

**IN THE FRANKLIN COUNTY MUNICIPAL COURT  
COLUMBUS, OHIO**

Court Order No.: 08-2023

Effective: As determined by Clerk

**The Judges of the Franklin County Municipal Court hereby amend Local Rule 13, Schedule 9.00, as follows:**

**I. CIVIL COST SCHEDULE**

The schedule of costs and fees for all civil cases, including civil Environmental Division cases, is set forth herein.

All costs outlined by this schedule are to be deposited with the Clerk of Courts at the time of filing, except with regard to the United States, the State of Ohio, Franklin County and the City of Columbus unless costs are waived by the Court based on an affidavit of indigency approved by the Duty Judge pursuant to R.C. 2323.311. The Clerk of Courts may refuse to accept any filing where the deposit of costs as required herein has not been made, or where a judgment for costs against the party is unsatisfied. In the event such a filing is accepted by the Clerk, the same may be stricken from the files by order of the Court.

**(A) – Costs for Initial Pleadings**

The total cost for the following initial pleadings shall be the total of 1) the base costs for the initial pleading as set forth in (B), and 2) the cost of service of the initial pleading as set forth in (D).

**(B) – Base Costs for Initial Pleadings**

1. All Civil Cases except Small Claims and Forcible Entry and Detainer (\$111.00)
  - Initial Filing Fee – \$48.00
  - Initial Publication Fee – \$10.00
  - State Legal Aid Fee – \$26.00
  - Court Computerization Fee – \$3.00
  - Clerk Computerization Fee – \$10.00
  - Secure Facilities Fee – \$10.00
  - Specialized Dockets Fee – \$3.00
  - Assisted Civil Self Help Fund for Indigent Persons – \$1.00
  
2. Small Claims Cases (\$66)
  - Initial Filing Fee – \$28.00
  - State Legal Aid Fee – \$11.00
  - Court Computerization Fee – \$3.00

- Clerk Computerization Fee – \$10.00
  - Secure Facilities Fee – \$10.00
  - Specialized Dockets Fee – \$3.00
  - Assisted Civil Self Help Fund for Indigent Persons – \$1.00
3. Forcible Entry and Detainer Cases – Claim for Restitution, Only (\$98)
- Initial Filing Fee – \$35
  - Initial Publication Fee – \$10.00
  - State Legal Aid Fee – \$26.00
  - Court Computerization Fee – \$3.00
  - Clerk Computerization Fee – \$10.00
  - Secure Facilities Fee – \$10.00
  - Specialized Dockets Fee – \$3.00
  - Assisted Civil Self Help Fund for Indigent Persons – \$1.00
4. Forcible Entry and Detainer Cases – Restitution with Second Claim for Money – (\$135)
- Initial Filing Fee – \$72.00
  - Initial Publication Fee – \$10.00
  - State Legal Aid Fee – \$26.00
  - Court Computerization Fee – \$3.00
  - Clerk Computerization Fee – \$10.00
  - Secure Facilities Fee – \$10.00
  - Specialized Dockets Fee – \$3.00
  - Assisted Civil Self Help Fund for Indigent Persons – \$1.00

**(C) – Cost of Other Pleadings**

1. Amended complaint – \$20.00 plus the cost of service, if requested, for each defendant and/or address as set forth in (D)(1)
2. Third party complaint – \$20.00 plus the cost of service for each defendant and/or address as set forth in (D)(1)
3. Counterclaim – \$20.00 plus the cost of service, if requested, for each defendant and/or address as set forth in (D)(1)
4. Cross-claim – \$20.00 plus the cost of service, if requested, for each defendant and/or address as set forth in (D)(1)

**(D) – Cost of Service**

1. Except as set forth in (D)(2), when service is required the party seeking service shall provide instructions to the Clerk of Court as to the manner of service for each party and/or address to be served. For each instance of service, the costs are as follows.

