# GarnIT
Garnishment-Income Tax

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.

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**
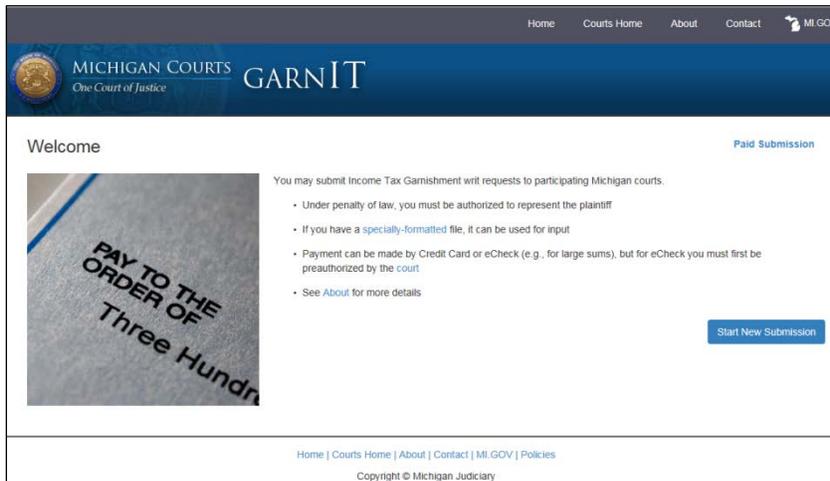
Welcome Page

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)

GarnIT
Garnishment-Income Tax

Start New Submission Page

Email with one-time passkey

From: <DoNotReply@courts.mi.gov>
To: ███████████████
Subject: GarnIT

Continue your GarnIT process by entering the following:

5GSV9J

Please do not reply to this email. It has been sent by an automatic service machine.

If your session expired, use this link to **start over**: GarnIT.

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
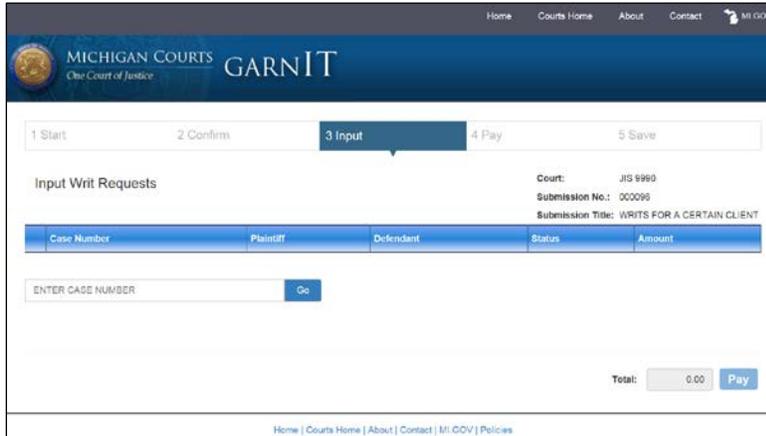
Input Writ Requests Page

- 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'

Input Writ Request Page with Missing Data

B: Example of error code message

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 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**

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.

Review Terms and Conditions Page

You will be routed to the CEPAS Payment pages.

Payment Method page

Payment Method Page

Payment Information page

Payment Information Page

Payment Review page

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
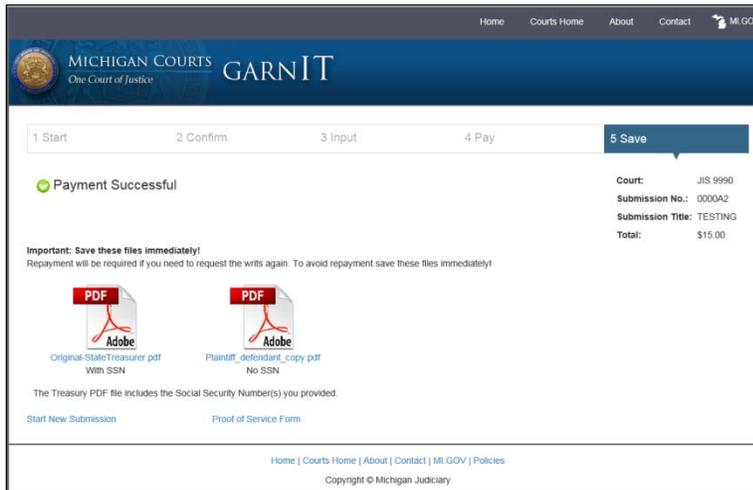
Payment Successful Page

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

Submission Successful email

From: <garnit@courts.mi.gov>   Wednesday - July 22, 2015 9:27 AM
To:
Subject: GarnIT Submission: 00008E

Your Submission of $30.00 was successful:

Submission Number: 00008E

If you have not done so already, **please immediately go to GarnIT and download the issued writs!**

These files will not be available much longer.

