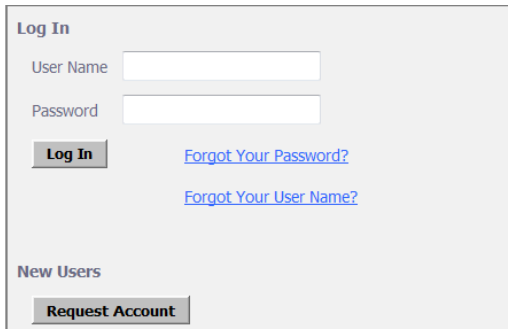


# User's Manual for Garnishments

## Creating a New User Account:

1. Click **Request Account**



The screenshot shows a web interface with a 'Log In' section containing 'User Name' and 'Password' input fields, a 'Log In' button, and two links: 'Forgot Your Password?' and 'Forgot Your User Name?'. Below this is a 'New Users' section with a 'Request Account' button.

2. Accept the term of the user agreement
3. Click **Submit**

## User Agreement

In order to register for an account with EFlex, you must accept the terms of the user agreement as explained below. Failure to accept these terms will take you back to the login screen

These are the terms of the user agreement...

- I accept the terms of the user agreement
- I do not accept the terms of the user agreement

4. Choose your Role
  - a. Agent as ProSe
  - b. Attorney
  - c. Pro Se

## USER ROLES

Select your user role:

- Agent as ProSe
- Attorney
- Pro Se

5. Click **Next**
6. Complete the information with an \*

## Request a User Account

Company Name: Pro Se

User Name: \*

Password: \*

Confirm Password: \*

Title:

First Name: \*

Middle Name:

Last Name: \*

Suffix Name:

Phone: \*  Fax:

EMail: \*

Confirm EMail: \*

1st Alternate EMail:

2nd Alternate EMail:

Use My Address

Address Line 1: \*

Address Line 2:

Address Line 3:

City: \*  State:

Postal Code: \*  Country:

7. Click **Submit**

## User Account Requested

Your request to be registered as a user of the eFlex System has been approved. You may now login under the below username with the password you requested.

### Jane Smith

User Name: MagistrateClerk  
Bar Number:  
Phone: (770) 528-8900  
Fax:  
EMail: magistrateaccountingdivision@cobbcounty.org  
Address: 32 Waddell Street  
Marietta, GA 30090  
US

8. Click **OK**

After creating a user name and password you will be allowed to login the system.

Filing a New Case

Before Log in to the system you will need to down load and complete the forms to file a Garnishment by clicking on **Here**

## Please Download Garnishment filings form for eFiling

**Here**

You will be re-directed to a list of forms. Please select the form for the type of Garnishment you are filing.

### **Garnishment – Affidavit/Bank**

Filed by the winning party against a bank account in Cobb County.

### **Garnishment – Affidavit/Wage**

Filed by the winning party against their employer, the garnishee that must be located in Cobb County.

Complete the information and save to upload later.

AFFIDAVIT FOR CONTINUING GARNISHMENT

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GEORGIA, COBB COUNTY

<b>Plaintiff:</b> Name: _____ Street Address: _____ City: _____ State: _____ Zip Code: _____ Plaintiff's E-mail address: _____ Phone Number: _____	<b>Garnishment Case No.:</b> _____ <b>Plaintiff's Attorney: Bar No.:</b> _____ Name: _____ Street Address: _____ City: _____ State: _____ Zip Code: _____ E-mail address: _____ Phone Number: _____
---	---

Vs.

**Defendant:** SSN: xxx-xx-xxxx  
Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Garnishee:**  
Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Personally appeared the undersigned affiant who on oath says that he is the above plaintiff, his agent, or his attorney at law and that he has personal knowledge that the above defendant is indebted to said plaintiff on a judgment as described as follows:

1. \$ \_\_\_\_\_ is the balance due, plus \$ \_\_\_\_\_ garnishment cost (Total \$ \_\_\_\_\_).
2. Judgment was obtained in the \_\_\_\_\_ Court of \_\_\_\_\_ County.
3. \_\_\_\_\_ is the case number.

Affiant further states that affiant believes that garnishee is or may be an employer of the defendant and subject to continuing garnishment.

Sworn to and subscribed before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_. Affiant \_\_\_\_\_

Notary Public or Deputy Clerk \_\_\_\_\_ Form 2

### 1. Fill in your **User Name** and **Password**

**Log In**

User Name

Password

[Forgot Your Password?](#)

[Forgot Your User Name?](#)

**New Users**

### 2. Click **Log In**

### 3. Click **New Case**

- [New Case](#) File new case
- [Existing Cases](#) Perform case actions: eFile, Search, View History, Service List
- [My Filings](#) Check the status of my filings
- [Notifications](#) Review your Notifications

4. Click **Civil**

## Court

### Description

- [Criminal](#)
- [Civil](#)

5. Click **Garnishment**

## Case Category

### Description

- [Garnishment](#)
- [Interrogatories](#)
- [Landlord Tenant](#)
- [Small Claims](#)

