

**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**

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
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City	State	Zip code
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City	State	Zip code
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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