Repayment will be required if you need to request the writs again.
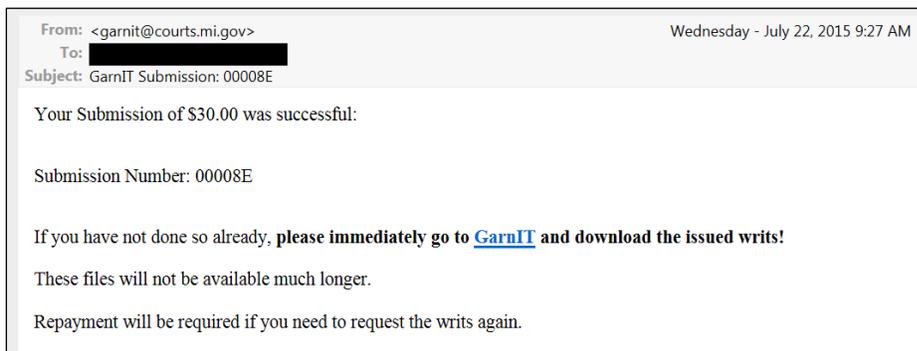
CEPAS Payment Confirmation email

```
From: <courts@mi.gov>
To: ████████████
Subject: Payment Confirmation

Thank you for your recent payment to GarnIT CHECK.

Payment Application: GarnIT CHECK
Payment Status: Payment completed successfully.
Confirmation Number: █████████████
Payment Date: 07/22/2015
--------------------
Billing Address: ███████████
        9999 main st
        bldg 2
        some city, MI 48888
        3139990000
--------------------
Account Number: x2333
Routing Number: ███████████
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.
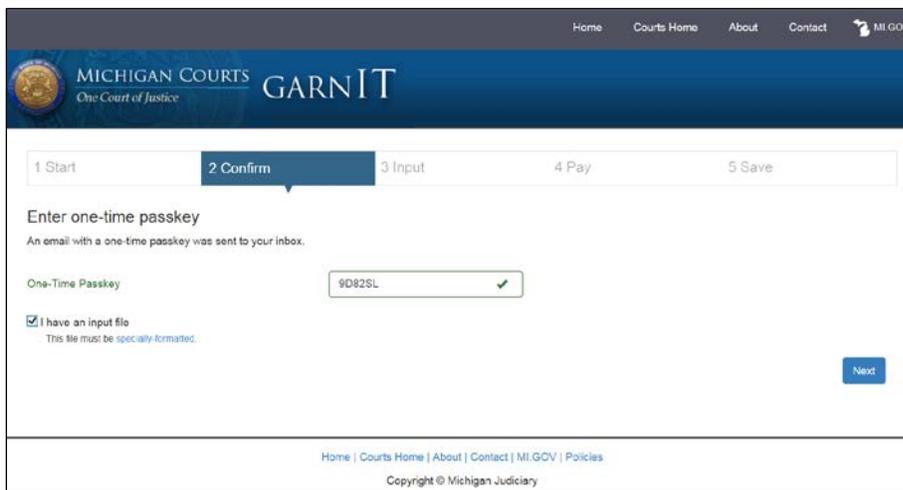
Filing Proof that Writs are Served

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.
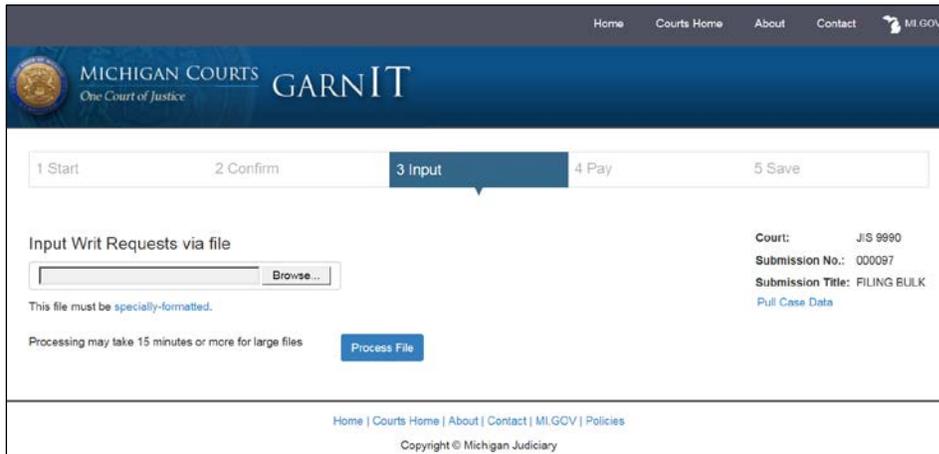
Enter One-time passkey page

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

