



**The Honorable Maryellen O'Shaughnessy**  
Franklin County Clerk of Courts

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# 20 | ANNUAL 22 | REPORT

Clerk of Courts  
373 South High Street  
Floor 23  
Columbus, Ohio 43215





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**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 2022 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.

Over the past few years COVID-19 has continued to present new challenges that push 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 accurate, courteous, and timely 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 2021. 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](mailto: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*

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 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.



*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.



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 2021, the Legal Divisions filed 146,290 new cases in the Court of Common Pleas and 10th District Court of Appeals, down from 161,693 in 2020. 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 which provides proof of vehicle ownership, with strict adherence to Ohio laws and rules. In 2021, our Auto Title Division processed 561,881 auto titles, up from 489,313 in 2020, with an average wait time of below 7 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.

As COVID-19 continues to be a threat, our Office has adapted to new challenges while continuing to serve the people of Franklin County. During this crisis, Clerk O'Shaughnessy has taken unprecedented measures to help ensure the safety and well-being of her staff and the general public.

With respect to the Centers for Disease Control guidelines to ensure a safe working environment and public space, Clerk Maryellen O'Shaughnessy has implemented the following office upgrades and policies:

- Installed security glass at all public facing clerk counters
- Limited the number of people in our lobbies
- Placed social distancing floor mats in public lobbies
- Recommended face coverings in all offices
- Enhanced regular cleaning of public spaces and surfaces
- Expanded telework for employees
- Enhanced technologies to continue providing accurate, courteous, and timely service

Maryellen O'Shaughnessy  
Clerk of Courts





# In ACTion



ACCURATE

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

COURTEOUS

Providing our customers with a little extra care and understanding.

TIMELY

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

# 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 grant the proof of ownership required by state law.

## Notable Successes and/or Innovative Programs

Our success can in part be measured by our efforts to return to “normal.” By normal we mean title issuance and revenue numbers in line with 2019 pre-pandemic numbers. Despite the supply chain and manufacturing difficulties hurting dealer sales, as much as 30% in some parts of Ohio, and despite the upswing of Covid-19 variants requiring continued pandemic protocols, and despite staffing shortages which are wide-spread and continuing, we have very nearly matched that targeted 2019 number.

- Title issuance for 2021 was just 1% short of 2019 and 13% over 2020.
- Revenue for 2021 was 3% over 2019 and 18% over 2020.
- Average turnaround time for dealer work dropped off at Auto Title branches was well under the goal of 4 hours for the entire year.
- Average customer wait time was below 7 minutes for the entire year while under 15 minutes is the goal.
- We successfully trained our staff on the significant title changes in 2021 as a result of HB 211, HB 74, and HB 110.

In addition to our yearly statistics goals, we achieved or made progress on our other stated goals from 2020.

- We continue to offer a safe environment for our customers and staff.
- Despite individual office closures on 3 occasions, we were able to serve our customers in our other locations.
- We continue to provide service by appointment with the ability for customers to schedule an appointment online or call in to our customer service staff for assistance.
- The Dealer Portal and the “Auto Title Now” mobile app will debut in 2022.
- The Bureau of Motor Vehicles Ohio Title Portal will debut in the first quarter of 2023. Auto Title's leadership teams, Administrative Support Unit staff, dealer clerks, and typists all participated in the online training provided in December and are ready to begin assisting electronic customers when the system goes live.
- While we are still holding off on group training, we have aggressively pursued individual training for new hires and veterans alike in an effort to increase our efficiency and value to our customers.

# Auto Title Division

## Goals for 2022

Our overall goal never changes. We seek to provide Accurate, Courteous, Timely service to the citizens of Franklin County and all citizens of neighboring counties who come into our offices. To that end:

- We will continue our campaign of training employees to provide accurate, courteous, and timely service to our customers.
- We will debut the new Dealer Portal and Auto Title Now app which will provide tools and answers to make the title transfer process easier for our customers.
- We will partner with the BMV in final testing of the Ohio Title Portal and counter signature pads which will help reduce paperwork in the office.
- We will partner with the BMV and Ohio State Highway Patrol for fraud training.
- Our goal for title issuance will be to surpass 2019 as we did in 2021 with revenue.
- Prioritize the health and safety of both customers and staff.

## Online Appointment Scheduling Made Possible with Lobby Central

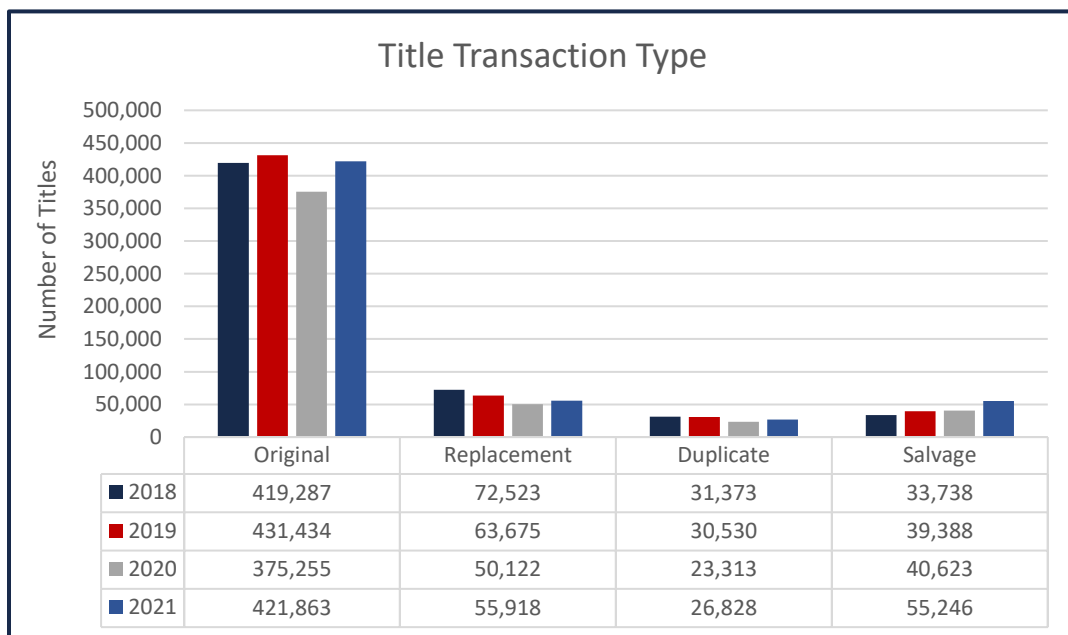
Lobby Central was migrated to a Cloud based solution. The new version allows customers to schedule an appointment for titling work, which has enabled Auto Title to continue to offer limited in-person services during COVID. To schedule your next visit, please visit [FranklinCountyAutoTitle.com/scheduling](https://FranklinCountyAutoTitle.com/scheduling) or by calling our Auto Title Dedicated Help Line at 614.525.3090.

