

## 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	<b>\$116.00</b>
_____	"F"	Contracts/Notes/Accounts	<b>\$116.00</b>
_____	"F"	Cognovit	<b>\$116.00</b>
_____	"H"	12 Point / Non-Compliance Petitions/Out-of-State	<b>\$116.00</b>
_____	"H"	BMV Reinstatement Plan	<b>\$ 20.00</b>
_____	"H"	Certificate of Judgment	<b>\$ 84.00</b>
_____	"H"	Declaratory Judgment	<b>\$116.00</b>
_____	"I"	Small Claims	<b>\$ 71.00</b>
_____	"P"	Parking Violations Bureau Petition	<b>\$116.00</b>
_____	"CV_"	Change of Venue	<b>\$ 97.00</b>
_____	"EV_"	Civil Environmental	<b>\$116.00</b>

### 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
_____	Personal/Residence Process Service	\$25.00 (must include approval entry)
_____	Waiver of Notification of Failure (Form CV-81	MUST be completed)

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### EVICCTIONS

### CASE TYPE:

_____	"G"	F.E.D. 1 Cause of Action (EVICITION ONLY)	<b>\$128.00</b>
_____	"G"	F.E.D. 2 Causes of Action (EVICITION WITH MONEY)	<b>\$165.00</b>

**NOTE:** The above filing fees include 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.

### **ORDINARY MAIL SERVICE WITH ADDITIONAL**

_____	Bailiff Service	(Instructions must be filled out.)
_____	Certified Mail	(Must be signed for to perfect service)
_____	Process Server	(Must include Approval Entry)

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.**