

<p style="text-align: center;">STEP-BY-STEP INSTRUCTIONS FOR COMPLETING THE INTERROGATORIES TO GARNISHEE FORM</p>
--

OSCA Form CV110 has been approved by the Judicial Records Committee for use in completing the execution/garnishment process. Please note the bold numbers in each field on the Interrogatories to Garnishee form. Follow the instructions below to assist you in completing each field **BEFORE** presenting the form to the Circuit Clerk's office for filing.

- 1. Enter the name of the Judge assigned to your case OR enter Div. 1 for a Circuit case or Div. 3 for an Associate case.**
- 2. Enter the Case Number which can be found on your copy of the Judgment.**
- 3. Enter the name(s) of the Petitioner(s) or Plaintiff(s).**
- 4. Enter the name and address of the Garnishee (the employer, bank or agency).**
- 5. Enter the name(s) of the Respondent(s) or Defendants(s).**
- 6. Enter the name and address of the judgment debtor (the person(s) whom the Judgment is against).**
- 7. Enter the complete name and address to whom the answers should be mailed. (For pro se filers, this will be the name and address of the garnishor/judgment creditor.) If this form is being completed by a pro se filer, disregard the portion of the instructions for sending a copy to the attorney.**