

**IN THE MAGISTRATE COURT OF PULASKI COUNTY
PROCEDURES FOR FILING GARNISHMENTS**

1. You **must** have a judgement not to exceed \$15,000.00 against an individual or entity before you file an Affidavit of the Garnishee **must** be located in Pulaski County. If judgement was issued outside the Magistrate Court of Pulaski County, a copy of the judgment **must** be attached to the Affidavit of Garnishment.
2. Once you have obtained a judgement against the defendant, you must decide which type of garnishment to file:
Affidavit of Continuing Garnishment for wages: may be filed only where and Employer/Employee relationship exists between the garnishee and the defendant.
Affidavit of Garnishment
Affidavit of Garnishment on a Financial Institution
Affidavit of Continuing Garnishment for Support

Please choose the correct affidavit and summons pursuant to O.C.G.A. § 18-4-7(d). If the Plaintiff chooses the incorrect form of summons of garnishment of any type, the garnishment shall be invalid, and the garnishee shall be released of all liability.

3. The costs of filing a garnishment in this Court is \$96.00. This includes all filing fees and service of the garnishment on the Garnishee.
4. You will need the following forms to file with the Court:
An original and 1 service copy of the Affidavit of Garnishment
An original and 1 service copy of the Summons of Garnishment
1 copy of the Notice to Defendant of Right Against Garnishment of Money, Including Wages and Other Property and Defendants Claim Form

The Court will retain all originals and serve the garnishee with the service copy. You will need to make a copy of all forms to serve on the Defendant as required in O.C.G.A. § 18-4-8(b). Please visit our website or speak with a Clerk to obtain forms.

5. The total amount of the garnishment can include the amounts that you were awarded in your judgement, any interest and court costs you may be entitled. This amount cannot exceed \$15,000.00. The Affidavit of Garnishment must be notarized.
6. Pursuant to O.C.G.A. § 18-4-8(b), the Plaintiff **must** serve the Defendant with a copy of the Affidavit of Garnishment, the Summons of Garnishment, and the Notice to Defendant of Right Against Garnishment of Money, the affidavit and three (3) business days after the service of the garnishment on the Garnishee. If the Defendant is a resident of Pulaski County and you want the Constable to serve him/her with his/her copy of the garnishment, please add an additional \$50.00 to the cost.
7. Please file a Certificate of Service with appropriate service checked, along with all required documents with the Court. The **Court will not disburse and funds until the Certificate of Service is received.** Plaintiff's obligation to provide notice of the garnishment to the Defendant is governed by O.C.G.A. § 18-4-8. Please read this code section if you are unfamiliar with garnishment law regarding notice to the Defendant.
8. If the Court receives funds from the Garnishee, the funds will be disbursed according to the law in a timely manner. The Court must receive documentation that the Defendant has been served with the garnishment before any funds will be disbursed.
9. All correspondence should be addressed to: Pulaski County Magistrate Court, P. O. Box 667 Hawkinsville, GA 31036. You may contact the Clerk's Office at (478) 783-1357 for general information about a case. Our website is www.hawkinsville-pulaski.org.

Please be advised that the clerks of the Magistrate Court are not lawyers and are prohibited by law from giving you legal advice.