6. Click on the type of Garnishment you are filing.
- Bank Garnishment to garnish a bank account
  - Child Support Garnishment to collect an arrearage for a child support order
  - Wage Garnishment to garnish wages

## Case Type

### Description

- [BANK GARNISHMENT](#)
- [CHILD SUPPORT GARNISHMENT](#)
- [WAGE GARNISHMENT](#)

[Back](#)

- Reference ID/Number** is used for your information only- you may leave this blank
- Claim Amount** fill in the total amount due (including Garnishment court cost)
- Click **Add Other Parties** to add Defendant and Garnishee's information

### Case Initiation: WAGE GARNISHMENT

Reference ID/Number

Claim Amount

Note: Remove the check mark in the box below if you choose to utilize a Cobb County Superior Court appointed Process Server to perfect service on defendant. - No service fee will be charged to your account. If you choose service by Process Server please consider the following:

- It is the responsibility of the filer to deliver service copies to Process Server (service copy will be provided to the filer via the eFiling receipt).
- Process Server must be authorized through an Order to serve Cobb County Magistrate Court papers.

Service:

Sheriff will perform service

**Add Case Participants** [Add My Parties](#) [Add Other Parties](#) (Any party to be served must be added as a distinct party.)

Remove	Participant Name	Type	Attorney/Agent for Party
	JANE SMITH	PLAINTIFF	

[Back](#) [Save to Draft](#) [Next](#)

To add the Defendant, **Party Type** will be **Defendant1**

Complete the required information

Click **Next**

### Add a Party: WAGE GARNISHMENT

**Defendant**  
Company  Person   
Contexte Id:   
Party Type: DEFENDANT1  
Name Prefix:   
First Name: \*   
Middle Name:   
Last Name: \*   
(or Business Name)  
Name Suffix:   
(Jr, Sr, ...)  
SSN:(last four)   
Day Phone: (000) 000-0000   
EMail:   
Address Line 1: \*   
Address Line 2:   
Address Line 3:   
City: \*   
State: \* GEORGIA  
Country: UNITED STATES  
Zip / Postal Code: \*

**Add an Attorney for this Party**  
Last Name Bar # Type  
Add

**Add Aliases (AKA)**  
First Name Middle Name Last/Business Name  
Add

**Registered Agent**  
Note: You must identify the registered agent for this party if this party is a corporation.  
 This party is a corporation

Back Next

To add the Garnishee change to **Company** also change **Party Type** to **Garnishee**

Complete the required information

### Add a Party: WAGE GARNISHMENT

**Defendant**  
Company  Person   
Contexte Id:   
Party Type: GARNISHEE  
Name Prefix:   
First Name:   
Middle Name:   
Last Name: \*   
(or Business Name)  
Name Suffix:   
(Jr, Sr, ...)  
SSN:(last four)   
Day Phone: (000) 000-0000   
EMail:   
Address Line 1: \*   
Address Line 2:   
Address Line 3:   
City: \*   
State: \* GEORGIA  
Country: UNITED STATES  
Zip / Postal Code: \*

**Add an Attorney for this Party**  
Last Name Bar # Type  
Add

**Add Aliases (AKA)**  
First Name Middle Name Last/Business Name  
Add

**Registered Agent**  
Note: You must identify the registered agent for this party if this party is a corporation.  
 This party is a corporation

Back Next

Click **Next**

Service:  Sheriff will perform service

**Add Case Participants**   **(Any party to be served must be added as a distinct party.)**

Remove	Participant Name	Type	Attorney/Agent for Party
<input type="checkbox"/>	JANE SMITH	PLAINTIFF	
<input checked="" type="checkbox"/>	FIRST NAME	DEFENDANT1	
<input checked="" type="checkbox"/>	WORKERS INC	GARNISHEE	

Back Save to Draft Next

Upload the document you downloaded and completed by clicking **Browse** after you locate the document click **Add**

### Case Type : WAGE GARNISHMENT

Document Category

Document Type \*

Additional Text

Acceptable File Format Type(s) (\*.pdf)

Document Location

Add to Submission

	Document Name	View Document	Edit Data	Size	Remove
Case Data		<a href="#">form.xml</a>		0.01 MB	
				Total Size:	0.0 MB

After adding the Affidavit a copy of the Judgment will need to be uploaded. \*if your judgment is from Cobb County Magistrate Court you do NOT have to upload the judgment\*

To add the judgment, change **Document Type** to **Exhibit Judgment**

Click **Browse** to located the judgment

Click **Add** to add the document

Click **Next**

### Case Type : WAGE GARNISHMENT

Document Type \*

Additional Text

Acceptable File Format Type(s) (\*.pdf)

Document Location

Add to Submission

	Document Name	View Document	Edit Data	Size	Remove
Case Data		<a href="#">form.xml</a>		0.01 MB	
	AFFIDAVIT-CONT GARNISHMENT	<a href="#">garnishment_affidavit_wage.pdf</a>		0.05 MB	
				Total Size:	0.05 MB

Review your filing information and make any changes that need to be made.

