

Franklin County Clerk of Courts

Website: Clerk.FranklinCountyOhio.gov

Email: FranklinCountyClerk@FranklinCountyOhio.gov

Phone: 614.525.3600

Annual Report 2021



Office of the Honorable Maryellen O'Shaughnessy

373 South High Street

Floor 23

Columbus, Ohio 43215



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MISSION STATEMENT

To maintain the integrity and accessibility of court documents and motor vehicle titles.



VISION

*To be the premier county Clerk's Office in the State of Ohio by providing
TIMELY, ACCURATE, AND COURTEOUS service.*

This will be achieved by continuing to:

- *Enhance customer service*
- *Invest in our employees' growth and well-being*
- *Use the latest technological advances*

A Message from the Clerk



Franklin County Residents,

I am Maryellen O'Shaughnessy, your elected Franklin County Clerk of the Common Pleas and 10th District Appeals courts. We present to you our 2021 Annual Report. I hope that you will find this report to be a valuable and informative tool that represents our accomplishments from the past year.

2020 will be remembered as one of the most challenging years in this Office's history. COVID-19 presented new challenges that pushed my team to be vigilant, flexible, and creative. In response to the spread, we adopted guidance provided by the Centers for Disease Control, upgraded our workspaces, enhanced telecommunications, and found innovative solutions to continue providing services to the public during this global pandemic. These initiatives helped us to continue providing essential services to the people of Franklin County. Above all, our decisions put the safety and well-being of our staff and the public first.

As we learn and grow with new technologies to better serve you, we never shy away from our goal of providing timely, accurate, and courteous service in the management of court documents and the issuance of auto titles.

Thank you for taking the time to read this recap of our work in 2020. We always aim to provide exceptional service.

If you have any questions, please feel free to call us at [614-525-3600](tel:614-525-3600) or email FranklinCountyClerk@FranklinCountyOhio.gov.

A handwritten signature in blue ink that reads "Maryellen O'Shaughnessy".

Maryellen O'Shaughnessy
Franklin County Clerk of Courts

About the Clerk



Clerk O'Shaughnessy and her son, Colin

Clerk O'Shaughnessy is a fifth-generation Central Ohioan and comes from a family dedicated to public service. She is also a fourth-generation funeral director and owner of O'Shaughnessy Company Funeral Directors, established in 1889. A graduate of Bishop Watterson High School and The Ohio State University, O'Shaughnessy is an active volunteer in her church and parish and is past recipient of the Diocesan Service Award.

Maryellen O'Shaughnessy began her term as Franklin County Clerk of Courts in January 2009. Prior to serving as Clerk, O'Shaughnessy was elected three times as a Columbus City Council Member, representing the 15th largest city in the nation. She was committed to providing excellent services, listening to neighborhood concerns, and providing the resources necessary to keep her community thriving. She served as chair of the Public Service and Transportation, Utilities, and Development committees, working for sustainable development and growth practices, complete streets policies and balanced transportation systems, and the redevelopment of Downtown Columbus and its core neighborhoods.



Clerk O'Shaughnessy and her husband, Tim Feran



Clerk O'Shaughnessy is also involved in the Ohio Clerk of Courts Association and the Ohio Funeral Directors Association, sitting on their legislative committees. She was on the boards of the Columbus Historical Society, the Greenways Working Group of the Mid-Ohio Regional Planning Commission and serves as Vice President of Columbus Outdoor Pursuits.

About the Office

Since Ohio became a state in 1803, judicial systems required each county to have a clerk of courts who was tasked to preserve records for future generations. In the interest of justice, it is important for clerk offices to remain independent from the judges they serve. This separation prevents even the appearance of judicial bias.

In the Franklin County Clerk of Courts' Office, approximately 200 full-time Deputy Clerks serve in five divisions: Auto Title, Legal, Fiscal Services, Information Technology, and Administration. Four of those divisions are in seven different offices in the Franklin County Courthouse complex. The fifth, Auto Title, is in four conveniently located branch offices throughout Franklin County. Each division is important to the Franklin County Clerk of Courts' two major functions: management of court documents and issuance of auto titles.



*Clerk O'Shaughnessy speaks to the
Mid-East Area Commission*



*Clerk O'Shaughnessy speaks to the Forest
Park Civic Association*

Our Legal Divisions Deputy Clerks are responsible for receiving, receipting, managing, and retaining all legal documents filed through the Court of Common Pleas and the 10th District Court of Appeals. Our Deputy Clerks execute their responsibilities in strict accordance with the record retention requirements established by Ohio law.

In 2020, the Legal Divisions filed 161,693 new cases in the Court of Common Pleas and 10th District Court of Appeals, up from 102,642 in 2019. Since the full implementation of e-Filing in 2012, our processing times have fallen from an average of three days to one day, with most filings processed in less than four business hours.

Our Auto Title Division Deputy Clerks manage titling and proof of vehicle ownership, with strict adherence to Ohio laws and rules. In 2020, our Auto Title Division processed 489,313 auto titles, down from 565,027 in 2019, with an average wait time of only 11 minutes. Since 2009, our busy Auto Title branches generated more than \$10 million in funds that have been given to the County General Fund to help the Franklin County Commissioners continue to provide essential services to our residents.



*Clerk O'Shaughnessy speaks to Seniors and
Law Enforcement Together*

Responding to COVID-19

There is no higher priority than the safety and well-being of our staff and the people we serve. During a global pandemic, there is no exception. Throughout 2020, our Office remained vigilant and flexible with unprecedented state orders and Centers for Disease Control (CDC) guidelines.

On March 19, 2020, Governor DeWine held a press conference to speak directly to the judicial community about court operations during the COVID-19 pandemic. In her remarks, Chief Justice Maureen O'Connor stated: "total closure of the courts and the clerk of court offices presents an access-to-justice issue."

To close our doors was not an option.

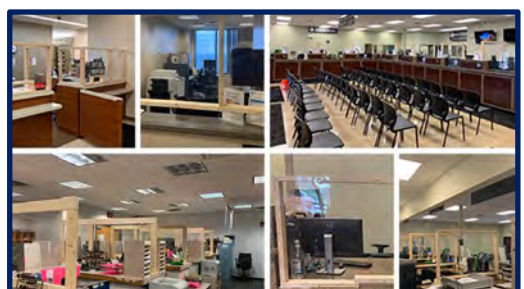
Therefore, it was incumbent upon us to ensure a safe working environment for our staff and the public. Clerk O'Shaughnessy implemented the following office upgrades and policies:

- Installed plexiglass at all public facing Clerk counters
- Installed cubicles at shared workstations
- Limited the number of people in our public lobbies
- Placed social distancing floor mats in public lobbies
- Required on-site staff and the public to wear face coverings
- Enhanced regular cleaning of public spaces and surfaces
- Expanded telework opportunities for employees
- Required appointments for in-person auto title services
- Required daily temperature checks of staff
- Provided ample Personal Protective Equipment (PPE) for staff and public.
- Enhanced technologies to continue providing timely, accurate, and courteous service

As of early 2021, The Office's COVID-19 safety protocols remained in effect and plan to continue until the Centers for Disease Control recommendations dissolve.

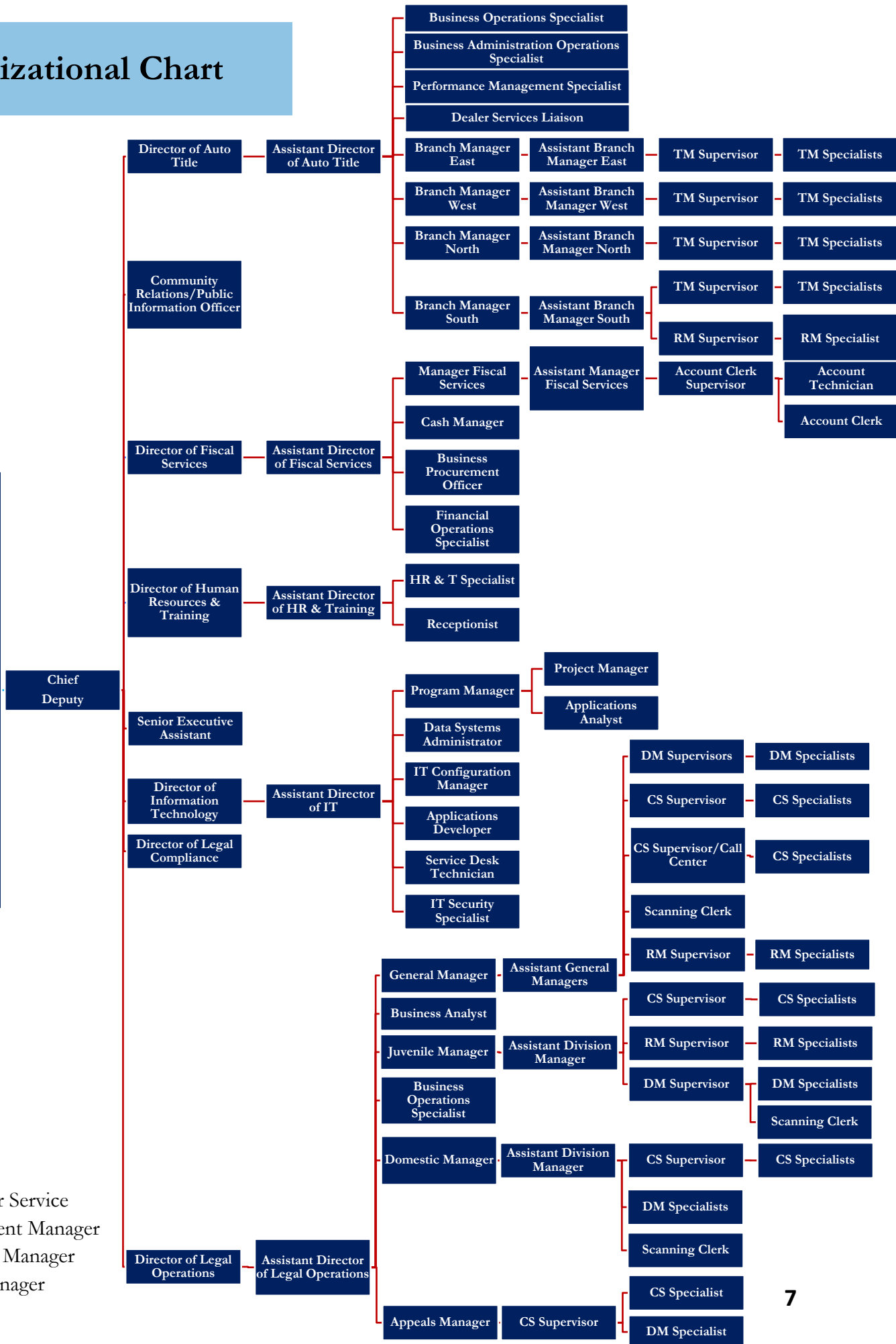


Ohio Chief Justice Maureen O'Connor



Organizational Chart

Maryellen O'Shaughnessy
Clerk of Courts



CS = Customer Service
DM = Document Manager
RM = Records Manager
TM = Title Manager

