

**Lima Municipal Court
Jim Link, CPA
Clerk of Courts**

109 N. Union St.
P O Box 1529
Lima, OH 45802



Criminal & Traffic 419.221.5275
Civil and Small Claims 419.221.5275

FILING A WAGE GARNISHMENT

1. To file a wage garnishment you will need to send the notice to collect debt by **certificate of mailing** to the defendant at their last known address. You will need to keep the receipt to show that you sent it by certificate of mailing. And you must also keep a copy of the notice to collect debt to file the wage garnishment with the Court.
2. The defendant has 15 days to respond to this letter. If the defendant does not respond you can file the wage garnishment on the 16th day. This notice is only good for 45 days from the date you mail it. You will also need to supply the court with the name and address of the employer.
3. The filing fee is \$100.00 and is added on to what the defendant owes to you.

**** Fill out the Notice to Collect Debt to the dotted line. Do not detach bottom part, as that is for the defendant.****



NOTICE OF COURT PROCEEDING TO COLLECT DEBT

Date of Mailing or Date of Service by the Court

TO: Name of Judgment Debtor Last Known Residence Address of Judgment Debtor

You owe the undersigned Name of Judgment Creditor \$

including interest and court costs, for which a judgment was obtained against you or certified in the Court on payment of which is hereby demanded.

If you do not do one of the three things listed below within fifteen days of the date of the mailing of this notice or of its service by the Court, we will go to Court, unless we are otherwise precluded by law from doing so, and ask that your employer be ordered to withhold money from your earnings until the judgment is paid in full or if applicable is paid to a certain extent and to pay the withheld money to the Court in satisfaction of your debt.

YOU CAN AVOID THE GARNISHMENT BY DOING ONE OF THESE THREE THINGS WITHIN THE FIFTEEN-DAY PERIOD:

- (1) Pay to us the amount due;
(2) Complete the attached form entitled "Payment To Avoid Garnishment" and return it to us with the payment, if any, shown due on it; or
(3) Apply to your local municipal or county court or, if you are not a resident of Ohio, to the municipal or county court in whose jurisdiction your place of employment is located, for the appointment of a trustee to receive the part of your earnings that is not exempt from garnishment.

You also may contact a budget and debt counseling service described in division (D) of Section 2716.03 of the Ohio Revised Code for the purpose of entering into an agreement of debt scheduling. There may not be enough time to set up an agreement for debt scheduling in order to avoid a garnishment of your wages based upon this demand for payment, but entering into such an agreement for debt scheduling might protect you from future garnishments of your wages.

Address of Judgment Creditor Name of Judgment Creditor Signature of Judgment Creditor or Agent

(cut Along Dotted Line)

PAYMENT TO AVOID GARNISHMENT

TO: (Name of Judgment Creditor) (Address of Judgment Creditor)

To avoid the garnishment of personal earnings of which you have given me notice, I enclose \$ to apply toward my indebtedness to you. The amount of the payment was computed as follows:

- 1. Total amount of indebtedness demanded: (1) \$
2. Enter the amount of your personal earnings after deductions required by law, earned by you during the current pay period, (that is, the pay period in which this demand is received by you) (2) \$
3. (A) Enter your pay period (weekly, bi-weekly, semi-monthly, monthly): (3) \$
3. (B) Enter the date when your present pay period ends
4. Enter an amount equal to 25% of the amount on line 2: (4) \$
5. (A) The current federal minimum hourly wage is \$ (to be filled in by judgment creditor). You should use the above figure to complete this portion of the form. If you are paid weekly, enter thirty times the current federal minimum hourly wage; if paid bi-weekly, enter sixty times the current federal minimum hourly wage; if paid semi-monthly, enter sixty-five times the current federal minimum hourly wage; if paid monthly, enter one hundred thirty times the current federal minimum hourly wage: (5A) \$
(B) Enter the amount by which the amount on line 2 exceeds the amount on line 5(A): (5B) \$
6. Enter the smallest of the amounts on lines 1, 4, or 5(B). Send this amount to the judgment creditor along with this form after you have signed it: (6) \$

I certify that the statements contained above are true to the best of my knowledge and belief.

(Print Name and Residence Address of Judgment Debtor) (Signature of Judgment Debtor)

(To verify that the amount shown on line (2) is a true statement of your earnings, you must either have your employer certify below that the amount shown on line (2) is a true statement of your earnings or you may submit copies of your pay stubs for the two pay periods immediately prior to your receiving this notice.)

