

RICHLAND COUNTY
CLERK OF COURTS
FILED

2025 SEP 25 P 3:06

**IN THE COMMON PLEAS COURT OF
RICHLAND COUNTY, OHIO, GENERAL DIVISIONS**

In Re:

Case No. 2025-MIS- 35

**CASH DEPOSITS AND FEES IN
THE GENERAL DIVISION**

ORDER

The Clerk of the Common Pleas Court, Denise Ruhl, has requested the Court to revise the required fees and cash deposits made as security for costs.

It is therefore ordered pursuant to O.R.C. 2303.201 and 2323.31 that the Clerk shall collect on the filing in the General Division a non-refundable fee of:

\$26.00 for Legal Aid in each case or appeal pursuant to O.R.C. 1907.24(C),

\$30.00 for Victims of Crime in each criminal case, when the offense (is a felony, pursuant to O.R.C. 2743.70

\$ 9.00 for Victims of Crime in each criminal case, when the only offense is a misdemeanor, pursuant to O.R.C. 2743.70

\$30.00 for the Indigent Defense Support Fund pursuant to O.R.C. 120.36,

\$10.00 on moving violations in a criminal case for the Indigent Drivers Alcohol Treatment Fund pursuant to O.R.C. 2949.094,

\$25.00 for a Bond Surcharge Fee in a criminal case pursuant to O.R.C.2937.22(B),

\$20.00 to be used for computerization of the Clerk's office in each case or appeal and pay these funds to the County Treasurer to be disbursed only upon a court order pursuant to O.R.C. 2303.201,

\$ 6.00 to be used by the General Division Court for computerized legal research and pay these funds to the County Treasurer to be disbursed only upon a court order pursuant to O.R.C. 2303.201,

\$50.00 for Dispute Resolution (ADR) fees in each civil case filed in the general division and pursuant to Local Rule 2.02 and by Order of Court pursuant to O.R.C.1907.24

\$25.00 for Dispute Resolution (ADR) fees in each criminal case filed in the general division and pursuant to Local Rule 2.02 and by Order of Court pursuant to O.R.C.1907.24,

\$70.00 in each civil case for court special projects pursuant to O.R.C. 2303.201(E)(1),

\$25.00 in each criminal case for court special projects pursuant to O.R.C. 2303.201(E)(1), and

\$75.00 in each civil foreclosure case for the foreclosure work out program pursuant to Order of Court pursuant to O.R.C. 2303.201(E)(1).

The Clerk shall collect the following cash deposits as security for costs in cases filed in the

General Division:

A. INITIAL PLEADINGS:

CIVIL COMPLAINT (EXCEPT FORECLOSURES)	\$450.00
No Jury Demand	

FORECLOSURE COMPLAINT (UP TO 5 DEFENDANTS)	\$450.00
Additional \$10.00 deposit for each defendant thereafter	

JURY DEMAND	\$400.00
In addition to \$400.00 complaint filing fee. Must be paid within 30 days from the date the action was filed.	

REPLEVIN ACTION: Surety or cash bond for twice the value of property

COGNOVIT COMPLAINT	\$400.00
Pursuant to Local Rule of Court 2.06 the original cognovit note must be presented with the complaint and cannot be efiled.	

B. AMENDED COMPLAINT	\$100.00
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C. THIRD PARTY COMPLAINT	\$125.00
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D. CROSSCLAIM/COUNTERCLAIM:	\$200.00
NOT REQUIRED ON FORECLOSURE CASES	

E. SERVICE

FOREIGN SHERIFF SERVICE ON COMPLAINTS **\$ 20.00**

Per R.C.2303.16, any writ issued to a foreign county, the Clerk is required to collect fees for the Sheriff service.

ANY SERVICE, NOTICE OR ADVERTISEMENT BY PUBLICATION

If any party requests service, notice or advertisement by publication, that party, in addition to the foregoing, shall arrange with the appropriate newspaper publisher for publication and direct the newspaper publisher to file proof of publication with the Clerk of Courts.

PUBLICATION: Proof of publication to be filed by the newspaper.

