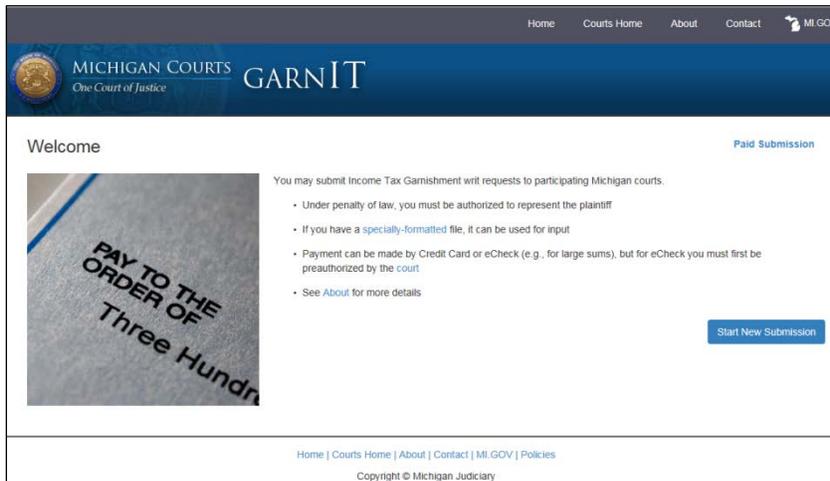


You may find it helpful to read these instructions before beginning a submission. If you are unfamiliar with the garnishment process, visit Michigan Legal Help for guidance at [www.michiganlegalhelp.org](http://www.michiganlegalhelp.org).

You can use GarnIT to input up to 10 writ requests or you can upload a .txt file with up to 500 writs per file. Bulk filers will need to prepare the input file based on special format instructions. The special format instructions can be found by clicking the link on the GarnIT Welcome Page. Payment methods for GarnIT include credit card (VISA, Mastercard, Discover) or eCheck. To utilize eCheck, you must be pre-approved by the court.

### Welcome page

- Click **Start New Submission**



Welcome Page

### Start New Submission page

- Select **Court**
- **Submission No.** is generated by the system
- Enter **Submission Title**: you can use any title to help you organize a group of writs you are requesting
- Enter **Your Name, Phone and Email Address**
- **Create Password and Verify Password**: you must remember your password. You will need this password when you return to GarnIT as a Returning User to enter the Attestation of Proof of Service. Hover your mouse over the ? to see the password requirements.
- Click **I'm not a robot** and follow the **reCAPTCHA** instructions
- Click **Next** (you will receive an email with a one-time passkey)



Start New Submission Page

### Email with one-time passkey



### Enter one-time passkey page

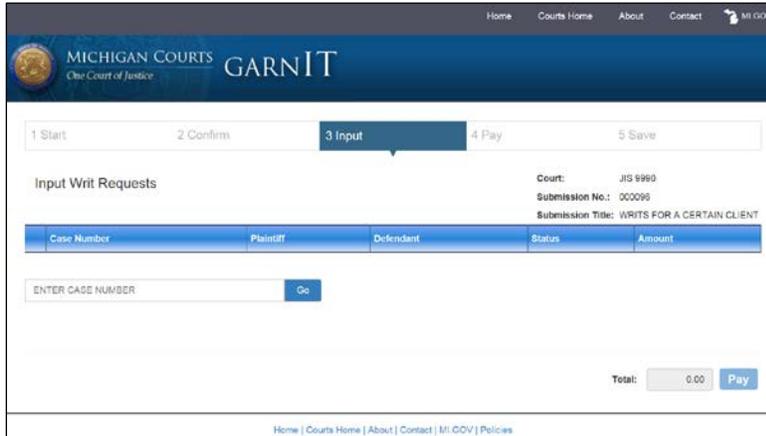
- Enter **One-Time Passkey** from email and click **Next**



Enter one-time passkey page

### Input Writ Requests page (up to 10 cases can be entered on this screen)

- **Enter Case Number**
- Click **Go** after entering each case number



Input Writ Requests Page

- Fields will display for Plaintiff and Defendant
    - Select a value for plaintiff and defendant from the drop-downs
    - The Status will either display as:
      - 'Missing Data' (see example A below). Click the **Edit** button and you will be routed to the **Input Writ Request Details** page.
- OR**

- Error codes may display informing you of items, such as 21 days has not elapsed since judgment, bankruptcy, satisfaction of judgment on file, stale judgment, judgment amount is missing, defendant address is incomplete, etc. (See example B below). You should review the information on the About link for instructions on how to contact the court to fix any errors on the case.