I certify that the amount shown on line (2) is a true statement of the judgement debtor's earnings. (Print Name of Employer) (Signature of Employer or Agent)

I certify that I have attached copies of my pay stubs for the two pay periods immediately prior to my receiving this notice.

AFFIDAVIT, ORDER AND NOTICE OF GARNISHMENT AND ANSWER OF EMPLOYER (PERSONAL EARNINGS)

(O.R.C. 2716.02, .03, .04, .05, .06)

THE STATE OF OHIO

COUNTY OF _____, SS

In the _____ Court

_____, Ohio

Judgment Creditor

vs.

Docket No. _____ Page _____

Case No. _____

Judgment Debtor

AFFIDAVIT

The undersigned, being first duly cautioned and sworn, or affirmed, according to law, says that I am the attorney/judgment creditor herein who heretofore recovered, or certified, a judgment in the _____ Court against the judgment debtor named above, that the garnishee named in Section A below may be an employer of the judgement debtor and who may have personal earnings of the judgment debtor; That the written demand on judgment debtor required by Section 2716.02 of the Ohio Revised Code has been made at least 15 days and not more than 45 days before the date hereof; That the payment demanded in such written demand has not been made, nor has a sufficient portion been made to prevent the garnishment of personal earnings as described in such section; That affiant has no knowledge of any application by the judgment debtor for the appointment of a trustee, nor that the debtor is the subject of a debt scheduling agreement, either of which would preclude the garnishment of judgment debtor's personal earnings.

ATTORNEY FOR JUDGMENT CREDITOR

Sworn to and subscribed before me

this _____ day of _____, 20_____

NOTARY PUBLIC

SECTION A. COURT ORDER AND NOTICE OF GARNISHMENT

To: _____, Garnishee

The judgment creditor in the above case has filed an affidavit, satisfactory to the undersigned, in this _____

Court stating that you may owe the judgment debtor money for personal earnings.

