

## Form 1695 – Execution/Garnishment Instructions

The 1695 Form, Request for Execution/Garnishment/Sequestration Application and Order, must be completed in full or your request will be returned unprocessed. The Civil Records Execution/Garnishment Department will no longer add or revise figures provided by the Applicant (e.g. court costs, service fees), unless the amounts provided are greater than the amounts ordered in the judgment. Only one original is required.

Supreme Court Rule 90.13 requires interrogatories be served with summons of garnishment. One original and two copies of Form 1665, Interrogatories to Garnishee, must also be served with the Writ of Execution/Garnishment.

Refer to Civil Records - Fees for the Jackson County garnishment service fees.

### PRO-SE PARTIES:

Make your business check, cashiers check, or money order payable to the Department of Civil Records. Personal checks will not be accepted. For service outside of Jackson County, please contact the Sheriff's Office of the appropriate county for their service fee.

Please include a self addressed stamped envelope if you wish a copy of the garnishment returned to you. All requests for garnishment will be processed in the order received.

You may file your request in Civil Records at the Kansas City or Independence Courthouse or mail your request to:

Jackson County Circuit Court  
415 E. 12<sup>th</sup> Street – RM 305  
Third Floor – Executions Dept.  
Kansas City, MO 64106  
(816) 881-3901

Jackson County Circuit Court  
308 W. Kansas  
Suite 107  
Independence, MO 64050  
(816) 881-4497

### ATTORNEYS:

Mandatory Electronic Filing through Case.net of any filings on new and existing cases and the service fee for Jackson County service will be paid through this system also, under the "Filing Fee" tab.

For uploading the documents:

Document Category: Request to/for

Document Type: Execution or Garnishment