INSTRUCTIONS FOR BANK ATTACHMENTS

REQUIREMENTS FOR FILING

- Judgment must be obtained and journalized with the Berea Municipal Court.
- In the collection process you, the Plaintiff, now become the Judgment Creditor and the Defendant becomes the Judgment Debtor.
- You are required to supply the court with the original and 4 double-sided copies of the "OTHER THAN" form. If you have additional banks or Defendants please add 2 copies for each addition. Also, you must have the original and 3 double-sided copies of the "Notice to Judgment Debtor" and "Request for Hearing." If copies of these forms are not supplied you will be charged accordingly per copy.
- Bank Attachment forms should be typed. If you do not have access to a
 typewriter or cannot scan on your computer, the Court will permit you to neatly
 PRINT in BLUE INK. Forms completed in colored ink or pencil will not be
 accepted for filing.
- The filing fees for Bank Attachments are as follows: The filing fee is \$50.00 for one bank and one Defendant. There is a \$10.00 fee for each additional bank and each additional Defendant. You must have a separate check for \$1.00 made payable to each bank you are garnishing.
- If you want a signed, sealed and time stamped copy of the filing, please supply the Court with a self addressed stamped envelope.
- Lastly, the Clerk's office does not follow up on these filings. It is the responsibility of the Plaintiff/Judgment Creditor to complete, file and follow up on all forms in their timely manner.

INSTRUCTIONS FOR BANK ATTACHMENTS Complete the "OTHER THAN" by following the numbers accordingly on the form Judgment Creditor (Plaintiff's Name) 14. Total Court Cost Due 1. Plaintiff's Address 15. Amount Received on Judgment Date 2. Plaintiff's City, State and Zip Code 16. Total Amount Currently Due 3. 4. Berea Court Case Number 17. Name of Bank 5. Judgment Debtor (Defendant's Name) (If you are attaching more than one bank you MUST attach 6. Judgment Debtor (Defendant's Address) and "Exhibit A) 18. Property Description (i.e.: checking account, savings 7. Judgment Debtor's City, State and Zip Code Judgment Creditor/Plaintiff's Name 8. account, etc.) 9. Date of Judgment 19. Name and complete address of Bank 20. Judgment Creditor's Name 10. Judgment Debtor/Defendant Name 11. Judgment Debtor/Defendant Address 21. Judgment Creditor's Address 12. Amount of Judgment 22. Judgment Creditor's Telephone Number 13. Interest Amount Due 23. Total Amount Due (see line 16) THE DEBT COLLECTOR IS ATTEMPTING TO COLLECT A DEBT AND ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE AFFIDAVIT AND ORDER AND NOTICE OF GARNISHMENT OF PROPERTY OTHER THAN PERSONAL EARNINGS AND ANSWER OF GARNISHEE THE STATE OF OHIO Berea Municipal Court CUYAHOGA COUNTY \$8. 11 Berea Commons Berea, OH 44017 Clerk's Filed Date Stamp JUDGMENT CREDITOR(S) CASE NO OTHER THAN JUDGMENT DEBTOR(S) ANSWER DAY Before me, the understaned NOTARY PUBLIC OR DEPUTY #8 CLERK OF BEREA MUNICIPAL COURT, personally appeared who being first duly sworn according to law, says that he is the JUDGMENT CREDITOR OR ATTORNEY FOR THE judgment creditor herein and that said judgment credit hereto, to-wit, on the (date) duly recovered judgment before Berea Municipal Court against said judgment debtor #10 which remains unsatisfied. #12 (Address of Judgment Debtor) AMOUNT OF JUDGMENT Including INTEREST TO DATE + \$ Plus UNPAID COURT COSTS TO DATE including the COST OF THIS PROCEEDING + \$ Minus AMOUNT RECEIVED on Judgment -AMOUNT DUE NOW - 5 #17 The affiant has good reason to believe and does believe that property other than personal earnings, of the judgment debtor and that is not exe mpt under the laws of the State of Ohio or the laws of the United States #18 The property described as follows: Ohlo on AFFIANT'S SIGNATURE Swom to and subscribed before me this day of NOTARY PUBLIC OR DEPUTY CLERK TO THE DEPUTY CLERK OF SAID COURT - You are commanded to serve upon the garnishee three copies of the following court order and notice of garnishment and answer of garnishee. Also served upon the judgment debtor two copies of the notice to judgment debtor and a request for hearing. SECTION A: A COURT ORDER AND NOTICE OF GARNISHMENT The judgment creditor in the above case has flied an affidavit, satisfactory to the undersigned, in the Berea Municipal Court stating that you may have money, property, or credits, other than personal earnings, in your hands or under your control that belong to the judgment debtor. You are therefore ordered to complete the "ANSWER OF GARNISHEE" in section (B) of this form. Return one completed and signed copy of this form to the Clerk of this Court together with the amount determined in accordance with the "ANSWER OF GARNISHEE" by the following date on which a hearing is tentatively scheduled relative to this order of garnishment: NOT LATER THAN

| The TOTAL PROBABLE AMOUNT NOW DUE on this judgment | #20 |
|---|---|
| The TOTAL PROBABLE AMOUNT NOW DUE on this judgment | Judgment Creditor or Attorney for Judgment Creditor |
| s \$ The total probable amount due includes the unpaid | #21 |
| portion of the judgment in favor of the judgment creditor, which is \$: | Address |
| nterest on that judgment and, if applicable, prejudgment interest relative to | |
| that judgment at the rate of % per annum payable until that | #22 |
| | Phone |
| udgment is satisfied in full; and court costs in the amount of \$ #23 | |

Deliver one COMPLETED and signed copy of this form, to the judgment debtor prior to that date. Keep the other copy of the form for your flies.

