

# 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

<b>CIVIL COMPLAINT</b>	<b>\$ 163.00</b>
<b>FORCIBLE ENTRY &amp; DETAINER (Eviction w/ 1 cause)</b>	<b>\$ 173.00</b>
<b>FORCIBLE ENTRY &amp; DETAINER (Eviction w/ 2 causes)</b>	<b>\$ 193.00</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	\$ 23.00
Building/Special Projects	\$ 20.00
Clerk Fee: Civil-\$94 FED-1 \$104 FED-2 \$124	

<b>SMALL CLAIMS COMPLAINT</b>	<b>\$ 108.00</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	\$ 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\*\*\***

<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	Statutory
- Bailiff's mileage (per mile)	Statutory
<b>Sheriff Service</b>	
- Outside Jurisdiction	Statutory
<b>Bank Attachment - with certified mail</b>	<b>\$ 70.00</b>
- \$1.00 check payable to bank required	
- each add'l def or bank	\$ 20.00
<b>BMV Appeals</b>	<b>\$ 138.00</b>
<b>CD/DVD Request</b>	<b>\$ 1.00</b>
<b>Certificate of Judgment Lien/Transfer</b>	<b>\$ 35.00</b>
<b>Certificate of Certification of Court Documents</b>	<b>\$ 5.00</b>
<b>Certification of Copies ( per page fee)</b>	<b>\$ 1.00</b>
<b>Commercial Mail Service (praecipe required) - per defendant</b>	<b>\$ 25.00</b>
<b>Cognovit Complaint - includes 3 defs, each add'l \$20.00</b>	<b>\$ 153.00</b>
<b>Copies (per page fee)</b>	<b>\$ 0.25</b>
<b>Cost Bill</b>	<b>\$ 2.00</b>
<b>Counterclaim and/or Crossclaim</b>	<b>\$ 30.00</b>
<b>Credit/Debit Card Transactions</b>	<b>\$ 5.00</b>
<b>Dog Designation Appeal</b>	<b>\$ 138.00</b>
<b>Examination of Judgment Debtor</b>	<b>\$ 50.00</b>
- each add'l defendant	\$ 20.00
<b>Executions (Levies in jurisdiction only)</b>	<b>\$ 60.00</b>
- Security Deposit to further execution	\$ 500.00
<b>Exemplified Copy (Authenticated)</b>	<b>\$ 15.00</b>
<b>Facsimile per page</b>	<b>\$ 1.00</b>
<b>Jury Demand (\$70.00 non-refundable)</b>	<b>\$ 250.00</b>
- Jury Deposit (due prior to Jury Trial)	\$ 725.00
<b>Leave to Plead</b>	<b>\$ 15.00</b>
<b>Motion for Attachment before Judgment</b>	<b>\$ 163.00</b>
<b>Motion to Certify to Common Pleas</b>	<b>\$ 50.00</b>
<b>Motion to Change Venue</b>	<b>\$ 25.00</b>
<b>Motion to Contest Traffic Camera Citation</b>	<b>\$ 25.00</b>
<b>Motion to File Traffic Camera Citation (assessed to losing party)</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>	<b>\$ 40.00</b>
<b>Motion to Revive Judgment</b>	<b>\$ 45.00</b>
- each add'l defendant	\$ 20.00
<b>Motion to Show Cause/Contempt (praecipe for service required)</b>	<b>\$ 55.00</b>
- 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>	<b>\$ 15.00</b>
<b>Motion to Vacate</b>	<b>\$ 40.00</b>
<b>Notice of Appeal</b>	<b>\$ 65.00</b>
- add'l fee to be paid to Clerk of Common Pleas	
<b>Replevin (includes up to 3 defs)</b>	<b>\$ 173.00</b>
- each add'l defendant	\$ 20.00
<b>Service Fee by Bailiff within Jurisdiction</b>	<b>\$ 25.00</b>
<b>Service Fee by Sheriff outside Jurisdiction</b>	<b>\$ 90.00</b>
<b>Service by Secretary of State - Corporations (ORC 1701.07)</b>	<b>\$ 40.00</b>
<b>Service by Secretary of State - Non- Resident (ORC 2703.20)</b>	<b>\$ 60.00</b>
- includes \$30.00 deposit for Franklin Co. Sheriff fee	
<b>Small Claim to Regular Docket</b>	<b>\$ 55.00</b>
<b>Subpoena - within jurisdiction (regular or Duces Tecum)</b>	<b>\$ 25.00</b>
<b>Subpoena - outside jurisdiction (regular or Duces Tecum)</b>	<b>\$ 90.00</b>
<b>Subpoena - in Blank , per party</b>	<b>\$ 10.00</b>
<b>Third Party Complaint and/or New Party Complaint</b>	<b>\$ 50.00</b>
<b>Transfer of Judgment From Another Court</b>	<b>\$ 108.00</b>
<b>Trusteeships</b>	<b>\$ 120.00</b>
<b>Wage Garnishments</b>	<b>\$ 115.00</b>
<b>Weddings - By appointment only</b>	<b>\$ 50.00</b>
<b>Writs of Restitution - Alias Writ for Eviction</b>	<b>\$ 25.00</b>
- first writ included in Eviction fee	
<b>Expungement/Seal Record of Conviction (per jurisdiction)</b>	<b>\$50.00</b>
- Expungment/Seal Record after Dismissal/Acquital	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**