

# MUNICIPAL COURT

222 MEIGS STREET

SANDUSKY, OHIO 44870

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*www.sanduskymunicipalcourt.org*

ERICH J. O'BRIEN, JUDGE

KIM PIOTROWSKI, CLERK

Email: Kim.Piotrowski@ci.sandusky.oh.us

## Sandusky Municipal Court Garnishment Order Requirements

- 1) Affidavit, Order and Notice of Garnishment and Answer of Garnishee (Personal Earnings) {4 copies – employer, return to court copy, defendant and court scan copy – [extra one if you want a return copy]}.
- 2) Copy of Notice to Collect Debt (15 day notice), along with proof of mailing. {only 1 copy required}
- 3) Notice to Judgment Debtor {2 copies}
- 4) Request for Hearing {2 copies}
- 5) Interim Report {2 copies}
- 6) Final Report {1 copy}
- 7) The Employer's Guide to Processing Continuous Orders of Garnishment {One Copy}
- 8) Filing fee \$140.00 (certificate of mailing {regular}) or \$160.00 for certified mailing.

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Kimberly Piotrowski, Clerk