

MAGISTRATE COURT OF OCONEE COUNTY

23 N. MAIN STREET / P O BOX 1099

WATKINSVILLE, GA 30677

(706) 769-3940

Angela Elder-Johnson, Clerk

Contact Stacy via email – [scarson@oconee.ga.us](mailto:scarson@oconee.ga.us) for questions

**PROCEDURES FOR FILING A GARNISHMENT**

Filing Fee is \$108.00 per garnishment. Check made payable to: Oconee County Magistrate Court.

The Defendant must work in Oconee County for the garnishment to be filed with this court.

The jurisdictional limit for filing a garnishment in the Magistrate's Court is \$15000.00. Any claims exceeding this amount must be filed with the Clerk of Superior Court.

The Plaintiff is the party filing the garnishment, the Defendant is the party that the original claim was against, and the Garnishee is the name of the business the defendant works at

The Garnishment papers must be completely filled out and notarized including the complete street address of Garnishee (no P.O. Boxes acceptable) and the mailing address for the Plaintiff. Please include a copy of the Judgement you are basing the Garnishment on.

Deliver or mail the original of the Garnishment forms along with the filing fee. ANY FORMS RECEIVED THAT ARE NOT FILLED OUT CORRECTLY WILL BE RETURNED TO YOU. THIS INCLUDES THE FILING FEE. Please include a copy of the Judgment you are basing your garnishment filing on. Our Judge will NOT approve Garnishment cases without the Judgment.

Once your garnishment has been filed with the Court, the forms will be processed and forwarded to the Sheriff's Department for service. Once the forms are processed, no refunds will be made. Garnishments must be served personally on the garnishee; they cannot be tacked and mailed.

You MUST give the defendant notice that you have filed a garnishment against them. This must be done via certified mail to the defendant's last known address. Upon receipt of either the green card or the returned undelivered envelope, you must provide the court with either the original or a copy of the green card or envelope. WE WILL NOT DISBURSE ANY FUNDS OUT TO THE PLAINTIFF UNTIL WE RECEIVE PROOF OF NOTIFICATION ON THE DEFENDANT BY CERTIFIED MAIL.

Once service is completed, the Court will mail you a copy of the Sheriff's Entry of Service form. The garnishee has 45 days to answer the garnishment to the court in writing. This could either be with or without money. Any money we receive must stay in the magistrate registry account for a minimum of fifteen (15) days before we can disburse the money out to you. We must have a written request for the money to be disbursed to you every time that we receive answers with money. We do not automatically send out the money, and one request does not suffice for all monies received after that. We do require a separate request each month. However if you wish to wait until all monies have been received by the court to request disbursement you may do that as well.

**MAGISTRATE COURT OF OCONEE COUNTY, GEORGIA**Date Filed \_\_\_\_\_  
Plaintiff: \_\_\_\_\_Name \_\_\_\_\_  
Plaintiff's Contact Information: \_\_\_\_\_

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Bar Number \_\_\_\_\_  
vs. \_\_\_\_\_Defendant(s) Name, Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Garnishee Name, Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**GARNISHMENT****Garnishment Court Information:**OCONEE COUNTY MAGISTRATE COURT  
23 N MAIN ST / P O BOX 1099  
Street Address \_\_\_\_\_WATKINSVILLE, Georgia 30677  
City \_\_\_\_\_ Zip Code \_\_\_\_\_  
706-769-3940  
Phone Number \_\_\_\_\_**AFFIDAVIT OF CONTINUING GARNISHMENT**DO NOT USE THIS FORM FOR A CONTINUING GARNISHMENT FOR CHILD SUPPORT OR ALIMONY.  
SEE O.C.G.A. § 18-4-73.

Personally appeared (Print Name) \_\_\_\_\_ who on oath says:

1. I am the (Plaintiff) (Attorney for Plaintiff) (Agent for Plaintiff). [Circle one]
2. The Plaintiff obtained a judgment against the Defendant in Case Number \_\_\_\_\_, In the \_\_\_\_\_, Court of \_\_\_\_\_, County, \_\_\_\_\_ State, and no agreement requires forbearance from garnishment which is applied for currently.
3. \$ \_\_\_\_\_ is the balance due, which consists of the sum of \$ \_\_\_\_\_ Principal, \$ \_\_\_\_\_ Post Judgment Interest, and \$ \_\_\_\_\_ Other (e.g., prejudgment interest, attorney's fees, costs[exclusive of the cost of this action])
4. Upon the Affiant's personal knowledge or belief, the sum stated herein is unpaid.
5. The Affiant believes that the Garnishee is an employer of or under periodic obligations for payment of funds to the Defendant.