### A: Example of Input Writ Requests page with Status of ‘Missing Data’



The screenshot shows the 'Input Writ Requests' page in the GarnIT system. At the top, there are navigation tabs: 1 Start, 2 Confirm, 3 Input (selected), 4 Pay, and 5 Save. Below the tabs, the page title is 'Input Writ Requests'. On the right side, there is metadata: Court: JIS 9990, Submission No.: 000096, and Submission Title: WRITS FOR A CERTAIN CLIENT. A table with the following columns is displayed: Case Number, Plaintiff, Defendant, Status, and Amount. The table contains one row: Case Number 14-TS1, Plaintiff SMITH JOSEPH, Defendant WALKER MARIE, Status MISSING DATA, and Amount 15.00. Below the table, there is a search bar with '14-TS1' entered and a 'Go' button. At the bottom right, there is a 'Total: 15.00' and a 'Pay' button. The footer includes links for Home, Courts Home, About, Contact, MI.GOV, and Policies, along with a copyright notice for Michigan Judiciary.

Input Writ Request Page with Missing Data

### B: Example of error code message



The screenshot shows the 'Input Writ Requests' page in the GarnIT system. At the top, there are navigation tabs: 1 Start, 2 Confirm, 3 Input (selected), 4 Pay, and 5 Save. Below the tabs, the page title is 'Input Writ Requests'. On the right side, there is metadata: Court: JIS 9990, Submission No.: 000096, and Submission Title: WRITS FOR A CERTAIN CLIENT. A table with the following columns is displayed: Case Number, Plaintiff, Defendant, Status, and Amount. The table contains one row: Case Number 14-TS302, Plaintiff CREDIT ACCEPTANCE CORP, Defendant CAMPBELL JAY, Status Plaintiff address on file is incomplete. Satisfaction of judgment has been entered, and Amount 0.00. Below the table, there is a search bar with '14-TS302' entered and a 'Go' button. At the bottom right, there is a 'Total: 0.00' and a 'Pay' button. The footer includes links for Home, Courts Home, About, Contact, MI.GOV, and Policies, along with a copyright notice for Michigan Judiciary.

Input Writ Requests Page with Error Messages

If you receive an error message, click the red X at the beginning of the line to remove the case, then enter another case number to continue processing.

OR

If you receive an error message, follow the instructions below for correcting errors. Verify the values you entered exactly match your copy of the judgment. If you are a bulk filer, the best option to do this is to use GarnIT's 'Pull Case Data' feature (See page 14).

If you believe the court's data is incorrect, send an email to the court (the court's email address is located on the About link) explaining the problem (include the GarnIT submission number and any error message) and what data may need correcting. Attach a scanned copy of your judgment/complaint as proof as indicated below:

- For error codes Judgment not on file (002), 21 days have not elapsed since judgment (003), Judgment amount is zero (007), Invalid plaintiff attorney bar number (011), Invalid judgment amount (012), send both the complaint and judgment.
- A bankruptcy stay has been filed (004): Follow the bankruptcy court's order. If that order is no longer in effect, provide the court with a copy of the notice as proof.
- Defendant / Plaintiff name or address is invalid or incomplete (006/010/013-016): Check the plaintiff's copy of the complaint against the plaintiff's copy of the judgment and, if filing bulk with GarnIT, with the upload file. Also, if names or addresses have been legally changed since the judgment was entered, before a garnishment can be issued the plaintiff must file a notice with the court asking for the case to be updated.
- Stale judgment (008): If the judgment has not been renewed by filing an affidavit or a motion or complaint for renewal with the court before the judgment expired, garnishment is not available. If, however, the plaintiff has been actively collecting on the judgment, the plaintiff must go to the court with proof of payments collected on the judgment within 10 years of the judgment date.

### **Input Writ Request Details page**

- Enter SSN or FE Number for plaintiff, SSN for defendant, and if applicable, FE Number for plaintiff attorney
- Enter amounts for interest, postjudgment costs, and payments made. The system will calculate the amount due
- Click **Verify**

**Input Writ Request Details**

Case Number: 14-TS1      Court: JIS 9990  
 Submission No.: 0000A4  
 Submission Title: WRITS FOR ABC CORP

Submitter Ref.:

---

**Plaintiff**

SSN  FE Number: XXX-XX-XXXX

Name / Address:

**Defendant**

SSN: XXX-XX-XXXX

Name / Address:

**Plaintiff's Attorney**

FE Number: XX-XXXXXXX

Name / Address:

Bar Number:

---

**Judgment**

On 02/03/2014, the plaintiff received judgment against the defendant for:

Total amount of judgment interest accrued to date:

Total amount of postjudgment costs accrued to date:

Total amount of postjudgment payments made and credits to date:

**Amount of the unsatisfied judgment now due (including interest and costs):**

Plaintiff requests a writ of garnishment to intercept income tax and that it be paid to:  Plaintiff  Plaintiff's attorney

[← Writ Request Summary](#) [Verify](#)

Input Writ Request Details Page

### Input Writ Requests page with Status complete

- After clicking verify on the Input Writ Request Details page, you will return to the Input Writ Request page and the Status will now show as 'Complete'
- Click Pay

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1 Start    2 Confirm    **3 Input**    4 Pay    5 Save

---

**Input Writ Requests**

Court: JIS 9990  
 Submission No.: 000099  
 Submission Title: WRITS FOR A CERTAIN CLIENT

Case Number	Plaintiff	Defendant	Status	Amount
X 14-TS1	SMITH JOSEPH	WALKER MARIE	COMPLETE	15.00

ENTER CASE NUMBER  [Go](#)

Click X above to remove writ request line Total:  [Pay](#)

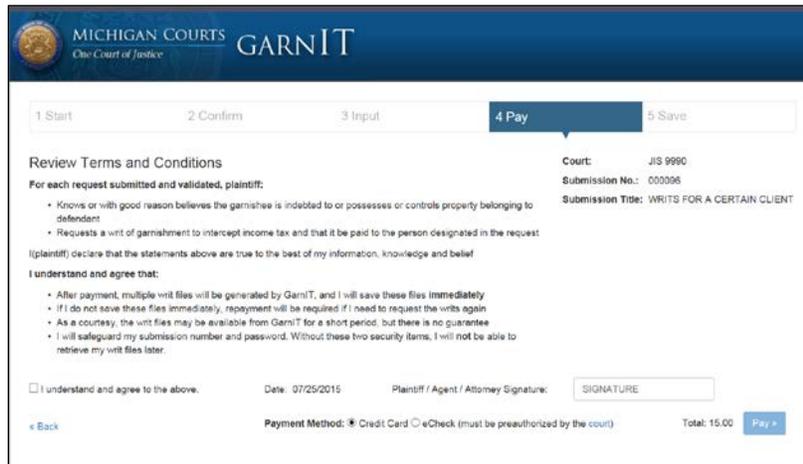
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Input Writ Requests Page with Status Complete

### Review Terms and Conditions page

- Select checkbox for 'I understand and agree to the above'
- Enter the Plaintiff or Plaintiff Attorney name in the Signature field
- Select Payment method (credit card or eCheck)

Note: Acceptable credit cards are VISA, Mastercard, Discover. If paying by eCheck, you must be preapproved by the Court prior to starting your submission.



The screenshot shows the 'Review Terms and Conditions' page in the GarnIT system. At the top, there is a navigation bar with steps: 1 Start, 2 Confirm, 3 Input, 4 Pay (highlighted), and 5 Save. Below the navigation bar, the page title is 'Review Terms and Conditions'. The main content area contains several sections: 'For each request submitted and validated, plaintiff:' followed by two bullet points; '(plaintiff) declare that the statements above are true to the best of my information, knowledge and belief'; 'I understand and agree that:' followed by three bullet points; a checkbox for 'I understand and agree to the above.'; a 'Date' field with the value '07/25/2015'; a 'Plaintiff / Agent / Attorney Signature:' field with a text input box containing 'SIGNATURE'; a 'Payment Method:' section with radio buttons for 'Credit Card' (selected) and 'eCheck (must be preauthorized by the court)'; and a 'Total: 15.00' field with a 'Pay >' button. The page also includes a 'Back' button and a 'Save' button.

Review Terms and Conditions Page

You will be routed to the CEPAS Payment pages.

### Payment Method page



The screenshot shows the 'Payment Method' page in the GarnIT system. The page title is 'Payment Method'. Below the title, there is a section titled 'Web Payment Request - Test Court'. The main content area contains a welcome message: 'Welcome! This website (thepayplace.com) is used by the State of Michigan as a secure means of processing credit card payments. Making payments online is quick, easy, secure, and available to you 24 hours a day, 7 days a week.' Below the welcome message, there is a 'Choose method of payment' section with a radio button for 'Pay by credit card' (selected) and icons for VISA, Mastercard, and Discover. There are 'Back', 'Next', and 'Exit' buttons. At the bottom of the page, there are links for 'Courts Home | About | Contact' and 'MI.GOV Home | Policies', and a copyright notice: 'Copyright © Michigan Judiciary'.

