

INSTRUCTIONS FOR FILING A GARNISHMENT OF *PERSONAL EARNINGS*

The creditor will need to prepare the following documents:

- Original *Notice of Court Proceeding to Collect Debt* (Form COC-CV-66C) with proof of service attached.
- Original Notarized *Affidavit of the Judgment Creditor* (Form COC-CV-02).
- Original and two (2) copies of the *Notice to Judgment Debtor* (Form COC-CV-60-D).
- Original and four (4) copies of the *Section A. Court Order and Notice of Garnishment* (Form COC-CV-09/E).
- Original and two (2) copies of the *Section B. Answer of the Employer (Garnishee)* (Form COC-CV-05).
- Original of the Interim Report and Answer of Garnishee.
- Original of the Final Report and Answer of Garnishee (Form OC-CV-04).
- Instructions for service, which includes the name and address of the employer and the type of service being requested.
- Deposit in the amount of \$50.00 per employer.

If you would like file stamped copies to be returned to your office you must include additional copies of the pleadings along with a self-addressed stamped envelope.