

**IN THE CIVIL COURT OF RICHMOND COUNTY  
STATE OF GEORGIA**

Case No. \_\_\_\_\_

**Plaintiff:**

Name                     (Plaintiff's name as on judgment)                    

Street                     (Plaintiff's Address)                    

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

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

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

vs.

**Defendant:**

Name                     (Defendant's name as on judgment )                    

Street Address                     (Defendant's address)                    

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

**Garnishee:**

Name                     (Defendant's bank / financial institution)                    

Street                     (Garnishee address)                    

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

**Civil Court of Richmond County, Georgia  
735 James Brown Blvd., Suite 1400  
Augusta, Georgia 30901  
706-821-2370**

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**SUMMONS OF GARNISHMENT ON A FINANCIAL INSTITUTION**

**DO NOT USE THIS FORM IF THIS IS A CONTINUING GARNISHMENT**

**(SEE O.C.G.A. §§ 18-4-72 and 18-4-78) OR CONTINUING GARNISHMENT FOR  
CHILD SUPPORT OR ALIMONY (SEE O.C.G.A. §§ 18-4-73 and 18-4-80).**

- Check this box if other allegations are made against a nonjudgment Defendant pursuant to O.C.G.A. 18-4-23.
- Check this box if this is a garnishment for child support or alimony

**TO THE ABOVE-NAMED GARNISHEE:**

Total amount claimed due by the Plaintiff . . . . . \$                     (Principal Amount Due)                    

Plus court costs due on this summons . . . . . \$                     Leave Blank                    

Total garnishment claim . . . . . \$                     Leave Blank                    

**COURT OF JUDGMENT**                     (Court Where Judgment Was Obtained)                    

**JUDGMENT CASE NO.**                     (Judgemnt Case Number)

**YOU ARE HEREBY COMMANDED** to immediately hold all money, including wages, and other property, except what is known to be exempt, including property in safe-deposit boxes or similar property that you hold, belonging to the Defendant named above beginning on the day of service of this summons and including the next five days. You are **FURTHER COMMANDED** to file your answer, in writing, not sooner than five days and not later than 15 days after 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 you hold beginning on the day of service of this summons and including the next five days. Money, including wages, or other property admitted in an answer to be subject to garnishment must be paid or delivered to the Court concurrently with your answer

If, in answering this summons, you state that the property of the Defendant includes property in a safe-deposit box or similar property, you shall answer to the Court issuing this summons as to the existence of such safe-deposit box or similar property and shall restrict access to any contents of such safe-deposit box or similar property until further order of such Court regarding the disposition of such contents or 120 days from the date of filing your answer to this summons unless such time has been extended by the Court, whichever is sooner.

Should you fail to file a Garnishee Answer as required by this summons, a judgment by default will be rendered against you for the amount remaining due on the judgment as shown in the Plaintiff's Affidavit of Garnishment.

**WITNESS**, the Honorable Carletta Sims Brown, Chief Judge of said Court.

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

\_\_\_\_\_, Clerk of Court

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

Deputy Clerk of the Civil Court  
Richmond County, Georgia