

**Hamilton County  
Court of Common Pleas  
Fee Schedule  
Effective Sept 15, 2008**

**Hamilton County Municipal Court  
Civil Court Fee Listing  
April 2009**

<b>Civil Cases</b>	
Complaint	\$225.00
Jury Demand	270.00
Out of County Plaintiff	30.00
5 <sup>th</sup> Service	35.00
5 or more Services	7.00
Written Request for Certified Mail Service after Complaint	7.00
<b>Court of Appeals</b>	
All Actions	85.00
<b>Domestic Relations</b>	
Divorce, Dissolution, Foreign Registration	275.00
Post Decree Motion	75.00
Post Decree Motion Involving Support	75.00
<b>Miscellaneous</b>	
Praeipce for Order of Sale	550.00
Execution Levy	33.00
Foreign Sheriff Fee	30.00
Expungement	50.00
Land Registration	24.00
Appointment of Appraiser	150.00
Motion for Appointment of Receiver	30.00
Execution (\$3 Execution, \$30 issue)	33.00
Writ of Possession	60.00
Foreign Judgment	38.00
Garnishment – Bank	22.00
Garnishment – Personal Earnings	21.00
Certificate of Judgment – Municipal	16.00
Certificate of Judgment – Common Pleas	21.00
Certificate of Judgment – Foreign	5.00
Notary Commission	5.00
Notary Identification Card	3.00
Notary Verification	1.00
Writ of Execution/Restitution	40.00

MV Suspension Appeal (without service)	\$100.00
New Sundries (security for costs)	40.00
Civil Suit (without service)	90.00
Eviction up to 3 defendants on service	110.00
Service – Residence-Personal	20.00
Service – Certified Mail	8.00
Service – Express Mail	15.00
Small Claims (no service)	39.00
Small Claims Transfer	100.00
Judgment Debtor Citations	20.00
Ordinary Mail	5.00
Garnishment Costs	35.00
Garn. Non-wage	55.00
Garn. Wage	80.00
Garn. Citation Fee	15.00
Replevin	25.00
Judgment Debtor Examination (no service)	25.00
Revivor (no service)	30.00
Amended Complaint (no service)	15.00
Counterclaim (no service)	15.00
Third Party Complaint (no service)	25.00
Alias Summons (no service)	20.00
Transcript	20.00
Exemplified Copy	10.00
Subpoena	6.00
Witness Fee ½ day	6.00
Witness Fee full day	12.00
Witness Mileage fee	.30
Bailiff Mileage fee	.30
Certified Copy	5.00
Praeipce for Certificate of Judgment	20.00
Certificate of Judgment (Foreign Court)	15.00
Live Execution	40.00
Paper Execution	5.00
Supplemental/Intervener Complaint	25.00
Cross Claim	15.00
Praeipce for Notice to the judgment debtor	3.00
AttachmentBefore Judgment	15.00
Attachment Before Judgment fee	1.00
Small Claims Questionnaire	20.00
Ordinary Mail Waiver	5.00
Jury Deposit	300.00
Trusteeship	50.00
Vendor Printout	52.00
Restricted delivery (Certified Mail)	8.00
Registered Mail	8.00
Rent Escrow filed by Defendant	none
Rent Escrow filed by Plaintiff	25.00
Motion	5.00
Special Process Server application fee	250.00
Special Process Server renewal fee	100.00
Special Process Server (Service)	20.00
BMV	116.00
New Svc. Certified Mail	10.00

I hope that this pamphlet will be helpful in bringing to you many of the names, locations and telephone numbers which you will need either because you practice in or frequent the Courts in Hamilton County.

You may also be interested in utilizing the Hamilton County Clerk of Courts Information System, which is a fully integrated information system, document viewing and retrieval system. In addition to viewing the actual files, docket books, and the computer system on site, without leaving your office you may now research, review or make copies of many indices or documents stored at the Clerk of Courts Office. Electronic Filings are being accepted. This allows a user to deliver a pleading with the Clerk's Office via the Internet.

