

ADMINISTRATION

Clerk of Courts Administrator	Patricia M. Clancy	946-5656
Chief of Operations	John M. Williams	946-5656
Legal Officer	Carl Pieczonka	946-5626
Chief Financial Ofcr.	Kreg Allison	946-5627
Human Resources	Mary Couzins	946-5620
Payroll & Benefits	Mike Robison	946-5622
	Triffon Callos	946-5623

CENTRAL SERVICES

Chief Deputy	Jon Patterson	946-5644
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COMMON PLEAS

Chief Deputy	Rick Hofmann	946-5699
Finance Chief	Dave Gilb	946-5649
Cost Desk	Scott Sellins	946-5661
Criminal Desk	Sparkle Rinsky	946-5648
Paper Room	Jack Cottrell	946-5674
Civil Issue Desk	Melissa Segbers	946-5638

Appellate (8:00-12:00)	Lisa Boebinger	946-3746
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Domestic Relations	Issue Desk	946-9151
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MUNICIPAL CRIMINAL/TRAFFIC DIVISION

General Information (recording)		946-6010
Chief Deputy	Jerry Poland	946-6020
Ass't Chief Deputy	Debbie Siebel	946-6033
Traffic & Criminal Desk		946-6029
	Sandy Stewart-Laine, Supervisor	946-6015

MUNICIPAL CIVIL DIVISION

Chief Deputy	Jerry Poland	946-5701
Ass't Chief Deputy	Larry Atwood	946-5702
Issue Desk		946-5736
Small Claims		946-5721
Eviction Desk		946-5731
Garnishment Desk		946-5722

MUNICIPAL BAILIFFS

Chief Deputy – Criminal	Don Robinson	946-5511
Ass't Chief Deputy-Civil	Mike Wolf	946-5598

AUTO TITLE DIVISION

Main Street Office (recording)		946-4646
Chief Deputy	Dennis Lanter	946-4650
Ass't Chief Deputy	Mary Trimpe	946-4652
Forest Park Suburban Office:		
1216 W. Kemper Rd.	Mary Weisbrodt	946-8160

1st - DISTRICT COURT OF APPEALS – 946 - 3500 - 230 E. NINTH STREET - 12TH FLOOR

JUDGE	ADMINISTRATOR	ASST. ADMINISTRATOR	FLOOR	PHONE
	Mark Combs	Molly Leonard		946 - 3488
Dinkelacker, Patrick			12th	946 - 3441
Cunningham, Penelope R.			12th	946 - 3421
Hendon, Sylvia Sieve			12th	946 - 3421
Hildebrandt, Lee H.			12th	946 - 3450
Mallory, William L.			12th	946 - 3444
Sundermann, J. Howard			12th	946 - 3424

COURT OF COMMON PLEAS – 946 - 5800 - HAMILTON COUNTY COURTHOUSE

JUDGE	BAILIFF	CONSTABLE / LAW CLERK	ROOM	PHONE
Allen, Nadine L.	Dee Dee Smith	Scott Brenner	495	946 - 5112
Burke, Kim W. (Drug Court)	Ralph Ossenbeck		500	946 - 5770
Cooper, Ethna M.	Andy Poli	Susan Luken	540	946 - 5860
Dewine, Patrick	Charlie Norman	Katie Woodside	530	946 - 5890
Helmick, Dennis S.	Chris Collini	Nicole Caldwell	510	946 - 5830
Kubicki, Charles J.	Jodi Stacey	Kristen Schmidt	520	946 - 5760
Luebbers, Jody M.	Steve Donnellon	Dan Duffy	485	946 - 5755
Marsh, Melba D.	Dan Ahrens	Evan Priestle	310	946 - 5866
Martin, Steven E.	Cheryl Vest	Nicholas Pieczonka	340	946 - 5790
Metz, Jerome J.	Adam Eiser	Miranda Powell	380	946 - 5841
Myers, Beth A.	David Weisker	Kathleen Hayes	330	946 - 5102
Nadel, Norbert A.	Elizabeth Siegert	Kevin Tidd	560	946 - 5960
Ruehlman, Robert P.	Bill Weber	Laura Noth	300	946 - 5850
West, John Andrew	Margie Powers	Mahlet Richardson	595	946 - 5785
Winkler, Ralph E. (Ted)	Roger Dwenger	Matt Wallace	360	946 - 5750
Winkler, Robert C.	Lois Gorrasi	Leah Dinkelacker	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	ROOM	PHONE
Mattingly, Elizabeth B.	Sean McGrail	Angela Meyer	Maria Dandridge	210	946 - 9030
Panioto, Ronald A.	Keith Corman	Darren Thomas	Brian Talmage	227	946 - 9024
Tolbert, Susan L.	William Davis	Geri Bryant	Mitch Gillen	329	946 - 9016