Enter one-time passkey Page

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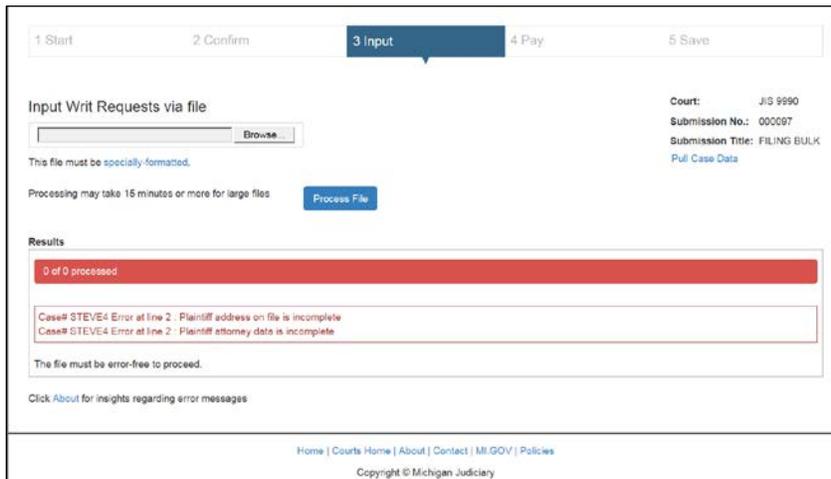
- Click the **Browse** button and select a specially-formatted file to upload from your computer (see About link for the file format)
- Click **Process File**

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

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
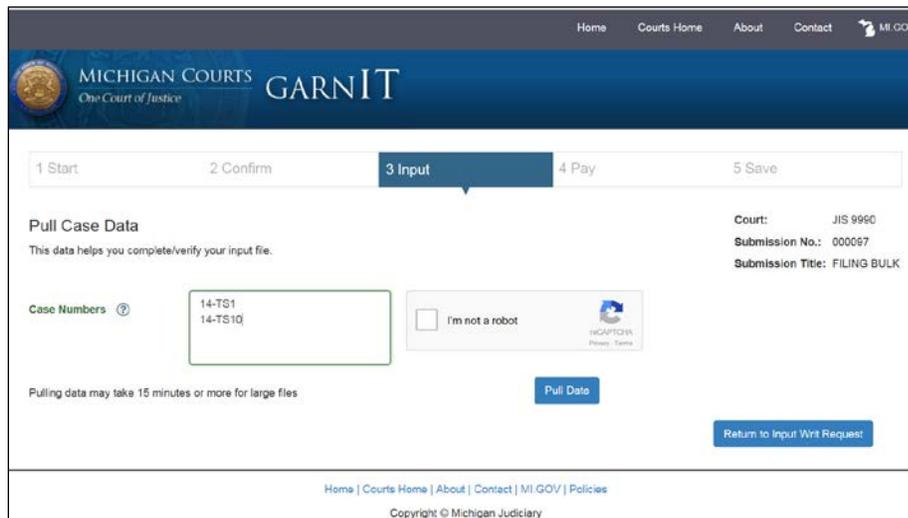
Pull Case Data Page

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.

Court: JIS 9990
Submission No.:   000097
Submission Title: FILING BULK

Case Numbers ⑦

☐ I'm not a robot   reCAPTCHA   Privacy - Terms

Pulling data may take 15 minutes or more for large files

Pull Data

Results

Save this file immediately!

Case Number	Plaintiff	Defendant	Attorney Bar No.	Judgment Amount	Error Messages
14-TS1	SMITH/JOSEPH/	WALKER/MARIE/	36111	4020.00	
14-TS10	SMITH/JOSEPH/	WALKER/MARIE/	36111	4020.00	

