

New Philadelphia Municipal Court

166 East High Avenue
New Philadelphia, Ohio 44663
(330)343-6797
www.npmunicipalcourt.org

Nanette DeGarmo Von Allman, Judge

Julie A. Stamets, Clerk of Court

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. Interest
 - c. Court Costs
 - d. Amount Received on Judgment
 - e. Amount Now Due

2. **Using the specified New Philadelphia 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

The \$125.00 filing fee is due at the time of filing.