The screenshot displays the Franklin County Clerk of Courts - Auto Title website interface. It features a 'Schedule an Appointment' section with a 'Location' dropdown menu (showing 'select a location') and a 'Visit Reason' dropdown menu. To the right, there is a 'Contact' section with the website URL ([franklincountyautotitle.com](https://franklincountyautotitle.com)), email address ([autotitle@franklincountyohio.gov](mailto:autotitle@franklincountyohio.gov)), and phone number (614.525.3090). Below the contact information is a 'Locations & Hours' section listing three offices: Auto Title East (1583 Alum Creek Drive, Columbus, OH 43208, Phone: (614) 525-3090), Auto Title North (980 Morse Road, Columbus, OH 43229, Phone: 614.525.3090), and Auto Title South (43 Great Southern Boulevard, Columbus, OH 43207). Each office listing includes a 'View Hours' link.

# Auto Title Division

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

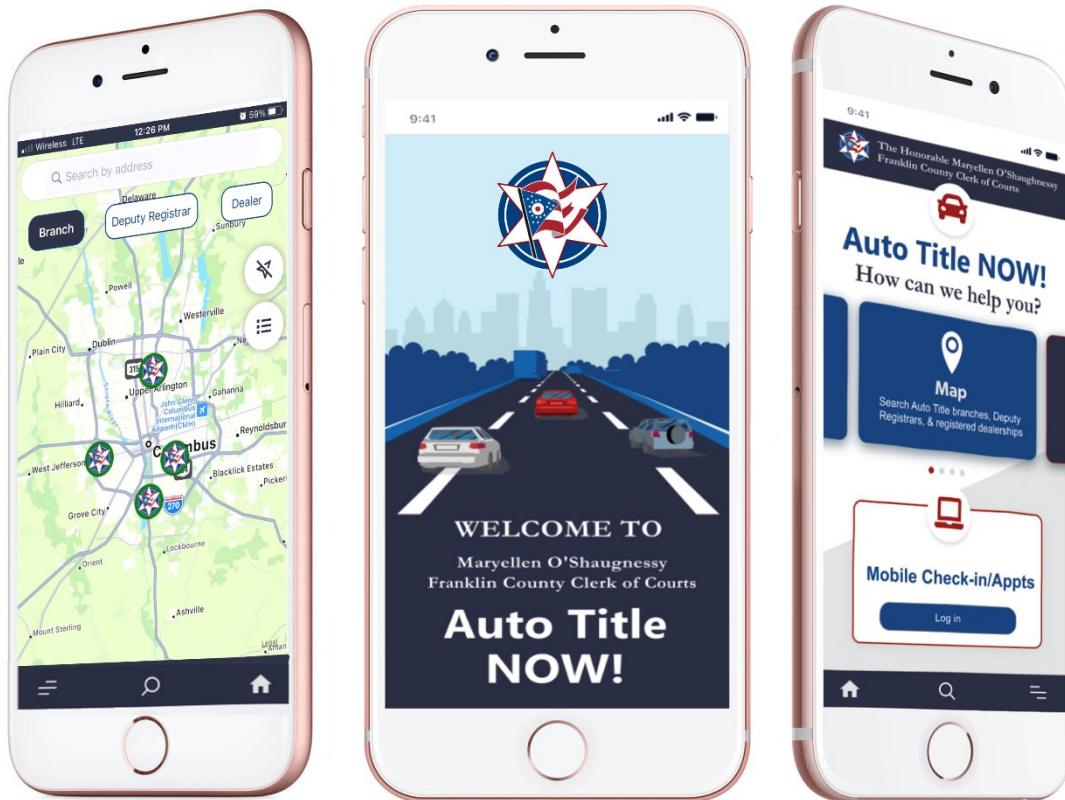
- **Original:** Issued to a new owner for the first time.
- **Replacement:** Issued when the current original title contains a discrepancy, is defaced in such a way that the title becomes invalid or when the title requires an update without a transfer of ownership.
- **Duplicate:** Issued when the current 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 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 assist with an accurate transaction. Download Auto Title NOW, today!



-  Navigate to the nearest Auto Title branch or BMV
-  Obtain fillable legal documents
-  Schedule your next visit

## DOWNLOAD NOW!



Apple Store



Google Play



# Legal Divisions



Our Legal Divisions consists of four offices: Appeals, General (Civil/Criminal), 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 24<sup>th</sup> floor of the County Administration Building, handles cases appealed from the Court of Common Pleas, Municipal Court, Environmental Court, and Court of Claims. We manage their documents in our office on the 23rd floor.



### Services and Payments

- Filings for the 10<sup>th</sup>  
District Court of Appeals

373 South High Street  
23<sup>rd</sup> Floor  
Columbus, OH 43215  
614.525.3624

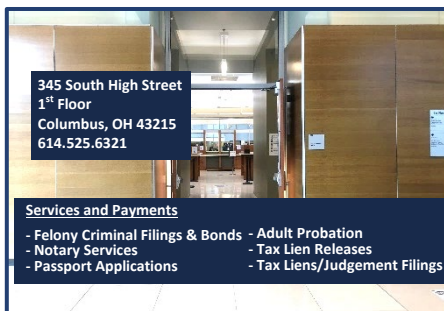
### *Appeals Division*

## General (Civil/Criminal)

The General Division of the Common Pleas Court, located in the new 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 & 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 fourth floor, with Juvenile Traffic located at 399 South Front Street.

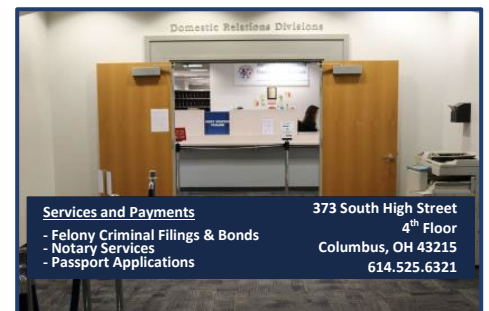


345 South High Street  
1<sup>st</sup> Floor  
Columbus, OH 43215  
614.525.6321

### Services and Payments

- Felony Criminal Filings & Bonds - Adult Probation  
- Notary Services - Tax Lien Releases  
- Passport Applications - Tax Liens/Judgement Filings

### *General (Civil/Criminal) Division*

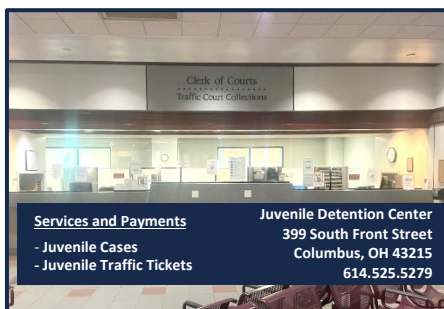


### Services and Payments

- Felony Criminal Filings & Bonds  
- Notary Services  
- Passport Applications

373 South High Street  
4<sup>th</sup> Floor  
Columbus, OH 43215  
614.525.6321

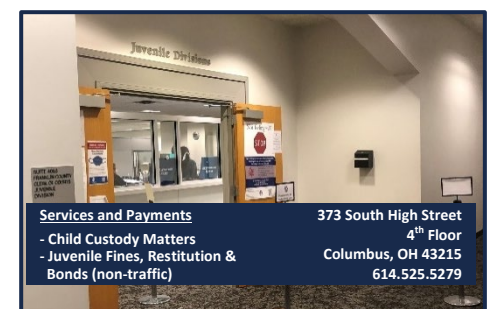
### *Domestic Relations Division*



Services and Payments  
- Juvenile Cases  
- Juvenile Traffic Tickets

Juvenile Detention Center  
399 South Front Street  
Columbus, OH 43215  
614.525.5279

