

How to E-File Request for Garnishment/Execution in Butler County

(Note: we require Garnishment and Interrogatories to be filed as separate documents)

1. Log on to Missouri e-filing.
2. Click File on an Existing Case.
3. Enter Case Information. Enter Case Number and Court Location or e-filing Confirmation Number from previous submission.
4. Review case information to confirm that it is the case intended for filing. Attorney "Reference Number" field and "Notes to Clerk" field are optional.
5. Filing on behalf of: Check the appropriate party for filing on behalf of: Click Add.
6. Add Documents :
 - a. Enter Document Category: **Request for/to**
 - b. Document Type: **Garnishment/Execution**
 - c. Document Location – Browse to the location where the document is stored on the computer or network.
 - d. Document Title: Request for Garnishment
 - e. Click "ADD"
 - f. Click "Add New Document"
 - g. Enter Document Category: **Filing Other Misc**
 - h. Document Type: **Interrogatories Filed**
 - i. Document Location – Browse to the location where the document is stored on the computer or network.
 - j. Document Title: Interrogatories to Garnishee
 - k. Click "Continue"
7. Review Case Filing. If case information is correct Click "Continue"
8. Filing on an Existing Case Confirmation. Filing confirmation screen can be printed for records.
9. Filer (filing attorney and anyone he designates to receive e-mails) will also receive a conformation e-mail from the Missouri Court e-filing System

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10. After the garnishment is accepted by the clerk's office, you will receive an e-notice that the garnishment has been issued. Your office will click the link in the e-notice, which will take you to the file viewer on Case.net. Your office will need to print the garnishment, return page and interrogatories, and assemble them for service as you do with summons. Make sure there are two sets of interrogatories attached to the garnishee's copy of the garnishment and return page, so your office and our office each will receive a set of answers. Finally, attach another set of the garnishment and return page to the front of the garnishee's copy for the sheriff to make the return. Forward the completed sets to the proper sheriff with a check for service fees.
11. All summons returns and garnishment returns sent back to your office instead of the court can be scanned and sent back to the court electronically. It is not necessary for the court to have the original return.