TAC in ACTION

TAC in Action

1 TIMELY

We know your time is valuable, which is why we aim to provide your documents swiftly.



"One of my most important jobs, as your Clerk, is to ensure that our capable staff members have the tools they need to perform their job. Every change and modification in our operations is geared towards providing the residents of Franklin County with timely, accurate, and courteous service."

- Clerk Maryellen O'Shaughnessy

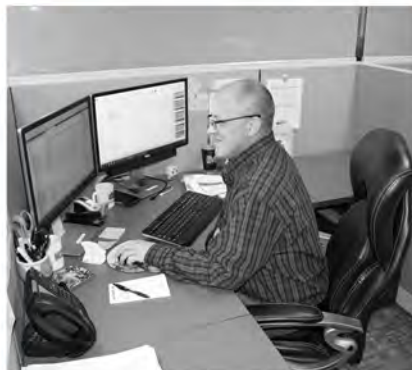


2 ACCURATE

New technologies help allow us to provide precise documentation to the people we serve.

3 COURTEOUS

Providing our customers with a little extra care and understanding.



Auto Title Division

The Clerk's Auto Title Division is comprised of four branch locations. The Auto Title Division processes titles for motor vehicles, watercraft, motorcycles, manufactured homes, and campers. Whether you are buying or selling a motor vehicle, our Auto Title Division is there to provide the proof of ownership required by state law.

Responding to the Spread of COVID-19

As state orders closed businesses and government offices, the Auto Title Division continued to provide essential services at a limited capacity. To prevent person-to-person interactions, from March to May, our public lobbies were closed. However, residents and auto dealers had the opportunity to submit title work electronically, by mail, or drop off to a branch. This kept our staff safe and allowed essential transactions to continue.

Upon the reopening of all branches to the public in June 2020, Clerk O'Shaughnessy instituted several enhancements with respect to social distancing guidelines. As COVID-19 remains a threat to our communities, the Auto Title Division will continue following the Centers for Disease Control guidance to ensure we are providing a safe environment for customers and staff.



Online Appointment Scheduling with Lobby Central

Lobby Central was migrated to a Cloud based solution. The new version allows customers to schedule an appointment for titling work, which has enabled Auto Title to continue to offer limited in-person services during the COVID-19 pandemic.

To schedule your next visit, please visit FranklinCountyAutoTitle.com/schedule or by calling our Auto Title Dedicated Help Line at 614.525.3090.

Working with our Partners, Virtually

Though in-person events and meetings were put on hold this past year, outreach to our partners continued. By moving our interactions to virtual platforms for conferences and meeting, we ensured safety while continuing to inform our partners of the latest updates to our services. Specifically, we worked closely with the Ohio Bureau of Motor Vehicles, the local food truck association, and local auto dealer associations.

Auto Title Division

(continued)

Looking Forward

As 2020 total auto title transactions were down compared to 2019, the Auto Title Division looks to bounce back and return to an upward yearly trend. Lastly, Clerk O'Shaughnessy will be announcing new innovative tools for auto title solutions. In partnership with the Information Technology Division, Auto Title will release new versions of the "Auto Title NOW" mobile application and Dealer Portal.

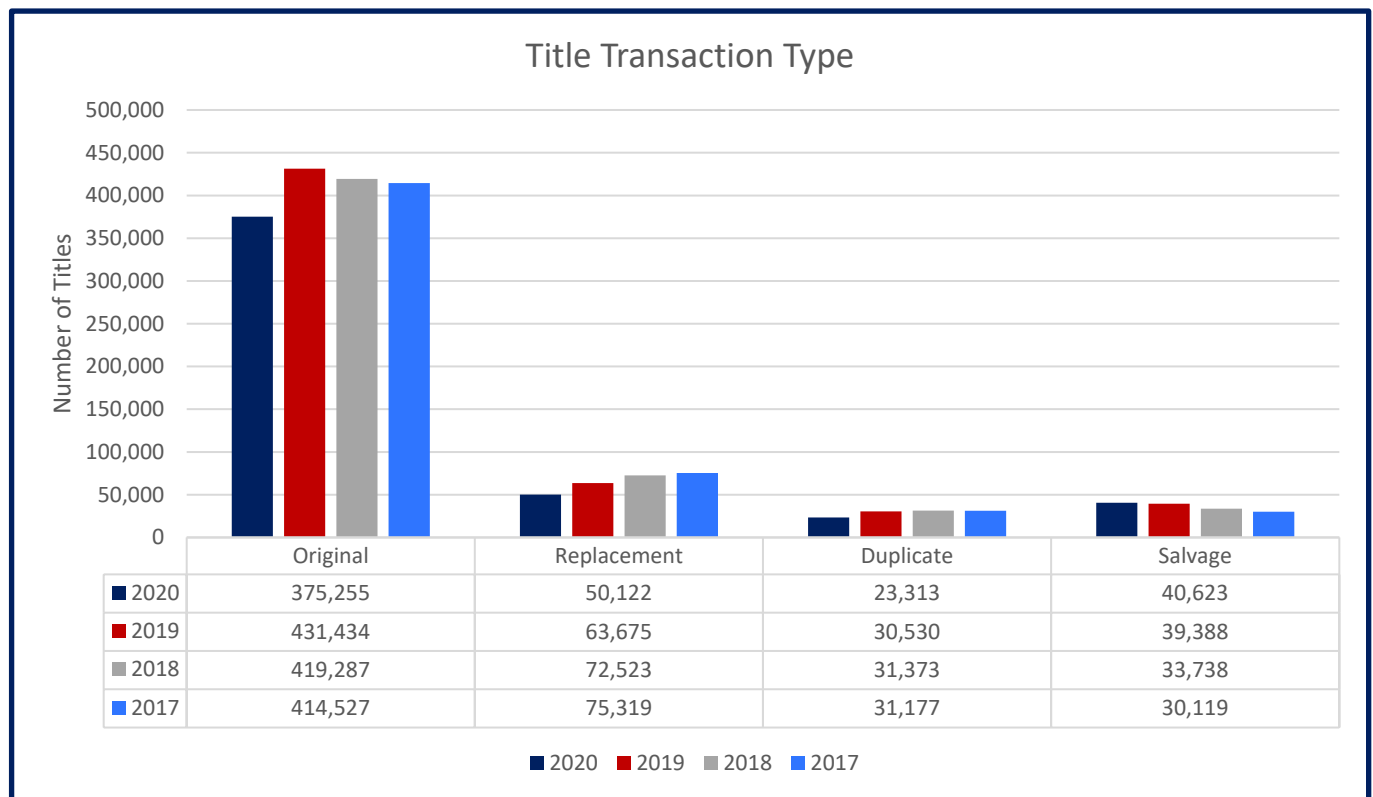
The Franklin County Clerk of Courts Title Division issues four main types of titles:

Original: Issued to a new owner for the first time.

Replacement: Issued when the current original title contains an error, is defaced in such a way that the title becomes invalid, or when the title requires an update without a transfer of ownership.

Duplicate: Issued when the current title has been lost, stolen, or destroyed. No transfer of ownership occurs.

Salvage: Issued when the vehicle has been wrecked beyond repair ("totaled") or when law enforcement takes ownership of an abandoned vehicle.



Auto Title Branches

Auto Title North (ATN)

980 Morse Road
Columbus, Ohio 43229
OPEN Monday-Friday
8 A.M. TO 5 P.M.

Auto Title East (ATE)

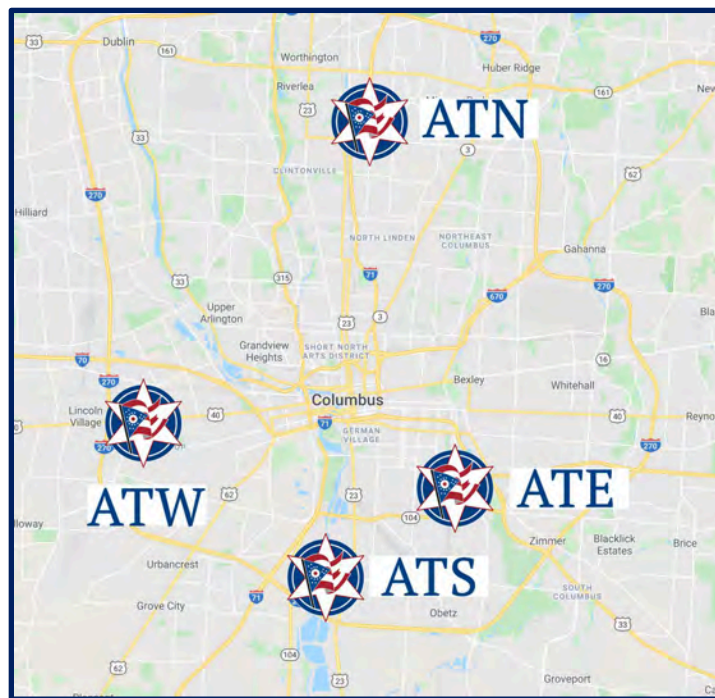
1583 Alum Creek Drive
Columbus, Ohio 43209
OPEN Monday-Friday
8 A.M. TO 5 P.M.