You are therefore ordered to complete the "ANSWER OF EMPLOYER (GARNISHEE)" in section B of this form. Return one completed and signed copy of this form to the _____ clerk of this Court within five (5) business days after you receive this order of garnishment. Deliver one completed and signed copy of this form and the accompanying documents entitled "NOTICE TO THE JUDGMENT DEBTOR" and "REQUEST FOR HEARING" to the judgment debtor. Keep the other completed and signed copy of this form for your files. (The total probable amount now due on this judgment is \$ _____. The total probable amount now due includes the unpaid portion of the judgment in favor of the judgment creditor, which is \$ _____; interest on that judgment and, if applicable, prejudgment interest relative to that judgment at the rate of _____% per annum payable until that judgment is satisfied in full; and court costs in the amount of \$ _____.) This order of Garnishment of Personal Earnings is a continuous order that generally requires you to withhold a specified amount, calculated each pay period at the statutory percentage, of the judgement debtor's personal disposable earnings during each pay period, as determined in accordance with the "INTERIM REPORT AND ANSWER OF GARNISHEE," from the judgment debtor's personal disposable earnings during each pay period of the judgment debtor commencing with the first full pay period beginning after you receive the order until the judgment in favor of the judgment creditor and the associated court costs, judgment interest, and, if applicable, prejudgment interest awarded to the judgment creditor as described above have been paid in full. You generally must pay that specified amount, calculated each pay period at the statutory percentage, to the clerk of this court within thirty (30) days after the end of each pay period of the judgment debtor and must include with that specified amount calculated each pay period at the statutory percentage an "INTERIM REPORT AND ANSWER OF GARNISHEE" substantially in the form set forth in Section 2716.07 of the Ohio Revised Code. A copy of the "INTERIM REPORT AND ANSWER OF GARNISHEE" is attached to this Order of Garnishment of Personal Earnings, and you may photocopy it to use each time you pay the specified amount to the clerk of this court. You are permitted to deduct a processing fee of up to three dollars from the judgement debtor's personal disposable earnings for any pay period of the judgement debtor that an amount was withheld for that order (the processing fee is not a part of the court costs). You are not required to file with the court the "INTERIM REPORT AND ANSWER OF GARNISHEE" for any pay period of the judgement debtor for which an amount from the judgement debtor's personal disposable earnings during that pay period was not withheld for that order. This Order of Garnishment of Personal Earnings generally will remain in effect until one of the following occurs: (1) The total probable amount due on the judgment as described above is paid in full as a result of your withholding of the specified amount, calculated each pay period at the statutory percentage, from the judgment debtor's personal disposable earnings during each pay period of the judgment debtor that commenced with the first full pay period beginning after you received the order. (2) The judgment creditor or the judgement creditor's attorney files with this Court a written notice that the total probable amount due on the judgment as described above has been satisfied or the judgement creditor or the judgement creditor's attorney files a written request to terminate this order of garnishment and release you from the mandate of this order of garnishment. (3) A municipal or county court appoints a trustee for the judgment debtor and issues to you an order that stays this Order of Garnishment of Personal Earnings. (4) A federal bankruptcy court issues to you an order that stays this Order of Garnishment of Personal Earnings. (5) A municipal or county court or a court of common pleas issues to you another Order of Garnishment of Personal Earnings that relates to the judgment debtor and a different judgment creditor, and Ohio or federal law provides the other order with a higher priority than this order. (6) A municipal or county court or a court of common pleas issues to you another Order of Garnishment of Personal Earnings that relates to the judgment debtor and a different judgment creditor and that does not have a higher priority than this order. (7) The judgement creditor or the judgement creditor's attorney files with this court a written request to terminate and release the order of garnishment, and as a result, the order of garnishment will cease to remain in effect. Under any of the circumstances listed above, you are required to file with this court a "FINAL REPORT AND ANSWER OF GARNISHEE" substantially in the form set forth in Section 2716.08 of the Ohio Revised Code. A copy of the "FINAL REPORT AND ANSWER OF GARNISHEE" is attached to this Order of Garnishment of Personal Earnings. Under the circumstances listed in (5) and (6) above, you must cease processing this Order of Garnishment after the expiration of the full pay period within which the one hundred eighty-second (182) day after you began processing it falls. Special stacking, priority of payment, and manner of payment rules apply when a garnishee receives multiple orders of garnishment with respect to the same judgment debtor. These rules are set forth in Section 2716.041 of the Ohio Revised Code. An employer guide to processing continuous orders of garnishment is included with this order of garnishment. You should become familiar with these rules.

Witness my hand and the seal of this court this _____ day of _____, 20_____.

Judge

INSTRUCTIONS: To complete the back of this form; (1) tear stub off top. (2) reverse carbons, (3) continue typing or writing on the reverse side.

SECTION B. ANSWER OF EMPLOYER (GARNISHEE)

(An Employer is one who is required to withhold payroll taxes out of payments of personal earnings made to the judgment debtor.)

(Answer All Pertinent Questions)

Now comes _____, the employer (garnishee) herein, who says:

1. This order of garnishment of personal earnings was received on _____ (1) _____, 20____

2. (A) The judgment debtor is in my/our employ. _____ (2) A Yes No

(B) If answer is "No," give date of last employment. _____ (2) B _____, 20____

3. (A) Is the debt to which this order of garnishment of personal earnings pertains the subject of an existing agreement for debt scheduling between the judgment debtor and a budget and debt counseling service and has the judgment debtor made every payment that was due under the agreement for debt scheduling no later than forty-five days after the date on which the payment was due? If the answer to both parts of this question is "Yes," give all available details of the agreement, sign this form and return it to the court.

_____ (3) A Yes No

(B) Were you, on the date that you received this order of garnishment of personal earnings, withholding moneys from the judgment debtor's personal disposable earnings pursuant to another order of garnishment of personal earnings that Ohio or federal law provides with a higher priority than this order of garnishment of personal earnings (such as a support order or Internal Revenue Service levy)? If the answer to this question is "Yes," give the name of the court that issued the higher priority order, the associated case number, the date upon which you received that order, and the balance due to the relevant judgment creditor under that order.

_____ (3) B Yes No

(C) Did you receive prior to the date that you received this order of garnishment of personal earnings one or more other orders of garnishment of personal earnings that are not described in question 3(B), and are you currently processing one or more of those orders for the statutorily required time period or holding one or more of those orders for processing for a statutorily required period in the sequence of their receipt by you?

