

## COMMONLY CALLED NUMBERS

COURTHOUSE – GENERAL INFORMATION	946-6464
AUDITOR	946-4000
BANKRUPTCY COURT	684-2573
BIRTH CERTIFICATES (COUNTY)	946-7815
BIRTH CERTIFICATES (CINCINNATI)	352-3120
BOARD OF EDUCATION (CINCINNATI)	475-7000
BOARD OF ELECTION	632-7000
BOARD OF HEALTH (COUNTY)	946-7800
BOARD OF HEALTH (CINCINNATI)	357-7200
BONDS	946-6029
BUILDING INSPECTORS (COUNTY)	946-4250
BUILDING INSPECTORS (CINCINNATI)	352-3275
CHILD SUPPORT ENFORCEMENT AGCY.	946-SETS
CINCINNATI CITY HALL	352-3000
CONSUMER PROTECTION (OH STATE)	(800) 282-0515
COURT: APPEALS	946-3746
COURT: COMMON PLEAS	946-5800
COURT: DOMESTIC RELATIONS	946-9150
COURT: JUVENILE	946-9200
COURT: MUNICIPAL	946-5200
COURT: PROBATE	946-3600
COURT: SMALL CLAIMS	946-5721
COURT: TRAFFIC / CRIMINAL	946-6029
GOVERNOR OF OHIO	(614) 466-3555
HOUSE OF REPRESENTATIVES	(614) 466-3357
HOUSE OF REPRESENTATIVES (U.S.)	(202) 224-3121
JURY COMMISSIONER	946-5879
JUSTICE CENTER (JAIL)	946-6300
MARRIAGE LICENSE	946-3548
PRE-TRIAL SERVICES	946-6150
PRIVATE COMPLAINT	946-3400
PROBATION (ADULT)	946-9600
PROSECUTOR	946-3200
PUBLIC DEFENDER	946-3700
RECORDER (DEEDS, REAL ESTATE)	946-4600
SENATE (OHIO)	(614) 466-4900
SENATE (US)	(202) 224-3121
SHERIFF	946-6400
SOCIAL SECURITY	(800) 772-1213
TALBERT HOUSE	632-8897
TREASURER (REAL ESTATE TAX BILLS)	946-4800
THE WHITE HOUSE	(202) 456-1414
WORKERS COMPENSATION	(800) 644-6292

## OFFICE OF THE CLERK OF COURTS

The office of the clerk of courts traces its origin to the medieval *cleric* who maintained the records, was responsible for correspondence and had powers to issue writs or other processes ordered by the court. The *cleric* was generally one of the few educated persons in the community.

The office of the Hamilton County Clerk of Courts traces its origin to 1802 when the Ohio State Constitution provided for the appointment of a Clerk of Courts for each County. William Henry Harrison, 9<sup>th</sup> President of the United States, was appointed Clerk of Courts in May 1834 and was the Clerk when he was elected President in 1840. In 1851 the Clerk of Courts became an elected position for a three-year term. Since 1936 it has been a four-year term.

The responsibilities of the Clerk are varied: The Clerk maintains the records of the Court of Common Pleas and various Courts which exercise appellate jurisdiction at the County level. By statute, the Clerk is required to maintain a record of certain civil and criminal cases. Additionally, the Clerk of Courts' personnel perform responsibilities pertaining to the Municipal Courts, both Criminal and Civil. These duties include arrest, transportation of prisoners, subpoenas, evictions and courtroom security. An average year finds the Bailiffs in the Municipal Court making over 6,200 arrests, serving over 14,000 subpoenas and transporting some 17,000 prisoners to Court.

The Traffic Division processes over 57,000 traffic tickets yearly plus 50,000 arrest warrants. These cases generate over \$13,000,000 each year, which is shared with the City of Cincinnati and the State of Ohio. The Civil Division handles over 35,000 civil suits yearly and handles over 15,000 evictions.

The Clerk of Courts is also responsible for microfilming and records management for all offices in the county.

The Auto Title Division has been issuing Certificates of Titles since 1938. Hamilton County is the third largest in the state for volume of titles for cars, trucks, motorcycles, trailer, mobile homes and boats. Well over 350,000 titles are issued each year generating revenue of over \$50,000,000. Most of this money goes to the State.

Over \$134,000,000 a year is paid through the Clerk's Office. If the Clerk's Office were a private business, it would be the 32<sup>nd</sup> largest business in the area. Over 300 employees perform the work handled by the Hamilton County Clerk of Courts, all of whom are dedicated to furnishing outstanding service to the citizens and visitors of Hamilton County.