Auto Title West (ATW)

4153 West Broad Street
Columbus, Ohio 43228
OPEN Monday-Friday
8 A.M. TO 5 P.M.

Auto Title South (ATS)

45 Great Southern Boulevard
Columbus, Ohio 43207
OPEN Monday-Friday
8 A.M. TO 5 P.M.



*Hours of operation may vary depending on the current spread of COVID-19.
Contact our Dedicated Auto Title Help Line for more information.*

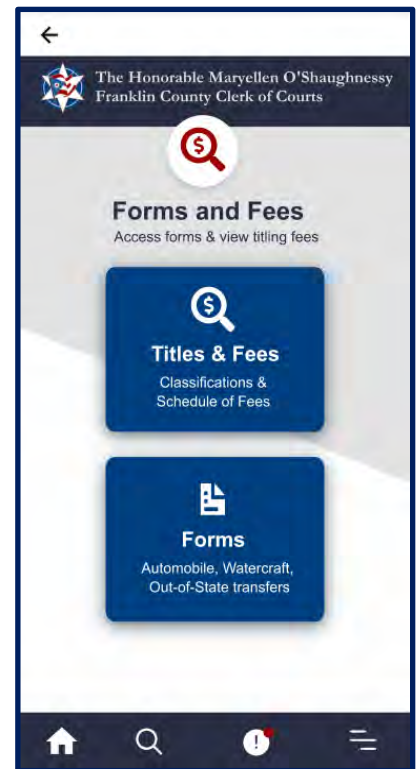
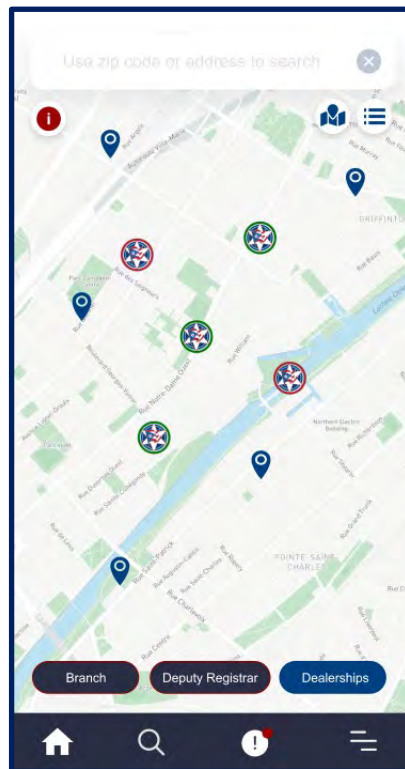
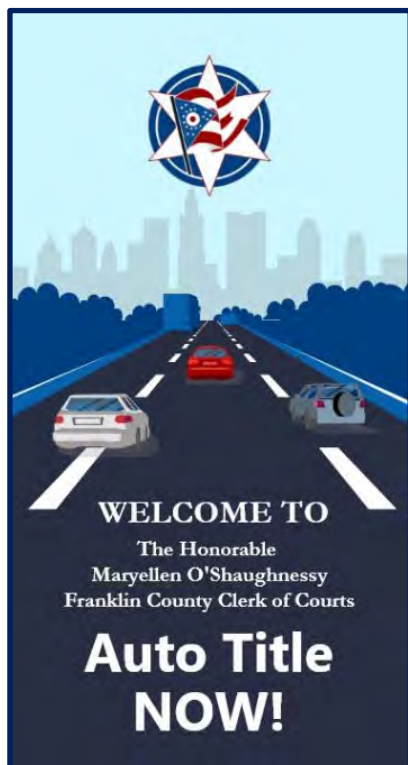
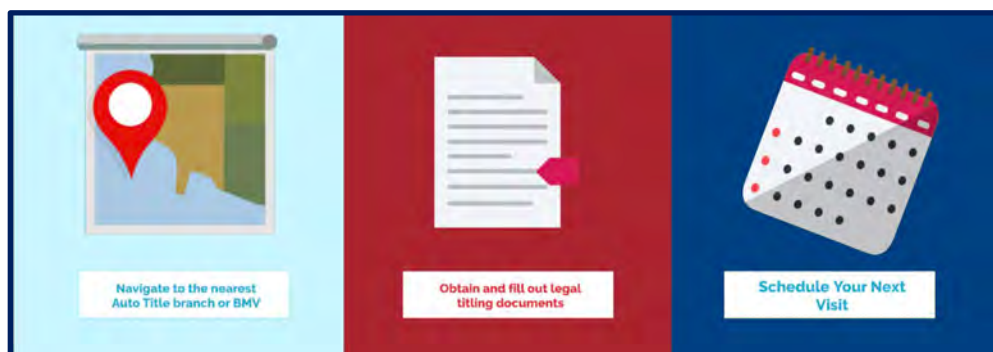
Dedicated Auto Title Help Line

Our Dedicated Auto Title Help Line at 614.525.3090 is answered in real time by an expert Deputy Clerk during normal weekday hours, 8 a.m. to 5 p.m. More title information including transaction processes, forms, and fees, is available online at FranklinCountyAutoTitle.com.

Auto Title NOW App

Accessing the Clerk's Auto Title Division could not be easier. Download the official Franklin County Clerk of Courts' Auto Title NOW App to access legal documents, navigate to the closest branch, search titles, schedule an appointment, or simply check fees to ensure an accurate transaction. Auto Title NOW is the first and only county clerk mobile app in the state of Ohio. Download today!

New version of Auto Title NOW coming Summer of 2021!



Legal Divisions

Our Legal Divisions consist of three offices: Appeals, General (Civil/Criminal), and Domestic Relations and Juvenile. The Legal Divisions consist of approximately 100 Deputy Clerks who manage the documents for each of these courts in Franklin County.

Appeals

The 10th District Court of Appeals, located on the 24th floor of the County Administration Building, handles cases appealed from the Court of Common Pleas, Probate Court, Municipal Court, Environmental Court and Court of Claims. We manage their documents in our office on the 23rd floor.



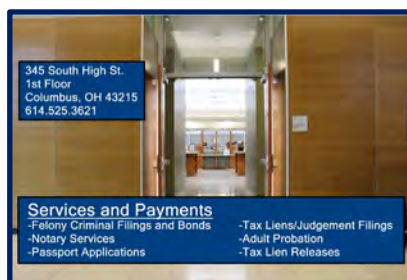
Appeals Division

General (Civil/Criminal)

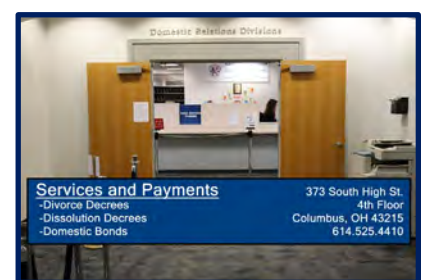
The General Division of the Common Pleas Court, located in the Courthouse at 345 South High Street, hears felony criminal cases and civil cases in which damages claimed or the amount in contention exceeds \$15,000. We manage civil and criminal documents in our offices on the 1st floor. In addition, the Clerk's General Division is an authorized U.S. Department of State Passport Acceptance Agent. A Deputy Clerk reviews the completed application, takes the passport photo, and forwards all documents and payments to the U.S. Department of State.

Domestic Relations and Juvenile

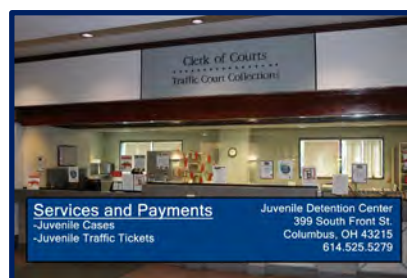
The Domestic Relations and Juvenile Division of the Common Pleas Court is in the County Administration Building, 373 South High Street. The court handles family law cases including divorce, dissolution, legal separation, child custody, and child support, as well as juvenile traffic cases, delinquency, truancy, and abuse or neglect of dependency of a minor. The Clerk's Office is located on the 4th floor, with Juvenile Traffic located at 399 South Front Street.



