

CIRCLEVILLE MUNICIPAL COURT
CIVIL DIVISION
COST SCHEDULE

EFFECTIVE: JANUARY 1. 2023



Complaints in Civil Cases:

**Filing a civil complaint by certified mail (one defendant)-
(Applies to all cases other than evictions or BMV related applications.)**

Local Costs	\$51.00
Computerized legal research fee (ORC 1901.26 (A) (B))	\$4.00
Capital improvement fee (ORC 1901.26(B))	\$29.00
Special projects fund (ORC 1901.26) C	\$15.00
Legal aid and state public defender fee (ORC 1901.2) C	<u>\$26.00</u>
Total costs for filing a civil complaint by certified mail	\$125.00
Each additional defendant	\$25.00

Filing a civil complaint by personal service by bailiff (one defendant) –

Local Costs	\$66.00
Computerized legal research fee (ORC 1901.26 (A) (B))	\$4.00
Capital improvement fee (ORC 1901.26 (B))	\$19.00
Special projects fund (ORC 1901.26) C	\$15.00
Legal aid and state public defender fee (ORC 1901.26) C	<u>\$26.00</u>
Total costs for filing a civil complaint by personal service by bailiff	\$130.00
Each additional defendant	\$25.00

Filing a new eviction (Forcible entry and detainer) -

One Defendant	\$130.00
Each additional defendant	\$25.00

Bureau of Motor Vehicles (BMV) matters –

Appeal of a 12-point license suspension	\$100.00
Application for driving privileges during a BMV imposed suspension	\$100.00
Reinstatement fee payment plan application	\$100.00

Filing a small claims complaint -

Local Costs	\$26.00
Computerized legal research fee (ORC 1901.26 (A) (B))	\$4.00
Capital improvement fee (ORC 1901.26 (B))	\$19.00
Special projects fund (ORC 1901.26) C	\$15.00
Legal aid and state public defender fee (ORC 1901.26) C	<u>\$11.00</u>
Total costs for filing a civil complaint by personal service by bailiff	\$75.00
Counterclaim	\$40.00
Transfer to regular civil docket	\$40.00

Filing guidelines:

1. Any person filing a new civil case must include the original complaint for The file, as well as one copy for each defendant named in the complaint.
2. Any person filing a new eviction case must include the original complaint for the file, as well as three copies for each defendant named in the complaint.


Other Costs:

Amended complaint	\$40.00
Appeals, filing a notice	\$115.00
Appraisal fee in executions and replevin actions (per appraiser) (Plus any fees charged by the appraisers themselves (ORC 2335.02).)	\$20.00
Capias	\$30.00
Certificate of Judgment	
Preparation of CJ after entry of judgment in this court	\$25.00
Transfer of a judgment from another court	\$50.00
Checks that are returned for insufficient funds or drawn on closed accounts	\$30.00
Contempt	
Asking the court to hold a party in contempt	\$25.00
Copies	
Certified copy of a court record (plus the per page cost if over ten pages)	\$2.00
Exemplified copy of a judgment entry (document must be provided)	\$15.00
Photocopy (Per Page) – any request over ten pages	\$0.25
Audio recording of court proceeding	\$20.00
Counterclaim, filing of	\$40.00

Eviction – Writ of Restitution (Applicant must secure at its cost disposition of property.)	
Within city of Circleville limits	\$75.00
Outside city of Circleville limits	\$100.00
Execution (seizure and storage)	
On a debtor’s real or personal property, with assistance from bailiff (Does not include title examination, lock changes, appraisal fees or Publication fees.)	\$150.00
Garnishment	
Bank Attachment (Plus \$1.00 check payable to garnishee for Garnishment of non-wage property.)	\$50.00
Wage Garnishment	\$175.00
Judgment debtor examination	
Certified mail (per defendant)	\$30.00
Personal service (per defendant)	\$50.00
Jury Trial deposit	\$500.00
(The party requesting a jury trial must make this deposit with the Clerk No later than 30 days before the trial date.)	
Objection to magistrate’s decision or motion to set aside magistrate’s order	\$25.00
Rent Escrow (ORC 3733.121(D) & 5321.08(D))	2% of Rent deposited
Replevin Action – see filing fee for new civil complaint	\$115.00
Locksmith deposit	\$85.00
Revival of a dormant judgment (includes certified mail service)	\$50.00
Service or delivery fees (A separate charge is assessed for each party upon whom service is requested.)	
Certified mail	\$30.00
Ordinary mail	\$15.00
Personal Service	\$40.00
Service on the Ohio Secretary of State by personal service (Plus certified mail service fee and deposit for Sheriff’s costs.)	\$20.00
Service by publication (plus the actual cost of publication to be determined by newspaper and Paid in advance.)	\$30.00

Sheriff service deposit (local or foreign)	\$50.00
Show cause motion	
Certified mail (per defendant)	\$25.00
Personal service (per defendant)	\$40.00
Subpoena service (plus service fee)	
Service by court bailiff (plus prevailing witness and mileage fee)	\$30.00
Service by certified mail (plus prevailing witness and mileage fee)	\$15.00
Third party defendant, filing a claim against	\$50.00
Trustee, application for appointment of (the clerk will also charge a fee equal to 2% of the money disbursed.)	\$100.00
Venue, change of	
Case transferred to this court from another court – see filing fee for a new Civil complaint	
Motion seeking to change venue from this court to another court	\$30.00
Wedding Ceremony	\$50.00

APPROVED:


Elisa Peters, Judge


Charma Cantrell, Clerk

11-14-22
Date