



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

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Phone: (440) 895-0044
Fax: (440) 356-5613

INSTRUCTIONS FOR FILING A WAGE GARNISHMENT

PLEASE READ AND FOLLOW THESE INSTRUCTIONS COMPLETELY:

PRIOR TO FILING THE WAGE GARNISHMENT WITH THE COURT, you must fill out the “*Notice of Court Proceedings to Collect Debt*” as well as complete the top portion of the “*Payment to Avoid Garnishment*” and mail both documents to the debtor. Please make copies of these forms for the Court. Please obtain proof of mailing from the Post Office. Proof of Mailing must accompany the Wage Garnishment forms should you need to file them.

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

1. File a **signed** and **notarized** Affidavit with the Court (no Court form available for the Affidavit) stating the following:
 - a. Amount of Judgment
 - 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 of the Employer (Garnishee) (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 – Section A*
 - b. One (1) copy of *Answer of Employer (Garnishee) - Section B*
 - c. Two (2) copies of the *Interim Report and Answer of Employer*
 - d. One (1) copy of *Final Report and Answer of Employer*
 - e. One (1) original and one (1) copies of the *Notice to Judgment Debtor*
 - f. One (1) copy of the *Payment to Avoid Garnishment*
 - g. One (1) copy of the *Notice of Court Proceeding to Collect Debt*
 - h. One (1) copy of the receipt for **proof of mailing**
 - i. One (1) original and one (1) copy of the signed & notarized Affidavit as stated in #1 above

Rev. 04/03/2024

COURT JURISDICTION IN THE CITIES OF

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