### *Juvenile Traffic Division*



### Services and Payments

- Child Custody Matters  
- Juvenile Fines, Restitution &  
Bonds (non-traffic)

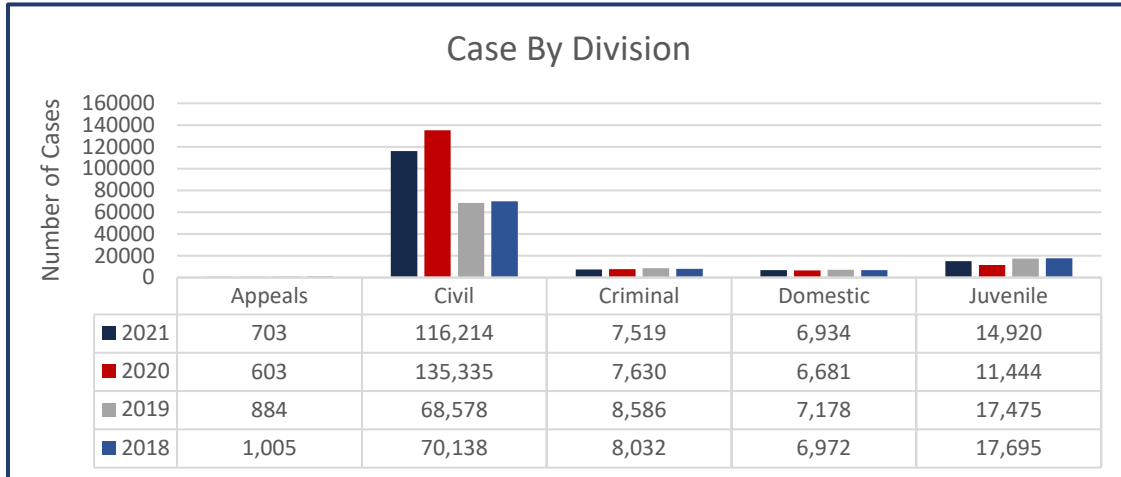
373 South High Street  
4<sup>th</sup> Floor  
Columbus, OH 43215  
614.525.5279

### *Juvenile Division*

# Legal Divisions

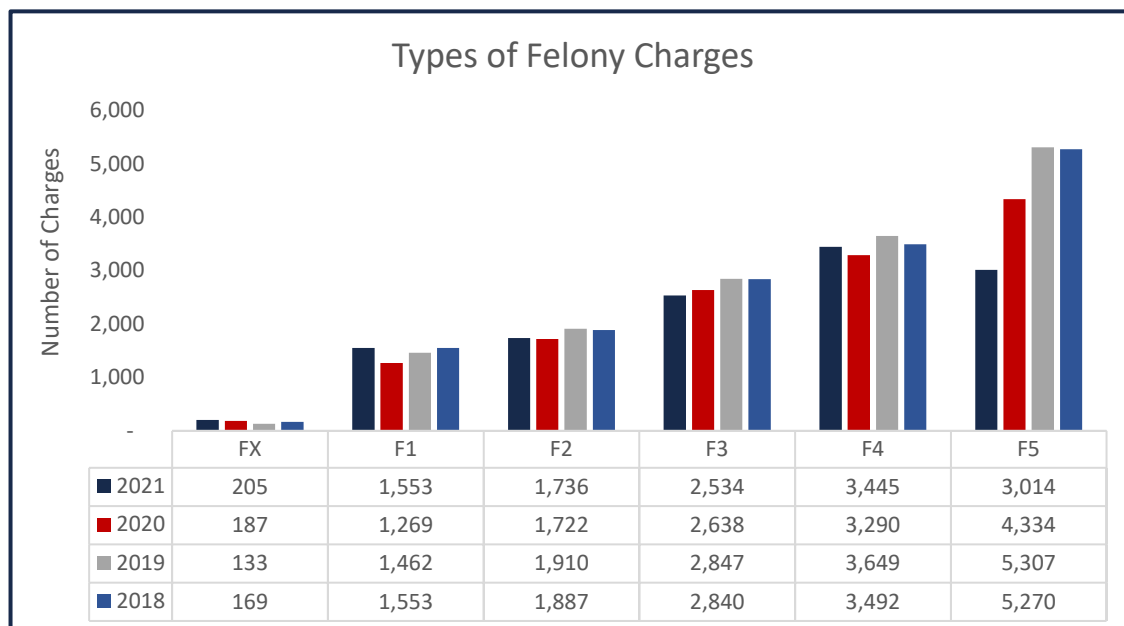
## New Cases by Division

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 number of new cases followed by juvenile cases.



## Types of Felony Cases

In 2021, our Office processed 12,487 new felony criminal charges, down from 13,440 in 2020. When taking a deeper dive into the degree of felony criminal cases, we see a decline in the number 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.