If the answer to this question is "Yes," give the name of the court that issued each of those previously received orders, the associated case numbers, the date upon which you received each of those orders, and the balance due to the relevant judgment creditor under each of those orders. List first the previously received order(s) that you are currently processing, and list each of the other previously received orders in the sequence that you are required to process them.

_____ (3) C Yes No

I certify that the statements above are true.

Dated this _____ day of _____, 20____

Completed copy, 2 copies of the Notice and Hearing Request form delivered to judgment debtor _____, 20____

(Print Name of Employer)

(Print Name and Title of Person Who Completed Form on Behalf of Employer)

Signed _____
(Signature of Employer or Employer's Agent) (Sign all copies)

SECTION A OF THE FORM DESCRIBED IN THIS SECTION SHALL BE COMPLETED BEFORE SERVICE. SECTION B OF THE FORM SHALL BE COMPLETED BY THE GARNISHEE, AND THE GARNISHEE SHALL FILE ONE COMPLETED AND SIGNED COPY OF THE FORM WITH THE CLERK OF THE COURT AS THE GARNISHEE'S ANSWER. THE GARNISHEE MAY KEEP ONE COMPLETED AND SIGNED COPY OF THE FORM AND SHALL DELIVER THE OTHER COMPLETED AND SIGNED COPY OF THE FORM TO THE JUDGMENT DEBTOR NOT LATER THAN THE TIME THAT THE GARNISHEE OTHERWISE WOULD PAY THE JUDGMENT DEBTOR THE PERSONAL EARNINGS THAT THE GARNISHEE INSTEAD IS PAYING TO THE COURT. THE GARNISHEE ALSO SHALL DELIVER AT THAT TIME THE TWO COPIES OF THE NOTICE TO THE JUDGMENT DEBTOR FORM AND OF THE REQUEST FOR HEARING FORM DESCRIBED IN SECTION 2716.06 OF THE REVISED CODE THAT WERE SERVED ON THE GARNISHEE.

NO EMPLOYER SHALL DISCHARGE AN EMPLOYEE SOLELY BECAUSE OF THE SUCCESSFUL GARNISHMENT OF THE EMPLOYEE'S PERSONAL EARNINGS BY ONLY ONE JUDGMENT CREDITOR IN ANY TWELVE-MONTH PERIOD.

IF SEVERAL AFFIDAVITS SEEKING ORDERS OF GARNISHMENT OF PERSONAL EARNINGS ARE FILED AGAINST THE SAME JUDGMENT DEBTOR IN ACCORDANCE WITH SECTION 2716.03 OF THE REVISED CODE, THE COURT INVOLVED SHALL ISSUE THE REQUESTED ORDERS IN THE SAME ORDER IN WHICH THE CLERK RECEIVED THE ASSOCIATED AFFIDAVITS.

THE GARNISHEE ALSO SHALL BE SERVED WITH A COPY OF THE EMPLOYER GUIDE TO PROCESSING CONTINUOUS ORDERS OF GARNISHMENT AT THE SAME TIME THAT THE FORMS AS PROVIDED IN THIS SECTION ARE SERVED UPON THE GARNISHEE.

TO: SHERIFF, CONSTABLE, BAILIFF

You are hereby directed to serve three (3) copies of the "Order and Notice", together with the Garnishee's fee as provided for in O.R.C. 2716.04, two (2) copies of the "Notice to Judgment Debtor" and "Request for Hearing" forms described in O.R.C. 2716.06, on the Garnishee named herein.

Clerk - Deputy Clerk

RETURN OF SERVICE

Received _____, 20____

(Sheriff - Bailiff - Constable)

Returned and filed _____, 20____

I certify this to be a true copy of the original Order and Notice with all indorsements thereon.

On the _____ day of _____, 20____

I served this writ on the within named by

personal service

Other (O.R.C. 2716.05) _____

FEES

Service and return _____

Mileage _____

(Sheriff - Bailiff - Constable)

By _____

Deputy

INTERIM REPORT AND ANSWER OF GARNISHEE

 JUDGMENT CREDITOR_

VS

 JUDGMENT DEBTOR_

 _____ COURT,
 _____ OHIO.
 CASE NO. _____

THE GARNISHEE, _____, IN THE ABOVE CASE STATES AS FOLLOWS:

1. THE DATE THAT THE GARNISHEE RECEIVED THE ORDER OF GARNISHMENT OF THE JUDGMENT DEBTOR'S PERSONAL EARNINGS WAS _____.
2. THE TOTAL PROBABLE AMOUNT DUE ON THE JUDGMENT, INCLUDING COURT COSTS, JUDGMENT INTEREST, AND, IF APPLICABLE, PREJUDGMENT INTEREST, AS STATED IN EITHER SECTION A OF THE ORDER OF GARNISHMENT OF THE JUDGMENT DEBTOR'S PERSONAL EARNINGS OR IN THE AFFIDAVIT OF CURRENT BALANCE DUE ON GARNISHMENT ORDER IF THAT AFFIDAVIT HAS BEEN RECEIVED SUBSEQUENT TO THE ORDER OF GARNISHMENT, IS \$ _____.
3. THE PAY PERIOD OF THE JUDGMENT DEBTOR IS (ENTER WEEKLY, BIWEEKLY, SEMIMONTHLY, OR MONTHLY. DO NOT ENTER A PAY PERIOD OF MORE THAN ONE MONTH) _____.
4. THE DISPOSABLE EARNINGS OF THE JUDGMENT DEBTOR EARNED DURING THE JUDGMENT DEBTOR'S PRESENT PAY PERIOD IS ("DISPOSABLE EARNINGS" MEANS EARNINGS AFTER DEDUCTIONS REQUIRED BY LAW. "PRESENT PAY PERIOD" MEANS THE PAY PERIOD FOR WHICH YOU ARE COMPLETING THIS INTERIM REPORT AND ANSWER OF GARNISHEE.) \$ _____.
5. THE AMOUNT EQUAL TO TWENTY-FIVE PER CENT (25%) OF THE JUDGMENT DEBTOR'S DISPOSABLE EARNINGS SET FORTH IN SECTION 4 OF THIS FORM IS \$ _____.
6. _____ TIMES THE CURRENT FEDERAL MINIMUM HOURLY WAGE IS (IF THE JUDGMENT DEBTOR IS PAID WEEKLY, ENTER THIRTY ABOVE, IF PAID BIWEEKLY, ENTER SIXTY, IF PAID SEMIMONTHLY, ENTER SIXTY-FIVE, IF PAID MONTHLY, ENTER ONE HUNDRED THIRTY, THEN CALCULATE THE AMOUNT.) \$ _____.
7. THE AMOUNT BY WHICH THE AMOUNT IN SECTION 4 OF THIS FORM EXCEEDS THE AMOUNT IN SECTION 6 OF THIS FORM IS _____.
8. THE SMALLEST OF EITHER THE AMOUNT ENTERED IN SECTION 5 OF THIS FORM, THE AMOUNT ENTERED IN SECTION 7 OF THIS FORM, OR THE AMOUNT ENTERED IN SECTION 2 OF THIS FORM, IS \$ _____.
9. THE AMOUNT ENTERED IN SECTION 8 OF THIS FORM, PLUS OR MINUS (AS APPROPRIATE) THE GARNISHEE'S PROCESSING FEE IS \$ _____ (IF THE AMOUNT ENTERED IN SECTION 8 OF THIS FORM EQUALS THE AMOUNT ENTERED IN SECTION 2 OF THIS FORM, THEN ADD UP TO THREE DOLLARS (\$3); OTHERWISE SUBTRACT UP TO THREE DOLLARS (\$3)).
10. OTHER DEDUCTIONS \$ _____.
11. The CALCULATED AMOUNT THAT HAS BEEN WITHHELD FROM THE JUDGMENT DEBTOR'S PERSONAL EARNINGS DURING THE JUDGMENT DEBTOR'S PRESENT PAY PERIOD AND THAT IS SUBMITTED WITH THIS "INTERIM REPORT AND ANSWER OF GARNISHEE" IS \$ _____.

