



DEBORAH F. COMERY, CLERK OF COURT
ROCKY RIVER MUNICIPAL COURT
21012 Hilliard Blvd
Rocky River, OH 44116-3398

www.rrcourt.net
Phone: (440) 895-0044
Fax: (440) 356-5613

INSTRUCTIONS FOR FILING A BANK ATTACHMENT

PLEASE READ AND FOLLOW THESE INSTRUCTIONS COMPLETELY:

If the debtor does not pay the judgment after 15 days, you will process the bank attachment as follows:

1. File a **signed** and **notarized** **Affidavit** with the Court (no Court form available for the Affidavit) stating the following:
 - a. Judgment Amount
 - b. Court Administrative fee of 2% (ORC §2303.20(V)). (After \$10,000.00 is collected this fee will drop to 1% for the balance collected.)
 - c. Interest
 - d. Court Costs
 - e. Amount Received on Judgment
 - f. Amount Now Due

2. Using the specified Rocky River Municipal Court forms (filling in all appropriate information where space is provided...including the street address(s) of the bank(s) (Garnishee) who are to receive this filing (NO PO BOXES), you must furnish the following to the court:
 - a. One (1) original and four (4) copies of the ***Order and Notice of Garnishment of Property Other Than Personal Earnings and Answer of Garnishee – Section A***
 - b. One (1) copy of ***Answer of Garnishee - Section B***
 - c. Two (2) copies of the ***Notice to Judgment Debtor***
 - d. One (1) original and one (1) copy of the signed & notarized **Affidavit** as stated in #1 above.

The filing fee is due at the time of filing. See the enclosed ***Bank Attachment Filing Fee / Bank Fee Schedule***.

Revised 09/11/2014

COURT JURISDICTION IN THE CITIES OF

BAY VILLAGE • FAIRVIEW PARK • NORTH OLMSTED • ROCKY RIVER • WESTLAKE • METROPARKS