

# **NOTICE TO ATTORNEYS AND LITIGANTS**

**EFFECTIVE JANUARY 15, 2015**

Amended: January 16, 2015

The Civil Records Execution/Garnishment Department is revising the manner in which it processes Applications and Orders for Execution / Garnishment filed on or after January 15, 2015.

Effective, January 15, 2015, a Garnishment Clerk Fee Surcharge of \$10.00 must be submitted for each garnishment issued. The Surcharge will not be imposed for Executions issued.

Per the 2014 Legislative Update, there are new forms for Executions, Garnishments, Interrogatories and Claim of Exemptions. See the forms tab at [www.16thcircuit.org](http://www.16thcircuit.org) for all of the new forms that will be used effective January 15, 2015.

All forms below must be used as of February 1, 2015 or they will be returned to the filing party.

Execution Form Number: 1695A

Garnishment Form Number: 1695

Interrogatories to Garnishee Form Number: 1665

Claim of Exemption Form Number: 1602

**Jeff McMullin**  
**Acting Director – Civil Records**  
**Circuit Court of Jackson County, Missouri**

1-13-15

1-16-15 Amended