

**BUTLER COUNTY COURT OF COMMON PLEAS
GARNISHMENT FORMS
INFORMATION AND INSTRUCTIONS**

In order to efficiently support the Court's requirement that all garnishments be e-Filed, these forms are provided as a courtesy. The use of these forms is **not** required. Filers may use any forms for garnishments so long as they meet the requirements of Loc. R. 3.08 and the Court's e-Filing system.

Specifically, Loc. R. 3.08 requires:

All documents submitted for filing, with the exception of proposed orders and entries (or other documents requiring a judge's signature) shall be filed in Portable Document Format (PDF). Such documents may either be signed by hand and scanned-in or they may be electronically signed. Loc. R. 3.08(C)(1)(a).

Proposed orders and entries (or other documents requiring a judge's signature) shall be filed in Microsoft Word document format and shall not contain any mail merge fields or macros embedded in the documents. Loc. R. 3.08(C)(1)(b).

These forms consist of packets for wage and non-wage garnishments, as well as an "Affidavit of Balance Due" which may be used in any garnishment proceedings. These packets are in PDF format with fillable fields for information that should be completed by the filing party. A separate "Section A – Order" is available in Word format. The form-fields will duplicate the data entered, so you should only have to enter certain data once. **It is your responsibility to check that all fields are auto-filled as intended before filing.** Form fields are not included for entries that are intended to be completed by the recipient of the form, in paper format, after service.

The PDF document packet must be flattened to render the form fields no longer fillable before filing. In light of the fact that each packet requires an affidavit/notary, it is anticipated that you will print the PDF packet after completion, re-scan the forms and upload them as a new PDF after signatures are affixed. Flattening is required, regardless. Orders will not be issued on packets without required notarized signatures.

The packet should be uploaded as the garnishment filing, using "GARNISHMENT PACKET FOR BANK ATTACHMENT" or "GARNISHMENT PACKET FOR PERSONAL EARNINGS" as the document type. The appropriate order should be uploaded as a proposed order, using "GARNISHMENT ENTRY SUBMITTED TO JUDGE – ELECTRONIC – NO IMAGE" as the document type. The entry will be forwarded to the assigned judge for signature in the same manner as proposed orders are included with motions in other civil filings.

The garnishment packets do not contain all forms that are required in all circumstances. For example, the filing party will need to provide separate service instructions, distribution orders and confidential personal identifier information, if necessary. These documents should be filed/uploaded and designated using the appropriate document type, as needed.

We hope you find these forms helpful. If you experience any difficulties in their use, please let us know.