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

FILING OF A BANK ATTACHMENT (pro se)

Step 1: Complete, to the best of your knowledge, all required fields on the bank attachment (aka "Other than") form as highlighted on the sample sheet.

- You must provide the complete last known mailing address for Defendant.
- If you have been awarded a judgment on multiple defendants on a single case and you intend to file attachments against each party be aware of the following:
  - If the defendants have the same address, only one filing is required.
  - If the defendants have separate addresses they must be filed against separately.

- You must provide the complete name and mailing address of the bank, credit union, etc. If you are filing on multiple banks, list all bank names and addresses on a separate sheet.

- 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.

Step 2: Deliver the following to the Clerk of Court office in person or by mail:

- The completed bank attachment ("Other than") filing form
- Bank information sheet if filing on multiple banks
- Filing fees
  - Fees will vary depending on the number of defendants and/or banks filed on. See below for more information on fees for multiple defendants and/or banks.
  - Add an additional $10.00 per bank if service upon bank by Certified Mail is requested. *Note: U.S. Bank requires all attachments to be served by Certified Mail.
  - All fees must be paid in full at the time of filing.
    - Court fees may be paid by cash, check, money order, or Visa/MC. A receipt will be provided.
    - Bank fees must be paid separately (per bank) by cash or check (made payable to the bank, credit union, etc.) These fees are forwarded with the attachment, no receipt provided. *Key Bank requires the fee to be paid by check only.
  - All fees paid can be included on the Court Costs line of the filing form.

COSTS - ONE (1) DEFENDANT

No. Banks	Court Fee	Bank
1	$15.00	$1.00
2	$25.00	$2.00 ($1.00 each)
3	$35.00	$3.00 ($1.00 each)
4	$45.00	$4.00 ($1.00 each)
5	$55.00	$5.00 ($1.00 each)
6	$65.00	$6.00 ($1.00 each)
7	$75.00	$7.00 ($1.00 each)
8	$85.00	$8.00 ($1.00 each)

COSTS - TWO (2) DEFENDANTS

No. Banks	Court Fee	Bank
1	$25.00	$2.00
2	$35.00	$4.00 ($2.00 each)
3	$45.00	$6.00 ($2.00 each)
4	$55.00	$8.00 ($2.00 each)
5	$65.00	$10.00 ($2.00 each)
6	$75.00	$12.00 ($2.00 each)
7	$85.00	$14.00 ($2.00 each)
8	$95.00	$16.00 ($2.00 each)

NOTE: You may file an attachment on the same bank once every thirty (30) days.

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 bank information or calculate any amounts due & owing.

Please be aware of the following: The process of a bank attachment/garnishment can be time-consuming, it may take several weeks before payments are received and disbursed. Also, be advised that all garnishment payments processed through the Euclid Municipal Court are subject to a 2% poundage fee.