- USPS Certified Mail – \$10.00
  - USPS Express Mail – \$5.00 plus current rate charged by USPS for Express Mail
  - USPS Ordinary Mail – \$3.00
  - FedEx – \$15.00 (**civil filings only**)
  - Personal Service – \$25.00
  - Residence Service – \$25.00
  - Sheriff Service – \$41.00 (includes \$35.00 deposit for sheriff fees)
  - Publication – \$10 plus the amount equal to current minimum rate, payable to the Clerk
  - Secretary of State – \$35.00 (includes \$25 personal service & \$10 certified mail service to Defendant)
2. The cost of service in all Forcible Entry and Detainer cases shall be \$25, which includes ordinary mail and bailiff or certified mail service for up to 3 defendants with one address each. For each additional defendant and/or address, the cost shall be as set forth in (D)(1), above.

**(E) – Costs Relating to Jury Trials**

1. Jury demand – \$10.00
2. Each juror impaneled to serve (per day or portion of day) – \$20.00
3. Advance jury deposit – \$500.00

**(F) – Costs Relating to Enforcement of Judgment**

1. Praecipe for writ of execution (includes service) – \$35.00
2. Towing and storage deposit – \$800.00 (payable upon filing of praecipe for execution against each motor vehicle)
3. Praecipe for writ of replevin (includes service) – \$35.00
4. Praecipe for writ of restitution – \$35.00
5. Praecipe for supervised set-out – \$45.00
6. Preparation of judgment transcript, including indexing – \$10.00
7. Preparation of certificate of judgment, including endorsing certificate & indexing – \$10.00
8. Exemplified copy of the docket – \$20.00

9. Motion for revivor of judgment, including docketing and indexing – \$20 plus the cost of service as set forth in (D)(1)
10. Garnishment of personal earnings – \$85.00 (includes service)
11. Garnishment of other than personal earnings – \$40.00 plus \$1.00 check/money order payable to garnishee (includes service)
12. Order for Garnishee to show cause – \$50.00 (includes cost of service, which shall be Personal Service)
13. Judgment debtor examination notices – \$5.00 plus the cost of service for each defendant and/or address as listed in (D)(1)
14. Capias order – \$30.00 (includes in-county service)
15. Capias warrant – \$10.00
16. Books and records subpoena – \$30.00
17. Advance appraisers' fees in attachment of property – \$180.00 (3 checks for \$60.00 each payable to court appointed appraisers)
  - All appraiser and advertising fees set by ~~Rule 13, Schedule 9.00~~ herein shall be paid to the Chief Service Bailiff on or before the date set by entry at the time of the exemption hearing. If the party requesting an appraisal fails to pay the fees in accordance the execution and/or levy is void.
18. Assignment of judgments – \$20.00

**(G) – Appeal & Objection Costs**

1. Preparation of docket transcript – \$20.00
2. Filing and preparation of all documents on appeal – \$50.00
3. Objection to Magistrate's Decision – \$20.00

**(H) – Miscellaneous Costs**

1. Appointment of special process server – \$3.00
2. Annual appointment of special process server (miscellaneous filing) – \$25.00
3. Subpoena – \$5.00, plus cost of service per subpoena as set forth in (D)(1) and witness fees

4. Witness fee – \$6.00 (appearance until 12:00 noon-1/2 day, plus \$.50½ per mile)
5. Witness fee – \$6.00 (appearance after 12:00 noon-1/2 day, plus \$.50½ per mile)
6. Witness fee – \$12.00 (morning appearance continued after 12:00 noon-1 day, plus \$.50½ per mile)
7. Post judgment motion, not otherwise specified herein – \$20.00
8. Transfer from Small Claims Division to General Division – \$45.00
9. Application for appointment of trustee – \$30.00 plus the cost of service as set forth in (D)(1)
10. Marriage fee – \$25.00
11. Photocopies – \$.05 per page
12. Clerk certification of records – \$1.00
13. Returned check fee – \$25.00
14. Change of venue – \$97.00 (transfer from another court prior to judgment; up to 3 defendants with one address each, and for each additional defendant and/or address, the cost shall be as set forth in (D)(1), above).
15. Civil judgment filing, parking violations bureau, R.C. 4521.08(C) – \$10