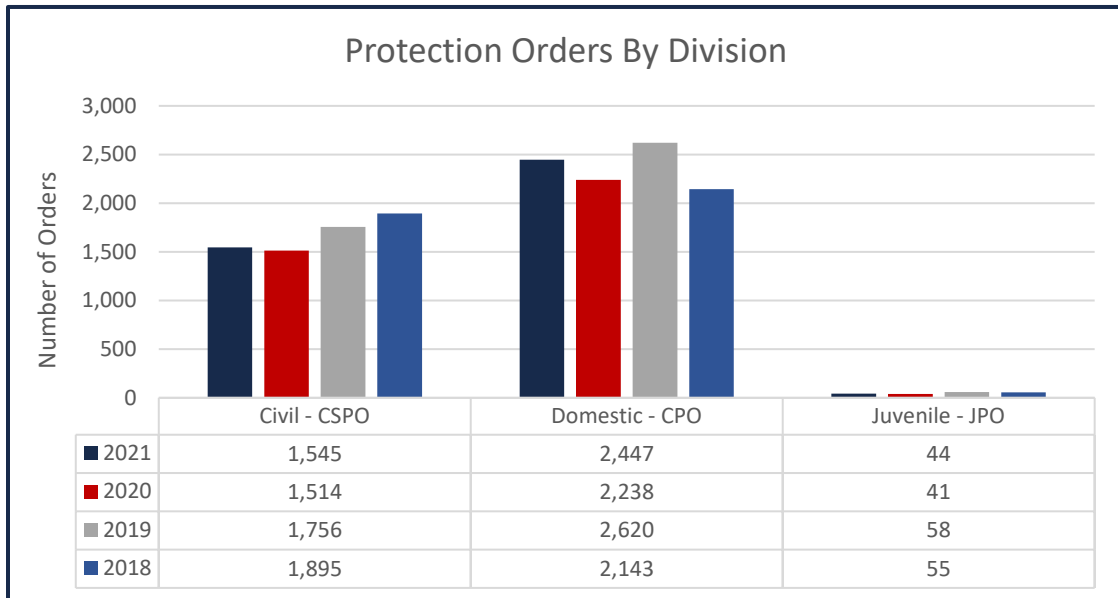
# Legal Divisions

## 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

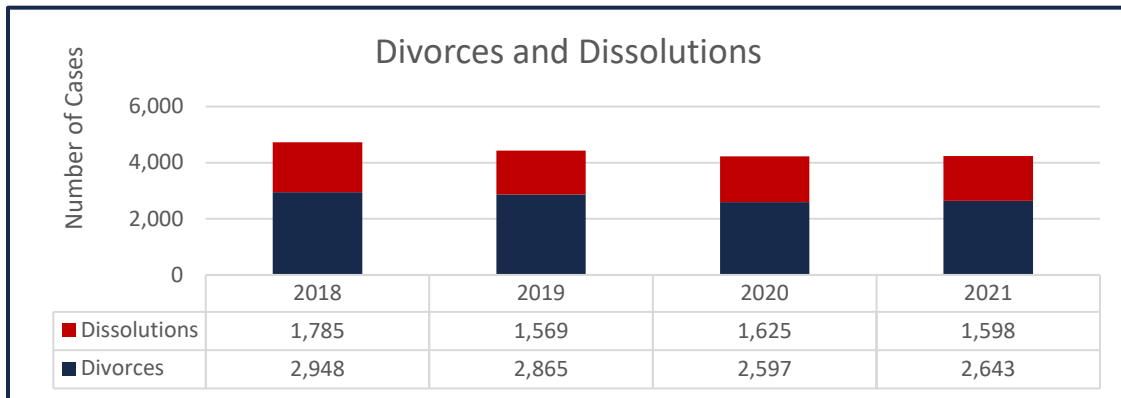
Franklin County Administration Building  
373 S. High Street, 3rd Floor  
Columbus, Ohio 43215  
614.525.3628

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

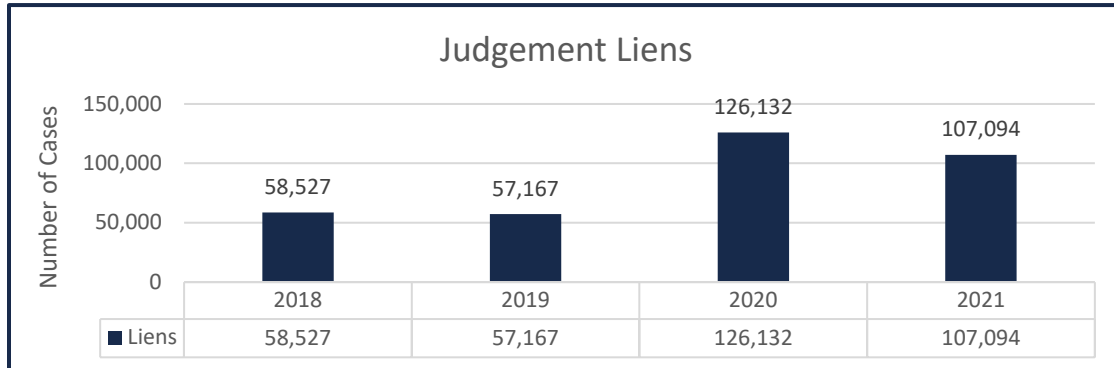
## Divorces and Dissolutions

The number of divorces and dissolutions in Franklin County has remained relatively the same. In 2021, our Office processed 4,241 new divorce and dissolution cases, which is up from 4,222 in 2020.



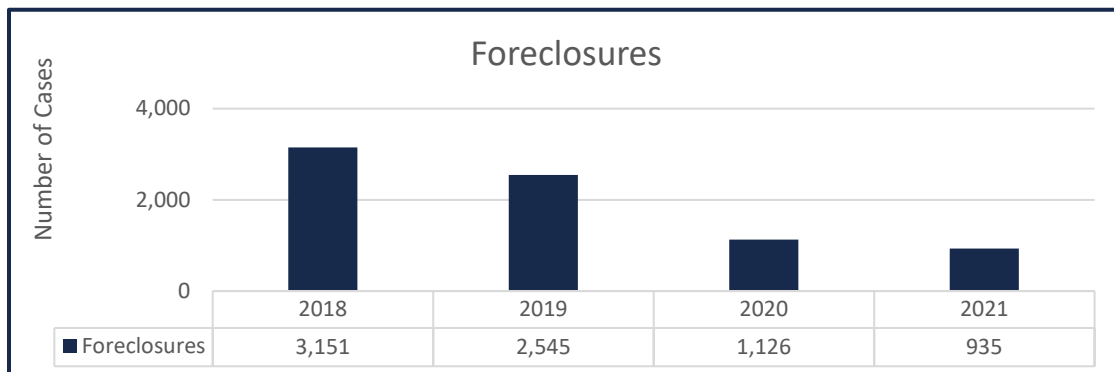
## Judgment Liens

The number of judgment liens in 2021 slightly decreased to 107,094 from 126,132 in 2020. Lien satisfactions are handled by our General Division located at 345 South High Street.



## Foreclosure Cases

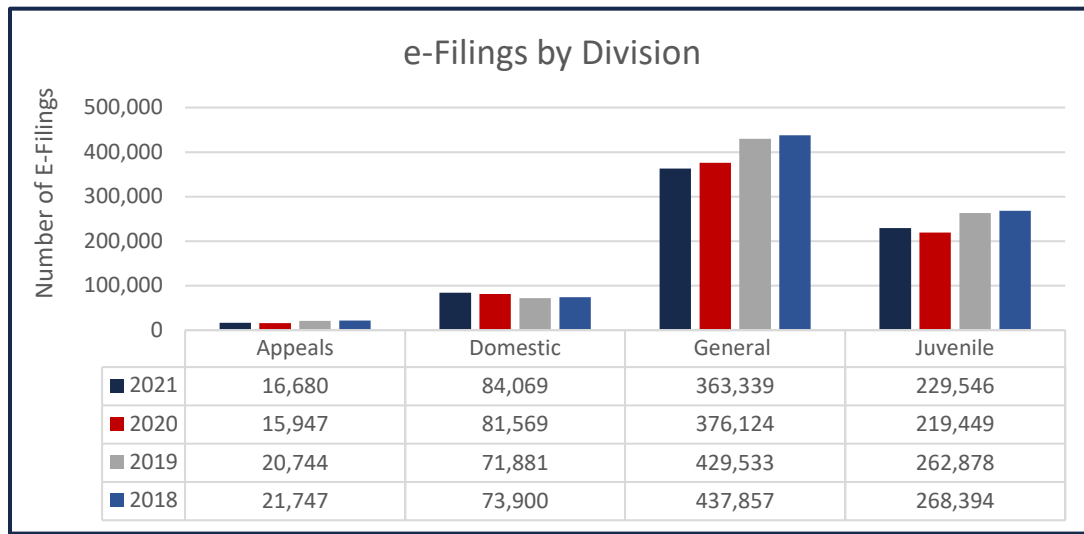
The number of foreclosure cases slightly decreased in 2021. \*Evictions are not handled by our Office but by the Franklin County Municipal Clerk of Court.



