



## HAMILTON COUNTY CLERK OF COURTS

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### GARNISHMENT PROCEDURE

After the magistrate's decision, you must wait nineteen (19) days for processing to begin the garnishment procedure.

After nineteen (19) days, please call the Clerk of Courts Municipal Civil Division Information Desk at 513-946-5700 to confirm that the judgment has been finalized.

If you know where the debtor works or banks, you may garnish his or her wages and/or bank account. Please know that you are responsible for knowing where the debtor works and/or banks. The Clerk's Office cannot provide that information for you.

#### Wage Garnishment

- In order to garnish wages, you must first send the debtor a 15 day notice. The notice must be sent by ordinary mail with a certificate of mailing using the debtor's last known address. The post office will provide a certificate of mailing for your records.
- After 15 full days from mailing the notice, bring the certificate of mailing to the Hamilton County Clerk of Courts Municipal Civil Division office at the Courthouse, Room 115. If you wait more than forty five (45) days after mailing, a second notice will be needed.
- You will obtain the garnishment paperwork from the Information Desk in Room 115.
- At this time, you must complete page one of the wage garnishment packet. You will need to have this document notarized and then returned to the Clerk's Office to obtain a judge's signature.
- A judge will sign and return the document to the Information Desk within 2-3 days. You may call to 513-946-5700 to ensure that the signed document is available.
- You will then return to the Information Desk to pick up the first page, complete the remaining three pages of the packet, and pay the \$90.00 filing fee.

#### Bank/Non-wage Garnishment

- No 15 day notice is required.
- You must first pick up the non-wage garnishment packet from the Clerk of Courts Municipal Civil Division Information Desk in the Courthouse, Room 115.
- Complete the form, have it notarized, and return it to the Information Desk for a judge's signature.
- A judge will sign and return the document to the Information Desk within 2-3 days. You may call to 513-946-5700 to ensure that the signed document is available.
- You will then return to the Information Desk to retrieve the packet and pay the \$66.00 fee.

The filing fees for bank/wage garnishments are recorded as court costs and will be added to the judgment awarded you.