Schedule 9.00  
Costs and Fees

~~I~~ All costs outlined by this schedule are to be deposited with the Clerk of Courts at the time of filing, except with regard to the United States, the State of Ohio, Franklin County and the City of Columbus unless costs are waived by the Court. The Clerk of Courts may refuse to accept any filing where the deposit of costs as required herein has not been made, or where a judgment for costs against the party is unsatisfied. In the event such a filing is accepted by the Clerk, the same may be stricken from the files by order of the Court.

All Civil Cases except Small Claims and Foreible Entry and Detainer ~~60.00~~  
(Includes service for up to 3 defendants with one address each. For additional defendants and/or addresses, see additional service fees below)

Small Claims Cases	40.00
(Includes service for up to 3 defendants with one address each. For additional defendants and/or addresses, see additional service fees below)	
Foreible Entry and Detainer Cases—Claim for Restitution, only	60.00
(Includes ordinary mail and bailiff or certified mail service for up to 3 defendants with one address each. For additional defendants and/or addresses, see additional service fees below)	
Foreible Entry and Detainer Cases—Restitution with Second Claim for Money	97.00
(Includes ordinary mail and bailiff or certified mail service for up to 3 defendants with one address each. For additional defendants and/or addresses, see additional service fees below)	
Initial Publication Fee—all Civil Cases except Small Claims	
10.00 State Legal Aid Fee	26.00
State Legal Aid Fee—Small Claims Cases only	11.00
Court—Computerization Fee (all cases)	3.00
Clerk—Computerization Fee (all cases)	10.00
Secure Facilities Fee	10.00
Specialized Dockets Fee	3.00
Assisted Civil Self Help Fund for Indigent Persons	1.00
Additional Service Fees	
Personal Service	25.00
Residence Service	25.00
Express Mail (plus current rate charged by USPO for express mail)	5.00
Certified Mail	6.00
Ordinary Mail	3.00
Sheriff Service (includes \$35.00 deposit for sheriff fees)	41.00
Supervised Set Out	40.00
Publication—\$10.00 payable to clerk plus the amount equal to current minimum rate	
Advance Appraisers Fees in Attachment of Property (3 checks for \$60.00 each payable to court appointed appraisers)	180.00
Advance Appraisers Fees in Replevin (2 checks for \$35.00 each payable to court appointed appraisers)	70.00
Jury Demand	10.00
Each Juror impaneled to serve (per day or portion of day)	20.00
Advance Jury Deposit	500.00
Praecipe for Writ of Execution (includes service)	35.00
Towing and Storage Deposit (payable upon filing of praecipe for execution against each motor vehicle)	800.00
Praecipe for Writ of Replevin (Includes service)	35.00
Praecipe for Writ of Restitution (includes service)	35.00
Praecipe for Supervised Set Out (includes service)	45.00
Appointment of Special Process Server	3.00

