

**FRANKLIN COUNTY MUNICIPAL COURT  
SMALL CLAIMS DIVISION**

Service: \_\_\_\_\_ Case No. \_\_\_\_\_ CV I \_\_\_\_\_

Plaintiff / Judgment Creditor

Defendant / Judgment Debtor

v.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address and ZIP Code

\_\_\_\_\_  
Address and ZIP Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone

**MOTION**

The judgment herein, having been unsatisfied for more than 30 days, plaintiff moves the court for an order pursuant to R.C. Section 1925.13 requiring defendant to list all assets and liabilities on a form provided by the court, and to return said form to the court within one week.

\_\_\_\_\_  
Plaintiff / Judgment Creditor

**ORDER**

To: \_\_\_\_\_  
(name of Defendant / Judgment Debtor)

On \_\_\_\_\_ , \_\_\_\_\_ , judgment was entered against you in the amount of  
(month) (day) (year)

\$ \_\_\_\_\_ , plus court costs and interest; this judgment has remained unsatisfied for more than 30 days.

YOU ARE HEREBY ORDERED BY THE COURT PURSUANT TO OHIO REVISED CODE SECTION 1925.13 TO DECLARE YOUR ASSETS, LIABILITIES, AND PERSONAL EARNINGS ON THE ACCOMPANYING FORM AND TO RETURN THIS DECLARATION WITHIN ONE WEEK OF YOUR RECEIPT THEREOF TO

Lori M. Tyack, Clerk of the Franklin County Municipal Court  
Civil Division, Third Floor  
375 South High Street  
Columbus, OH 43215

WILLFUL FAILURE TO COMPLY WITH THIS ORDER OF THE COURT MAY RESULT IN A CITATION FOR CONTEMPT OF COURT AS PROVIDED IN CHAPTER 2705 OF THE REVISED CODE. A FINDING OF CONTEMPT IS PUNISHABLE BY A FINE OF UP TO \$250.00 OR THIRTY (30) DAYS IN JAIL, OR BOTH.

\_\_\_\_\_  
Judge

**FRANKLIN COUNTY MUNICIPAL COURT**      **CASE NO:** \_\_\_\_\_

---

**INSTRUCTIONS FOR SERVICE OF SUMMONS**

---

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:

---

---

---

---

Special instructions for server:

---

---

---

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

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

**To the Clerk: Please issue**

\_\_\_\_\_ **Writ of Restitution - \$35.00** (Includes Service)  
(Red Tag)

**Set Out - \$45.00** (Includes Service)

\_\_\_\_\_ **Replevin - \$35.00** (Includes Service)  
(You must complete bailiff instructions)

\_\_\_\_\_ **Execution - \$35.00** (Includes Service)  
(You must complete bailiff instructions)

\_\_\_\_\_ **Execution/Vehicle - \$835.00** (Includes Service)  
(You must complete bailiff instructions)

**Exemplified Copy/Certificate of Copy - \$20.00**

           **Certificate of Judgment - \$10.00**

\_\_\_\_\_ **Revivor - \$20.00** (plus service fees)

**Certificate of Judgment to BMV - \$10.00**

Date of Loss

Date of Birth

Social Security # \_\_\_\_\_

Driver's License #

License Plate # \_\_\_\_\_

**Assignment of Judgment - \$20.00**

           **Appeal - \$50.00**

**Transfer from Small Claims - \$35.00**

**Certified Copies - \$1.00 per copy**

**OTHER** \_\_\_\_\_

**DOCKET TRANSCRIPT - \$20.00**

           **Out of County Sheriff - \$41.00**

County Name \_\_\_\_\_

           **Post Judgment Motion - \$20.00**

**\_\_\_\_\_ Objection to Magistrates Report - \$20.00**

\_\_\_\_\_ **Amended Complaint - \$20.00**  
(plus service fees)

\_\_\_\_\_ **Third Party Complaint - \$20.00**  
(plus service fees)

\_\_\_\_\_ **Counterclaim/Crossclaim - \$20.00**  
(plus service fees)

           **Order to Show Cause - \$50.00**

**Ordinary Mail Service - \$3.00**

**Certified Mail Service - \$10.00**

**Bailiff Service - \$25.00**

**Personal/Residence Process Server \$25.00**

**FedEx - \$15.00**

           Jury Demand Fee - \$10.00

**Jury Demand Deposit - \$500.00**

### New Address

## Street

City

State

**Zip code**

FRANKLIN COUNTY MUNICIPAL COURT  
SMALL CLAIMS DIVISION

\_\_\_\_\_  
Plaintiff-Judgment Creditor

v.

Case No. \_\_\_\_\_ CVI \_\_\_\_\_

\_\_\_\_\_  
Defendant-Judgment Debtor

**JUDGMENT DEBTOR'S DECLARATION OF ASSETS & LIABILITIES**

(Ohio Revised Code section 1925.13)

**PART I: ASSETS**

**A. Bank Accounts.** List all checking, savings, credit union, and brokerage house accounts.

Bank	Balance	Type	Account No. last four digits only

**B. Personal Earnings.** List all income derived from full or part time employment.

Employer (name and address)	Rate of Pay (per hour, week, etc.)	Date of last paycheck	Amount of last paycheck

**Social Security Number**  
(last four digits only)

xxx-xx- \_\_\_\_\_

**Year of Birth**

\_\_\_\_\_

**C. Motor Vehicles.** List all motor vehicles titled in your name.

Year	Make	Model	Color	Mileage	Loan Balance	License No.

**D. Other Personal Property.** Include furniture, appliances, tools, equipment, jewelry, collectibles, stocks, bonds, insurance proceeds, etc.

---

---

---

**E. Real Property**

a. Residence

Address: \_\_\_\_\_

Description: \_\_\_\_\_

b. Investment Property (list all--attach separate sheet if needed)

Address: \_\_\_\_\_

Description: \_\_\_\_\_

**PART II: LIABILITIES**

**A. Secured Obligations.** Secured obligations are debts backed by secured property. List the lender, the balance due, and the property securing the loan.

Lender	Balance Due	Secured Property

**B. Other Obligations.** Other obligations may include bank loans, credit cards, etc. List all creditors, the amounts due each, and the nature of the obligation.

Name of Creditor	Balance Due	Nature of Obligation

**I do certify that the above information is accurate and current to the best of my knowledge. I understand that my failure to complete this form and return it to the court within one week after receipt may result in a citation for contempt of court.**

\_\_\_\_\_  
Defendant-Judgment Debtor

\_\_\_\_\_  
Date