I CERTIFY THAT THE STATEMENTS ABOVE ARE TRUE

(PRINT NAME OF EMPLOYER)

(PRINT NAME AND TITLE OF PERSON WHO COMPLETED FORM)

SIGNED _____
(SIGNATURE OF PERSON WHO COMPLETED FORM)

DATED THIS _____ DAY OF _____

FINAL REPORT AND ANSWER OF GARNISHEE

		Court,
Judgment Creditor	}	Ohio.
vs		
Judgment Debtor	}	Case No. _____

THE GARNISHEE, _____, IN THE ABOVE CASE STATES AS FOLLOWS:

1. THE DATE THAT THE GARNISHEE RECEIVED THE ORDER OF GARNISHMENT OF THE JUDGMENT DEBTOR'S PERSONAL EARNINGS WAS _____.

2. THE TOTAL PROBABLE AMOUNT DUE ON THE JUDGMENT, INCLUDING COURT COSTS, JUDGMENT INTEREST, AND, IF APPLICABLE, PREJUDGMENT INTEREST, AS STATED IN SECTION A OF THE ORDER OF GARNISHMENT OF THE JUDGMENT DEBTOR'S PERSONAL EARNINGS IS \$ _____.

3. THE TOTAL AMOUNT THAT HAS BEEN WITHHELD FROM THE JUDGMENT DEBTOR'S PERSONAL DISPOSABLE EARNINGS AND PAID TO THE COURT WHILE THE ORDER OF GARNISHMENT OF THE JUDGMENT DEBTOR'S PERSONAL EARNINGS REMAINED IN EFFECT IS \$ _____.

4. (WHEN APPLICABLE) THE TOTAL PROBABLE AMOUNT DUE ON THE JUDGMENT (AS STATED IN 2 ABOVE) IS NOT EQUAL TO THE TOTAL AMOUNT THAT HAS BEEN WITHHELD (AS STATED IN 3 ABOVE), AND THE REASON FOR THAT DIFFERENCE IS THAT THE ORDER OF GARNISHMENT OF THE JUDGMENT-DEBTOR'S PERSONAL EARNINGS CEASED TO BE IN EFFECT FOR THE FOLLOWING STATUTORILY PRESCRIBED REASON(S) (CHECK WHICHEVER APPLY):

(A) _____ A MUNICIPAL OR COUNTY COURT APPOINTED A TRUSTEE FOR THE JUDGMENT DEBTOR AND ISSUED AN ORDER THAT STAYS THE ORDER OF GARNISHMENT OF THE JUDGMENT DEBTOR'S PERSONAL EARNINGS

(B) _____ A FEDERAL BANKRUPTCY COURT ISSUED AN ORDER THAT STAYS THE ORDER OF GARNISHMENT OF THE JUDGMENT DEBTOR'S PERSONAL EARNINGS

(C) _____ A MUNICIPAL OR COUNTY COURT OR A COURT OF COMMON PLEAS ISSUED ANOTHER ORDER OF GARNISHMENT OF PERSONAL EARNINGS THAT RELATES TO THE JUDGMENT DEBTOR AND A DIFFERENT JUDGMENT CREDITOR, AND OHIO OR FEDERAL LAW PROVIDES THE OTHER ORDER A HIGHER PRIORITY. (SET FORTH THE NAME OF THE COURT THAT ISSUED THE HIGHER PRIORITY ORDER, THE ASSOCIATED CASE NUMBER, THE DATE THAT THE HIGHER PRIORITY ORDER WAS RECEIVED, AND THE BALANCE DUE TO THE RELEVANT JUDGMENT CREDITOR UNDER THAT ORDER)

(D) _____ A MUNICIPAL OR COUNTY COURT OR A COURT OF COMMON PLEAS ISSUED ANOTHER ORDER OF GARNISHMENT OF PERSONAL EARNINGS THAT RELATES TO THE JUDGMENT DEBTOR AND A DIFFERENT JUDGMENT CREDITOR AND THAT IS NOT DESCRIBED IN 4 (C) ABOVE. (SET FORTH THE NAME OF THE COURT THAT ISSUED THE SUBSEQUENTLY RECEIVED ORDER, THE ASSOCIATED CASE NUMBER, THE DATE THAT THE SUBSEQUENT ORDER WAS RECEIVED, AND THE BALANCE DUE TO THE RELEVANT JUDGMENT CREDITOR UNDER THAT ORDER): _____

(E) _____ THE JUDGMENT CREDITOR OR JUDGMENT CREDITOR'S ATTORNEY HAS ISSUED A REQUEST THAT THE ORDER OF GARNISHMENT BE TERMINATED AND THE GARNISHEE RELEASED FROM THE MANDATES OF THE ORDER OF GARNISHMENT.

(F) _____ JUDGMENT DEBTOR'S EMPLOYMENT TERMINATED ON: _____

(G) _____ OTHER: _____

I CERTIFY THAT THE STATEMENTS ABOVE ARE TRUE.

