

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

**Case No. \_\_\_\_\_ CV \_\_\_\_\_**

**Signature**\_\_\_\_\_

Attorney Code \_\_\_\_\_

Attorney for \_\_\_\_\_

**To the Clerk: Please issue**

           **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  
\_\_\_\_ Residence Process Server \$25.00

**FedEx - \$22.00**

\_\_\_\_\_ **Jury Demand Fee - \$10.00**

\_\_\_\_\_ **Jury Demand Deposit - \$500.00**

### New Address

Street

| City | State | Zip code |
|------|-------|----------|
|------|-------|----------|

| City | State | Zip code |
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| City | State | Zip code |
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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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