The Honorable Maryellen O'Shaughnessy
Franklin County Clerk of Courts

Xenia Palus, Director of Communications
O: 614.525.3297
C: 614.286.4039
XeniaPalus@franklincountyohio.gov

FOR IMMEDIATE RELEASE

Clerk of Courts' Auto Title Offices CLOSED October 8 for Professional Development Day

September 29, 2014 – In support of Maryellen O'Shaughnessy's continued work to enhance the professionalism and customer service provided by Auto Title Clerks at the four Franklin County title offices, Clerk O'Shaughnessy announced *all Auto Title staff* will be required to attend an Employee Professional Development Day on October 8, 2014. All Auto Title locations will be closed that day from 8:00 a.m. to 5:00 p.m. with no services provided to customers.

Auto Titles North, South and East locations will resume normal business hours beginning at 8:00 a.m. on October 9. Locations are listed in the chart below. The Auto Title West's temporary location in the Hollywood Plaza is currently offering customers only limited services. However, later this fall the official west side office will re-open and provide a full range of all titling services. An announcement of this location's full service re-opening will be sent at a later date.

Auto Title Offices Re-Open	Auto Title Branch Location	Time
October 9 – Full Services	**Title North** – 980 Morse Rd	8am – 5pm
October 9 – Full Services	**Title East** – 1583 Alum Creek Dr	8am – 5pm
October 9 – Full Services	**Title South** – 45 Great Southern Blvd	8am – 5pm
October 9 – *Limited Services*	**Title West** – 4153 W. Broad St	8am – 5pm

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The Franklin County Clerk of Courts' functions include: receiving, receipting, managing and retaining all legal documents filed through the Court of Common Pleas; processing vehicular titles; processing U.S. Passport applications; and, recording notaries public's commissions. Staff goals are to be courteous, timely, and accurate in their daily responsibilities

Clerk.FranklinCountyOhio.Gov
614.525.3600

FranklinCountyAutoTitle.com
614.525.3090