Add special filing instructions for the clerk if you need to.

Click **Submit the Filing**

### Review and Approve Filing

#### Case Type : WAGE GARNISHMENT

Estimated Fees: \$102.50

Fee Description	Amount
AFFIDAVIT - CONT GARNISHMENT	\$52.50
SERVICE SENT SHERIFF (J R L)	\$50.00

Generated Case Data:

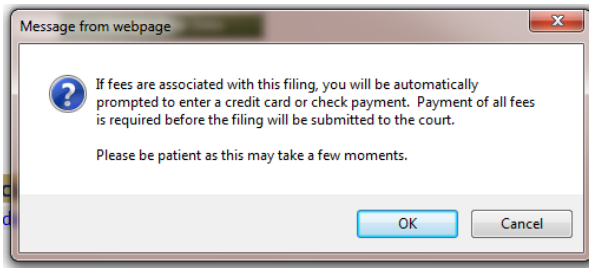
[View Data](#)

Document(s) to be Submitted:

Document Name	View Document
AFFIDAVIT-CONT GARNISHMENT	<a href="#">garnishment_affidavit_wage.pdf</a>

Special Filing Instructions for the Clerk:

Click **OK** to make payment




Complete the information required

Click **Continue**

Agency Amount:	\$102.50
LexisNexis Service Fee:	\$4.00
Total Amount:	\$106.50

\* Indicates a required field

**Billing Address**  
Address Type:  
 Domestic (US and Puerto Rico)  
 Military (APO/FPO)  
 International (including Canada, Mexico)  
Cardholder First Name: \*   
Cardholder Last Name: \*   
Billing Zip Code: \*   
Billing Address Line1: \*   
Street address, P.O. box, company name, c/o  
Billing Address Line2:   
Apartment, suite, unit building, floor etc.  
Billing City: \*   
Billing State: \*   
Email Address: \*   
Phone: \*

**Payment Information**  
Payment Type:  
 Credit Card  
Card Number: \*   
Expiration Date: \*    
Security Code: \*   
We've provided this sample credit card to assist you in finding the security code.  
MasterCard, Visa, Discover  
  
3-digit security code

Click the box **By checking this box, you are authorizing the payment of the bill amount plus the LexisNexis Service Fee.**

Click **Complete Payment**

<b>Authorization</b>	
Agency Amount:	\$102.50
LexisNexis Service Fee:	\$4.00
<hr/>	
Total Amount:	\$106.50

**By checking this box, you are authorizing the payment of the bill amount plus the LexisNexis Service Fee.**

A Receipt will appear on your screen

To print click **Click here for a printer friendly receipt**

**Return to E-Flex**

# Receipt

Payment Date: 03/05/2015 11:15 AM EST

Payment Status: AUTHORIZED

Confirmation Number: 50000960

Payment Method: Credit Card (MASTERCARD) \*\*\*\*\*0248

Bill To: Jane Smith  
32 Waddell Street , Marietta, GA - 30090 United States of America

Payment Towards: eFiling Charges	Amount: \$102.50
E-File ID: 2273	FilingType: WAGE GARNISHMENT

LexisNexis Service Fee:	\$4.00
<b>Total Amount:</b>	<b>\$106.50</b>

[Click here for a printer friendly receipt](#)

## [Return to E-flex](#)

Your payment was made through [paymentsolutions.lexisnexis.com](http://paymentsolutions.lexisnexis.com), one of the LexisNexis VitalChek Network Inc. portals.

Tell us about your payment experience by taking a short survey. Your feedback is important and will help us improve our service. Simply [click here](#) to participate.

For business or technical support, please send an email to [paymentsolutions@lexisnexis.com](mailto:paymentsolutions@lexisnexis.com).

For Cobb County Magistrate Court support, please send an email to: [MagistrateAccountingDivision@cobbcounty.org](mailto:MagistrateAccountingDivision@cobbcounty.org).

## General Information will appear

### Garnishments

#### General Process

- The Sheriff's Office will serve the Garnishee [Employer or Bank].
- The Garnishee has 30 to 45 days to answer to the Court (typically with funds that have been withheld.)
- The Court holds these funds 30 days, then will pay out accordingly.
- The Plaintiff must serve the Defendant with copy of "Summons" provided by the Court in the Plaintiff's Packet. The Defendant's Copy of the Summons must be served not more than three (3) business days after service by the Sheriff to the Garnishee. The Court cannot pay funds out to the Plaintiff unless this process has been completed as required.

If you have additional questions or concerns please email [magistrateaccountingdivision@cobbcounty.org](mailto:magistrateaccountingdivision@cobbcounty.org)

Case Title	My Case #	Court Case #	Description	Date	Account	Authorization Code	Total Fees
New Case			AFFIDAVIT-CONT GARNISHMENT	2015-03-05 11:15:04.0		50000960	\$106.50

[Filing Status](#)

Once you have submitted the case. The clerks will review and process the case.

You will also receive emails about your filing with the email address provided.