# Legal Divisions

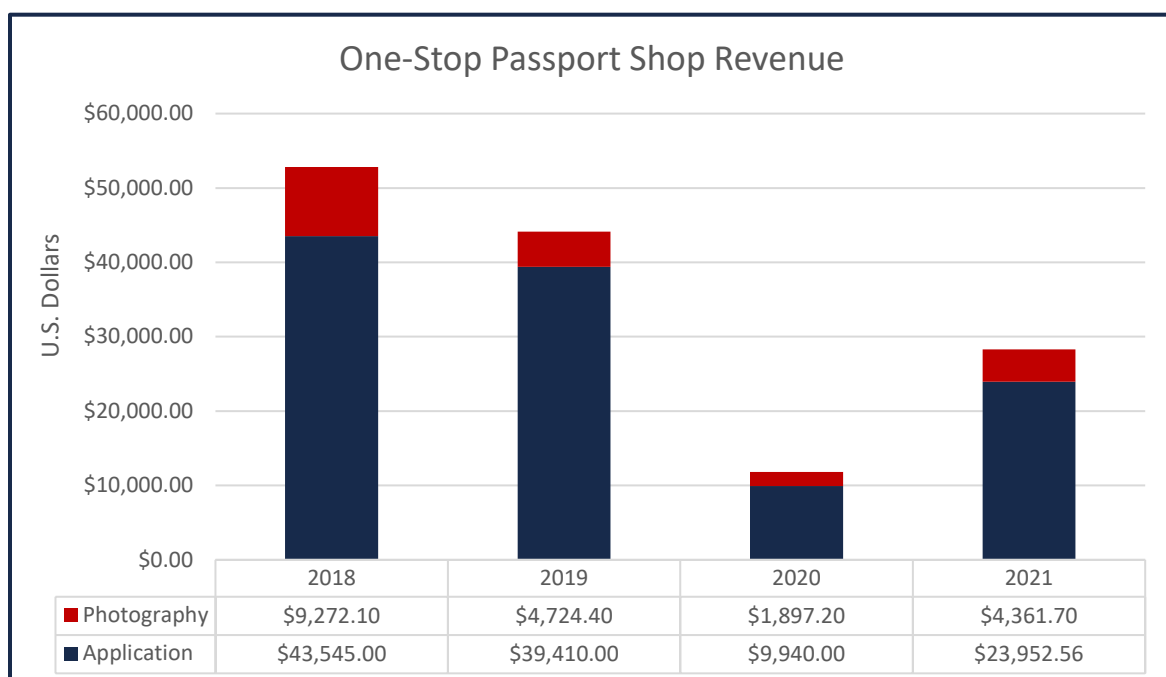
## Electronic Filing (e-Filing)

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 increased from 693,089 filings in 2020 to 693,634 filings in 2021.



## 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.





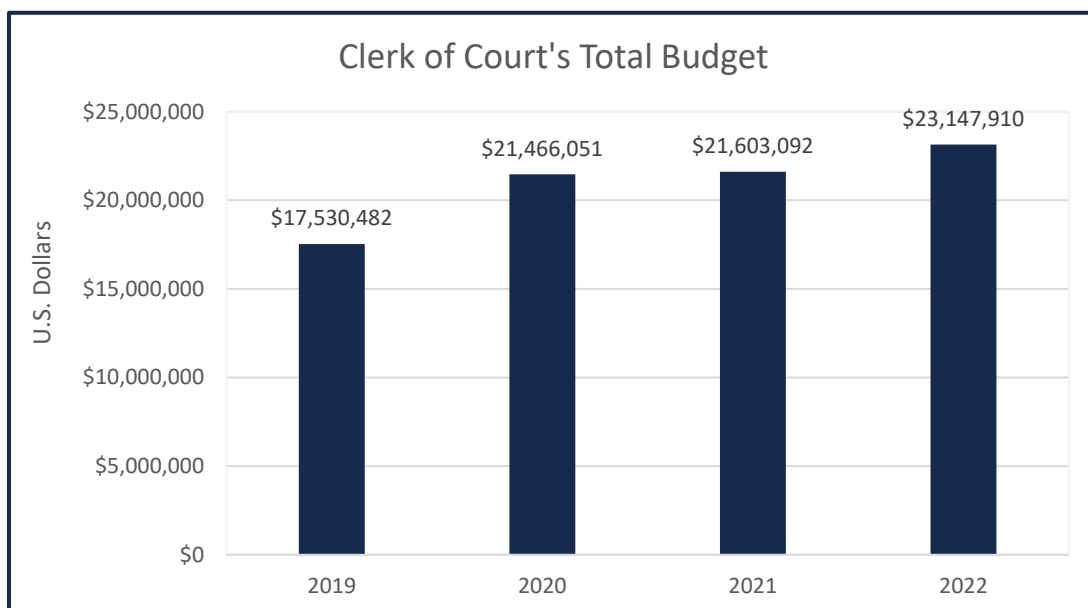
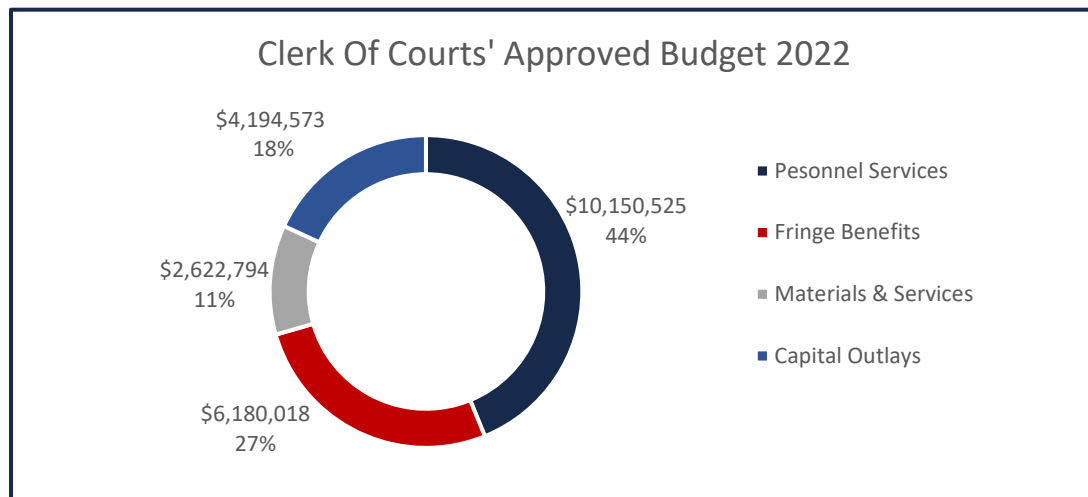
# Office of Fiscal Services



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 efficiency, precision, and integrity of receipts. The Office of Fiscal Services provides the Clerk's Office and the general public comprehensive financial documentation and reports.