Payment Method Page

## Payment Information page

Payment Information

**Web Payment Request - Test Court**

To receive a confirmation email, please provide your email address below.  
Name fields containing special characters other than period (.), comma (,), dash (-), and apostrophe (') may result in errors.  
Please provide the required information below.

\* Indicates required field

Billing Address
*First Name: <input type="text"/>
M.I.: <input type="text"/>
*Last Name: <input type="text"/>
*Street Line 1: <input type="text"/>
Street Line 2: <input type="text"/>
City: <input type="text"/>
State: <input type="text" value="Select State"/>
*Zip: <input type="text"/>
Country: <input type="text" value="UNITED STATES"/>
Phone: <input type="text"/>
*E-Mail: <input type="text"/>

Payment Details
*Payment Amount: 15.00 USD

Payment Method
*Name on Card: <input type="text"/>
*Card Number: <input type="text"/>
*Expiration Date: * Month <input type="text"/> * Year <input type="text"/>
*Card Verification Value(CVV2): <input type="text"/> <small>Mask This</small>

[Back](#) [Next](#) [Exit](#)

Payment Information Page

## Payment Review page

**MICHIGAN COURTS** **GARNIT**  
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Payment Review

**Web Payment Request - Test Court**

Click "Pay Now" only once, to avoid multiple charges.  
To confirm your payment information, click "PayNow" below.

Address
Billing Address: John Doe 1234 Main St. Some City, MI 85284 JohnDoe@someemailaddress.org

Payment Method
Credit Card  John Doe x0000 12/15

Payment Amount
Amount: 15.00 USD
<b>Total: 15.00 USD</b>

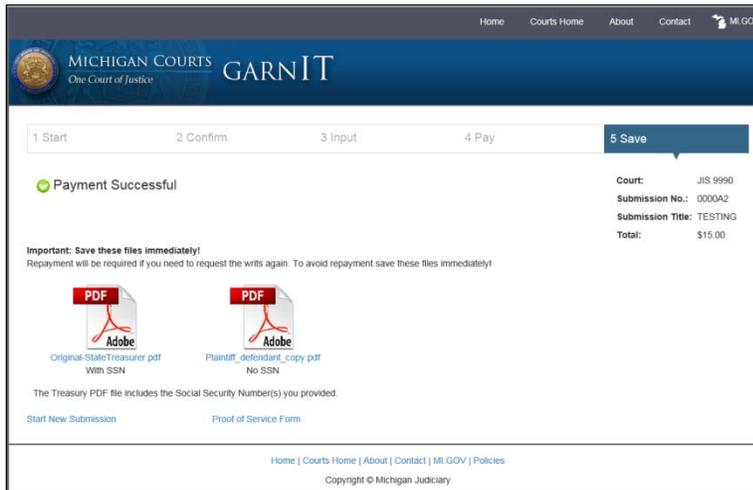
[Back](#) [Pay Now](#) [Exit](#)

Click "Pay Now" only once, to avoid multiple charges.

Payment Review Page

## Payment Successful page

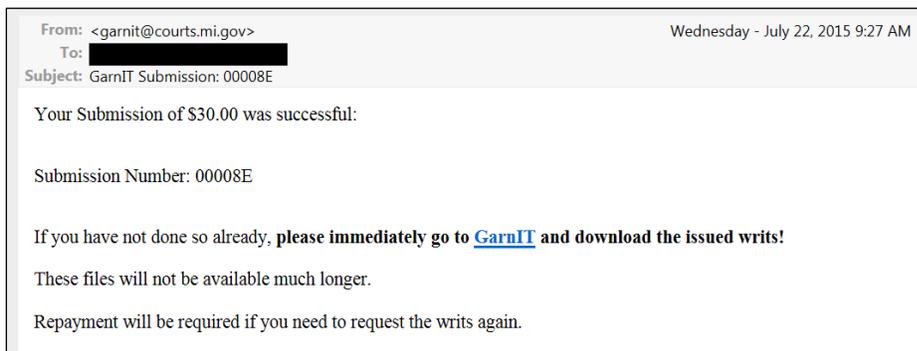
- After paying successfully, GARNIT will create two forms
- Save these forms immediately and print them to serve on Treasury and the defendant



Payment Successful Page

You will receive a submission successful email and a payment confirmation email.