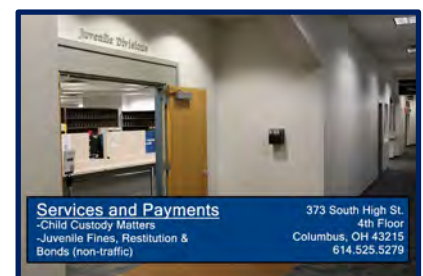
General (Civil/Criminal) Division



Domestic Relations Division



Juvenile Traffic Division



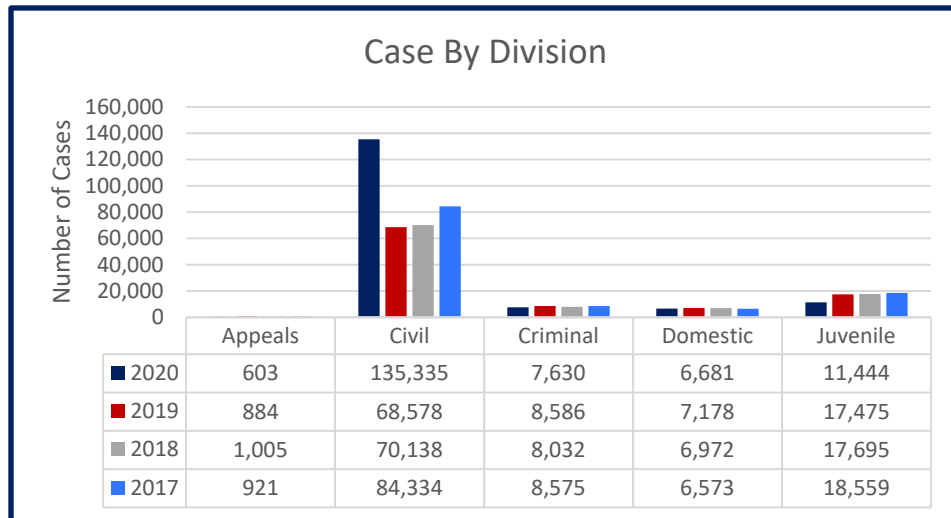
Juvenile Division

Legal Divisions

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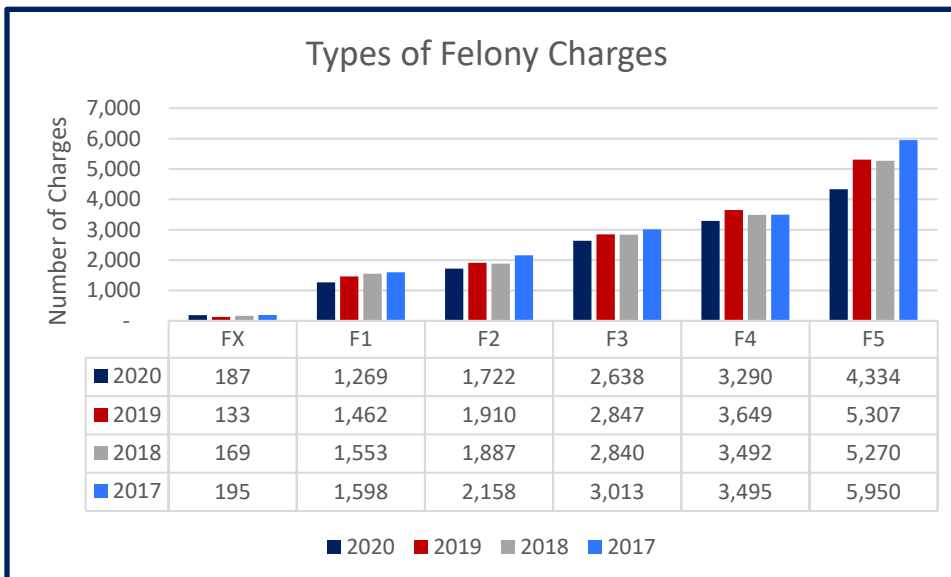
New Cases by Division

Annually, our Office processes over 100,000 new cases. Whether there is a civil dispute, criminal charge, or an appeal, our Legal Divisions maintain the records. As you can see, civil cases consistently lead with the most amount of new cases followed by juvenile cases.



Types of Felony Cases

In 2020, our Office processed 13,440 new felony criminal charges, down from 15,308 in 2019. When taking a deeper dive into the degree of felony criminal cases, we see a decline in the amount of cases as the degree increases in severity. Misdemeanor criminal offenses are not handled by our Office but by the Franklin County Municipal Clerk of Court.



Legal Divisions

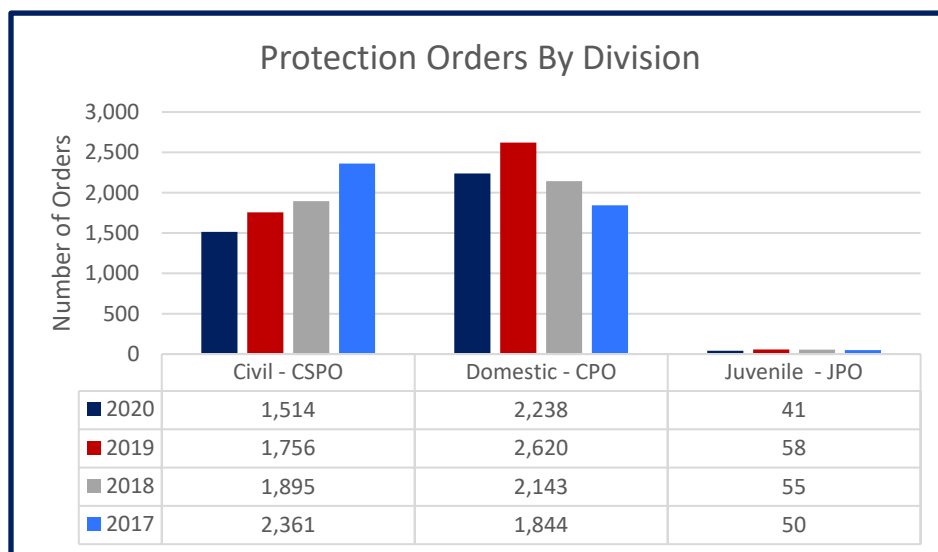
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Protection Orders

Civil Stalking Protection Order (CSPO): For two or more incidents in which the respondent caused you to believe that you are in danger or one sexually oriented offense.

Domestic Civil Protection Order (CPO): For those related by blood or marriage, have a child in common, or have lived together within the last 5 years as a spouse. There need not be a current criminal case. This order lasts up to five years.

Juvenile Protection Order (JPO): For orders against a person under the age of 18.



Applying for a Protection Order

Civil Stalking Protection Order
Franklin County Court of Common Pleas
345 S High Street, 2nd Floor
Columbus, Ohio 43215
614.525.3766

Domestic Civil and Juvenile Protection Order
Franklin County Administration Building
373 S. High Street, 3rd Floor
Columbus, Ohio 43215
614.525.3628

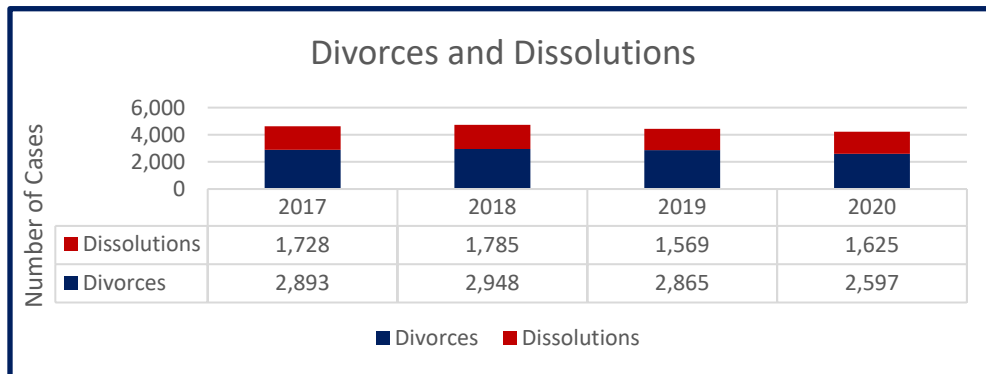
For additional information, contact the Capital University Family Advocacy Clinic at 614.236.6779. Also, for those who cannot afford to hire private counsel, possible legal representation may be available at the Family Advocacy Clinic, Domestic Violence Unit, located at 375 S High Street, 17th Floor.

Legal Divisions

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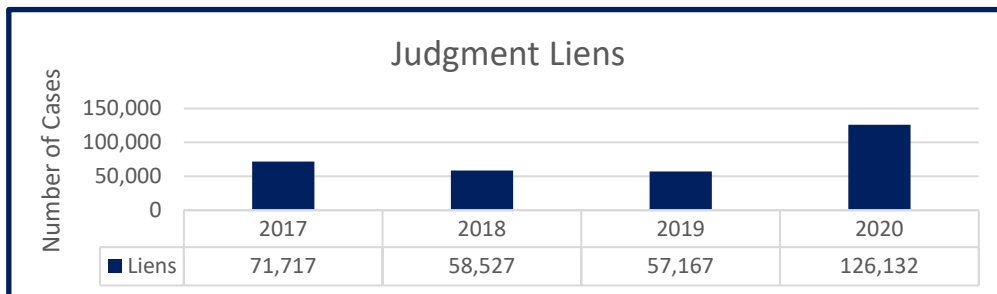
Divorces and Dissolutions

The number of divorces and dissolutions in Franklin County has remained relatively the same. In 2020, our Office processed 4,222 new divorce and dissolution cases, which is down from 4,434 in 2019.



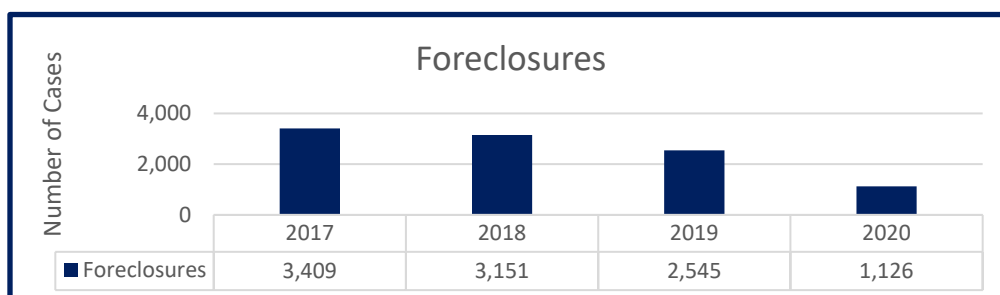
Judgment Liens

The number of judgment liens significantly increased in 2020 to 126,132, up 120% from 57,167 in 2019. Lien satisfactions are handled by our General Division located at 345 South High Street.