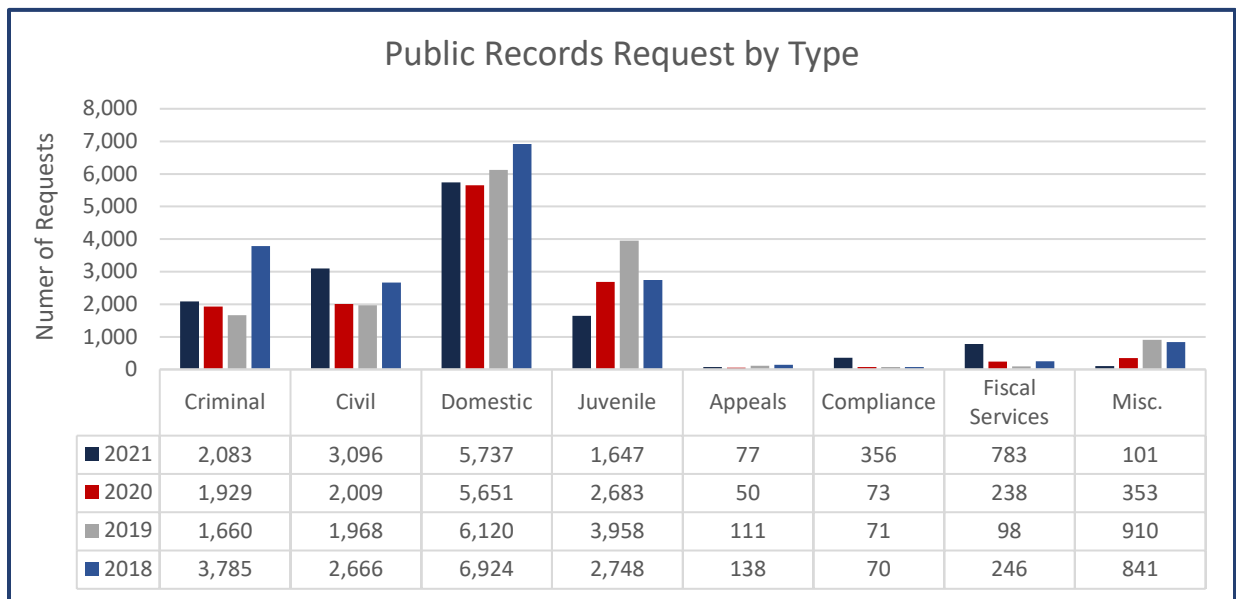
The Franklin County Clerk of Courts' 2022 approved budget is \$23,147,910 up from \$21,603,092 in 2021 and \$21,466,051 in 2020. (Source: Office of Budget Management).



# Information Technology



The Information Technology Division 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.



## 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 work remotely. We continued productivity while keeping some of our staff at home in a safe working environment. 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 the spread of COVID-19.

- **Remote Timesheet Management**

Kronos utilizes desktop licenses to reduce shared contact points such as biometric finger scanning to record timekeeping.

- **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 FCJS and eFlex 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 timeslot.

- **Supreme Court Tolling of Time Project**

Ohio Supreme Court granted two extensions of time (March 9, 2020 to July 30, 2020 and December 16, 2020 to March 16, 2021) which required an update to be made in FCJS toll time for Supreme Court tracked cases and motions filed in our General Division and Domestic Relations and Juvenile Division Courts.

- **Civil Protection Orders**

Implemented the ability for Domestic Relations court staff to E-file Civil Protection Orders which has reduced the number of individuals that physically touch paperwork.



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



## **Case Management System**

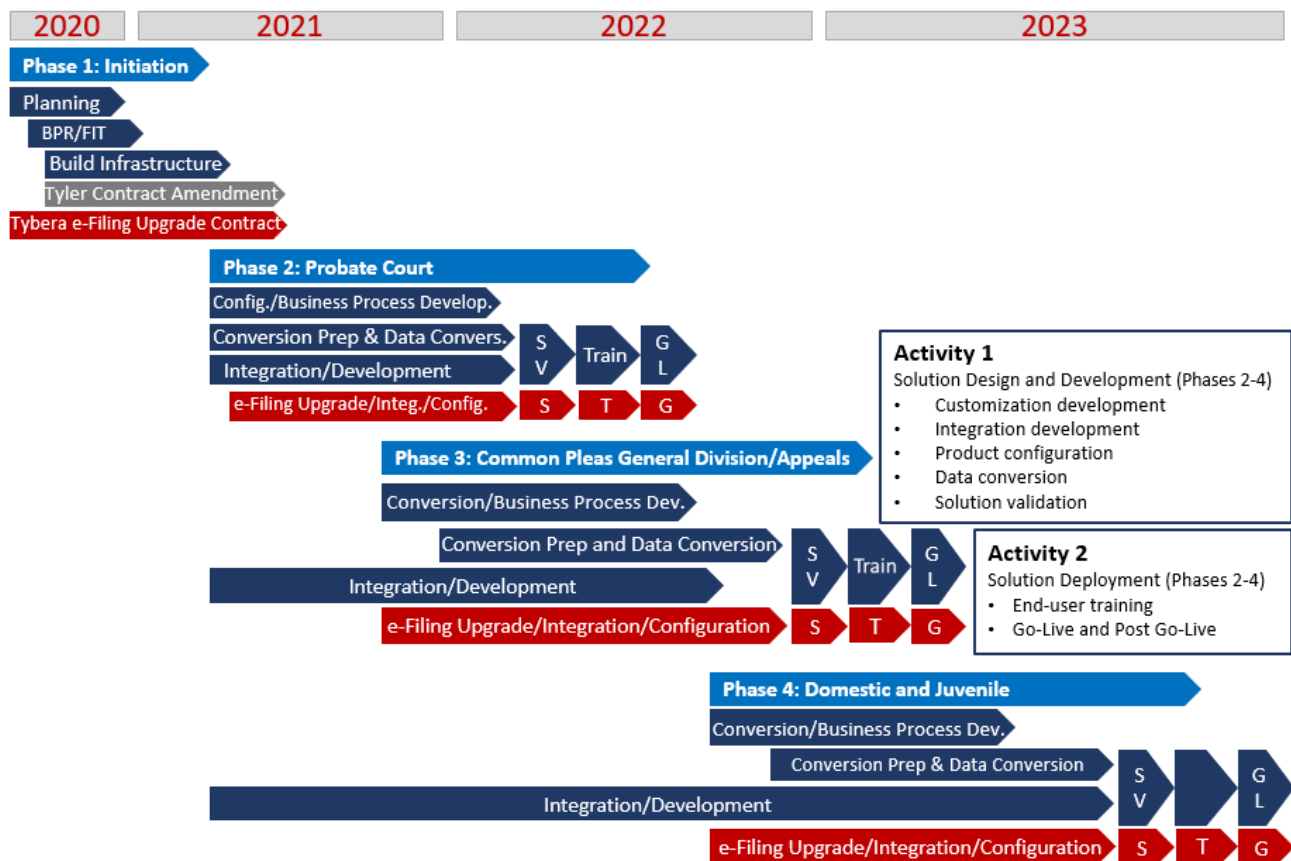
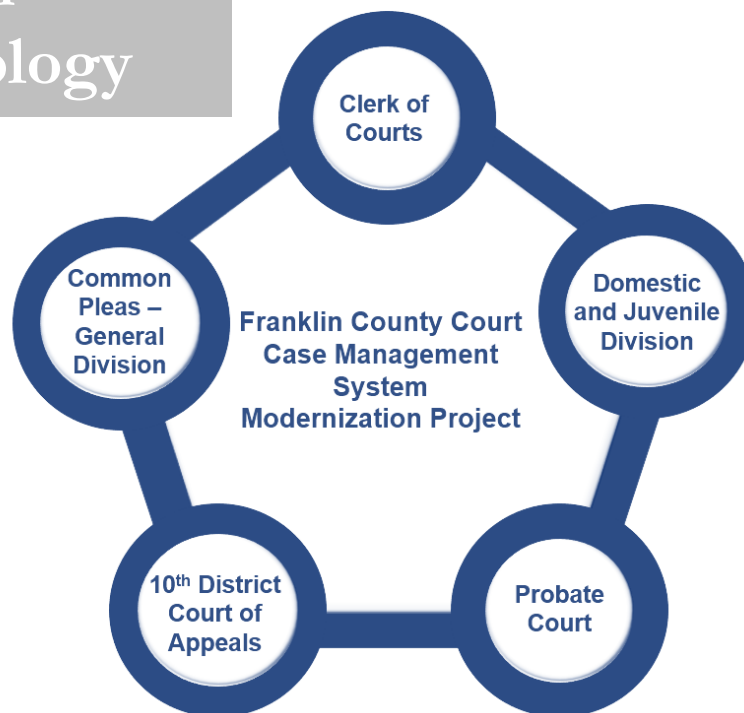
The Clerk's Information Technology Division along with other county agencies are working to modernize our Case Management System. The purpose of the new system is to create an integrated, secure case management system that provides reliable, efficient, and accurate results to the public. This will bring 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
- Preserves technical functionality, while increasing efficiencies
- Provides 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
- 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.

