

## 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 of 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 Party by certified mail:	6.77
To serve Employer by certified mail	6.77
Total:	<hr/> \$43.54

**OR**

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

**MUST HAVE EXACT CHANGE**  
**PAYMENT BY CASH, MONEY ORDER, CASHIER'S CHECK ONLY.**  
**NO PERSONAL CHECKS ACCEPTED**

\*Forms are available on our website [www.madisoncountycircuitclerk.org](http://www.madisoncountycircuitclerk.org) or may be picked up in the Circuit Clerk's office, Family County Division Room 821, Madison County Courthouse.