Remote capabilities of the Clerk of Courts Information System now available are:

**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, document retrieval, commonly used forms, court schedule inquires, and other useful information about the services offered by the Clerk of Courts.

**Optical Imaging System.** This system scans documents into our computer and you may have a print out faxed to you or have the document transmitted to your own computer for later reviewing and printing. This is the ultimate document delivery system now technologically available.

**Electronic Transmission Filings (FAX Filing).** In conformity with Rule 5 (E), Ohio Rules of Civil Procedure, and subject to the provisions of local rule 34 of the Court of Common Pleas, pleadings and other papers maybe filed with the Clerk of Courts by facsimile transmission.



Patricia M.  
**Clancy**  
Clerk of Courts

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**HAMILTON COUNTY  
CLERK OF COURTS**

**CLERK OF COURTS PERSONNEL**

**JUDGES AND COURT PERSONNEL**

**FEE SCHEDULE  
COMMON PLEAS COURT**

**FEE SCHEDULE  
MUNICIPAL COURT**

**HAMILTON COUNTY COURTHOUSE  
ROOM 375, 1000 MAIN Street  
CINCINNATI, OHIO 45202  
513-946-5656**

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

**Administration**

Clerk of Courts Patricia M. Clancy 946-5656  
 Administrator John M. Williams 946-5656

Asst. Admin. Carl Pieczonka 946-5626  
 Asst. Admin. Kreg Allison 946-5627  
 CFO Mary Couzins 946-5620  
 Human Resources Michael Robison 946-5622

**Central Services (Microfilm, Record Center, Mail Center)**

Chief Deputy Triffon P. Callos 946-5654

**Common Pleas Court**

Chief Deputy Rick Hofmann 946-5699  
 Finance Chief Dave Gilb 946-5649  
 Cost Desk Scott Sellins 946-5661  
 Criminal Desk 946-5672  
 Paper Room Jack Cottrell 946-5674  
 Dom. Rel. 946-9150

**Municipal Court Criminal / Traffic**

General Information (24 Hours) 946-6010

Chief Deputy Dale Schwier 946-6020  
 Traffic Clerk & Criminal Clerk Supervisor  
 Sandy Stewart-Laine 946-6015

Asst. Chf. Dpty. Debbie Siebel 946-6033

**Municipal Court Civil**

Chief Deputy Jerry Poland 946-5701

Issue Desk 946-5738  
 Small Claims 946-5721  
 Eviction 946-5731  
 Garnishment 946-5722

**Bailiff's Municipal Court**

Chief Deputy Criminal – Jim Meyer 946-5511  
 Chief Deputy Civil 946-5598

**Auto Title**

Chief Deputy Dennis Lanter 946-4650

Suburban Office: Forest Park  
 1216 W. Kemper Rd. 946-8161

**1<sup>st</sup> - DISTRICT COURT OF APPEALS - 946-3500 - 230 E. NINTH STREET - 12TH FLOOR**

JUDGE	ADMINISTRATOR	ASST. ADMINISTRATOR	FLOOR	PHONE
	Mark Combs	Molly Leonard		
Dinkelacker, Pat			12th	946-3441
Cunningham, Penny			12th	946-3421
Hendon, Sylvia			12th	946-3421
Hildebrandt, Lee			12th	946-3450
Painter, Mark			12th	946-3444
Sundermann, J. Howard			12th	946-3424

