

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	\$121.00
_____	“F”	Contracts/Notes/Accounts	\$121.00
_____	“F”	Cognovit	\$121.00
_____	“H”	12 Point / Non-Compliance Petitions/Out-of-State	\$121.00
_____	“H”	BMV Reinstatement Plan	\$ 20.00
_____	“H”	Certificate of Judgment	\$ 84.00
_____	“H”	Declaratory Judgment	\$121.00
_____	“I”	Small Claims	\$ 86.00
_____	“P”	Parking Violations Bureau Petition	\$121.00
_____	“CV_”	Change of Venue	\$ 97.00
_____	“EV_”	Civil Environmental	\$121.00

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
_____	Personal/Residence Process Service	\$25.00 (must include 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)	\$133.00
_____	“G”	F.E.D. 2 Causes of Action (EVICITION WITH MONEY)	\$170.00

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.