MOTIONS REQUIRING CERTIFIED MAIL SERVICE OR SHERIFF SERVICE **\$100.00**

Includes but not limited to: Motions to Reopen/Reactivate a closed or inactive case; Motion for Relief from Judgment, or Motion to Revive Judgment; Motion for Contempt or Sanction. (Non-refundable fee)

MOTION TO BE APPOINTED PROCESS SERVER **\$175.00**

F. FILING MISCELLANEOUS CASE **\$175.00**
(This includes Foreign Subpoenas)

G. FILING MOTION FOR CERTIFICATE OF TITLE **\$175.00**

H. FILING MOTION TO ENSEAL OR EXPUNGE
IF FILING BOTH, THEY MUST BE FILED SEPERATE
CONVICTION RECORDS: UP TO 5 CASES PER MOTION, ORC 2953.32 **\$100.00**

INTERVENTION IN LIEU, DIVERSION, OR DRUG COURT RECORDS: UP TO 5 CASES PER MOTION, ORC 2953.33 **\$ 50.00**

DISMISSED PROCEEDINGS, NOT GUILTY FINDINGS, NO BILL BY GRAND JURY OR PARDONS: UP TO 5 CASES PER MOTION, ORC 2953.33 **\$ 0.00**

I.	JURY VIEW DEPOSIT – CIVIL CASE	\$300.00
	MUST be made at the Clerk’s office no later than 7 days prior to trial.	
J.	ADDITIONAL DEPOSITS: At any time during the pendency of the case the Clerk determines the costs deposits are insufficient to cover accruing costs, the Clerk may require the party incurring additional costs to make an additional cost deposit within ten (10) days. Deposits are a surety against immediate and future court costs and may be applied during the pendency of the case.	
K.	PRAECIPES FOR ORDER OF SALE, SHERIFF, OR PRIVATE SELLING OFFICER (SEE ALSO SHERIFF SALE FEE)	
	RESIDENTIAL PROPERTY	\$825.00
	(Includes \$225.00 appraisal fees if needed 25 MIS 34)	
	COMMERCIAL PROPERTY	\$900.00
	(Includes \$300.00 for appraisal fees if needed 25 MIS 34)	
L.	ALIAS PRAECIPES FOR ORDER OF SALE	
	RESIDENTIAL WITH REAPPRAISAL IF NEEDED	\$325.00
	COMMERCIAL PROPERTY WITH REAPPRAISAL IF NEEDED	\$400.00
M.	RICHLAND COUNTY SHERIFF SALE FEE	\$510.00
	TO BE PAID WITH THE INITIAL PREACIPE FOR ORDER OF SALE. Pursuant to Administrative Order, Case No. 2025 MIS 0033, the Clerk pays to the Sheriff’s sale public website, realauction.com. This amount includes \$10.00 poundage.	
	THIS DEPOSIT MUST BE PAID PRIOR TO THE CLERK’S OFFICE ISSUING THE ORDER OF SALE AND WILL NOT BE REFUNDED AFTER THE ORDER OF SALE HAS BEEN ISSUED	
N.	WRIT OF POSSESSION	\$100.00
O.	WRIT OF EXECUTION/RESTITUTION	\$100.00
	Cash or surety bond twice property value.	
P.	DEBTOR’S EXAM (NON-REFUNDABLE)	\$100.00
	Notice to Appear and Answer	
Q.	APPEAL TO COURT OF APPEALS	\$ 115.00

R. CROSS NOTICE OF APPEALS \$ 115.00

S. CIVIL SUBPOENAS Pursuant to ORC 2335.06

ISSUED TO RICHLAND COUNTY SHERIFF \$ 20.00

Plus a witness fee of \$12.00 per day and \$0.505 cents per mile round trip to be provided by party filing the subpoena. **Voucher/check must be payable to the witness. The Clerk's office does not prepare subpoenas on behalf of any party.**

ISSUED TO FOREIGN SHERIFF \$ 30.00

Plus a witness fee of \$12.00 per day and \$0.505 cents per mile round trip to be provided by party filing the subpoena. **Voucher/check must be payable to the witness. The Clerk's office does not prepare subpoenas on behalf of any party.**

T. CRIMINAL SUBPOENAS Pursuant to Cr.R.17(B) and ORC 2335.08

Court Appointed Counsel shall tax the costs associated with the issuance of the subpoena and the fees of the witness (when made known to the Clerk's office).