### Submission Successful email



### CEPAS Payment Confirmation email

**From:** <courts@mi.gov>  
**To:** [REDACTED]  
**Subject:** Payment Confirmation

Thank you for your recent payment to GarnIT CHECK.

Payment Application: GarnIT CHECK  
Payment Status: Payment completed successfully.  
Confirmation Number: [REDACTED]  
Payment Date: 07/22/2015

-----  
**Billing Address:** [REDACTED]  
9999 main st  
bldg 2  
some city, MI 48888  
[3139990000](#)

-----  
Account Number: x2333  
Routing Number: [REDACTED]  
Account Type: Checking

-----  
Payment Amount: 30.00 USD  
Total Amount: 30.00 USD

-----  
Reference: 00008E-9990-07/22/2015 09:24:37

DO NOT REPLY DIRECTLY TO THIS EMAIL.

### Payment Unsuccessful

If the payment is unsuccessful, the CEPAS Payment Results page will display with a failure reason and allows you to press Back and try again, or click Exit.

### Filing Proof that Writs are Served

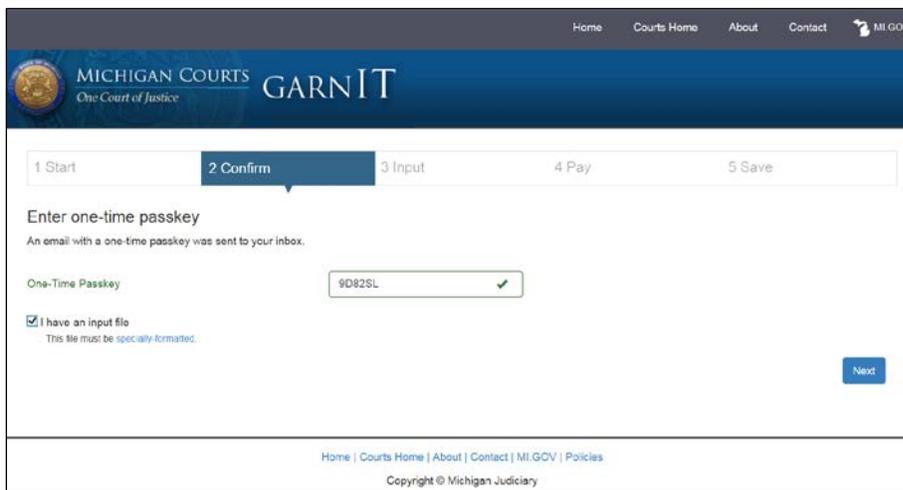
After serving the writs on Treasury and the defendant, you will return to GarnIT and follow the steps for a Returning User (see page 16).

## Bulk Filer process

A bulk filer will follow the same process as a data entry user, except as follows.

### Enter One-time passkey page

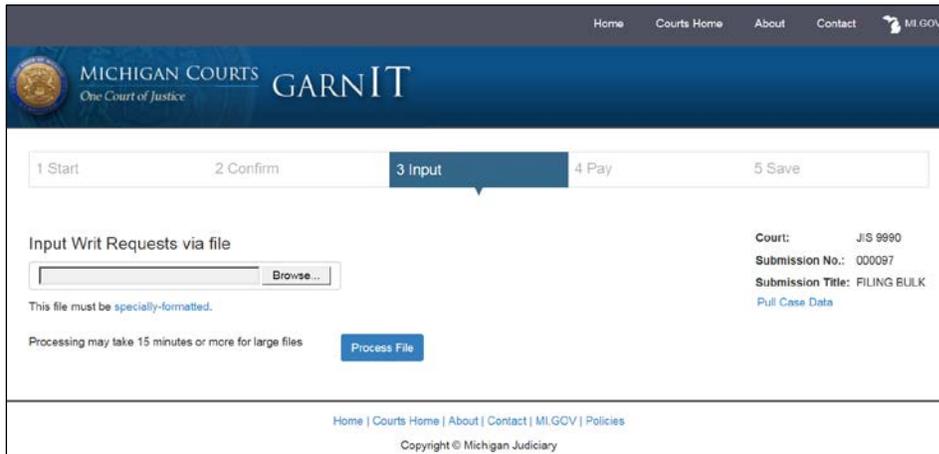
- Enter One-time passkey
- Select checkbox 'I have an input file'
- Click **Next**