Foreclosure Cases

The number of foreclosure cases dropped significantly in 2020. We saw a 67% decrease from 2017. Evictions are not handled by our Office but by the Franklin County Municipal Clerk of Court.

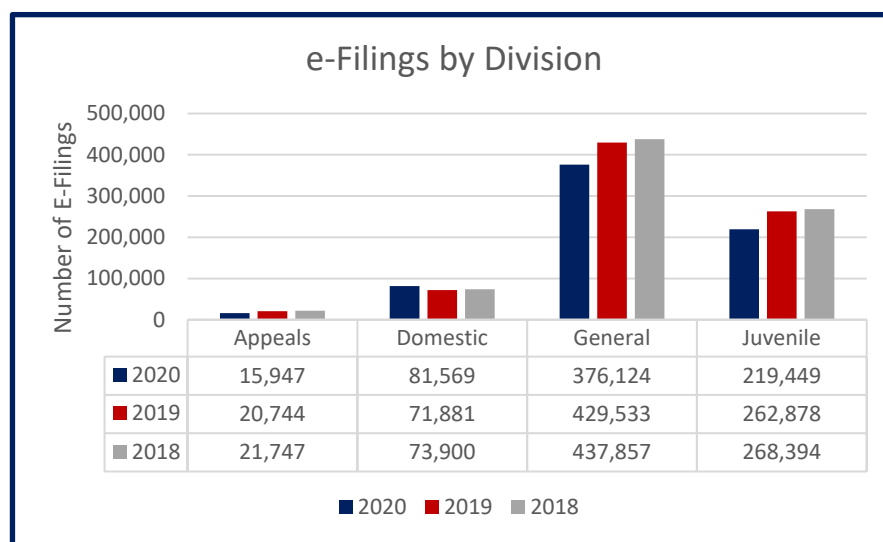


Legal Divisions

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Electronic Filing (e-Filing)

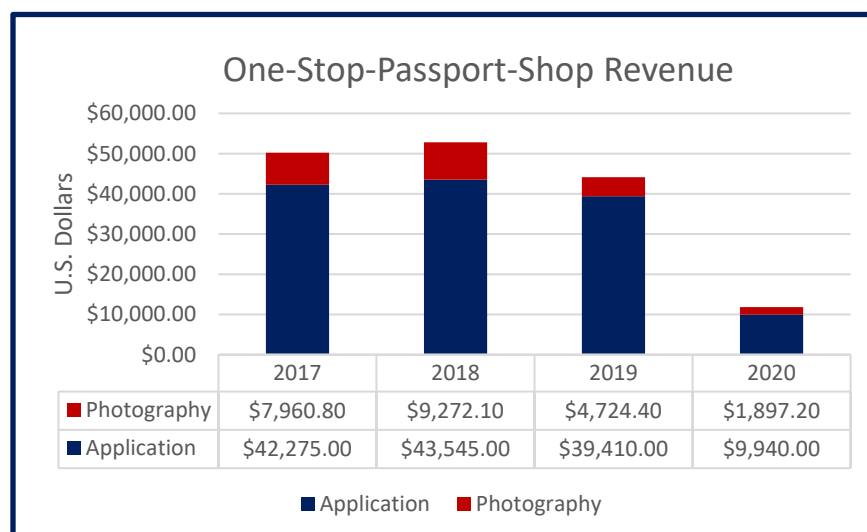
Since the implementation of e-Filing in 2012, our processing times have been reduced from an average of three days to one day, with most filings processed in under four hours. e-Filing is available 24/7, which has enhanced convenience and expediency. The total number of e-Filings dropped from 785,036 filings in 2019 to 693,089 filings in 2020, an 11.2% decrease.



One-Stop-Passport-Shop Revenue

Amid the spread of COVID-19, the United States Department of State halted their Passport services and our One-Stop-Passport-Shop had to close in March 2020. Thus, the revenue generated from the service was significantly impacted. The One-Stop-Passport-Shop reopened in January 2021.

Learn more on page 27.



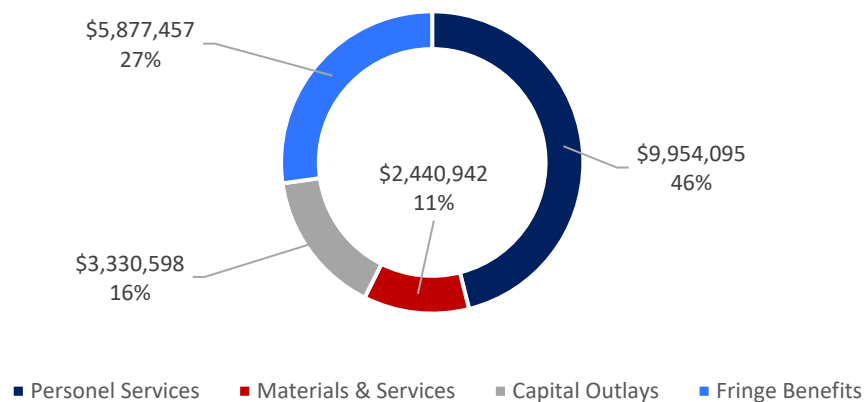
Office of Fiscal Services

The Office of Fiscal Services collects and disburses court-related and public funds in strict accordance with Ohio law. The Office of Fiscal Services maintains our financial infrastructure and provides an independent, objective oversight of all monetary transactions. Primary duties include budget management, cash management, centralized accounting, auditing, and financial policy oversight.

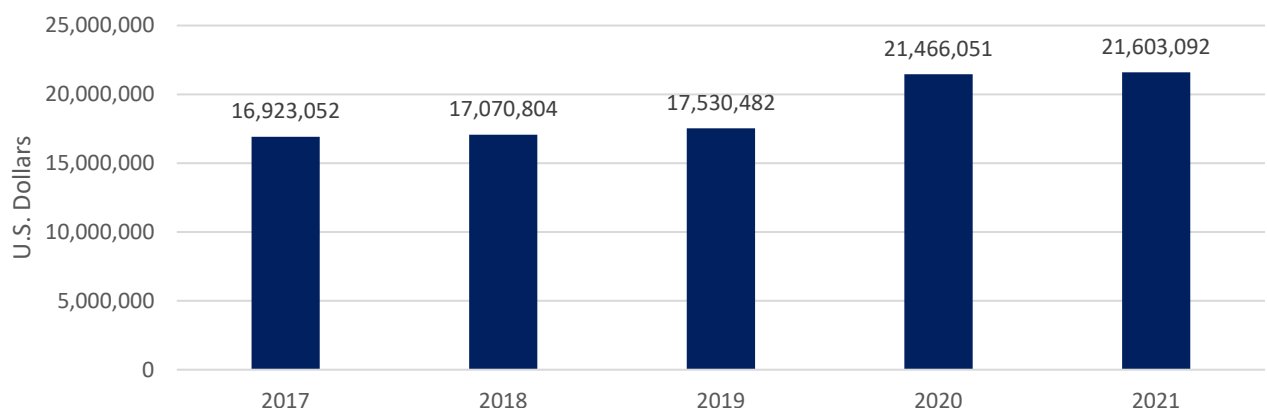
The Office of Fiscal Services audits the financial activity of each division and validates the timeliness, accuracy, and integrity of receipts. The Office of Fiscal Services provides the Clerk's Office and the general public comprehensive financial documentation and reports.

The Franklin County Clerk of Courts' 2021 approved budget is \$21,603,092 up from \$21,466,051 in 2020 and \$17,530,482 in 2019. (Source: Office of Budget Management).

Clerk of Courts' Approved Budget 2021



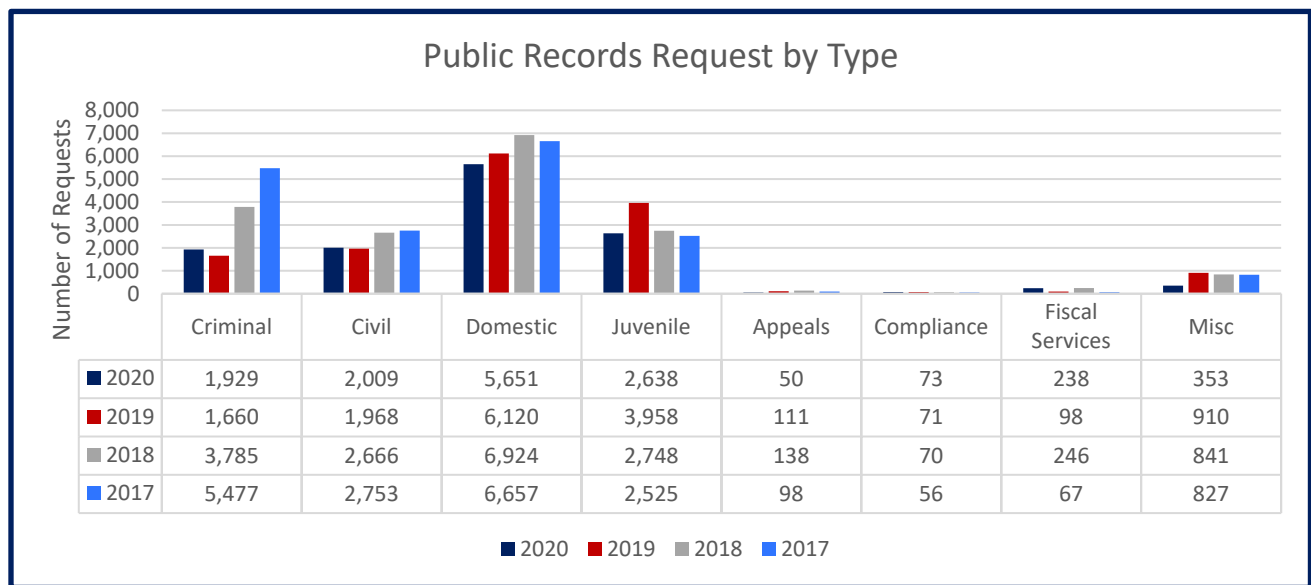
Clerk of Courts' Total Budget



Information Technology

The Information Technology Division (IT) provides support and innovative solutions to meet the technical needs of the Clerk's customers and the other four divisions. Every records request, visit to our website, Auto Title transaction, and phone call is tracked and analyzed to increase efficiency. Information Technology aims to ensure the Clerk's systems are functioning for staff and public use while continuing to evolve as new potential cyber security vulnerabilities are identified.

