

# THE WILLOUGHBY MUNICIPAL COURT

Marisa L. Cornachio, Judge  
Christopher J. Simon, Court Administrator/ Clerk of Court  
Civil / Small Claims Division  
Court Fees Revised July 21, 2021

<b>CIVIL COMPLAINT</b>	<b>\$ 153.00</b>
<b>FORCIBLE ENTRY &amp; DETAINER (Eviction w/ 1 cause)</b>	<b>\$ 163.00</b>
<b>FORCIBLE ENTRY &amp; DETAINER (Eviction w/ 2 causes)</b>	<b>\$ 183.00</b>
*above fee Includes 3 defs; each addl \$20 per party	
<b>Breakdown of Court Costs</b>	
Legal Aid Fee (Civil)	\$ 25.74
Computer/Legal Research Fund	\$ 0.26
Computerization of Clerk's Office	\$ 13.00
Building/Special Projects	<b>\$ 20.00</b>
Clerk Fee: Civil-\$94 FED-1 \$104 FED-2 \$124	

<b>SMALL CLAIMS COMPLAINT</b>	<b>\$ 98.00</b>
each additional defendant	<b>\$ 20.00</b>
<b>Breakdown of Court Costs</b>	
Legal Aid Fee (Small Claims)	\$ 10.89
Computer/Legal Research Fund	\$ 0.11
Computerization of Clerk's Office	\$ 13.00
Building/Special Projects	<b>\$ 20.00</b>
Clerk Fee (Small Claims)	<b>\$ 54.00</b>
Small Claims Motion (Mot - \$15) to Transfer to Regular Docket (\$55.00)	<b>\$ 70.00</b>

**\*\*\*ALWAYS INCLUDE A SELF ADDRESSED STAMPED ENVELOPE FOR TIME STAMPED COPY\*\*\***

<b>Amended Complaint - Civil/Small Claims</b>	<b>\$ 50.00</b>
- includes commercial mail service (must file praecipe)	
- add'l fees required for other types of service	
<b>Bailiff Service</b>	
- Within Jurisdiction	\$ 25.00
- Bailiff's mileage (per mile)	\$ 0.20
<b>Sheriff Service</b>	
- Outside Jurisdiction	\$ 90.00
<b>Bank Attachment - with certified mail</b>	<b>\$ 60.00</b>
- \$1.00 check payable to bank required	
- each add'l def or bank	\$ 20.00
<b>BMV Appeals</b>	\$ 128.00
<b>CD/DVD Request</b>	\$ 1.00
<b>Certificate of Judgment Lien/Transfer</b>	\$ 25.00
<b>Certificate of Certification of Court Documents</b>	\$ 5.00
<b>Certification of Copies ( per page fee)</b>	\$ 1.00
<b>Commercial Mail Service (praecipe required) - per defendant</b>	\$ 25.00
<b>Cognovit Complaint - includes 3 defs, each add'l \$20.00</b>	<b>\$ 140.00</b>
<b>Copies (per page fee)</b>	\$ 0.25
<b>Cost Bill</b>	\$ 2.00
<b>Counterclaim and/or Crossclaim</b>	\$ 30.00
<b>Credit/Debit Card Transactions</b>	<b>\$ 5.00</b>
<b>Dog Designation Appeal</b>	\$ 128.00
<b>Examination of Judgment Debtor</b>	\$ 40.00
- each add'l defendant	\$ 20.00
<b>Executions (Levies in jurisdiction only)</b>	\$ 60.00
- Security Deposit to further execution	\$ 500.00
<b>Exemplified Copy (Authenticated)</b>	\$ 15.00
<b>Facsimile per page</b>	\$ 1.00
<b>Jury Demand (\$70.00 non-refundable)</b>	\$ 250.00
- Jury Deposit (due prior to Jury Trial)	\$ 725.00
<b>Leave to Plead</b>	\$ 15.00
<b>Motion for Attachment before Judgment</b>	\$ 163.00
<b>Motion to Certify to Common Pleas</b>	\$ 50.00
<b>Motion to Change Venue</b>	<b>\$ 25.00</b>

<b>Motion for Default Judgment</b>	<b>\$ 25.00</b>
<b>Motion for Judgment on the Pleadings &amp; Motion for Summary Judgment</b>	<b>\$ 25.00</b>
<b>Motion to Modify</b>	\$ 30.00
<b>Motion to Revive Judgment</b>	\$ 35.00
- each add'l defendant	\$ 20.00
<b>Motion to Show Cause/Contempt (praecipe for service required)</b>	\$ 45.00
- Within Jurisdiction by Bailiff or Certified mail	
- each add'l defendant	\$ 20.00
- Outside Jurisdiction w/sheriff service	\$ 115.00
<b>Motion to Stay Execution</b>	<b>\$ 25.00</b>
<b>Motions - Misc ( Civil/Small Claims )</b>	\$ 15.00
<b>Motion to Vacate</b>	\$ 30.00
<b>Notice of Appeal</b>	\$ 55.00
- add'l fee to be paid to Clerk of Common Pleas	
<b>Replevin (includes up to 3 defs)</b>	\$ 160.00
- each add'l defendant	\$ 20.00
<b>Service Fee by Bailiff within Jurisdiction</b>	\$ 25.00
<b>Service Fee by Sheriff outside Jurisdiction</b>	\$ 90.00
<b>Service by Secretary of State - Corporations (ORC 1701.07)</b>	\$ 40.00
<b>Service by Secretary of State - Non- Resident (ORC 2703.20)</b>	\$ 60.00
- includes \$30.00 deposit for Franklin Co. Sheriff fee	
<b>Small Claim to Regular Docket</b>	\$ 55.00
<b>Subpoena - within jurisdiction (regular or Duces Tecum)</b>	\$ 25.00
<b>Subpoena - outside jurisdiction (regular or Duces Tecum)</b>	\$ 90.00
<b>Subpoena - in Blank , per party</b>	\$ 10.00
<b>Third Party Complaint and/or New Party Complaint</b>	\$ 50.00
<b>Transfer of Judgment From Another Court</b>	\$ 94.00
<b>Trusteeships</b>	\$ 110.00
<b>Wage Garnishments</b>	\$ 105.00
<b>Weddings - By appointment only</b>	\$ 50.00
<b>Writs of Restitution - Alias Writ for Eviction</b>	\$ 25.00
- first writ included in Eviction fee	
<b>Expungement/Seal Record of Conviction (per jurisdiction)</b>	\$50.00
- Expunction/Seal Record after Dismissal/Acquittal	no charge

ADMINISTRATIVE FEE FOR MONEY COLLECTED 2% on first \$10,000.00; 1% on all exceeding \$10,000.00 (O.R.C. 2303.31,2303.20)

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