Enter one-time passkey Page

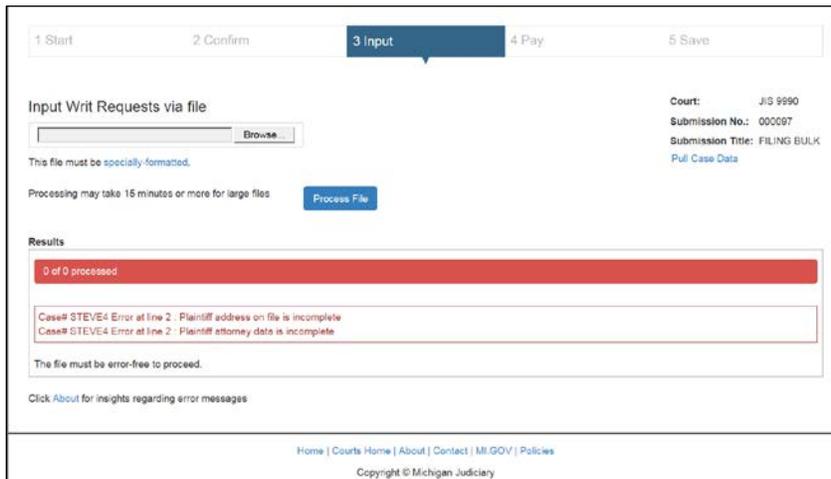
### Input Writ Requests via File page

- Click the **Browse** button and select a specially-formatted file to upload from your computer (see About link for the file format)
- Click **Process File**



Input Writ Requests via file Page

- Errors within the specially formatted file will show as indicated below:



Input Writ Requests via file Page with Error Messages

- If no errors exist, the file is processed as shown below



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One Court of Justice

### GARNIT

1 Start 2 Confirm 3 Input 4 Pay 5 Save

Input Writ Requests via file

This file must be specially-formatted.

Processing may take 15 minutes or more for large files

Results

2 of 2 processed

The file must be error-free to proceed. Total amount: \$30.00

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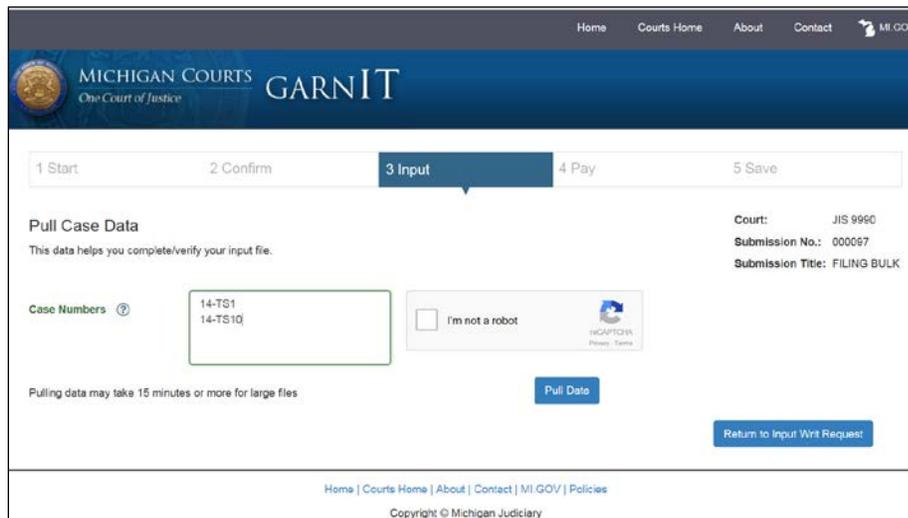
Input Writ Requests via file Page with No Error Messages

- Click **Next**
- Proceed through the CEPAS payment pages as described above for a data entry user
- Upon successful payment, see the instructions above for data entry user.
- Note: if processing a large bulk file, processing may take 15 minutes or more.

### Pull Case Data

The Pull Case Data feature will allow you to enter case numbers and see how information was entered into the Case Management System at the court, so you can create the .txt special format file with the correct information.

- On the Input Writ Request via File page, click the link 'Pull Case Data'
- On the Pull Case Data page, enter Case Numbers (when entering multiple case numbers, separate each by a comma)
- Select I'm not a robot and follow the reCAPTCHA instructions
- Click Pull Data



Pull Case Data Page

The Result of the Pull Case Data feature will display with a csv file that can be saved. You can enter more case numbers and Reset and Pull Again or Return to Input Writ Request page.

### Pull Case Data

This data helps you complete/verify your input file.

Case Numbers ?