JUVENILE COURT – 946 - 9200 - 800 BROADWAY AVENUE

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

MUNICIPAL COURT – 946 - 5200 - HAMILTON COUNTY COURTHOUSE

JUDGE	BAILIFF	CLERK	ROOM	PHONE
Allen, Lisa C.	Cynthia Longano	Chris Lazarovski	280	946 - 5148
Bernat, Richard A.	Diana Lenz	Dave Roberts	154	946 - 5108
Berry, Ted N.	Jamie Coates	Rick Defelice	230	946 - 5127
Bouchard, Bernie	Tia Ruehlman	Martha Kandil	144	946 - 5175
Grant, Cheryl D.	Robin Jenkins	Tania Thomas	220	946 - 5165
Greenberg, Brad	Tamico Ware	Jennifer Ventre	164	946 - 5169
Mallory, Dwane	Laverna Morgan	Linda Bast	134	946 - 5122
Mock, Russell J.	Dan Deters	Terry Roddy	140	946 - 5138
Powers, Melissa A.	Christina Borger-Kleeman	Jason Alexander	240	946 - 5143
Rucker, Fanon A.	Nathan Waller	Laurie Brickner	270	946 - 5256
Russell, Heather S.	Danielle Noel	Dale Poland	264	946 - 5133
Stautberg, Julia A.	Melissa Bishop	Ava White	160	946 - 5149
Stockdale, David C.	Gary Jackson	Pete Pandilidis	174	946 - 5160
Yates, Tyrone	Brittany Born	Kim Hughes	124	946 - 5154
Magistrates: Ellen Wolf, Pete Outcault, Melissa West, Alan Triggs, Jay Littner				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 th	946 - 3580

**Court of Common Pleas
Fee Schedule**

Civil Cases	
Complaints:	
– Non-Foreclosure (up to 4 services)	\$325.00
– Foreclosure (up to 4 services)	550.00
5 th Service	35.00
Services over 5 (ea. service)	7.00
Jury Demand	270.00
Out of County Plaintiff	30.00
Written Request for Certified Mail Service after Complaint filed	7.00
Court of Appeals	
All Actions	85.00
Domestic Relations	
Appointment of Appraiser	300.00
Divorce, Dissolution, Foreign Registration	275.00
Post Decree Motion	75.00
Post Decree Motion Involving Support	75.00
Miscellaneous	
Certificate of Judgment – Common Pleas	21.00
Certificate of Judgment – Foreign	5.00
Certificate of Judgment – Municipal	16.00
Execution (\$3 Execution, \$85 issue)	88.00
Execution Levy	88.00
Expungement	50.00
Foreign Judgment	38.00
Foreign Sheriff Fee	30.00
Garnishment – Bank	22.00
Garnishment – Personal Earnings	21.00
Land Registration	24.00
Motion for Appointment of Receiver	30.00
Notary Commission	5.00
Notary Identification Card	3.00
Notary Verification	1.00
Praeipie for Order of Sale	750.00
Third Party Complaint	75.00
Writ of Possession	150.00

**Municipal Court – Civil
Fee Schedule**

Alias Summons (no service)	20.00
Amended Complaint (no service)	15.00
Assignment of Judgment	30.00
Attachment Before Judgment fee	1.00
Attachment Before Judgment	20.00
Bailiff Mileage fee	.30
BMV Suspension Appeal (no service)	116.00
Certificate of Judgment (Foreign Court)	20.00
Certified Copy	5.00
Civil Suit (without service)	90.00
Counterclaim (no service)	15.00
Cross Claim	15.00
Eviction (no service)	110.00
Service – Residence-Personal	20.00
Exemplified Copy	10.00
Garn. Wage (no service)	80.00
Garn. Citation Fee	15.00
Garn. Non-wage (no service)	55.00
Garnishment Citation Fee	15.00
Judgment Debtor Citations	20.00
Judgment Debtor Examination (no service)	25.00
Jury Deposit	300.00
Live Execution	40.00
Motion	5.00
New Sundries (security for costs)	40.00
New Svc. Certified Mail	10.00
Ordinary Mail Waiver	5.00
Ordinary Mail	5.00
Paper Execution	5.00
Praeipie for Certificate of Judgment	20.00
Praeipie for Notice to the judgment debtor	5.00
Registered Mail	10.00
Rent Escrow filed by Defendant	none
Rent Escrow filed by Plaintiff	25.00
Restricted delivery (Certified Mail)	10.00
Revivor (no service)	30.00
Service – Certified Mail	10.00
Small Claims (no service)	39.00
Small Claims Questionnaire	20.00
Small Claims Transfer	115.00
Special Process Server (Service)	20.00
Special Process Server application fee	250.00
Special Process Server Recertification	100.00
Subpoena	6.00
Supplemental/Intervener Complaint	25.00
Third Party Complaint (no service)	25.00
Transcript	20.00
Trusteeship	50.00
Vendor Printout	52.00
Witness Fee ½ day	6.00
Witness Fee full day	12.00
Witness Mileage fee	.30
Writ of Replevin	25.00

We 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:

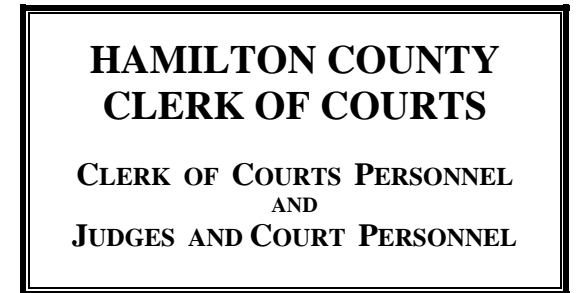
On The Web- www.courtclerk.org

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.

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.





**FEE SCHEDULE
COMMON PLEAS COURT
513 946 - 5635**

**FEE SCHEDULE
MUNICIPAL COURT
513 946 - 5736**

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

**Our website:
www.courtclerk.org**