In 2020, our Office processed 12,623 public records requests, down from 14,896 in 2019. Since 2017, public records requests have decreased 31.62%. Increased use of our Case Information Online tool is believed to have impacted the number of requests.



Responding to COVID-19

Social distancing recommendations provided new challenges for our employees which forced our offices to innovate. In response, the Information Technology Division quickly executed a plan of action to enable some staff to work remotely. Staff were given tablets, laptops, cameras, and headsets to take home and telework. This effort helped to keep some of our staff at home while continuing productivity. The IT Division has been instrumental in providing support to staff for remote meetings, communications, access to the County network, Microsoft 365, and the custom systems supported by our Office.

Here are some of the technological upgrades our Office has made in response to COVID-19.

- Remote Timesheet Management**

The Kronos solution has upgraded to a Cloud platform that is more stable and allows for remote management of timesheets during the COVID-19 crisis.

Information Technology

(continued)

- **Virtual Courtrooms**

By introducing video arraignments to Franklin County, the Clerk's Office and our judicial partners were able to keep people safe while continuing court operations.

- **Electronic Document Enhancements**

In an effort to support our judicial partners, the IT Division developed a software process to load PDF forms with hearing information from our case management database. Having the PDF forms pre-loaded with information allows remote hearings to continue with more efficiency and accuracy.

- **Automatic Scheduling for Court Hearings**

Information Technology worked with a third-party vendor and the Data Center to update our case management systems to allow court dates to be auto scheduled in a timetable as prescribed by the court. This prevents the possibility of multiple courtroom bookings for a single time slot.

- **Supreme Court Tolling of Time**

The Ohio Supreme Court granted two extensions of time (March 2020 to July 30, 2020 and December 16, 2020 to March 16, 2021) which required an update to be made in our case management systems toll time for Supreme Court tracked cases and motions, filed in our General Division and Domestic Relations and Juvenile Division Courts.

- **Civil Protection Orders**

IT implemented the ability for Domestic Relations court staff to e-File Civil Protection Orders which has reduced the number of individuals who physically touch paperwork.



Video Arraignment in Common Pleas Court.
(source: Columbus Dispatch)



Ohio Supreme Court

9,

Case Management System

The Clerk's Information Technology Division, in partnership with other county agencies, is working to modernize our case management system. The purpose of the new system is to create an integrated, secure case management system that provides reliable, efficient, and accurate results to the public. This will bring 21st century technologies to the Clerk's Office and increase the people's access to justice.

Expected benefits are:

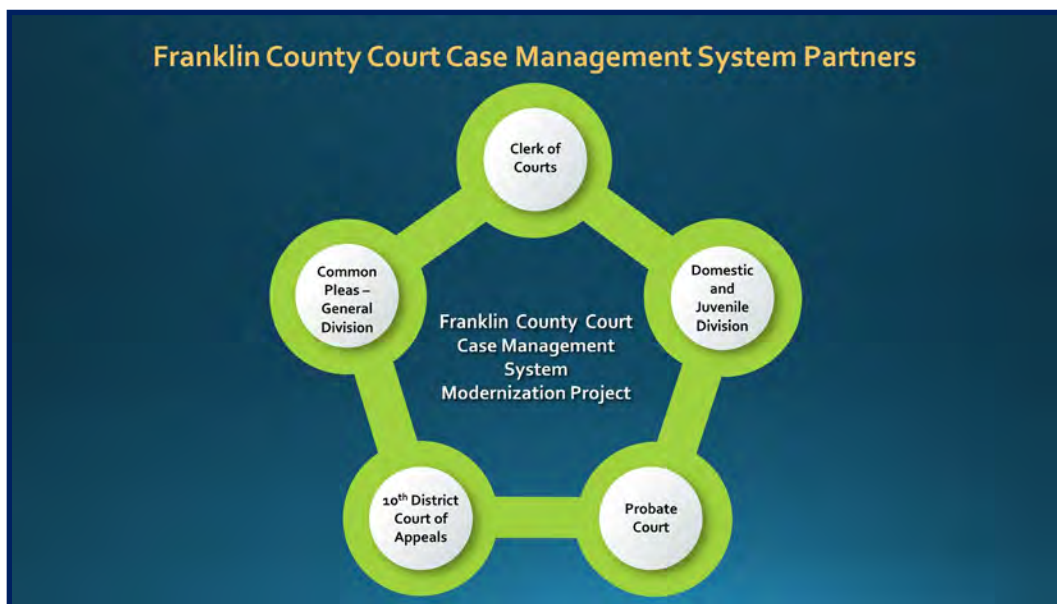
- Enhanced reporting capabilities, including faster turnaround for custom reports
- Real-time data exchange with other county systems
- Preserve technical functionality, while increasing efficiencies

Information Technology

(continued)

- Provide a more robust security model to combat cyber threats
- Introduces Cloud hosting to help shorten disaster recovery
 - Seamless data integration with other County justice partners
 - Integration with e-Filing without impacting user-functionality

The Case Management System project has been made possible by the collaborative efforts of Clerk Maryellen O'Shaughnessy and her partners on the e-Governance Board.



Administration

Administration consists of Communications, Human Resources and Training, Legal Compliance, and the Clerk's Chief of Staff. This Division provides guidance and support to all other divisions.

Communications represents the Office to the press, public, and other agencies. They develop communication strategies to connect constituencies with the services we provide.

Human Resources and Training administers hiring, training, benefits, payroll, labor relations, performance evaluations, and strategic planning. This past year presented new challenges due to the COVID-19 pandemic. Human Resources and Training collaborated with our union partners in AFSCME, Ohio Council 8, to incorporate remote working and a supplemental merit payment plan for staff required to work onsite enabling non-stop operations through the pandemic. Staff managed the process for staff exposed and/or infected with COVID19 and their safe return to work, as well as extended FMLA benefits under the Families First Coronavirus Response Act (FFCRA) for parents managing their children's remote learning schedules.



Clerk O'Shaughnessy receiving the COVID-19 vaccine

In 2021, HR and Training will continue to develop and deliver more virtual services, including:

- Educational opportunities to continually elevate the professionalism of our staff
- Benefit opportunities like remote exercise classes, tele-visits with medical professionals including mental health management
- Virtual interviews through Zoom

Legal Compliance ensures the Clerk, her Deputy Clerks, and all communications and operations of the Office are in accordance with Ohio law. The Division provides procedural and ethical standards for the Office. Compliance also oversees the accessibility and fulfillment of public records requests.

Administration works closely with Deputy Clerks to address their needs and strives to create a safe and respectful work environment. The Clerk's administrative office is on the 23rd floor of the County Administration Building at 373 South High Street.

In 2021, Clerk Maryellen O'Shaughnessy, in her 12th year as your Franklin County Clerk of Courts, remains committed to the people she serves and the service her Office provides. By continuing to enhance customer service, invest in the growth and well-being of our Deputy Clerks, and by using the latest technological advances, she works to be the leader of the best County Clerk's office in Ohio.

Actions and Trainings

Combating the Opioid Epidemic

In partnership with Franklin County Public Health, the Franklin County Clerk of Courts' offices are now supplied with Narcan that may be administered by trained staff. Narcan is the first and only FDA-approved nasal form of Naloxone for the emergency treatment of a known or suspected opioid overdose. Although we do not expect an overdose to ever take place in our offices, we are prepared for such an event if it were to occur. Simply having access to Naloxone can save a life.



Clerk Star

Human Resources and Training delivered the Clerk Star virtual trainings to our staff. Normally completed in-person, the Clerk Star curriculum was able to be delivered safely and encourage professional development in the workplace. Curriculum included: Implicit Bias, Bullying in the Workplace & Conflict Resolution, Anti-Sexual Harassment, and Diversity and Inclusion.



Ethics Training

Human Resources and Training also delivered the Office's Annual Ethics Training virtually. The purpose of this training is to ensure public officials and employees do not misuse their official positions for their own personal benefit or for the benefit of their family members or business associates.



Combined Charitable Campaign

2020 was a difficult year for many families in central Ohio. In response, our Deputy Clerks joined other Franklin County offices and agencies to support the Combined Charitable Campaign and the United Way of Central Ohio. Through payroll deductions and individual contributions, Deputy Clerks donated \$10,000 to dozens of local charities.

Toys for Tots

What better way to bring joy to a child than a gift for the holidays? This past December, Deputy Clerks in all offices donated over 150 toys to the local Toys for Tots campaign. The Toys for Tots campaign is a project of the U.S. Marine Corps to collect and distribute new toys to underprivileged children.