Pulling data may take 15 minutes or more for large files

I'm not a robot

[Pull Data](#)

**Court:** JIS 9990

**Submission No.:** 000097

**Submission Title:** FILING BULK

### Results

Case Number	Plaintiff	Defendant	Attorney Bar No.	Judgment Amount	Error Messages
14-TS1	SMITH/JOSEPH/	WALKER/MARIE/	38111	4020.00	
14-TS10	SMITH/JOSEPH/	WALKER/MARIE/	38111	4020.00	

Click [About](#) for insights regarding error messages.

Save this file immediately!

detapul\_000097.csv  
The next data pull will replace this file.

[Reset and Pull Again](#)

[Return to Input Writ Request](#)

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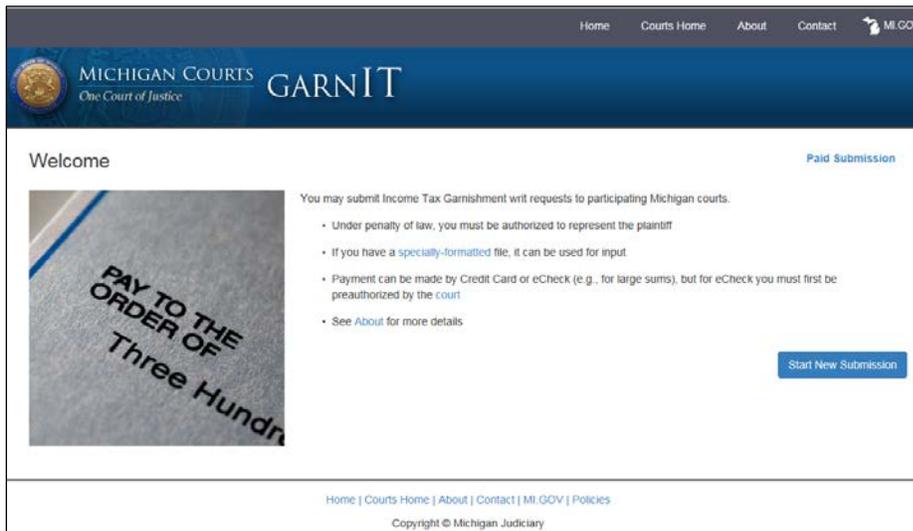
Pull Case Data Results Page

## Returning User

A returning user will file proof that the writs were served on Treasury and the defendant as follows.