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.  
\_\_\_\_\_  
\_\_\_\_\_

Sworn to and subscribed before me

Affiant \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.  
\_\_\_\_\_  
\_\_\_\_\_

Print Name of Affiant \_\_\_\_\_

Approval: \_\_\_\_\_

Notary Public/Deputy Clerk of Court

RICHARD F. CONNELLY, JR.  
Magistrate Court Judge  
Oconee County, Georgia

**MAGISTRATE COURT OF OCONEE COUNTY, GEORGIA**

Date Filed \_\_\_\_\_

Case No: \_\_\_\_\_

**Plaintiff:**

Name \_\_\_\_\_

**Plaintiff's Contact Information:**

Name \_\_\_\_\_

**GARNISHMENT**

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Bar Number \_\_\_\_\_

vs. \_\_\_\_\_

Defendant(s) Name, Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Garnishment Court Information:**  
OCONEE COUNTY MAGISTRATE COURT  
23 N Main St / P O Box 1099

**Street Address**  
Watkinsville, Georgia 30677

**City, Zip Code**  
706-769-3940 \_\_\_\_\_

**Phone Number** \_\_\_\_\_

Garnishee Name, Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUMMONS OF CONTINUING GARNISHMENT**

**TO THE ABOVE-NAMED GARNISHEE:**

Total amount claimed due by the Plaintiff ..... \$ \_\_\_\_\_  
Plus court costs due on this summons ..... \$ \_\_\_\_\_  
Total garnishment claim ..... \$ \_\_\_\_\_

**COURT OF JUDGMENT** \_\_\_\_\_  
**JUDGMENT CASE NO.** \_\_\_\_\_

**YOU ARE HEREBY COMMANDED** to immediately hold all money, including wages, and other property, except what is known to be exempt, belonging to the Defendant or obligations owed to the Defendant named above beginning on the day of service of this summons and including the next 1,095 days. You are **FURTHER COMMANDED** to file your answer, in writing, not later than 45 days from the date you were served with this summons, with the Clerk of this Court and serve a copy of your answer upon the Plaintiff or Plaintiff's Attorney named above and the Defendant named above, or the Defendant's Attorney, if known, at the time of making such answer. Your answer shall state what money, including wages, or other property, except what is known to be exempt, belonging to the Defendant or obligations owed to the Defendant you hold or owe beginning on the day of service of this summons and between the time of such service and the time of making your first answer. Thereafter, you are required to file further answers no later than 45 days after your last answer. Every further answer shall state what money, including wages, and other property, except what is known to be exempt, belonging to the Defendant or obligations owed to the Defendant you hold or owe at and from the time of the last answer

to the time of the current answer. YOU MUST FILE ADDITIONAL ANSWERS UNTIL THE SOONER OF: THE PAYMENT OF THE BALANCE SHOWN ON THE SUMMONS OF GARNISHMENT, THE EXPIRATION OF 1,095 DAYS, OR THE TERMINATION OF ANY RELATIONSHIP BETWEEN GARNIShee AND DEFENDANT WHICH INCLUDES PERIODIC PAYMENT OBLIGATIONS FROM GARNIShee TO DEFENDANT. Money, including wages, or other property admitted in an answer to be subject to continuing garnishment must be sent or delivered to the Court concurrently with each answer. Should you fail to file Garnishee Answers as required by this summons, a judgment by default will be rendered against you for the amount remaining due on a judgment as shown in the Plaintiff's Affidavit of Continuing Garnishment.

WITNESS, the Honorable RICHARD F. CONNELLY, JR, Judge of said Court.

