

TRUMBULL COUNTY EASTERN COURT
7130 BROOKWOOD DRIVE
BROOKFIELD, OHIO 44403
(330) 675-7900

HOW TO BEGIN A GARNISHMENT OF WAGES

Fill out two (2) copies of the 15 Day Notice of Court Proceeding to Collect Debt Forms. Mail the Original to the defendant at their place of residence. When mailing this at the Post Office ask for a **CERTIFICATE OF MAILING**. This is less expensive than certified mail. It will be dated by the post office with the date you are mailing it to the Defendant.

Wait fifteen (15) days from date on certificate of mailing. Bring the copy of the 15 Day Notice of Court Proceeding to Collect Debt with you to the Clerk's Office, along with the **CERTIFICATE OF MAILING**. We will then provide you with the Affidavit of Garnishment Forms, Interim Report, Final Report and Notice to Judgment Debtor to be filled out and filed with the Clerk's Office or you can print them out yourself from our web page.

Filing fee for garnishments are **\$40.00**.

Don't forget to include the costs of filing the garnishment when you fill out your paper work at the Clerk's Office.