**COURT OF COMMON PLEAS - 946-5800 - HAMILTON COUNTY COURT HOUSE**

JUDGE	BAILIFF	CONSTABLE	ROOM	PHONE
Burke, Kim W. (Drug Court)	Ralph Ossenbeck		500	946-5770
Cooper, Ethna	Andy Poli	Susan Luken	540	946-5860
Dewine, Patrick	Charlie Norman	Katie Wernke	530	946-5890
Helmick, Dennis	Chris Collini	Nicole Caldwell	510	946-5830
Kubicki, Charles	Jodi Stacey	Jay Kelley	520	946-5760
Luebbers, Jody	Brittany Born	Tom Blatz	485	946-5755
Mallory, William	Steve Donnellon	Bill Sloat	495	946-5112
Marsh, Melba	Dan Ahrens	Nick Klingensmith	310	946-5866
Martin, Steve	Cheryl Vest	Nicholas Pieczonka	340	946-5790
Metz, Jerome J.	Adam Eiser	Miranda Powell	380	946-5841
Myers, Beth	David Weisker	Jeff Nye	330	946-5102
Nadel, Norbert	Elizabeth Siegert	Kevin Tidd	560	946-5960
Ruehlman, Robert	Bill Weber	Laura Noth	300	946-5850
West, John A.	Margie Powers	Mahlet Richardson	595	946-5785
Winkler, Ralph (Ted)	Roger Dwenger	Matt Wallace	360	946-5750
Winkler, Robert C.	Lois Gorrasi	Trista M. Goldberg	320	946-5117
Magistr. Michael Bachman	Margaret Rentz	Michael Lubes	585	946-5820
Visiting Judge			566	946-5815
Visiting Judge	Carl Blackwell		370	946-5825
Visiting Judge			424	946-5918

**DOMESTIC RELATIONS COURT - 946-9147 - 800 BROADWAY AVENUE**

JUDGE	BAILIFF	CONSTABLE	CLERK	FLOOR	PHONE
Mattingly, Beth	Sean McGrail	Angela Meyer	Maria Dandridge	03-34	946-9030
Panioto, Ronald	Keith Corman	Darren Thomas	Brian Talmage	02-25	946-9020
Tolbert, Susan	Cara Hester		Mitch Gillen	02-10	946-9016

**JUVENILE COURT - 946-9200 - 800 BROADWAY AVENUE**

JUDGE	COURT OFFICER	ADMIN. ASST.	FLOOR	PHONE
Grady, Karla	John Englert	Deb Poland	12 <sup>th</sup>	946-9201
Lipps, Thomas R.	William Schmidt	Virginia Flax	14 <sup>th</sup>	946-9203

**MUNICIPAL COURT - 946-5200 - HAMILTON COUNTY COURT HOUSE**

JUDGE	BAILIFF	CLERK	ROOM	PHONE
Allen, Lisa	Cynthia Longano	Chris Lazarovski	280	946-5148
Allen, Nadine	Dee Dee Smith	Kristie Davis	240	946-5154
Bernat, Richard A.	Diana Lenz	Dave Roberts	154	946-5108
Berry, Theodore	Wayne Coates	Bob Huegel	230	946-5127
Bouchard, Bernard	Tia Ruehlman	Martha Kandil	144	946-5175
Grant, Cheryl	Kenneth L. Sloan	Pam Gries	220	946-5165
Greenberg, Bradley	Tamico Ware	Jennifer Ventre	164	946-5169
Mallory, Dwayne	Laverna Morgan	Linda Bast	134	946-5122
Mock, Russ	Dan Deters	Terry Roddy	140	946-5138
Powers, Melissa	Christina B. Kleeman	Bryan Stockelman	124	946-5143
Rucker, Fanon	Nathan Waller	Laurie Brickner	270	946-5256
Russell, Heather S.	Danielle Noel	Patrick Donovan	264	946-5133
Stautberg, Julie	Melissa Bishop	Ava White	160	946-5149
Stockdale, David	Gary Jackson	Pete Pandilidis	174	946-5160
Magistrates: , Ellen Wolf, Pete Outcalt, Melissa West, Allan Triggs,				946-5204

**PROBATE COURT - 946-3600 - 230 E. NINTH STREET - 9TH & 10TH FLOOR**

JUDGE	ADMINISTRATOR	CHIEF MAGISTRATE	ASSIGNMENT DESK	FLOOR	PHONE
James Cissell	Paul Rattermann	Paul Rattermann	Theresa Trimpe	10 <sup>th</sup>	946-3580