This \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

ANGELA ELDER-JOHNSON, Clerk of Court

By: \_\_\_\_\_

Deputy Clerk, Magistrate \_\_\_\_\_ Court

MAGISTRATE COURT OF \_\_\_\_\_ COUNTY, GEORGIA

Date Filed \_\_\_\_\_

Case No: \_\_\_\_\_

Plaintiff(s) Name, Address  
vs.

**GARNISHMENT**

Defendant(s) Name, Address

Court Information:

OCONEE COUNTY MAGISTRATE COURT  
23 N Main St / P O Box 1099  
Watkinsville GA 30677

Garnishee Name, Address

**ATTACHMENT FOR SUMMONS OF GARNISHMENT**

Other known names of the Defendant:

\_\_\_\_\_

Current and past addresses of the Defendant:

\_\_\_\_\_

Social security number or federal tax identification number of the Defendant:

\_\_\_\_\_

**THIS PLEADING SHALL NOT BE FILED WITH THE COURT**

**MAGISTRATE COURT OF OCONEE COUNTY, GEORGIA**

Date Filed \_\_\_\_\_

Case No: \_\_\_\_\_

**Plaintiff:**

**Plaintiff's Contact Information:**

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Bar number \_\_\_\_\_

vs

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Defendant(s) Name, Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Garnishee Name, Address

**NOTICE TO DEFENDANT OF RIGHT AGAINST GARNISHMENT  
OF MONEY, INCLUDING WAGES, AND OTHER PROPERTY**

You received this notice because money, including wages, and other property belonging to you have been garnished to pay a court judgment against you. **HOWEVER, YOU MAY BE ABLE TO KEEP YOUR MONEY, INCLUDING WAGES, OR OTHER PROPERTY. READ THIS NOTICE CAREFULLY.**

State and federal law protects some money, including wages, from garnishment even if it is in a bank. Some common exemptions are benefits from social security, supplemental security income, unemployment, workers' compensation, the Veterans' Administration, state pension, retirement funds, and disability income. This list of exemptions does not include all possible exemptions. A more detailed list of exemptions is available at the Clerk of Court's office located at OCONEE CO. MAGISTRATE (Name of Court), 23 N Main St (Address), Watkinsville (City), Georgia 30677 (ZIP Code), and on the website for the Attorney General ([www.law.ga.gov](http://www.law.ga.gov)).

**GARNISHMENT**

**Court Information:**

OCONEE COUNTY MAGISTRATE COURT  
23 N Main St / P O Box 1099  
WATKINSVILLE GA 30677

Garnishment of your earnings from your employment is limited to the lesser of 25 percent of your disposable earnings for a week or the amount by which your disposable earnings for a week exceed \$217.50. More than 25 percent of your disposable earnings may be taken from your earnings for the payment of child support or alimony or if a Chapter 13 bankruptcy allows a higher amount.

**TO PROTECT YOUR MONEY, INCLUDING WAGES, AND OTHER PROPERTY  
FROM BEING GARNISHED, YOU MUST:**

1. Complete the Defendant's Claim Form as set forth below; and
2. File this completed claim form with the Clerk of Court's office located at OCONEE CO. MAGISTRATE  
(Name of Court), 23 N Main St (Address),Watkinsville (City), Georgia  
30677 (ZIP Code).

**FILE YOUR COMPLETED CLAIM FORM AS SOON AS POSSIBLE.** You may lose your right to claim an exemption if you do not file your claim form within 20 days after the Garnishee's Answer is filed or if you do not mail or deliver a copy of your completed claim form to the Plaintiff and the Garnishee at the addresses listed on this notice.

The Court will schedule a hearing within ten days from when it receives your claim form. The Court will mail you the time and date of the hearing at the address that you provide on your claim form. You may go to the hearing with or without an attorney. You will need to give the Court documents or other proof that your money is exempt.

The Clerk of Court cannot give you legal advice. **IF YOU NEED LEGAL ASSISTANCE, YOU SHOULD SEE AN ATTORNEY.** If you cannot afford a private attorney, legal services may be available.