Click About for insights regarding error messages.

CSV

datapull_000097.csv
The next data pull will replace this file.

Reset and Pull Again

Return to Input Writ Request

Home | Courts Home | About | Contact | MI.GOV | Policies
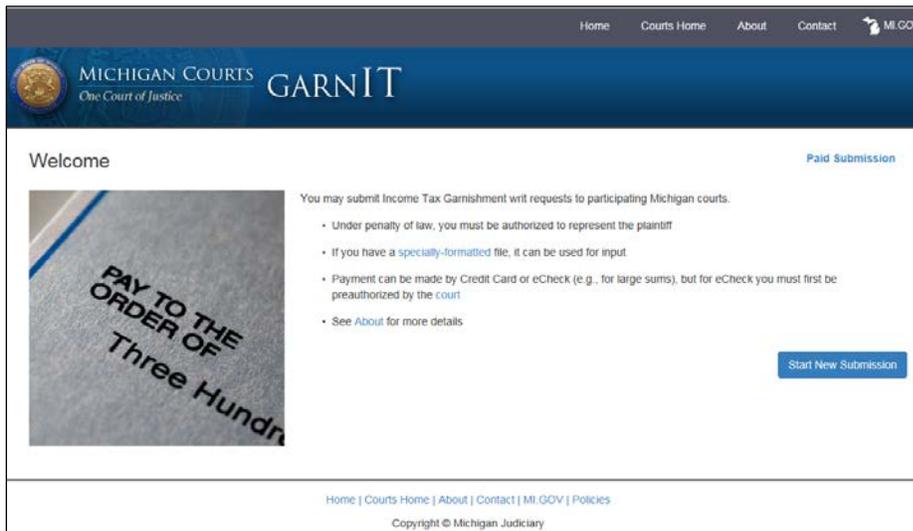Copyright © Michigan Judiciary

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.
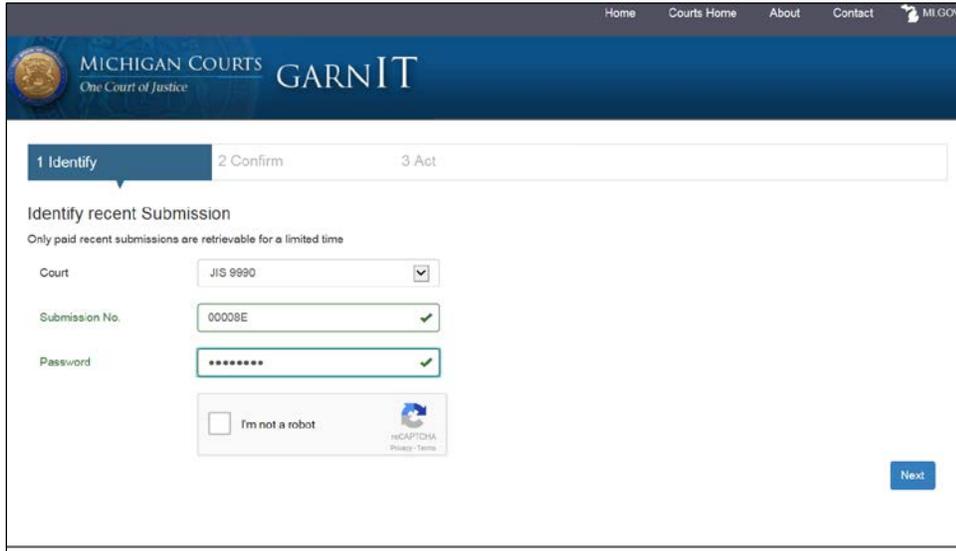
Welcome page

- 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**
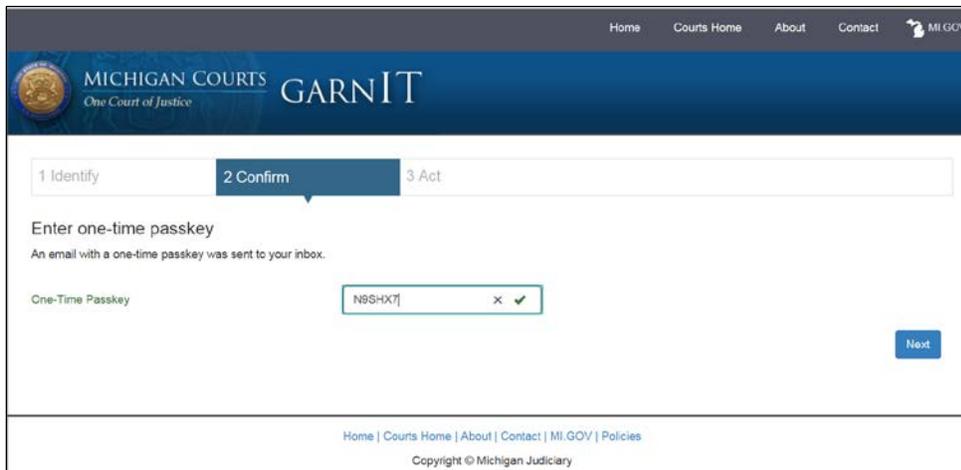
Enter one-time passkey Page

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 Page

Submission Successful page

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:	███████████████	
Subject:	GarnIT Submission: 00008E	

Your submission of Attestation of Proof of Service was successful.

Court: 9990
Submission Number: 00008E

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

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