### Welcome page

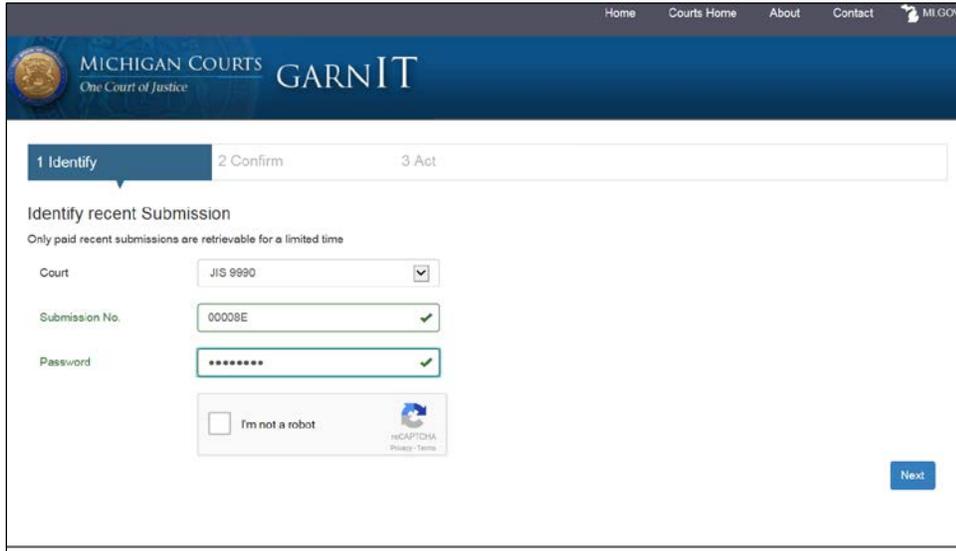
- Click **Paid Submission**



Welcome Page

### Identify recent Submission page

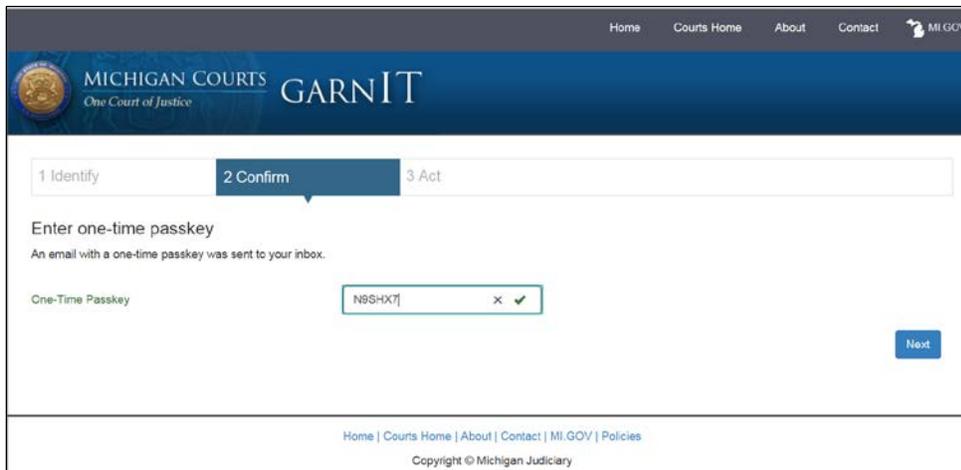
- Select Court
- Enter Submission No.
- Enter Password. This is the same password used at the start of the initial submission.
- Click I'm not a robot and follow instructions for reCAPTCHA
- Click Next
- Receive email with One-Time passkey



Identify recent Submission Page

### Enter One-Time passkey page

- Enter One-Time Passkey and click **Next**



Enter one-time passkey Page

### The Act page displays.

- Click the **Attestation of Proof of Service** link.



Act Page

### Attestation of Proof of Service Page

- Enter Treasury Service date, Treasury Service Fee, Defendant Service date.  
Note: Treasury Service Fee is the amount paid for serving the writ upon the Garnishee (Treasury). This is not the disclosure fee.
- If all writs within the submission were served to Treasury on the same date, click the **Select All** checkbox above the **Treasury Service** column in the table. Enter the service date in the **Apply Date** field and click the **Apply Date to Selected** button underneath the **Treasury Service** column. Repeat these steps in the **Defendant Service** column if the service date is the same for all cases.
- Select the **I declare** checkbox
- Click **Submit**
- **Note:** Once proof of service is submitted through GarnIT, there is no need to file the physical proof of service paperwork with the court. You should retain the proof of service and provide to the court if requested.

Attestation of Proof of Service

Court: JIS 9990  
 Submission No.: 00098E  
 Submission Title: [REDACTED]

Select All  Select All

Writ	Case Number	Plaintiff	Defendant	Submitter Ref	Treasury Service	Treasury Fee	Defendant Service
1	14-TS27	WHITE SHANNON	DRY CLEANERS//		<input type="checkbox"/>	0.00	<input type="checkbox"/>
2	14-TS77	JONES WILLIAM	JOHNSON SAM		<input type="checkbox"/>	0.00	<input type="checkbox"/>

0 records updated

Apply Date:

I declare

- These were served in accordance with law
- I maintain proper and complete paperwork as proof
- I have reviewed the information above closely and it is accurate

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Attestation of Proof of Service Page

### Submission Successful page

Home Courts Home About Contact MI.GOV

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1 Identify 2 Confirm **3 Act**

**Submission Successful**

A confirmation email was sent for Attestation of Proof of Service!  
 These items were submitted.

Court: DETROIT D36  
 Submission No.: [REDACTED]  
 Submission Title: [REDACTED]  
 Date/Time: AUG 14 2015 14:01:33

Writ	Case Number	Plaintiff	Defendant	Submitter Ref	Treasury Service	Service Fee	Defendant Service
1	[REDACTED]	[REDACTED]	[REDACTED]		08/13/2015	\$34.15	08/13/2015

[Paid Submission](#)

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Proof of Service Submission Successful Page

- After completing Attestation of Proof of Service successfully, GARNIT will send a confirmation email

**From:** <garnit@courts.mi.gov> Saturday - July 25, 2015 1:03 PM  
**To:** [REDACTED]  
**Subject:** GarnIT Submission: 00008E

Your submission of Attestation of Proof of Service was successful.

Court: 9990  
Submission Number: 00008E

<b>Writ</b>	<b>Case</b>	<b>Plaintiff</b>	<b>Defendant</b>	<b>Submitter</b>	<b>Treasury</b>	<b>Defendant</b>	
	<b>Number</b>			<b>Ref</b>	<b>Service</b>	<b>Fee</b>	<b>Service</b>
1	14-TS27	WHITE SHANNON	DRY CLEANERS//		07/23/2015	25.25	07/23/2015