Court Information:

OCONEE COUNTY MAGISTRATE COURT  
23 N Main St / P O Box 1099  
Watkinsville GA 30677

DEFENDANT'S CLAIM FORM  
Case No. \_\_\_\_\_

I CLAIM EXEMPTION from garnishment. Some of my money or property held by the garnishee is exempt because it is: (check all that apply)

- 1. Social security benefits.
- 2. Supplemental security income benefits.
- 3. Unemployment benefits.
- 4. Workers' compensation.
- 5. Veterans' benefits.
- 6. State pension benefits.
- 7. Disability income benefits.
- 8. Money that belongs to a joint account holder.
- 9. Child support or alimony.
- 10. Exempt wages, retirement, or pension benefits.
- 11. Exemptions for taxes due on income or earnings not subject to employer withholding.
- 12. Other exemptions as provided by law.

Explain:

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I further state: (check all that apply)

- 1. The Plaintiff does not have a judgment against me.
- 2. The amount shown due on the Plaintiff's Affidavit of Garnishment is incorrect.
- 3. The Plaintiff's Affidavit of Garnishment is untrue or legally insufficient.

Send the notice of the hearing on my claim to me at:

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

The statements made in this claim form are true to the best of my knowledge and belief.

Defendant's signature

Date

,20\_\_\_\_\_

Print name of Defendant

**CERTIFICATE OF SERVICE**

This is to certify that I have this day served the Plaintiff or Plaintiff's Attorney and the Garnishee in the foregoing matter with a copy of this pleading by depositing it in the United States Mail in a properly addressed envelope with adequate postage thereon.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Defendant or Defendant's Attorney

**MAGISTRATE COURT OF OCONEE COUNTY, GEORGIA**

Date Filed \_\_\_\_\_

Case No: \_\_\_\_\_

**Plaintiff(s) Name, Address**

vs

## GARNISHMENT

Court Information:

OCONEE COUNTY MAGISTRATE COURT  
23 N Main St / P O Box 1099  
Watkinsville GA 30677  
706-769-3940

**Defendant(s) Name, Address**

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**Garnishee Name, Address**

**GARNISHEE ANSWER OF**

## OVERVIEW OF TO CONTINUING GARNISHMENT

**(GARNISHEE)**

1. From the time of service of the Summons of Continuing Garnishment, if this is the first Garnishee Answer to such summons, otherwise from the time of the last Garnishee Answer to the Summons of Continuing Garnishment until the time of this Garnishee Answer, the Garnishee had in the Garnishee's possession the following described property of the Defendant:

2. From the time of service of the Summons of Continuing Garnishment, if this is the first Garnishee Answer to such summons, otherwise from the time of the last Garnishee Answer to the Summons of Continuing Garnishment until the time of this Garnishee Answer, all obligations accruing from the Garnishee to the Defendant are in the amount of \$ \_\_\_\_\_.

3. \$ \_\_\_\_\_ of the amount named in paragraph 2 were wages earned at the rate of \$ \_\_\_\_\_ per \_\_\_\_\_ for the period beginning \_\_\_\_\_, 20\_\_\_\_ (Date), through the time of making this Garnishee Answer. The amount of wages which is subject to this garnishment is computed as follows:

\$                    Gross earnings

\$ \_\_\_\_\_ Total social security and withholding tax and other mandatory deductions required by law.

\$ \_\_\_\_\_ Total disposable earnings.

\$ \_\_\_\_\_ Amount of wages subject to garnishment.

4. \$ \_\_\_\_\_ is the amount herewith paid into court.

5.  Check if the Defendant is not presently employed by or owed periodic payments by the Garnishee.

6.  Check if the Defendant was employed by or owed periodic payments by the Garnishee on or after service of the Summons of Continuing Garnishment but was terminated as of \_\_\_\_\_, 20\_\_\_\_.

7.  Check if this is the last Garnishee Answer this Garnishee is required to file to the presently pending Summons of Garnishment in the above-styled case.

8. The Garnishee further states: \_\_\_\_\_

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Garnishee,  
Garnishee's Attorney, or  
Officer or Employee of an entity  
Garnishee

#### CERTIFICATE OF SERVICE

This is to certify that I have this day served the Plaintiff or Plaintiff's Attorney and the Defendant or Defendant's Attorney in the foregoing matter with a copy of this pleading by depositing it in the United States Mail in a properly addressed envelope with adequate postage thereon.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Garnishee, Garnishee's Attorney, or  
Officer or Employee of an entity  
Garnishee