

**16th Judicial Circuit of Missouri  
Civil Records Department**

**Garnishment Application and Order Instructions**

The CV92 Form, Garnishment 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). Only one original is required.

Supreme Court Rule 90.03 requires interrogatories be served with summons of garnishment. Service Packet should include two Garnishment Application and Orders and one Interrogatories to Garnishee.

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

**PRO-SE FILERS:**

Make your business check, cashier's check, or money order payable to the 16th Judicial Circuit of Missouri. 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. You will turn that fee in with the CV92 and CV110 forms.

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:

16th Judicial Circuit of Missouri  
Attn: Garnishment Department  
415 E. 12th Street  
Room 305, Third Floor  
Kansas City, Missouri 64106  
816-881-6428

16th Judicial Circuit of Missouri  
Attn: Garnishment Department  
308 W. Kansas  
Suite 107  
Independence, Missouri 64050  
816-881-4524

**ATTORNEYS:**

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

For uploading the documents through Case.net:

Document Category: Request to/for

Document Type: Execution or Garnishment