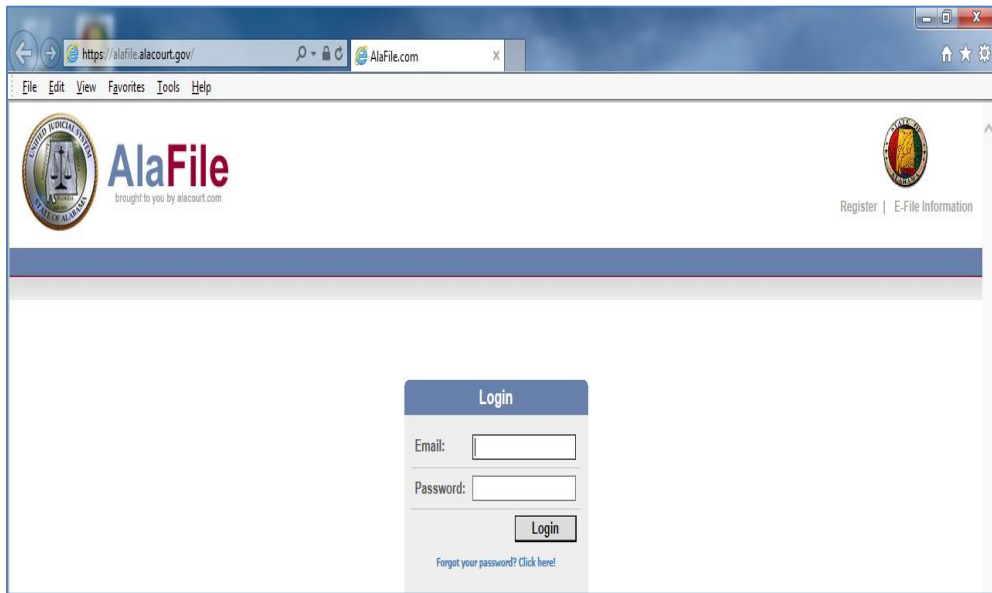
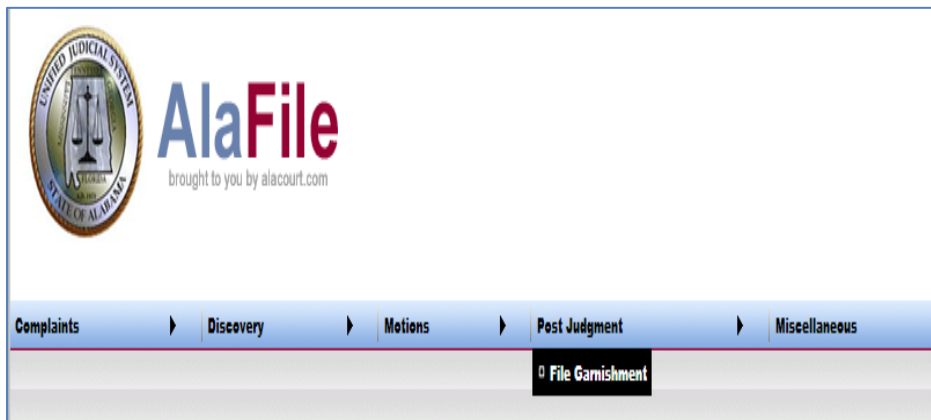


Quick Tutorial – Garnishments (AlaFile Section)

1. The attorney (or pro se) will need to login to AlaFile using their registered email address and password.



2. Under the Post Judgment Menu select File Garnishment.



3. Under the File Garnishment Menu enter in the full case number.

AlaFile will to check and make sure that a final judgment has been entered in the case. If a case is older than 10 years old, the system will not allowed the garnishment to be e-filed at this time.

According to Rule 62 of the Alabama Rules of Civil Procedure, in Circuit Court the garnishment may not be filed until 30 days have passed from the date of the judgment. For District Court, 14 days have to pass from the date of judgment before the garnishment can be filed.

4. If an appeal and/or a stay of execution has been entered by the court, or if the filer is filing in aid of a pending action, then the filer cannot proceed electronically and must file traditionally. If all conditions for being able to e-file a garnishment have not been met, a warning message that a garnishment cannot be filed at this time will display.

5. From the File Garnishment Screen the case number will appear to reassure the filer what case they are e-filing into.

6. Enter in the Matter.

7. Click and highlight the Person(s) Asserting Claim.

Persons Asserting Claim

Select the party(ies) you are filing the garnishment on behalf of in order to satisfy a judgment owed to the selected party(ies) (Persons Asserting Claim).

C001 - JOE BOB

D001 - JIM BOB

H001 - TEST

T001 - DOE JOHN MICHAEL JR.

T002 - DOE JANE

8. Enter in the Person Whose Property is Subject to Garnishment.
 - a. AlaFile allows service to be perfected by Certified Mail – By Clerk, Certified Mail – By Filer, Sheriff and Private Processor.