Stay Connected



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the the App Store

AutoTitleNOW.com



/FranklinCountyClerkofCourts



@FCClerkofCourts



/FCClerkofCourts

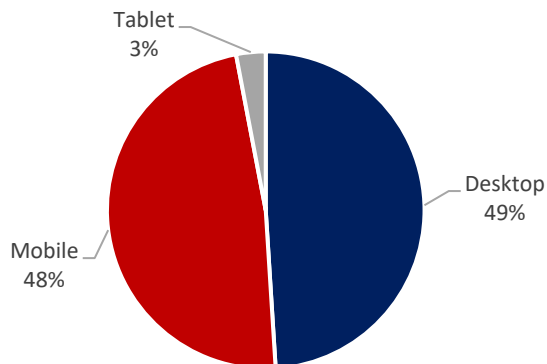


/C/ClerkFranklinCounty

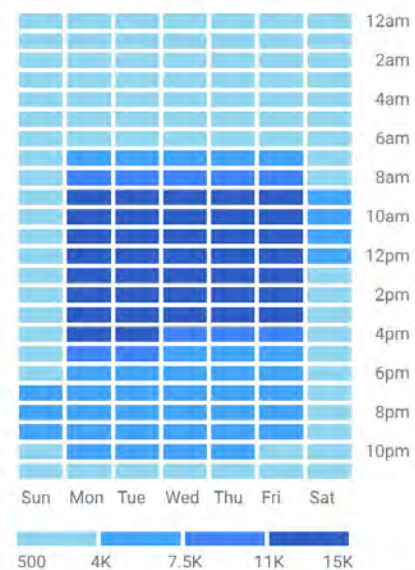
Website Statistics

In 2020, our website, Clerk.FranklinCountyOhio.gov, received more than 4.8 million views, up from 4.4 million in 2019. Lawyers, reporters, and constituents from all over the world are accessing the content we maintain. The Information Technology Division provides significant bandwidth and maintenance to ensure an accurate and user-friendly website.

Devices Used to Access Website - 2020

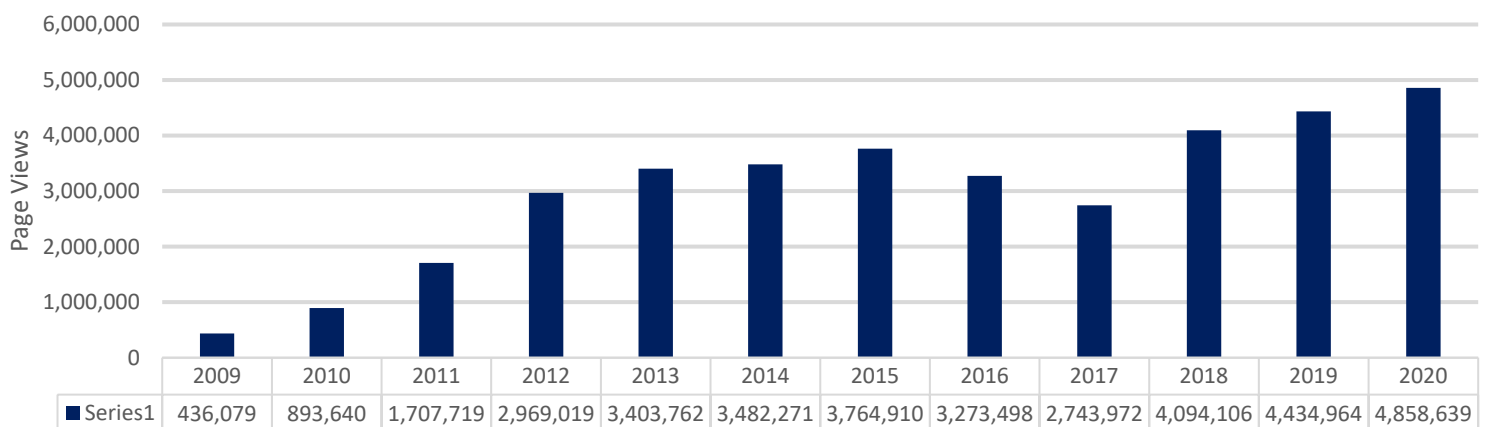


Users by time of day



Jan 1, 2020 - Dec 31, 2020

Clerk.FranklinCountyOhio.gov - Page Views



The Two Clerks of Court

Clerk Maryellen O'Shaughnessy works closely with her counterpart in the Franklin County Municipal Court, Clerk Lori Tyack. Below are some of the main differences between the two Clerk offices.



373 South High Street
Columbus, Ohio 43215
614.525.3600
Clerk.FranklinCountyOhio.gov

Maryellen O'Shaughnessy – Franklin County Clerk of Courts

Maintains the public record, receives and disburses payment for:

- Criminal Felonies
- Civil Lawsuits (damages \$15,000 and over)
- Divorces and Dissolutions
- Juvenile Traffic Violations
- Court of Appeals Cases
- Automobile and Watercraft Titles



375 South High Street
Columbus, Ohio 43215
614.645.8186
FCMCClerk.com

Lori Tyack – Franklin County Municipal Clerk of Court

Maintains the public record, receives and disburses payment for:

- Criminal Misdemeanors
- Civil Lawsuits (damages under \$15,000)
- Small Claims Suits (damages under \$3,000)
- Adult Traffic Violations and License Suspensions
- Rent Escrow
- Environmental Hearings
- Preliminary Felony Hearings



One-Stop-Passport-Shop

The Clerk's General Division is an authorized U.S. Department of State (DOS) Passport Acceptance Agent. A Deputy Clerk reviews the completed application, takes the passport photo, and forwards the documents and payments to the U.S. Department of State.

The One-Stop-Passport-Shop is open weekdays 8:00 A.M. – 2:30 P.M. (Times may vary depending on the General Division's hours of operations).



345 South High Street, 1st Floor Columbus, Ohio 43215 - 614.525.3621

Need more of a reason to apply for your passport with the Franklin County Clerk of Courts' Office? Cut this page along the dotted line and present it to one of our Deputy Clerks for a free passport photo.

This page is good for one FREE PASSPORT PHOTO

Expires March 31, 2022

One-Stop-Passport-Shop

(cont.)

Fees for the passports/cards are separate from the service and photo fees for the Clerk of Courts. A check or money order is required for the passports/cards fee. The Clerk of Courts on-site photo and service fees can be paid by check, MasterCard, Visa, or cash. No appointment is required.

U.S. Department of State Passport Information

	Age 16 and over:		Age 15 and under:		Accepted Payment Methods
Passport Book*	Validity - 10 years	Cost - \$110	Validity - 5 years	Cost - \$80	<i>Check or Money Order payable to "U.S. Department of State"</i>
Passport Card**	Validity - 10 years	Cost - \$30	Validity - 5 years	Cost - \$15	

Clerk of Court's Passport Fees

Service Fee Per Application	On-site Photo	Accepted Payment Methods
\$35	\$10	<i>Cash, Major Credit Card, Check/ Money Order payable to "Clerk of Courts"</i>

*Passport Book is valid for travel anywhere.

**Passport Card is valid for land or sea travel to Canada, Mexico, the Caribbean and Bermuda.

The passport card cannot be used for international travel by air.

345 S High Street, 1st Floor
Columbus, Ohio 43215
614.525.3621

No appointment required | Weekdays 8:00 A.M. – 2:30 P.M.
(Times may vary depending on the General Division's hours of operations).

What to bring:

- Correct forms of payment
- U.S. Department of State Passport Application
- Proof of Identification and Citizenship

Access the U.S. Department of State's website for information on renewing your passport by mail.

Before visiting the One-Stop-Passport-Shop, review all details related to the passport application and calculate the amount due to U.S. Department of State at the U.S. Passports and International Travel site.

Historical Index

Lucas Sullivant	1803 - 1810	Frank L. Holycross	1923 - 1925
Lyne Starling	1810 - 1815	Harold O. Gockenbach	1925 - 1927
Abram I. McDowell	1815 - 1836	Charles E. King	1927 - 1937
Elijah Backus	1836 - 1838	J. Arthur Yoder	1937 - 1947
Lyne Starling Jr.	1838 - 1846	William Berkhemer	1947 - 1948
Thomas Kendall	1846 - 1855	Russell Campbell	1948
Alfred Buttles	1855 - 1858	Roy King	1949 - 1958
James Bryan	1858 - 1859	Frank Smith	1958
James H. Smith	1859	Robert Metzger	1959 - 1960
James W. Smith	1859 - 1862	Joseph M. Clifford	1961 - 1970
David W. Brooks	1862	Thomas J. Enright	1971 - 1994
Thomas S. Shepard	1862 - 1868	Jesse Oddi	1994 - 1998
Jasper Lowenstein	1868 - 1871	William Shimp	1998
James S. Abbott	1871 - 1877	Virginia Barney	1998 - 2000
Harvey Cashatt	1877 - 1883	Thomas Lindsay	2000
John J. Joyce	1883 - 1889	John O'Grady	2001 - 2009
Theodore Beck	1889 - 1890	Maryellen O'Shaughnessy	2009 - Present
William H. Simonton	1890 - 1894		
Charles F. Galloway	1894 - 1900		
John W. McCafferty	1900 - 1905		
Howard C. Park	1905 - 1911		
John B. Miles	1911 - 1917		
Guy R. Winegarner	1917 - 1921		
Harold O. Gockenbach	1921 - 1923		

Work for the Clerk

Looking for a new job? Join our dedicated team of public servants and take advantage of numerous employee benefits. External job listings are posted regularly on our website.



Competitive Salary

\$15/hour minimum starting wage, retirement benefits, flexible spending account, deferred compensation, life insurance, bonuses for longevity, and annual wellness incentives.

Premium Healthcare

Comprehensive medical, dental, vision and prescription plans at a lower cost than state, national, and local competitor averages.

Professional Development

Tuition reimbursement, job-related coursework, ethics training, and the new Clerk Star curriculum.

Generous Paid Leave

Eleven paid holidays, two weeks of vacation, and three weeks of sick leave (accrued), as well as bereavement, FMLA, and other leave options.

