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 summonses, 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.fcmcclerk.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
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

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

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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

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

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