



STATE OF MICHIGAN
3-B DISTRICT COURT
ST. JOSEPH COUNTY

P.O. Box 67 Centreville, MI 49032-0067 (269) 467-5505

Hon. Jeffrey C. Middleton Hon. Robert K. Pattison

Administrator/Magistrate: Tabitha Wedge

Magistrates: Mark Books & Autumnne Keifer

INSTRUCTIONS FOR FILING GARNISHMENTS

1. There are important instructions about the garnishment procedure located on the front and back of each of the garnishment forms.
2. You may file your garnishment papers with the court by mail or in person.
3. Typewrite each form – or print hard enough that **each copy** is completely **readable**.
4. Complete **all** the **top half** of the Request and Writ for Garnishment Form. Your signature is not required to be notarized on this form.
5. To prepare the Garnishee Disclosure and/or Final Statement on Garnishment forms, complete all of the top parts with court identification, along with names and addresses of each of the parties in the designated boxes.
6. The Court maintains a **“No personal check(s)” policy**. Payment of the fees maybe made by cash, Michigan business check or money order.

Statutory Filing Fees are:

\$15.00 Writ Fee payable to the Court at the time of filing

AND

\$6.00 Disclosure Fee payable to the employer on “Periodic”, or to the State of Michigan on “Income Tax Return” garnishments;

OR

\$1.00 Disclosure Fee payable to the bank for “Non-Periodic” garnishments.

The Process Server will bill you for serving your garnishment. Pay your bill immediately to the officer and address listed on the bill.

7. Please contact the District Court Office, (269) 467-5505, if you have questions regarding this procedure.

(Rev 01/04, 7/06)