EUCLID MUNICIPAL COURT **GARNISHMENTS DEPT**
555 E. 222nd STREET **216-289-2888 Opt# 4**
EUCLID, OH 44123

FILING OF A WAGE GARNISHMENT (pro se)

NOTE: If you have been awarded a judgment against multiple defendants on a single case, and you intend to file a garnishment against each party, you are required to complete the steps listed below for each individual separately.

Step 1: Notice of Court Proceeding to Collect Debt (aka 15-Day Notice)

- Complete all required sections of the 2-sided form as highlighted on the sample sheet.
- Make (and keep) a copy of the completed form.
- Mail the 15-Day Notice to Defendant's last known address by Certified Mail or Regular Mail w/receipt.

Do not mail Section "A" of the wage garnishment at this time.

Keep a copy of the completed 15-day notice and proof of mailing (any receipts you receive from the post office at the time of mailing**). You are required to supply the Court with these copies when filing the wage garnishment form.**

NOTE: The Notice of Court Proceeding to Collect Debt is valid for a period of 45 calendar days from the date of mailing. After the 15-day time period has elapsed you may file the garnishment with the Court. If you do not proceed with the garnishment filing within 30 days after the 15-day period has passed, you will be required to start the process over with the mailing of another notice.

Step 2: Filing of the wage garnishment with the Court.

- Complete, to the best of your knowledge, all required fields of the "Section A" form as highlighted on the sample sheet.
  - You must provide the complete name and mailing address of the employer.
  - If you will be filing in person, leave the Affiant's Signature line blank and your signature will be witnessed by a Court Clerk. If you are submitting your filing by mail, or having someone deliver it to the court on your behalf, your signature must be notarized.
- Deliver the following to the Clerk of Court office in person or by mail:
  - A copy of the completed 15-day notice with proof of mailing.
  - Completed "Section A" of the wage garnishment
  - Filing fees
    - Garnishment on a Small Claims case = $60.00 / on a Civil Complaint = $130.00
    - Add an additional $10.00 per filing if service upon employer by Certified Mail is requested.
      *Note: The U.S. Postal Service (as the Employer) requires all garnishments to be served by Certified Mail.
    - Filing fees paid can be included on the Court Costs line of the "Section A" form.
    - Fees must be paid in full at the time of filing; we accept cash, check, money order, or Visa/MC.

We will make every effort to assist you; however the clerks in our office are not attorneys and can not offer legal advice. The garnishment clerks can not help you verify employer information or calculate any amounts due & owing.

We offer no guarantee of success in collecting thru garnishment proceedings. Any funds remitted will be processed and disbursed as quickly as possible; usually 4-6 weeks from the time an employer response is received. All garnishment payments processed through the Euclid Municipal Court are subject to a 2% poundage fee as allowed by ORC §2303.20 (V).