# Information Technology



# 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. New challenges continue to arise due to the ongoing COVID-19 pandemic. HR staff managed the process for staff exposed and/or infected with COVID19 and their safe return to work in 2022. The Office of HR and Training will lead bargaining negotiations with AFSCME Council 8, with the purpose of establishing a new 3-year contract to support our bargaining members. The Office is currently undergoing a compensation study through an outside consultant to meet the demands of the changing employment market.



In 2022, the Office of HR & Training will continue to expand on numerous projects, 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 and in person hiring events
- Virtual interview options through Zoom and Microsoft Teams
- Kronos implementation
- Transitioning form paper files to electronic

Legal Compliance ensures the Clerk, her Deputy Clerks, and all communications are in legal accordance with Ohio law. Legal Compliance also 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 in the County Administration Building, 373 South High Street on the 23rd floor.

In 2022, Clerk Maryellen O'Shaughnessy, in her 13th 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.



# Trainings



## Combatting the Opioid Epidemic

In partnership with Franklin County Public Health, the Franklin County Clerk of Courts' offices are now supplied with Narcan and 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 should be prepared for such an event. Simply having access to Naloxone can save a life. Locations that store Narcan include Clerk O'Shaughnessy's Auto Title branches, Legal Divisions, Fiscal Services, and Information Technology offices.



## Bullying in the Workplace & Conflict Resolution



The Honorable Maryellen O'Shaughnessy  
Franklin County Clerk of Courts

FACILITATOR:  
KENSTON HENDERSON  
ENTERPRISE COORDINATOR

## Clerk Star

Human Resources & Training delivered the Clerk Star virtual trainings to our staff. Normally completed in-person, the Clerk Star curriculum was delivered virtually to encourage professional development in the workplace.

Curriculum included:

- Implicit Bias
- Bullying in the Workplace & Conflict Resolution
- Anti-Sexual Harassment
- Customer Service with Impact
- Diversity and Inclusion

## Ethics Training

Human Resources & 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.



## KnowBe4

All employees are to complete KnowBe4 Security Awareness Training to help manage the IT security problems of social engineering, spear phishing and ransomware attacks which are at an all-time high.



Our Deputy Clerks joined together to donate toys to the local U.S. Marine Corps Toys for Tots Campaign.



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 \$8,462 to dozens of local charities.

# 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. – 3:00 P.M. Times may vary depending on the General Division's hours of operations.



**345 South High Street, 1<sup>st</sup> 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 June 31, 2023*

# One-Stop Passport Shop



Fees for the passports/cards are separate from the service/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 fees 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, 1<sup>st</sup> Floor  
Columbus, Ohio 43215  
614.525.3621

No appointment required | Weekdays 8 A.M. - 3 P.M. (not including holidays)

What to bring:

- Correct forms of payment
- United States DOS 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 General Division's 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.

# 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.



## **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

373 South High Street  
Columbus, Ohio 43215  
614.525.3600  
[Clerk.FranklinCountyOhio.gov](http://Clerk.FranklinCountyOhio.gov)



## **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 \$6,000)
- Adult Traffic Violations and License Suspensions
- Rent Escrow
- Environmental Hearings
- Preliminary Felony Hearings
- Evictions

