

<p style="text-align: center;">STEP-BY-STEP INSTRUCTIONS FOR COMPLETING THE GARNISHMENT APPLICATION AND ORDER FORM</p>

OSCA Form CV92 has been approved by the Judicial Records Committee for use in requesting a garnishment for the purpose of collecting on a debt. Please note the bold numbers in each field on the garnishment form. Follow the instructions below to assist you in completing each field **BEFORE** presenting the form to the Circuit Clerk's office for filing.

- 1. Enter the name of the Judge assigned to your case OR enter Div. 1 for a Circuit case or Div. 3 for an Associate case.**
- 2. Enter the Case Number which can be found on your copy of the Judgment.**
- 3. Enter the name(s) of the Petitioner(s) or Plaintiff(s).**
- 4. Enter the date of the Judgment.**
- 5. Enter the amount of the Judgment.**
- 6. Enter the name(s) of the Respondent(s) or Defendant(s).**
- 7. Place an X in the box representing the type of garnishment.**
- 8. Place an X in the box that represents the duration of this garnishment.**
- 9. Enter the name of the county where the employer is located.**
- 10. Enter the name and address of the judgment debtor.**
- 11. Enter the last four digits of the judgment debtor's social security number.**
- 12. Enter the name and address of the garnishee (the name of the employer or agent holding funds for the judgment debtor).**
- 13. Enter the judgment creditor's name here.**
- 14. Sign and date the application here. Also include your address and telephone number.**
- 15. Enter the original amount of the judgment.**
- 16. Enter the amount of post judgment interest awarded in the judgment.**
- 17. Enter the amount of any post judgment costs.**
- 18. Enter the amount of the service fee for this garnishment.**
- 19. Enter the total amount of any payments already received.**
- 20. Enter the total amount due.**
- 21. Detail any additional information in aid to the Sheriff's Dept. for serving the garnishment paper work.**