Patricia M.  
**Clancy**  
Clerk of Courts

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## INFORMATION GUIDE AND HELPFUL TELEPHONE NUMBERS FOR THE HAMILTON COUNTY CLERK OF COURTS

**THIS BROCHURE CONTAINS IMPORTANT  
INFORMATION TO ASSIST YOU IN THE AREAS  
PERTAINING TO:**

**AUTOMOBILE TITLES  
PAYMENT OF TRAFFIC TICKETS  
MUNICIPAL COURT  
COURT OF COMMON PLEAS  
COMPUTER INFORMATION SYSTEM**

**HAMILTON COUNTY COURTHOUSE  
Room 375, 1000 Main Street  
Cincinnati, OH 45202  
513-946-5635**

[www.courtclerk.org](http://www.courtclerk.org)

## Auto Title Division

### DOWNTOWN CINCINNATI OFFICE

1001 Main Street  
Cincinnati, OH 45202  
513-946-4646  
8:00 a.m. – 4:00 p.m. Mon, - Fri.

### FOREST PARK OFFICE HOURS

8:00 a.m.-5:00 p.m. Mon.- Fri.

1216 W. Kemper Road  
(Corner of Winton & W. Kemper)  
Forest Park, OH 45240  
513-946-8161

#### SERVICES AVAILABLE AT BOTH OFFICES

- Vehicle & Boat Title Transfer
- Passport applications accepted
- Lost or Stolen Title
- Mobile Homes
- Voter Registration

#### FOREST PARK SUBURBAN OFFICE SERVICES

- Traffic & Parking Tickets
- Out-of-State Vehicle Info.
- Unclaimed Funds List
- Passport applications accepted until 5:00

#### MARRIAGE LICENSES:

James Cissell, Judge, Hamilton County Probate Court is issuing marriage licenses at the Forest Park Suburban Office, 1216 Kemper Rd. 9:00am-4:30pm Mon.-Fri.. 513-946-3600

THE PLEDGE OF THE CLERK OF COURTS:

**“TO PROVIDE QUALITY, EFFICIENT AND COURTEOUS SERVICE”**

PATRICIA M. CLANCY

## Municipal Criminal / Traffic

### Traffic Division

Parking tickets and/or moving traffic citations that do not require a court appearance can be paid in person 7a.m.-8 p.m. Mon.-Fri. excluding holidays or paid by mail.

Ticket payment in PERSON or by MAIL  
Cash, Check, Money Order Or Credit Card.  
HAMILTON COUNTY JUSTICE CENTER  
Room 112, 314 East Ninth Street 946-6041  
Cincinnati, OH 45202

**24-HOUR** Telephone Credit Card Payment  
(Parking Citations Only) MASTERCARD OR VISA  
513-946-6000  
Parking and Traffic Violation Information  
513-946-6010

*ALSO PAY AT FOREST PARK OFFICE ON WEEKDAYS,  
8:00 A. M. TO 5:00 P.M.*

### Criminal Division

#### BAIL BONDS &

#### MISDEMEANOR CRIMINAL CASES

May Be Posted 24 Hours a Day

HAMILTON COUNTY JUSTICE CENTER, ROOM 112  
513-946-6010 24 HOURS PER DAY

### Common Pleas & Municipal Court Civil Filings

24 HOURS PER DAY (MUST BE IN PERSON)

8:00 A.M. – 4:00 P.M.

HAMILTON COUNTY COURTHOUSE  
1000 Main Street  
Cincinnati, OH 45202

Room 315- Common Pleas Filings  
Room 115- Municipal Civil Filings

**EVENINGS 4:00 P.M. TO 8:00 A.M.**

**CIVIL FILINGS CAN BE MADE:**

**ROOM 112**

**HAMILTON COUNTY JUSTICE CENTER**

## Municipal Civil Division

- Small Claims ( UP TO \$3,000)
- Evictions
- Civil Suits (under \$15,000)
- Appeals to BMV for 12 point driving suspension
- Rent Escrows
- Trusteeship

8:00 A.M. – 4:00 P.M. Mon. – Fri.  
HAMILTON COUNTY COURTHOUSE  
Room 115, 1000 Main Street  
Cincinnati, OH 45202  
513-946-5700

## Court of Common Pleas

#### Filing of Lawsuits

- Foreclosures
- File Complaints
- Felony Expungement
- Certified Copies: Divorce Decrees-  
Dissolutions - Court Documents

8:00 A.M. – 4:00 P.M. Mon. – Fri.

#### HAMILTON COUNTY COURTHOUSE

Room 315, 1000 Main Street  
Cincinnati, OH 45202  
513-946-5635 Civil

513-946-5675 Criminal Felony

#### DOMESTIC RELATION FILINGS

8:00 a.m. – 4:00 p.m. Mon.- Fri.

Room 347, 800 Broadway 45202

#### APPELLATE DIVISION FILINGS

12<sup>th</sup> Floor, 230 E. Ninth Street

Cincinnati, OH 45202

8:00 a.m. -12:00 p.m.

#### Information Services

ON THE WEB – [www.courtclerk.org](http://www.courtclerk.org)

The Clerk of Courts web site provides a number of useful services such as name index and docket search, commonly used forms, court schedule inquires, and other useful information about the services offered by the Clerk of Courts.