

**INSTRUCTIONS  
TO THE CLERK  
LORI M. TYACK, CLERK  
FRANKLIN COUNTY MUNICIPAL COURT, COLUMBUS, OHIO**

_____ Plaintiff	Case No. _____ CV _____
VS.	Signature _____
_____ Defendant	Attorney Code _____
_____ Date	Attorney for _____

To the Clerk: Please issue

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| <p>_____ Writ of Restitution - \$35.00 (Includes Service)<br/>(Red Tag)</p> <p>_____ Set Out - \$45.00(Includes Service)</p> <p>_____ Replevin - \$35.00 (Includes Service)<br/>(You must complete bailiff instructions)</p> <p>_____ Execution - \$35.00 (Includes Service)<br/>(You must complete bailiff instructions)</p> <p>_____ Execution/Vehicle - \$835.00 (Includes Service)<br/>(You must complete bailiff instructions)</p> <p>_____ Exemplified Copy or Certificate of Copy - \$20.00</p> <p>_____ Certificate of Judgment - \$10.00</p> <p>_____ Revivor - \$30.00<br/>(Up to 3 defendants and/or addresses with 1 type of service)</p> <p>_____ Certificate of Judgment to BMV - \$10.00<br/>Date of Loss _____<br/>Date of Birth _____<br/>Social Security # _____<br/>Drivers License # _____<br/>License Plate # _____</p> <p>_____ Appeal - \$50.00</p> <p>_____ Transfer from Small Claims - \$45.00</p> <p>_____ Certified Copies - \$1.00 ea.</p> <p>_____ Other _____</p> | <p>_____ Assignment of Judgment - \$20.00</p> <p>_____ Docket Transcript - \$20.00</p> <p>_____ Out of County Sheriff - \$41.00<br/>County Name _____</p> <p>_____ Post Judgment Motion - \$20.00</p> <p>_____ Objection to Magistrate's Report - \$20.00</p> <p>_____ Amended Complaint - \$20.00<br/>(plus service fees, if requested)</p> <p>_____ Third Party Complaint - \$20.00<br/>(plus service fees, if requested)</p> <p>_____ Counterclaim/Crossclaim - \$20.00 ea.<br/>(plus service fees, if requested)</p> <p>_____ Order to Show Cause - \$50.00<br/>(Includes Service)</p> <p>_____ Ordinary Mail Svc - \$3.00 ea.</p> <p>_____ Certified Mail Svc - \$6.00 ea.</p> <p>_____ Bailiff Svc - \$25.00 ea.</p> <p>_____ Jury Demand Fee - \$10.00</p> <p>_____ Jury Demand Deposit - \$500.00</p> <p>_____ New Address _____</p> <p>_____ Street _____</p> <p>_____ City _____ State _____ Zip code _____</p> |
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**FRANKLIN COUNTY MUNICIPAL COURT**      **CASE NO:** \_\_\_\_\_

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**INSTRUCTIONS FOR SERVICE OF SUMMONS**

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To: Clerk, Franklin County Municipal Court, please issue summons for:

Personal Service       Residence Service       Certified Mail       Ordinary Mail

Other: \_\_\_\_\_

On the defendant(s) as listed below, in the instructions to server.

DATE: \_\_\_\_\_      (Signed) \_\_\_\_\_  
Signature of Requesting Party

To: \_\_\_\_\_ (Server)

You are instructed to make:

Personal Service       Residence Service       Certified Mail       Ordinary Mail

Upon the following defendant(s) and at the address(s) listed below:

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Special instructions for server:

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