Annual Appointment of Special Process Server (Miscellaneous Filing)	25.00
Subpoena (plus additional service and witness fees)	5.00
Witness' fee—appearance until 12:00 noon 1/2 day (plus \$.50½ per mile)	6.00
Witness' fee—appearance after 12:00 noon 1/2 day (plus \$.50½ per mile)	6.00
Witness' fee— a.m. appearance continued after 12:00 noon— 1 day (plus \$.50½ per mile)	12.00
Preparation of judgment transcript, including indexing	10.00
Preparation of certificate of judgment, including endorsing certificate and indexing	10.00
Docketing and Indexing petition to revive judgment	30.00
(Includes service for up to 3 defendants with one address each. For additional defendants and/or addresses, see additional service fees above)	
Preparation of docket transcript	20.00
Filing and preparation of all documents on appeal	50.00
Filing Aid in Execution of Garnishments of other than Personal Earnings (includes service) (plus \$1.00 check/money order payable to garnishee)	40.00
Filing Aid in Execution of Garnishments of Personal Earnings (includes service)	85.00
Post Judgment Motion (Not otherwise specified in this rule)	20.00
Judgment Debtor Examination Notices (plus additional service fees)	5.00
Objection to Magistrate=s Decision	20.00
Amended Complaint (plus additional service fee)	20.00
Third Party Complaint (plus additional service fee)	20.00
Cross Claim/Counter Claim (plus additional service fee, if requested)	20.00
Motion or Counterclaim, Cross Claim or Third Party Complaint— Transfer from — Small Claims Division to General Division	45.00
Order To Show Cause (includes service)	50.00
Application for Appointment of Trustee (plus \$3.00 for each creditor)	30.00
Marriage Fee	25.00
Photocopies (per page)	.05
Clerk Certification of Records	1.00
Returned Check fee	20.00
Check and Account Resolution Service Fee	15.00
(for up to 5 checks or accounts per individual or business)	

## II. CRIMINAL AND TRAFFIC COST SCHEDULE

The schedule of costs and fees for all criminal and traffic cases, including criminal Environmental Division cases, is set forth herein.

Processing cost, (per case)	\$31.00
Court - Legal research/computerization fee (all cases)	\$3.00
Clerk - Computerization fee (all cases)	\$10.00
Citizens' Reward Program - (Excluding Traffic)	\$1.00
Secure Facilities Fee	\$10.00

Specialized Dockets Fee	\$3.00
Assisted Civil Self Help Fund for Indigent Persons	\$1.00
State Reparation Fund (Witness Victim Fee) - Misdemeanor	\$9.00
State Reparation Fund (Witness Victim Fee) - Felony	\$30.00
Indigent Defense Support Fund (Felony)	\$30.00
Indigent Defense Support Fund (Misdemeanor)	\$20.00
Indigent Defense Support Fund (traffic non-moving violations)	\$10.00
Indigent Defense Support Fund – Bail Surcharge (excluding traffic non-moving violations)	\$25.00
Alcohol Treatment and Drug Law Enforcement Funds (moving violations only)	\$10.00
Habitual OVI/OMWI Offender Registry	\$2.50
Waiver of Immobilization	\$50.00
Summons processing cost (per case)	\$10.00
Continuance	\$5.00
For each juror impaneled to serve (per day or portion of day)	\$20.00
Bench warrant processing cost (per case)	\$12.00
Bench warrant for Bond Forfeiture processing cost ( per case)	\$12.00
Declaration of License Forfeiture	\$25.00
Warrant Block Fee	\$25.00
Time Payment Authorization	\$25.00
Warrant Issued on Complaint	\$2.00
Subpoena for witness (plus additional service and witness fees)	\$5.00
Additional Service Fees	
Witness' fee - appearance until 12:00 noon-1/2 day (plus \$.50½ per mile)	\$6.00
Witness' fee -appearance after 12:00 noon-1/2 day (plus \$.50½ per mile)	\$6.00
Witness' fee - a.m. appearance continued after 12:00 noon - 1 day (plus \$.50½ per mile)	\$12.00
Filing and preparing all necessary documents on appeals	\$10.00
Competency Evaluation	\$150.00
Pretrial Psychiatric Examination	\$150.00
Presentence Psychiatric Examination	\$150.00
Sealing of Record [R.C. 2953.32] (payable in advance)	\$50.00
Expungement – Human Trafficking [R.C. 2953.37] (payable in advance)	\$50.00
Expungement – Certain Firearm Offenses [R.C. 2953.38] (payable in advance)	\$50.00
Supervised Community Service Fee-Administrative Fee	\$10.00
Supervised Community Service Fee-Community Clean Up Crew	\$10.00
Misdemeanor Processing Fee	\$13.00
Check returned for insufficient funds	\$25.00
Petition for occupational driving privileges (R.C. 4511.191)	\$20.00
Limited and Unlimited Interlock Driving Privileges	\$2.50
Probation Supervision Fee (per month)	\$10.00
Probation Supervision Fee (per month) Environmental Cases	\$30.00



