

FRANKLIN COUNTY MUNICIPAL COURT
SMALL CLAIMS DIVISION
HOW TO FILE AN AMENDED COMPLAINT

What is an Amended Complaint?

A plaintiff may file an amended complaint to make changes from the original complaint. The Court will replace the original complaint with the amended complaint. Once the amended complaint is filed, the original complaint is no longer valid.

Some reasons a party to file an amended complaint include:

- Add a **new party**; **change an incorrect party** to a correct party; or **correct a spelling error** in an individual or business name.
- Add **new facts**;
- **Change wording** to better explain the claim;
- **Change the dollar amount of the claim**, especially if the amount increases. Or
- **Include exhibits**.

What do I need to do to file an Amended Complaint?

Enter the names and addresses of all parties at the top. If you are making changes, enter all of the names, including the new names, or any other changes. Include the case number.

Explain your claim. The amended complaint replaces the original complaint so the information you want the court to consider must be included. Enter the amount of your claim in the blank.

All plaintiffs must sign the amended complaint.

If you are filing less than one week before your court date, you must get permission from the magistrate assigned to your case.

What is the cost to file an amended complaint?

The fee to file an amended complaint is \$20.00. The Clerk of Court accepts cash, checks, money orders, or credit cards (VISA or MasterCard.) Fees are payable to "Franklin County Municipal Court" or "FCMC."

How are the parties notified of the amended complaint?

When you file an amended complaint, each party has to be served with the summons and the new complaint. Usually service is by certified mail, but you may use one of the other methods of service listed below. In some cases, the trial may be postponed to ensure that the new party has a fair amount of time to receive the summons and to prepare for trial.

The costs for service of process are:

- Certified mail to each defendant, \$6.00 for each defendant;
- Residence service (hand delivery by a court bailiff to anyone age 16 or older at the defendant's place of residence) within Franklin County or the City of Columbus, \$25.00 for each defendant;
- Personal service by a court bailiff to a defendant at a place of your designation within Franklin County or within the City of Columbus, \$25.00 for each defendant.
- Out-of-county sheriff service (hand delivery by the sheriff in the county where the defendant resides), \$41.00 deposit for each defendant.

**FRANKLIN COUNTY MUNICIPAL COURT
SMALL CLAIMS DIVISION**

Case No. _____ CV I _____

Plaintiff(s) Name, Address, ZIP Code, and
Telephone Numbers

Defendant(s) Name, Address, ZIP Code, and
Telephone Numbers

- (1) Has this dispute been to mediation? ☐ Yes ☐ No
- (2) Is the Defendant currently in the United States Military Service? ☐ Yes ☐ No
- (3) The Summons (Defendant's Notice of the Complaint) will be sent by certified mail. If you waive notice of failed service and the certified mail is returned as "Refused" or "Unclaimed," the Court will resend by ordinary mail and set a new trial date. Do you want to waive notice of failed service? ☐ Yes ☐ No

AMENDED COMPLAINT

Please use an additional page if necessary.

Plaintiff demands judgment against Defendant in the sum of \$ _____, plus court costs and interest.

COMPLAINANT'S OATH

_____ (print first and last name), is
(check one) ☐ Plaintiff ☐ Plaintiff's attorney ☐ an officer or salaried employee of the Plaintiff corporation. Complainant also states the following:

"I declare under penalty of law that this Complaint is true and correct to the best of my knowledge."

Signature: _____ Date: _____
Plaintiff, Plaintiff's attorney, or Plaintiff's officer or salaried employee.

Attorney Registration #: _____

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 _____	
		Attorney for _____	
	Date		

To the Clerk: Please issue

_____ Writ of Restitution - \$35.00 (Includes Service) (Red Tag)	_____ DOCKET TRANSCRIPT - \$20.00
_____ Set Out - \$45.00 (Includes Service)	_____ Out of County Sheriff - \$41.00 County Name _____
_____ Replevin - \$35.00 (Includes Service) (You must complete bailiff instructions)	_____ Post Judgment Motion - \$20.00
_____ Execution - \$35.00 (Includes Service) (You must complete bailiff instructions)	_____ Objection to Magistrates Report - \$20.00
_____ Execution/Vehicle - \$835.00 (Includes Service) (You must complete bailiff instructions)	_____ Amended Complaint - \$20.00 (plus service fees)
_____ Exemplified Copy/Certificate of Copy - \$20.00	_____ Third Party Complaint - \$20.00 (plus service fees)
_____ Certificate of Judgment - \$10.00	_____ Counterclaim/Crossclaim - \$20.00 (plus service fees)
_____ Revivor - \$20.00 (plus service fees)	_____ Order to Show Cause - \$50.00
_____ Certificate of Judgment to BMV - \$10.00 Date of Loss _____ Date of Birth _____ Social Security # _____ Driver's License # _____ License Plate # _____	_____ Ordinary Mail Service - \$3.00
_____ Assignment of Judgment - \$20.00	_____ Certified Mail Service - \$10.00
_____ Appeal - \$50.00	_____ Bailiff Service - \$25.00
_____ Transfer from Small Claims - \$35.00	_____ Personal/Residence Process Server \$25.00 _____ Residence Process Server \$25.00
_____ Certified Copies - \$1.00 per copy	_____ FedEx - \$22.00
_____ OTHER _____	_____ Jury Demand Fee - \$10.00
	_____ Jury Demand Deposit - \$500.00
	_____ New Address _____
	_____ Street _____

(Rev: Effect 8/26/2026)

City	State	Zip code
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