

**NEW CIVIL CASE FILING COVERSHEET**

**LORI M TYACK, CLERK OF COURTS  
FRANKLIN COUNTY MUNICIPAL COURT**

**THIS COVER SHEET MUST BE COMPLETED FOR ALL NEW CASE FILINGS**

(Please check all that apply)

**CASE TYPE:**

_____	“E”	Personal Injury/Property Damage	\$111.00
_____	“F”	Contracts/Notes/Accounts	\$111.00
_____	“F”	Cognovit	\$111.00
_____	“H”	12 Point / FRA Non-Compliance Petitions	\$111.00
_____	“H”	BMV Reinstatement Plan	\$ 20.00
_____	“H”	Certificate of Judgment	\$ 84.00
_____	“H”	Declaratory Judgment	\$111.00
_____	“I”	Small Claims	\$ 66.00
_____	“P”	Parking Violations Bureau Petition	\$111.00
_____	“CV_”	Change of Venue	\$ 97.00
_____	“EV_”	Civil Environmental	\$111.00

**SERVICE TYPE:** (per each Defendant)

_____	Certified Mail	\$10.00
_____	Bailiff Service	\$25.00 (Franklin County Residents ONLY. Instructions must be filled out.)
_____	FedEx	\$15.00
_____	Process Server	(This option must include additional \$3.00 & Approval Entry)
_____	Waiver of Notification of Failure	(Form CV-81 MUST be completed)

**EVICCTIONS**

**CASE TYPE:**

_____	“G”	F.E.D. 1 Cause of Action (EVICITION ONLY)	\$123.00
_____	“G”	F.E.D. 2 Causes of Action (EVICITION WITH MONEY)	\$160.00

**NOTE:** The above filing fees include Bailiff and Ordinary Mail service PLUS one of the choices below for up to 3 Defendants and/or addresses. Requests for additional Defendants and/or addresses will be charged additional service fees based on the current court fee schedule.

	<b>ORDINARY MAIL SERVICE WITH ADDITIONAL</b>	<b><u>1 Cause</u></b>	<b><u>2 Cause</u></b>
_____	Bailiff Service (Instructions must be filled out.)	\$123.00	\$160.00
_____	Certified Mail (Must be signed for to perfect service)	\$123.00	\$160.00
_____	Process Server (Must include Approval Entry)	\$126.00	\$163.00

Signature of Filing Party: \_\_\_\_\_ Phone # : \_\_\_\_\_

Defendant Phone # (if available): \_\_\_\_\_

*\*Provision of phone number may assist the court if problems are encountered*

**PLEASE PRESENT COMPLETED FORM WITH ORIGINAL & SERVICE COPIES TO CASHIER. MAKE CHECKS OR MONEY ORDERS PAYABLE TO FRANKLIN COUNTY MUNICIPAL COURT, or FCMC. ANY RETURNED CHECKS WILL BE CHARGED A \$25.00, RETURNED CHECK FEE.**