(building, housing, air pollution, sanitation, fire, zoning, property maintenance safety codes, and animal related offenses)	
Probation - Monitoring Only (PNC)	\$50.00
Probation Violation (upon finding of a violation)	\$30.00
Criminal Diversion Program	\$50.00
Traffic Diversion Program	\$25.00
Indigent Defendant Application Fee	\$25.00

### III. COURT REPORTERS' FEES

Court Reporters charge the party ordering the transcript according to the following schedule, payable before delivery of the transcript (Rule 10.01). An advance deposit may be requested at the discretion of the reporter.

#### Civil Cases


Original (per page)	\$3.50
Opposing side (per page)	\$3.50
Extra copies (per page)	\$.75
Court ordered cases (per page)	\$.00

#### Criminal Cases

Original (per page)	\$3.25
Opposing side (per page)	\$3.25
Extra copies (per page)	\$.75
Court ordered cases (per page)	\$.00

#### IV — SPECIAL PROVISIONS:

- ~~1. Affidavit of inability to pay. Any person who seeks a waiver of payment of any cost shall complete "Affidavit of Inability To Pay Costs." The submitted affidavit is to be submitted to the Duty Judge for hearing and ruling.~~
- ~~2. All appraiser and advertising fees set by Rule 13, Schedule 9.00 shall be paid to the chief service bailiff on or before the date set by entry at the time of the exemption hearing. If the party requesting an appraisal fails to pay the fees in accordance the execution and/or levy is void.~~

  
 Mark A. Hummer  
 Administrative & Presiding Judge

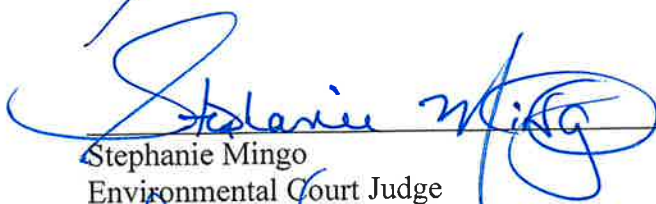
 10/25/23  
 Jodi Thomas, Judge

James E. Green, Judge

Jarrold B. Skinner, Judge

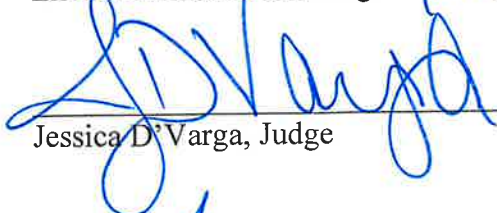


Andrea C. Peeples, Judge



Stephanie Mingo  
Environmental Court Judge

James P. O'Grady, Judge



Jessica D'Varga, Judge



Cindi Morehart, Judge

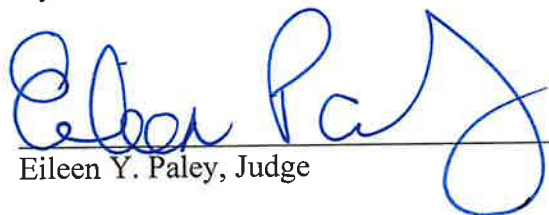


Gina R. Russo, Judge

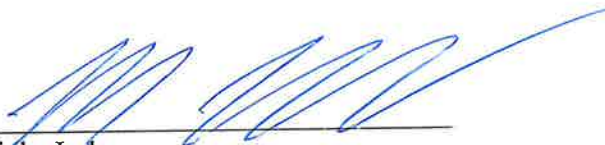
Cynthia L. Ebner, Judge



Mike McAllister, Judge



Eileen Y. Paley, Judge



Bill Hedrick, Judge



Mary Kay Fenton, Judge

Journalized in Book 5, Pages 316 through 325.