

## Clerks Responsibilities

Both the Municipal Court Clerk and the Clerk of Common Pleas Court are entrusted with the responsibility of processing and archiving all Court records in accordance with file retention requirements established by the Supreme Court of Ohio. Additionally, the Clerks' Offices calculate and fully detail all financial transactions involving the Courts. Each Clerk's Office compiles and publishes a detailed *Annual Report* of the various categories of Court case filings and all financial transactions connected with all Court cases and statistically reports all relevant data regarding the same.

Each Clerk of Court follows procedures required by law and issue writs to carry out court orders. Some of these writs include summons, subpoenas, warrants to arrest and to convey to penal institutions.

Each Clerk of Court is responsible for collecting all revenue relating to court costs, bonds, fines, and forfeitures. The Clerk is also responsible for receiving and disbursing funds to various accounts of the City of Columbus, Franklin County and State of Ohio.

## Lori M. Tyack

Franklin County Clerk,  
Municipal Court



375 S. High Street, 4th Floor  
Columbus, OH 43215  
614.645.8006

[www.fcmmcclerk.com](http://www.fcmmcclerk.com)



## Maryellen O'Shaughnessy

Franklin County Clerk,  
Court of Common Pleas



373 S. High Street, 23rd Floor  
Columbus, OH 43215  
614.525.3600

[www.franklincountyohio.gov/clerk](http://www.franklincountyohio.gov/clerk)

## Franklin County Clerks of Courts



Lori M. Tyack, Clerk  
Franklin County Municipal Court



Maryellen O'Shaughnessy, Clerk  
Court of Common Pleas

## Franklin County Municipal Court Clerk Location & Contact Numbers

### ADMINISTRATION

375 S. HIGH STREET, 4TH FLOOR

PH: 614.645.8006

### CRIMINAL/TRAFFIC DIVISION

375 S. HIGH STREET, 2ND FLOOR

PH: 614.645.8186

### CIVIL DIVISION

375 S. HIGH STREET, 3RD FLOOR

PH: 614.645.7220

### CASHIERS

(PAY FINES, FEES, BAIL AND COURT COSTS)

375 S. HIGH STREET, 1ST & 2ND FLOOR

### CRIMINAL/TRAFFIC ACCOUNTING

PH: 614.645.6903

### CIVIL ACCOUNTING

PH: 614.645.7223

### TRAFFIC VIOLATIONS BUREAU

375 S. HIGH STREET, 1ST FLOOR

PH: 614.645.8166

### The Franklin County Municipal Clerk of Court

Maintains the Public Record and receives and disburses payment for:

- Criminal Misdemeanors
- Civil Lawsuits (damages under \$15,000)
- Small Claims Suits (damages under \$3,000)
- Adult Traffic Violations
- Rent Escrow
- Environmental Hearings
- Preliminary Felony Hearings



### The Franklin County Clerk, Court of Common Pleas

Maintains the Public Record  
And receives and disburses payment for:

- Criminal Felonies
- Civil Lawsuits (damages \$15,000 and over)
- Divorces/Dissolutions
- Juvenile Filings
- Juvenile Traffic Violations
- Court of Appeals Cases
- Automobile and Watercraft Titles

## Franklin County Clerk of Common Pleas Locations & Contact Numbers

### ADMINISTRATION

373 S. HIGH STREET, FLOOR 23

PH: 614.525.3600

### GENERAL DIVISION/CIVIL

345 S. HIGH STREET, FLOOR 1B

PH: 614.525.3621

### GENERAL DIVISION/CRIMINAL

345 S. HIGH STREET, FLOOR 1B

PH: 614.525.3650

### DOMESTIC RELATIONS DIVISION (DIVORCE)

373 S. HIGH STREET, FLOOR 4

PH: 614.525.4410

### JUVENILE DIVISION

373 S. HIGH STREET, FLOOR 4

PH: 614.525.4411

### APPEALS DIVISION

373 S. HIGH STREET, FLOOR 23

PH: 614.525.3624

### RECORDS ROOM (CRIMINAL & CIVIL CASES)

345 S. HIGH STREET, FLOOR 1B

PH: 614.525.3625

### AUTO TITLE HELP LINE

PH: 614.525-3090