Retained Counsel must arrange to pay the witness after the witness has appeared - \$12.00 for a full day or \$6.00 for a half day plus mileage at \$0.505 cents per mile, round trip.

U. GARNISHMENTS, plus \$1.00 voucher to bank \$100.00

V. CERTIFICATES OF JUDGMENT

FILING JUDGMENT FROM ANY COURT \$ 61.00

Creditor prepares judgment. Please use the Richland County form for judgments filed in Richland County
Available at <http://richlandcourtsch.us/forms.php>

FOREIGN CERTIFICATE OF JUDGMENT \$ 78.00

Plus, \$15.00 charge for each party to be served by Certified mail.

FILING OF CERTIFICATE OF JUDGMENT/TRANSFER \$ 15.00
(Judgment from Richland Common Pleas to be filed in another Court.)

W. ASSIGNMENT OF JUDGMENT \$ 2.00

X. SATISFACTION OF JUDGMENT – CIVIL CASE \$ 10.00

Court costs in all cases **MUST** be paid before a full release of judgment can be filed. Contact the Clerk of Courts, Civil Division at (419-774-5548) for balance due.

Y. PARTIAL RELEASE OF CERTIFICATE OF JUDGMENT, Pursuant to O.R.C. 2303.20 \$ 5.00

Z. LIEN RELEASE \$ 5.00

Court costs in all cases **MUST** be paid before a full release of judgment can be filed. Contact the Clerk of Courts, Civil Division, for the cost of releasing liens filed by the State of Ohio for a tax assessment. (419-774-5548).

All costs are paid by the individual or entity filing the release at the time the release is filed.

AA. COPIES

CERTIFIED/EXEMPLIFIED COPIES OF JUDGMENTS \$ 10.00

PER PAGE WITH CERTIFICATION. \$ 1.00
To be paid prior to copies being made and certified.

PER PAGE WITHOUT CERTIFICATION \$.10

PER PAGE OF DOCKET WITH CERTIFICATION \$ 1.00

BB. FEES PURSUANT TO O.R.C. §2303.20 \$ 2.00

For undertaking each bond or recognizance, for issuing each writ, order or notice (summons, warrant, notices to serve), for each name for issuing subpoena, per page fee for posting on any docket any order of Court (including journal, court and judgment entries, sentencing entries, etc.)

CC. PRODUCTION OF A TRANSCRIPT

Pursuant to O.R.C. 2303.21, the cost of producing a transcript of a judgment or proceeding shall be paid to the producer of the transcript. Contact the Court for Court Reporter information at 419-774-5570.

DD. RESTITUTION SURCHARGE

Pursuant to ORC 2929.18(A)(1) shall be 5% and added to court costs

EE. COMMISSION PURSUANT TO O.R.C. §2303.20(V)

A commission of two per cent on the first ten thousand dollars and one per cent on all exceeding ten thousand dollars for receiving and disbursing money, other than costs and fees, paid to or deposited with the clerk of courts in pursuance of an order of court or on judgments, including moneys invested by order of the court and interest earned on them.

FF.	DATABASE TRANSMISSION FOR BULK DATA	\$ 10.00
	For each month or portion of a month. To be paid in advance of transmission	

GG.	CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT	\$100.00
	(Pursuant to ORC 2953.25)	

HH.	APPLICATIONS FOR RELIEF FROM WEAPONS DISABILITY FILED IN A RICHLAND COUNTY CRIMINAL CASE	\$50.00
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II.	APPLICATION FOR RELIEF FOR WEAPONS UNDER DISABILITY ON A FOREIGN COUTNY'S ORDER, Per ORC 2923.14(E)	\$350.00
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This order shall be effective November 1, 2025.

IT IS SO ORDERED.


Judge Brent N. Robinson


Judge Phillip S. Naumoff