Person Whose Property is Subject to Garnishment

Select the party you are filing the garnishment against (Person Whose Property is Subject to Garnishment).

C001 - JOE BOB

D001 - JIM BOB

H001 - TEST

T001 - DOE JOHN MICHAEL JR.

T002 - DOE JANE

Service Type*: Please Choose Service Type ▼

9. Enter the Garnishee Information and the respective service type then click Add.

Garnishee information

Withholding Type: Select One ▼

Party*: Garnishee

Party Type: Please Choose Party Type ▼

Service Type*: Please Choose Service Type ▼

First Name:

Middle Name:

Last Name:

Suffix:

Address:

Address 2:

City:

State: AL ▼

Zip Code:

Gender: Please Choose ▼

SSN:

DOB:

Phone:

Email:

Party	Name	Edit	Delete
No Parties have been added.			

Print, sign, notarize, and scan back into AlaFile. Per Section 6-10-37, the Notice to Defendant of Right to Claim Exemption from Garnishment will be automatically included for service to the Defendant.

- a. Print, sign, notarize and save to your computer to be scanned back into AlaFile on the next screen. Per Section 6-10-37, the Notice to Defendant of Right to Claim Exemption from Garnishment will be automatically included for service to the Defendant.

10. Browse to attach the **signed and notarized** Process of Garnishment.

11. Double check the filing detail screen to ensure that everything is correct. If needed, click Add Documents, or if correct, click File Garnishment.

County	Case Number	Style	JID	Case Type
77	CV-2014-000001.00	JOE BOB V. JIM BOB	STL	ACCT

Title	Description	MB	File Type	
PROCESS OF GARNISHMENT	Testing	.080	pdf	X

12. The AlaFile Payment Screen will suggest the garnishment fees.

13. If needed print out the receipt at the Payment Screen.

The screenshot shows the AlaFile E-File Receipt interface. At the top, there are navigation icons for back, print, zoom, and forward. The AlaFile logo is prominently displayed. Below the logo, the receipt details are as follows:

E-File Receipt				
Credit Card:	XXXX-XXXX-XXXX-1111	Reference Number:	15H71405	
Filing Fee:	\$48.38	Subscription Fee:	\$0.00	Convenience Fee: \$1.94 Total: \$50.32
Document Filed: GARNISHMENT FILED				
Electronic Document Stamp: CV2012000001005/20/2015 8:41:31 AMe6ad29f5-d796-4fcc-8428-a319cd1bc260				
Case Info				
County	Case Number	Style	Judge	
77	CV201200000100	JOE DOE, PETITIONER	STL	
The following Documents were attached to this filing:				
Title	Description	Size	File Type	Location
PROCESS OF GARNISHMENT	test	0.08	pdf	
Notice of this filing has been electronically served on:				
Party	Party Name	Code	Attorney	Email
C001	JOE DOE	AOC001	AOC TEST ATTY1	
C001	JOE DOE	AOC007	AOC TEST ATTY 7	

A "Continue" button is located at the bottom right of the screen.

14. The garnishment will go to the Clerk's office for review. Once they have reviewed the garnishment, they will process the garnishment. The Clerk will either *Issue* or *Remove* the garnishment.

- a. Remove – the garnishment will be removed (rejected) if the Clerk's office finds anything wrong with the garnishment (judgment amount is wrong, etc.); service will not generate and the garnishment will need to be re-filed as necessary. A notice will generate to the filer with a reason the garnishment was removed.
- b. Issue – once the garnishment has been issued the service packet will generate to the filer or Clerk's eMails queue for processing depending on the service type selected at the time the garnishment was eFiled. Sheriff and Certified Mail by Clerk will generate to the Clerk's eMails queue for processing; Private Processor and Certified Mail by Filer will generate to the filer for processing.

15. AlaFile allows service on the debtor/defendant and the employer/garnishee to be perfected by:

- a. Certified Mail – By **Clerk** (the clerk's office will issue and process)
- b. Certified Mail – By **Filer** (the filer will process once issued by the clerk's office)
- c. Sheriff (the clerk's office will issue and process)

d. Private Processor (the filer will process once issued by the clerk's office).

16. The Garnishment Packet consists of:

- a. order of service and return
- b. affidavit
- c. writ of garnishment (back half of C-21)
- d. answer form
- e. instructions

Note: The defendant receives a copy of everything except the answer form (d).

Quick Reminder:

- ✓ Currently, there is *not* a way to update the defendant's (debtor) address in the Garnishment menu in AlaFile. If the *order of service and return* does not display the correct address for the defendant, the Clerk's office will be able to manually enter the correct address (provided) and reprint the order of service and return and attach it to the garnishment packet when service by Sheriff or Certified Mail by Clerk is selected.

IT Support

Administrative Office of Courts

300 Dexter Ave

Montgomery, AL 36104-3741

1-866-954-9411 Option 1, then Option 4

ITSupport@alacourt.gov