



How to file a Judgment (Transcript of Judgment)  
in Niagara County

If you have been awarded a monetary judgment in a lower court (City or Town), you may record that judgment in the Niagara County Clerk's Office – and obtain Income Execution and/or Property Execution documents if you wish to garnish wages, or attempt to obtain payment by another means.

File a Transcript of Judgment - \$10.00  
Income Execution documents - \$8.90  
Property Execution documents - \$7.60

**Step 1 – Request a Transcript of Judgment from the lower court that awarded the judgment.**

*A fee will be assessed by the court for this document.*

**Step 2 – File the Transcript of Judgment in the County Clerk's Office.**

*You may bring the document in person, or mail the ORIGINAL and one (1) copy along with payment and a self-addressed, stamped envelope so that the filed document can be returned to you.*

**Step 3 – Optional**

**(a) Income Execution** (garnish wages) – *You must provide the name and address of the debtor's current employer.*

**(b) Property Execution** – *You may attempt to collect your money by initiating an execution against:*

*Bank Account – You must provide the name and address of the debtor's bank.*

*Cash Register – If they own a business that takes in cash*

*Apt/Rent – If the debtor is a landlord, you must provide the address and apartment number of one of their apartments that you know is occupied.*

*Motor Vehicle – You must obtain the proper forms from NYS Dept of Motor Vehicles and present them to our office.*

Our office will prepare the above documents for you. Once complete, you must then take the forms, along with your copy of the judgment, receipts, etc to the Niagara County Sheriff's Office - Civil Division.

*A fee will be assessed by the Sheriff's Office in order for them to execute the documents and collect the money owed.*