(PRINT NAME OF EMPLOYER)

(PRINT NAME AND TITLE OF PERSON WHO COMPLETED FORM ON BEHALF OF THE EMPLOYER)

SIGNED _____
(SIGNATURE OF EMPLOYER OR EMPLOYERS AGENT WHO COMPLETED FORM)

DATED THIS _____ DAY OF _____

REQUEST FOR HEARING (PERSONAL EARNINGS)

Case No. _____ Court, _____
 _____ District, _____
 _____, Ohio.

I dispute the judgment creditor's determination of current balance due on garnishment order in the above case and request that a hearing in this matter be held not later than twelve days after delivery of this request to the court.

I _____ believe that the need for the hearing is an emergency.
(insert "Do" or "Do Not")

I dispute the judgment creditor's determination for the following reasons: (1)

I understand that no objections to the judgment itself will be considered at the hearing.

(Name of Judgment Debtor-Print)

Date _____

(Signature)

WARNING: IF YOU DO NOT DELIVER THIS REQUEST FOR HEARING OR A REQUEST IN A SUBSTANTIALLY SIMILAR FORM TO THE OFFICE OF THE CLERK OF THIS COURT WITHIN FIVE (5) BUSINESS DAYS OF YOUR RECEIPT OF IT, YOU WAIVE YOUR RIGHT TO A HEARING AND SOME OF YOUR PERSONAL EARNINGS WILL CONTINUE TO BE PAID TO _____

(Judgment Creditor's Name)

IN SATISFACTION OF YOUR DEBT TO THE JUDGMENT CREDITOR

(1) OPTIONAL

NOTICE TO JUDGMENT DEBTOR*

		Court,
		, Ohio.
Judgment Creditor		Case No. _____
vs		
Judgment Debtor		

PERSONAL EARNINGS

You are hereby notified that this court has issued an order in the above case in favor of _____

(Name and Address of Judgment Creditor)

the judgment creditor in this proceeding, directing that some of your personal earnings, be used in satisfaction of your debt to the judgment creditor instead of being paid to you. This order was issued on the basis of the judgment creditor's judgment against you that was obtained in _____

_____ Court in Case No. _____ on _____

The law of Ohio provides that you are entitled to keep a certain amount of your personal earnings free from the claims of creditors. Additionally, wages under a certain amount may never be used to satisfy the claims of creditors. The documents entitled "ORDER AND NOTICE OF GARNISHMENT AND ANSWER OF EMPLOYER" that are enclosed with this notice show how the amount proposed to be taken out of your personal earnings was calculated by your employer.

If you dispute the judgment creditor's right to garnish your personal earnings and believe that you are entitled to possession of the personal earnings because they are exempt or if you feel that this order is improper for any reason, you may request a hearing before this court by disputing the claim in the request for hearing form, attached, or in a substantially similar form, and delivering the request for hearing to this court at the above address, at the office of the Clerk of this Court, no later than the end of the fifth business day after you receive this notice. You may state your reasons for disputing the judgment creditor's right to garnish your personal earnings in the space provided on the form; however, you are not required to do so. If you do state your reasons for disputing the judgment creditor's right, you are not prohibited from stating any other reason at the hearing. If you do not state your reasons, it will not be held against you by the court and you can state your reasons at the hearing. No objections to the judgment itself will be heard or considered at the hearing.

The hearing will be limited to a consideration of the amount of your personal earnings, if any, that can be used in satisfaction of the judgment you owe to the judgment creditor.

If you request a hearing by delivering your "Request for Hearing" no later than the end of the fifth business day after you receive this notice, it will be conducted no later than twelve days after your request is received by the court and the court office will send you notice of the date, time, and place. You may indicate on the form that you feel that the need for the hearing is an emergency and that it should be given priority by the court. If you do so, the court will schedule the hearing as soon as practicable after your request is received, and will send you notice of the date, time, and place. If you do not request a hearing by delivering your request for hearing, no later than the end of the fifth business day after you receive this notice, some of your personal earnings will be paid to the judgment creditor.

If you have any questions concerning this matter, you may contact the office of the Clerk of this Court. If you want legal representation, you should contact your lawyer immediately. If you need the name of a lawyer, contact the local Bar Association.

Date

Clerk

by
Deputy Clerk