Convenient Commutes

Deputy Clerks are issued an unlimited free bus pass for all Central Ohio Transit Authority (COTA) routes.

“We are always searching for dedicated public servants to join our team.”

– Clerk Maryellen O’Shaughnessy



Visit our application website to view the latest job postings: clct.FranklinCountyOhio.gov/employment
Contact: Sonya Thompson, HR and Training Specialist: slthomps@FranklinCountyOhio.gov

Fee Schedule

(as of January 1, 2021)

Auto Title Division

DESCRIPTION	FEE
Original Title	\$15.00
Replacement Title	\$15.00
Duplicate Title	\$15.00
Lien Notation (with or without memo)	\$15.00
Repossession Titles	\$15.00
Leasing Dealer	\$15.00
Dealer Resale w/Lien, or Lien Notation	\$15.00
Daily Rental, Company, and Vendor	\$15.00
Salvage with Lien (with or without memo)	\$15.00
Memorandum Only	\$5.00
Dealer Resale Title	\$5.00
Late Fee	\$5.00
Archive Fee	\$5.00
Salvage Title	\$4.00
Salvage Replacement	\$4.00
Inspection Fee	\$1.50
Affidavit Fee	\$1.00

Appeals Division

DESCRIPTION	FEE
Original Action Complaints	\$100.00
Basic Filing fee for Notice of Appeal, Cross-Appeal	\$75.00
Service by Publication	\$375.00
Pleading Certification	\$1.00
Copy (per page)	\$0.10
Fax Service	\$3.00
Fax (per page)	\$1.00

Fee Schedule

(continued)

Civil Division

ACTION

FEE

Civil Complaint (Category A, B, C, D, H)	\$225.00
Civil Complaint (Category E – Foreclosure)	\$300.00
Administrative Appeal (Category F)	\$100.00
Confession of Judgment (Cognovit)	\$100.00
Third Party Complaint with Service	\$25.00
Miscellaneous Case CQE (Certificate of Qualification for Employment)	\$50.00
Miscellaneous Case (non-adversarial issue)	\$45.00
Jury Demand (paid Friday before trial)	\$300.00
Service by Publication (Daily Reporter)	\$500.00
Miscellaneous Case (Public Records Dispute)	\$25.00

CERTIFICATES OF JUDGMENT (CJs)

FEE

CJ from Common Pleas Court	\$51.00
Domesticating Foreign Judgment	\$51.00
CJ transferred to Common Pleas	\$46.00
Certificate to Copy (Exemplification of Triple Seal)	\$4.00
Preparation or Partial Release of CJ	\$5.00

- Court costs in all cases must be paid before a full release of judgment can be filed
- Contact the Clerk of Courts directly for the cost of releasing liens filed against you (614.525.3621)

EXECUTIONS

FEE

Judgment Debtor Exam	\$25.00
Garnishment (Non-Personal Earnings)	\$25.00 (\$1.00/ garnishee)
Garnishment (Personal Earnings)	\$35.00
Praecipe for Writ of Execution	\$103.00
Alias Executions (same case)	\$44.00

MISCELLANEOUS

FEE

Arbitration (Local Rule 103.04C)	\$350.00 (\$175.00/party)
Appeal de novo	\$150.00
Certificate to Copies (Exemplification or Triple Seal)	\$4.00

Fee Schedule

(continued)

MISCELLANEOUS

FEE

Lis Pendens Action	\$5.00
Praecipe for Order of Sale, Alias, Plures in Participation	\$600.00 per parcel
Official Public Sheriff Sale Website/Integrated Auction Management System License	\$220.00
Praecipe for Writ of Partition	\$14.00
Praecipe for Writ of Possession (Habere Facias)	\$44.00
Praecipe for Writ of Restitution	\$44.00
Praecipe for Writ of Vendi Exponas	\$600.00
Subpoena with Sheriff Service	\$10.00

NON-JUDICIAL FUNCTIONS

FEE

Certified Copies	\$1.00/page
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Domestic Relations

BASIC FILINGS (service process cost not included)

FEE

Action for Dissolution	\$200.00
Action for Divorce	\$250.00
Action for Legal Separation	\$175.00
Action for Annulment	\$175.00
Action for Custody and Support	\$150.00
Action for Custody and Visitation	\$150.00

SERVICE OF PROCESS

FEE

Certified Mail	\$10.00
Registered Mail	\$14.00
Franklin County Sheriff Service	\$30.00
Ordinary Mail	\$5.00
Process Server	\$4.00
Foreign Sheriff	\$75.00
Service by Publication	\$130.00

- Note: A party requesting service by publication shall deposit an amount equal to the current minimum rate for publication, in addition to the regular cost, with the Clerk of Courts

Fee Schedule

(continued)

OTHER FILINGS	FEE
Counterclaims for Divorce, Annulment, or Legal Separation	\$43.00
Court Reporter's Fee	\$25.00
Jury Demands	\$25.00
Post-Judgment Motions (per Local Rule 2)	\$150.00

SUBPOENA WITNESS FEES	FEE
Within Franklin County	\$6.00
Served by Sheriff	\$4.00
<i>Total fee within Franklin County</i>	<i>\$10.00</i>
Outside Franklin County	\$12.00
Mileage (calculated at time of service)	Varies

MISCELLANEOUS FEES	FEE
Authenticated (Exemplified) Copies	\$4.00
Certification (Seal)	\$1.00/doc
Copies	\$0.10/page

GARNISHMENTS	FEE
Wage	\$35.00
Non-Wage	\$25.00

Juvenile Division

COMPLAINT FILINGS	FEE
Custody Only	\$115.00
Custody and Support	\$115.00
Custody, Support, and Visitation	\$115.00
Custody and Visitation	\$115.00
Visitation Only	\$115.00
Visitation and Support	\$115.00
Establish Parentage	\$95.00
Non-Existence of Parentage	\$95.00
Parentage and Custody	\$190.00
Consent to Marry	\$25.00

Fee Schedule

(continued)

MOTION FILINGS

	FEE
Motion to Set Custody	\$100.00
Motion to Modify Custody	\$100.00
Motion to Enforce Custody	\$100.00
Motion to Set Child Support	\$100.00
Motion to Enforce Child Support	\$100.00
Motion to Set Visitation/Parenting Time	\$100.00
Motion to Modify Visitation/Parenting Time	\$100.00
Motion to Enforce Visitation/Parenting Time	\$100.00
Motion for Allocation of Parental Rights and Responsibilities	\$100.00
Motion to Modify Parental Rights and Responsibilities	\$100.00
Motion to Enforce Parental Rights and Responsibilities	\$100.00
Motion for Emergency Custody	\$30.00
Answer and Counterclaim for Parental Rights and Responsibilities	\$100.00

GARNISHMENT DOCUMENTS

	FEE
Wage Garnishment with Certified Mail or Franklin County Sheriff Service	\$35.00
Non-Wage Garnishment with Certified Mail or Franklin County Sheriff Service	\$25.00

MISCELLANEOUS

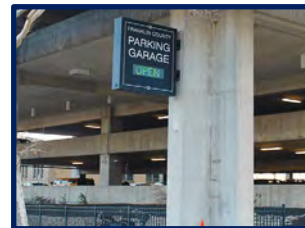
	FEE
Certification (Seal)	\$1.00/document
Copies	\$0.10/page
Authenticated/Exemplified Copies	\$4.00
Jury Demand	\$25.00

Parking Options



1

Franklin County Parking Garage
34 E Fulton Street
614.525.3800
Facilities.FranklinCountyOhio.gov



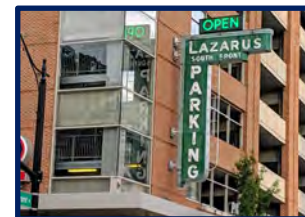
2

Columbus Commons Main Parking Garage
55 E Rich Street
614.461.4454
ColumbusCommons.org



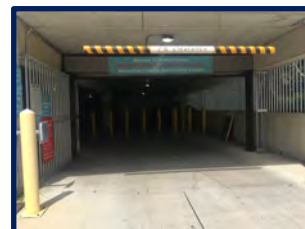
3

Lazarus Parking Garage
232 S Front Street
614.469.0292



4

Miranova Parking Garage
2 Miranova Place
614.946.6050



Hours of Operation & Locations

Administrative Offices and Legal Divisions OPEN MONDAY – FRIDAY, 8 A.M. TO 5 P.M.

Administration

373 South High Street, 23rd Floor
Columbus, Ohio 43215
614.525.3600

Appeals

373 South High Street, 23rd Floor
Columbus, Ohio 43215
614.525.3624

Domestic Relations

373 South High Street, 4th Floor
Columbus, Ohio 43215
614.525.4410

General (Civil/Criminal)

345 South High Street, 1st Floor
Columbus, Ohio 43215
614.525.3621

Juvenile

373 South High Street, 4th Floor
Columbus, Ohio 43215
614.525.4411

Juvenile Traffic

399 South Front Street
Columbus, Ohio 43215
614.525.5279

Office of Fiscal Services

345 South High Street
Columbus, Ohio 43215
614.525.3620

e-Filing Help Line

614.525.2600

Auto Title Branch Offices OPEN MONDAY – FRIDAY, 8 A.M. TO 5 P.M.

Auto Title East

1583 Alum Creek Drive
Columbus, Ohio 43209

Auto Title South

45 Great Southern Boulevard
Columbus, Ohio 43207

Auto Title North

980 Morse Road
Columbus, Ohio 43229

Auto Title West

4153 West Broad Street
Columbus, Ohio 43228

Dedicated Auto Title Help Line

614.525.3090

*Hours of operation may vary depending on the current spread of COVID-19.
Contact the Office's Main Line for more information: 614.525.3600.*

