

Auto Title

DOWNTOWN CINCINNATI

1001 Main Street
Cincinnati, OH 45202
513-946-4646

8:00 a.m. – 4:00 p.m. Mon. – Fri.

FOREST PARK

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

8:00 a.m. – 5:00 p.m. Mon. – Fri.

SERVICES AVAILABLE AT BOTH OFFICES

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

SERVICES AT FOREST PARK OFFICE ONLY

- Traffic & Parking Tickets
- Out-of-State Vehicle Information
- 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. 9:00 a.m.-4:30 p.m. Mon.-Fri., 946-3600

THE PLEDGE OF THE CLERK OF COURTS:

“TO PROVIDE QUALITY, EFFICIENT AND COURTEOUS SERVICE”

PATRICIA M. CLANCY

Municipal Criminal/Traffic

HAMILTON COUNTY JUSTICE CENTER
Room 112, 314 East Ninth Street
Cincinnati, OH 45202
513-946-6029

TRAFFIC DEPARTMENT:

Parking tickets and/or traffic citations that do not require a court appearance can be paid in person or by mail. Justice Center office hours: 8 a.m. – 8 p.m., Mon. – Fri. (excluding holidays). Our office accepts cash, checks, money orders or credit cards (American Express, Discover or MasterCard only).

Tickets can also be paid at our Auto Title – Forest Park Office on weekdays, 8:00 a.m. – 5 p.m. **NOTE: Forest Park Office will only accept traffic citation payments before the scheduled day of court.**

24-HOUR Telephone Credit Card Payment for Parking Citations Only -- 513-946-6000

(American Express, Discover or MasterCard only)
Parking and Traffic Violation Information
513-946-6010 (automated)
Traffic Clerk Desk 513-946-6041

CRIMINAL DEPARTMENT:

- **OPEN 24 HOURS PER DAY**
- **BAIL BONDS**
- **MISDEMEANOR CRIMINAL CASES**

Common Pleas & Municipal Court Civil Filings

8:00 a.m. – 4:00 p.m.

HAMILTON COUNTY COURTHOUSE
1000 Main Street
Cincinnati, OH 45202

Room 315 - Common Pleas
Room 115 - Municipal Civil

4:00 p.m. – 8:00 a.m.

HAMILTON COUNTY JUSTICE CENTER
Room 112

Municipal Civil

HAMILTON COUNTY COURTHOUSE
Room 115, 1000 Main Street
Cincinnati, OH 45202
8:00 a.m. – 4:00 p.m. Mon. – Fri.
Area code: 513

- Small Claims (UP TO \$3,000) **946-5721**
- Evictions **946-5731**
- Civil Suits (under \$15,000) **946-5736**
- Appeals to BMV for 12 point driving suspension
- Rent Escrows **946-5734**
- Trusteeship **946-5738**

Court of Common Pleas

HAMILTON COUNTY COURTHOUSE
Room 315, 1000 Main Street
Cincinnati, OH 45202
513-946-5635 **Civil Issue Desk**
513-946-5675 **Criminal Felony Desk**
8:00 a.m. – 4:00 p.m. Mon. – Fri.

DOMESTIC RELATION FILINGS

Room 347, 800 Broadway
8:00 a.m. – 4:00 p.m. Mon.- Fri.
513-946-9151

APPELLATE DIVISION FILINGS

12th Floor, 230 E. Ninth Street
8:00 a.m. – 12:00 p.m. Mon. – Fri.
513-946-3746

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

Information Services

ON THE WEB – **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.

COMMONLY CALLED NUMBERS

| | |
|--|-----------------|
| HAMILTON COUNTY - GENERAL INFORMATION | 946-6464 |
| AUDITOR | 946-4000 |
| BANKRUPTCY COURT (FEDERAL) | 684-2573 |
| BIRTH CERTIFICATES (COUNTY) | 946-7815 |
| BIRTH CERTIFICATES (CINCINNATI) | 352-3120 |
| BOARD OF COUNTY COMMISSIONERS | 946-4400 |
| 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. | 946-7387 |
| CINCINNATI CITY HALL | 352-3000 |
| CONSUMER PROTECTION (OH STATE) (800) | 282-0515 |
| COURT: APPEALS | 946-3746 |
| COURT: COMMON PLEAS | 946-5635 |
| COURT: DOMESTIC RELATIONS | 946-9151 |
| COURT: JUVENILE | 946-9200 |
| COURT: MUNICIPAL | 946-5736 |
| COURT: PROBATE | 946-3600 |
| COURT: SMALL CLAIMS | 946-5721 |
| COURT: MUNICIPAL CRIMINAL/TRAFFIC | 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 ADMINISTRATION (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 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, 9th 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 6,100 arrests, serving over 14,000 subpoenas and transporting some 18,000 prisoners to and from 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. Over 200 employees perform the work handled by the Hamilton County Clerk of Courts, all of whom are dedicated to furnishing outstanding service to our citizens and visitors.



Patricia M.
Clancy
Clerk of Courts

INFORMATION GUIDE AND TELEPHONE NUMBERS

AUTOMOBILE TITLES

PAYMENT OF TRAFFIC TICKETS

MUNICIPAL COURT

COURT OF COMMON PLEAS

COMPUTER INFORMATION SERVICES

Our Website:
www.courtclerk.org