

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.