

IMPORTANT INSTRUCTIONS

GARNISHEE

1. If the Defendant listed on summons is not presently employed by the Garnishee or said Defendant's employment is terminated after service of this summons, then designate the same under the section 4 on the answer form.
2. File your Answer at: Clerk of Magistrate Court, 59 S Main St, Ste B, Cleveland, GA 30528
3. If you are not familiar with the Georgia Law applying in garnishment cases consult your attorney, or otherwise obtain correct information before paying the Defendant any sum after you have been served with this Summons of Garnishment.
4. A letter is insufficient even though the Defendant is not employed by you. You must use the Answer form provided.
5. Plaintiff, or their counsel, is the only one who can authorize the Court to issue a release and relieve you of filing Answer to this Summons.
6. Failure to answer may result in a default judgment being entered against Garnishee for the amount claimed by Plaintiff against Defendant, plus court cost.
7. Other Instructions:

DEFENDANT

1. Defendant may file a traverse or bond to dissolve the garnishment.
2. If you are unfamiliar with the Georgia Law applying to garnishments consult an attorney or otherwise obtain correct information before proceeding in this manner.
3. File your traverse at: Clerk of Magistrate Court, 59 S Main St, Ste B, Cleveland, GA 30528.
4. Failure to file a traverse of Summons within the time frame set by law will result in a conclusive presumption that the garnishment was properly issued.
5. A garnishment against the property and credits of the Defendant has been or will be served on the Garnishee.