircuitclerk.org](http://www.madisoncountycircuitclerk.org).