



The Honorable Maryellen O'Shaughnessy
Franklin County Clerk of Courts

General Division
345 S. High Street, Floor 1-B
Columbus, Ohio 43215
614.525.3621

Instructions for Filing Foreign Judgment

Required Instruments and information:

1. Affidavit with names and last known addresses of both the judgment creditor, and judgment debtor;
2. Instructions for Service (required to send notice to the judgment debtor of the filing of a judgment against him/her in the Court of Common Pleas);
3. Praecipe for Certificate of Judgment;
4. Authenticated copy of judgment , or an exemplified copy of the Court docket;
5. Filing fee in the amount of \$38.00 (Check or Money Order made payable to "Franklin County Clerk of Courts"); and,
6. Sufficient copies relative to the number of parties you are serving, and any you may wish returned

Note: This judgment cannot be accepted for filing unless the above information is completed and submitted in full.

Please contact the Clerk of Courts General Division with questions at the contact information above.