

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 micro-filming 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.



AFTAB PUREVAL CLERK OF COURTS

INFORMATION GUIDE AND TELEPHONE NUMBERS

AUTOMOBILE TITLES

ELECTRONIC FILINGS

PAYMENT OF TRAFFIC TICKETS

MUNICIPAL COURT

COURT OF COMMON PLEAS

COMPUTER INFORMATION SERVICES

Our Website:

www.courtclerk.org

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 Rd.
Cincinnati, OH 45240
513-946-8161

8:00 a.m. – 5:00 p.m. Mon. – Fri.

SYMMES TOWNSHIP

12139 Royal Pointe Drive
Cincinnati, OH 45249
513-946-8140

9:00 a.m. – 5:00 p.m. Mon. – Fri.

SERVICES AVAILABLE AT ALL OFFICES

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

SERVICES AT FOREST PARK AND SYMMES TWP. OFFICE ONLY

- Traffic & Parking Tickets
- Out-of-State Vehicle Information
- Passport Applications (accepted until 4:45)

Electronic-Filing

The Hamilton County Clerk of Courts accepts certain types of documents for filing with the Clerk via electronic transmissions. **Internet Electronic Filing** is the process of electronically submitting documents with the Clerk of Courts via the internet.

For information on e-filings, contact Lynn Streck at (513) 946-5612 or go to www.courtclerk.org/efiling.asp

Municipal Criminal/Traffic

HAMILTON COUNTY JUSTICE CENTER

Room 112, 314 East Ninth Street
Cincinnati, OH 45202
513-946-6040 or 6029 (evening)

TRAFFIC DEPARTMENT: 513 946-6041

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, MasterCard or Visa).

Tickets can also be paid at our Forest Park and Symmes Twp. Auto Title Offices on weekdays during normal business hours. **NOTE: The Forest Park and Symmes Twp. Offices 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, MasterCard or Visa)
Parking and Traffic Violation Information
513-946-6010 (automated)
Traffic Clerk Desk 513-946-6041

CRIMINAL DEPARTMENT: 513 946-6040

- **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.