You also are ordered to hold safely anything of value that belongs to the indicated judgment debtor that has to be paid to the Court, as determined under the "Answer of Gamishee" in Section (B) of this form, but that is of such a nature that is cannot be delivered, until further order of the Court.

Witness my hand this ______ day of ______ 20 ____
JUDGE OF SAID COURT

- Complete the Notice to Judgment Debtor by following the numbers accordingly on form
- 1. Plaintiff/Judgment Creditor's (Plaintiff's Name)
- 2. Plaintiff/Judgment Creditor's Address
- 3. Plaintiff/Judgment Creditor's City, State and Zip Code
- 4. Berea Court Case Number
- 5. Defendant/Judgment Debtor (Defendant's Name)
- 6. Defendant/Judgment Debtor (Defendant's Address)
- 7. Defendant/Judgment Debtor's City, State and Zip Code
- 8. Name of Bank you are collecting from
- 9. Date of Judgment

| e or Juagment | | | | | |
|---|--|---|---|--|--|
| | BEREA MUNICIPAL CO | URT | | | |
| | 11 Berea Commons Berea, Ohio 44017 | | | | |
| | Derea, Ollo 44017 | | | | |
| #1 | | | | | |
| #2 | | | | | |
| #3 | JDGMENT CREDITOR | | | Clerk's Filed Date Stamp | |
| VS. | | ase No: | | #4 | |
| #5 | | | T. II. II. II. II. II. II. II. II. II. I | T DESTAN | |
| #6 | | NOTICE TO THE JUDGMENT DEBTOR OF GARNISHMENT OF PROPERTY | | | |
| | | | THER THAN PERSOANL EARNINGS, 12 | | |
| | | | | | |
| You are hereby notified that this Court ha | s issued an order in the above case in f | aunr of | #* | 1 | |
| ,3 the Judgment Credito | r in this proceeding, directing that some | | ney in excess of | five hundred dollars, property, or | |
| the credits other than personal earnings, that now no The Garnishee in this proceeding, be used to satisf | | nis order wa | #8 | hasis of the Juriament Creditor's | |
| judgment against you that was obtained in | THE BEREA MUNICIPAL CO | URT | | 5 | |
| Case No. #4 | on | | | your receipt of this notice, you are | |
| prohibited from removing or attempting to remove s subjects you to punishment from contempt of Court | | nessiy pem | nitted by the Co | urt. Any violation of this prohibition | |
| The law of Ohio and the United Ohios on | and does that another home to a summer's assumed | | | au a dobi Tuniani amona iba | |
| The law of Ohio and the United States pr benefits that cannot be attached or executed upon | | not be take | en from you to p | ay a debt. Typical among the | |
| Workers compensation benefits; | 4) Benefits and services under the pre- | vention, | 7) Supplement | al security Income (S.S.I.); | |
| Unemployment compensations payments; Cash assistance payments under the Ohio | | | | B) Veterans benefits; B) Black lung benefits; | |
| works first program; | by the Ohio department of job and family | | 10) Certain pensions. | | |
| | services; 6) Social Security benefits; | | | | |
| There may be other benefits not included if you dispute the Judgment Creditor's right to gamic credits, other than personal earnings, now in the por for any other reason, you may request a hearing be or in a substantially similar form, and delivering the than the end of the fifth business day after you receive the tender of the fifth business day after you receive to properly in the space provided on the form but you are not prohibited from stating any other reason at state your reasons at the hearing. NO OBJECTION request a hearing, the hearing will be limited to a copossession of control of the indicated gamishee, if request a hearing no later than the end of the fifth because the hearing no later than the end of the fifth because the hearing by delivering your request for hearing by delivering your request the hearing by delivering your request for hearing has a support to the form. | sh your property and believe that the just issession of the Indicated gamishee becore this Court by disputing the claim in request for hearing to this Court at the a five this notice. You may state your reast are not required to do so. If you do state he hearing, and if you do not state your S TO THE JUDGMENT ITSELF WILL Be insideration of the amount of your mone any, that can be used to satisfy all or parusiness day after you received this notice. AL COURT 11 BEREA COMMONIAL COURT 11 BEREA | dgment creature they a ause they a the request blove addre ons for disp your reasons, it IE HEARD by y, property, thought of the DNS BEF e Court to change in the siness day | are exempt or if it for hearing form arises, at the office putting the Judgm own for disputing will be held aga OF CONSIDER; oor credits, other gment you owe conducted at REA, OHIO 4 conduct the hear is date, time, or after you received. | you feel that this order is improper, an appearing on the reverse side, of the Clerk of this Court no later nent Creditions right to garnish your the Judgment Creditions right to garnish your on the Judgment Creditions right you can ED AT THE HEARING If you or than personal earning. In the to the Judgment Creditor. If you was a support of the Judgment Creditor. If you have the Judgment Creditor if you can be supported this date by Indicating place of the hearing. If you do not e this notice, some of your money, | |
| | | | Denvi | y Clerk of Court | |
| | | | Бери | y S.C.R. O. COURT | |
| | | | | Date | |