

THE WILLOUGHBY MUNICIPAL COURT

Marisa L. Cornachio, Judge
 Christopher J. Simon, Court Administrator/ Clerk of Court
 Civil / Small Claims Division
 Court Fees Revised October 25, 2024

CIVIL COMPLAINT	\$ 163.00
FORCIBLE ENTRY & DETAINER (Eviction w/ 1 cause)	\$ 173.00
FORCIBLE ENTRY & DETAINER (Eviction w/ 2 causes)	\$ 193.00
*above fee Includes 3 defs; each addl \$20 per party	
Breakdown of Court Costs	
Legal Aid Fee (Civil)	\$ 25.74
Computer/Legal Research Fund	\$ 0.26
Computerization of Clerk's Office	\$ 23.00
Building/Special Projects	\$ 20.00
Clerk Fee: Civil-\$94 FED-1 \$104 FED-2 \$124	

SMALL CLAIMS COMPLAINT	\$ 108.00
each additional defendant	\$ 20.00
Breakdown of Court Costs	
Legal Aid Fee (Small Claims)	\$ 10.89
Computer/Legal Research Fund	\$ 0.11
Computerization of Clerk's Office	\$ 23.00
Building/Special Projects	\$ 20.00
Clerk Fee (Small Claims)	\$ 54.00
Small Claims Motion (Mot - \$15) to Transfer to Regular Docket (\$55.00)	\$ 70.00

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

Amended Complaint - Civil/Small Claims	\$ 50.00
- includes commercial mail service (must file praecipe)	
- add'l fees required for other types of service	
Bailiff Service	
- Within Jurisdiction	\$ 25.00
- Bailiff's mileage (per mile)	\$ 0.20
Sheriff Service	
- Outside Jurisdiction	\$ 90.00
Bank Attachment - with certified mail	\$ 70.00
- \$1.00 check payable to bank required	
- each add'l def or bank	\$ 20.00
BMV Appeals	\$ 138.00
CD/DVD Request	\$ 1.00
Certificate of Judgment Lien/Transfer	\$ 35.00
Certificate of Certification of Court Documents	\$ 5.00
Certification of Copies (per page fee)	\$ 1.00
Commercial Mail Service (praecipe required) - per defendant	\$ 25.00
Cognovit Complaint - includes 3 defs, each add'l \$20.00	\$ 153.00
Copies (per page fee)	\$ 0.25
Cost Bill	\$ 2.00
Counterclaim and/or Crossclaim	\$ 30.00
Credit/Debit Card Transactions	\$ 5.00
Dog Designation Appeal	\$ 138.00
Examination of Judgment Debtor	\$ 50.00
- each add'l defendant	\$ 20.00
Executions (Levies in jurisdiction only)	\$ 60.00
- Security Deposit to further execution	\$ 500.00
Exemplified Copy (Authenticated)	\$ 15.00
Facsimile per page	\$ 1.00
Jury Demand (\$70.00 non-refundable)	\$ 250.00
- Jury Deposit (due prior to Jury Trial)	\$ 725.00
Leave to Plead	\$ 15.00
Motion for Attachment before Judgment	\$ 163.00
Motion to Certify to Common Pleas	\$ 50.00
Motion to Change Venue	\$ 25.00
Motion to Contest Traffic Camera Citation	\$ 25.00
Motion to File Traffic Camera Citation (assessed to losing party)	\$ 25.00

Motion for Default Judgment	\$ 25.00
Motion for Judgment on the Pleadings & Motion for Summary Judgment	\$ 25.00
Motion to Modify	\$ 40.00
Motion to Revive Judgment	\$ 45.00
- each add'l defendant	\$ 20.00
Motion to Show Cause/Contempt (praecipe for service required)	\$ 55.00
- Within Jurisdiction by Bailiff or Certified mail	
- each add'l defendant	\$ 20.00
- Outside Jurisdiction w/sheriff service	\$ 115.00
Motion to Stay Execution	\$ 25.00
Motions - Misc (Civil/Small Claims)	\$ 15.00
Motion to Vacate	\$ 40.00
Notice of Appeal	\$ 65.00
- add'l fee to be paid to Clerk of Common Pleas	
Replevin (includes up to 3 defs)	\$ 173.00
- each add'l defendant	\$ 20.00
Service Fee by Bailiff within Jurisdiction	\$ 25.00
Service Fee by Sheriff outside Jurisdiction	\$ 90.00
Service by Secretary of State - Corporations (ORC 1701.07)	\$ 40.00
Service by Secretary of State - Non- Resident (ORC 2703.20)	\$ 60.00
- includes \$30.00 deposit for Franklin Co. Sheriff fee	
Small Claim to Regular Docket	\$ 55.00
Subpoena - within jurisdiction (regular or Duces Tecum)	\$ 25.00
Subpoena - outside jurisdiction (regular or Duces Tecum)	\$ 90.00
Subpoena - in Blank , per party	\$ 10.00
Third Party Complaint and/or New Party Complaint	\$ 50.00
Transfer of Judgment From Another Court	\$ 108.00
Trusteeships	\$ 120.00
Wage Garnishments	\$ 115.00
Weddings - By appointment only	\$ 50.00
Writs of Restitution - Alias Writ for Eviction	\$ 25.00
- first writ included in Eviction fee	
Expungement/Seal Record of Conviction (per jurisdiction)	\$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)

4000 ERIE STREET-WILLOUGHBY, OHIO 44094 - PH 440.953.4170 FAX 440.953.4149 WWW.WILLOUGHBYCOURT.COM