375 South High Street  
Columbus, Ohio 43215  
614.645.8186  
[FCMCClerk.com](http://FCMCClerk.com)



# 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		

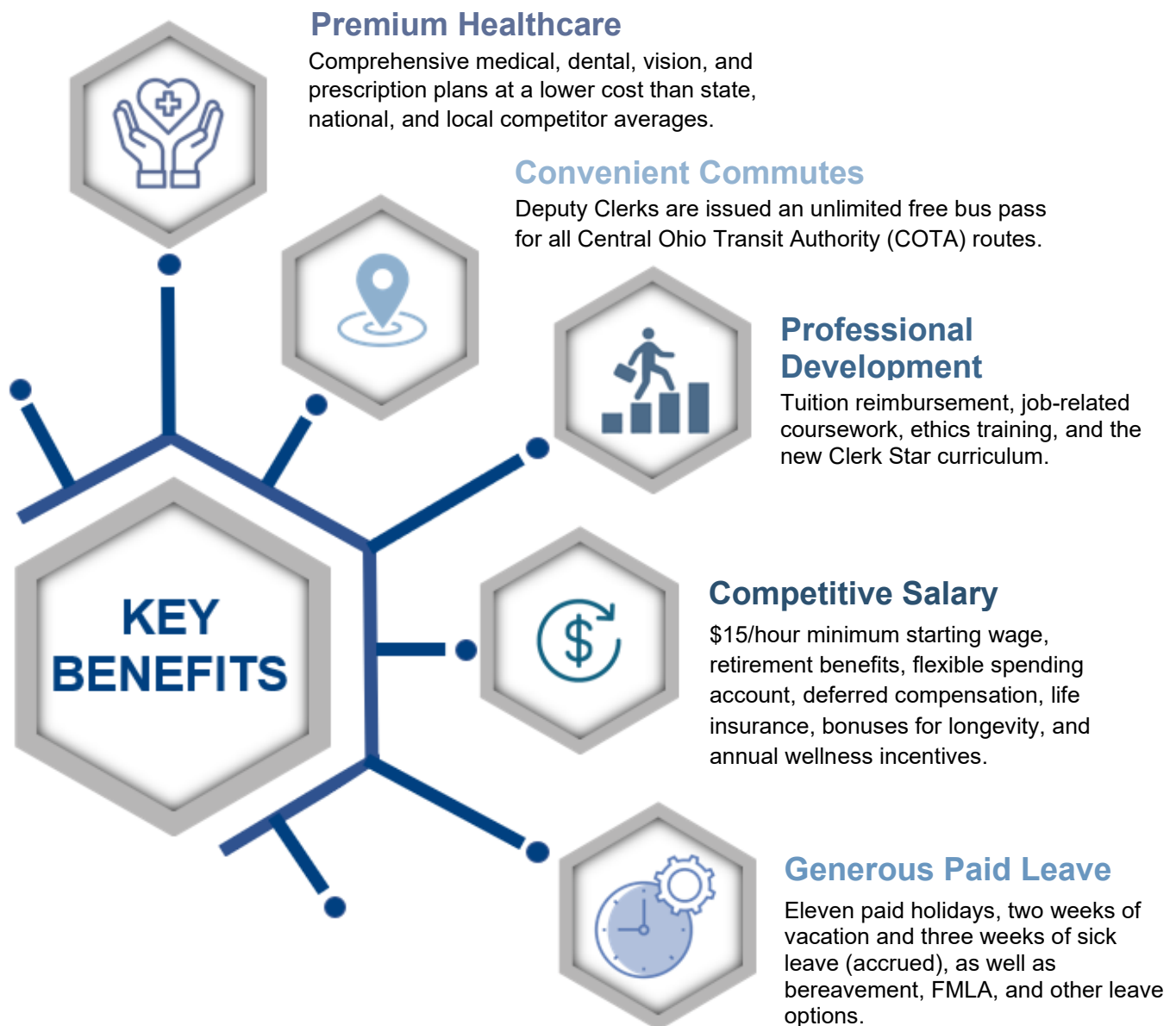


# Join our Team!



*"We are always searching for dedicated public servants to join our team."*

*-Clerk Maryellen O'Shaughnessy*



## Premium Healthcare

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

## Convenient Commutes

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

## Professional Development

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

## Competitive Salary

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

## 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.

Visit our application website to view the latest job postings: [clct.FranklinCountyOhio.gov/employment/](http://clct.FranklinCountyOhio.gov/employment/)

Contact: Sonya Thompson, HR Specialist: [slthomps@FranklinCountyOhio.gov](mailto:slthomps@FranklinCountyOhio.gov)

# Fee Schedule



## Auto Title Division

DESCRIPTION	FEE
Original Title	\$15.00
Replacement Title	\$15.00
Duplicate Title	\$15.00
Lien Notations (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 Titles	\$5.00
Late Fee	\$5.00
Archive Fee	\$5.00
Salvage Titles	\$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
Certification	\$1.00
Copy (per page)	\$0.10

# Fee Schedule

## 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 w/ Service	\$25.00
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
Domestic 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
<ul style="list-style-type: none"> <li>• Court costs in all cases must be paid before a full release of judgement can be filed</li> <li>• Contact the Clerk of Courts directly for the cost of releasing liens filed against you (614.525.3621)</li> </ul>	

### EXECUTIONS

	FEE
Judgment Debtor Exam	\$25.00
Garnishment (Non-Personal Earnings)	\$25.00 (\$1.00 per 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/party)
Appeal de novo	\$150.00
Certificate to Copies (Exemplification or Triple Seal)	\$4.00
Lis Pendens Action	\$5.00
Praecipe for Order of Sale, Alias, Plures in Participation	\$600.00 per parcel

# Fee Schedule

Official Public Sheriff Sale Website/Integrated Auction Management System License	<b>\$220.00</b>
Praecipe for Writ of Partition	<b>\$14.00</b>
Praecipe for Writ of Possession (Habere Facias)	<b>\$44.00</b>
Praecipe for Writ of Restitution	<b>\$44.00</b>
Praecipe for Writ of Vendi Exponas	<b>\$600.00</b>
Subpoena with Sheriff Service	<b>\$10.00</b>

## **NON-JUDICIAL FUNCTIONS**

Certified Copies	<b>\$1.00/page</b>
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### **Domestic Relations Division**

#### **BASIC FILINGS (service process cost not included)**

**FEE**

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

- 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

#### **SERVICE OF PROCESS**

**FEE**

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

# Fee Schedule

## OTHER FILINGS

	FEE
Counterclaims for Divorce, Annulment or Legal Separation	\$43.00
Court Recorder'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>	<b>\$10.00</b>
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

## **MOTION FILINGS**

## **FEE**

Motion to Modify Custody	<b>\$100.00</b>
Motion to Enforce Custody	<b>\$100.00</b>
Motion to Set Child Support	<b>\$100.00</b>
Motion to Enforce Child Support	<b>\$100.00</b>
Motion to Set Visitation/Parenting Time	<b>\$100.00</b>
Motion to Modify Visitation/Parenting Time	<b>\$100.00</b>
Motion to Enforce Visitation/Parenting Time	<b>\$100.00</b>
Motion for Allocation of Parental Rights and Responsibilities	<b>\$100.00</b>
Motion to Enforce Parental Rights and Responsibilities	<b>\$100.00</b>
Motion for Emergency Custody	<b>\$30.00</b>
Answer and Counterclaim for Parental Rights and Responsibilities	<b>\$115.00</b>

## **GARNISHMENT DOCUMENTS**

## **FEE**

Wage Garnishment with Certified Mail or Franklin County Sheriff Service	<b>\$35.00</b>
Non-Wage Garnishment with Certified Mail or Franklin County Sheriff Service	<b>\$25.00</b>

## **MISCELLANEOUS**

## **FEE**

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



We're Social!



## STAY CONNECTED!

Follow us on your favorite social media sites!



/FranklinCountyCerkofCourts



@FCClerkofCourts



@FCClerkofCourts



/C/ClerkFranklinCounty

# Parking Options



1

Franklin County Parking Garage  
34 E Fulton Street  
614.525.3800  
[Facilities.FranklinCountyOhio.gov](http://Facilities.FranklinCountyOhio.gov)



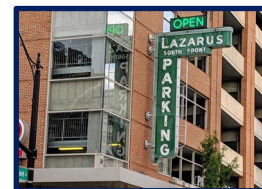
2

Columbus Commons Main Parking Garage  
55 E Rich Street  
614.461.4454  
[ColumbusCommons.org](http://ColumbusCommons.org)



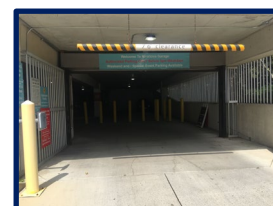
3

Lazarus Parking Garage  
232 S Front Street  
614.469.0292



4

Miranova Parking Garage  
2 Miranova Place  
614.946.6050



# Hours of Operation and Locations



**OPEN MONDAY – FRIDAY, 8 A.M. TO 5 P.M.**

**Administration**

373 South High Street, 23<sup>rd</sup> Floor  
Columbus, Ohio 43215  
614.525.3600

**General (Civil/Criminal)**

345 South High Street, 1<sup>st</sup> Floor  
Columbus, Ohio 43215  
614.525.3621

**Appeals**

373 South High Street, 23<sup>rd</sup> Floor  
Columbus, Ohio 43215  
614.525.3624

**Juvenile**

373 South High Street, 4<sup>th</sup> Floor  
Columbus, Ohio 43215  
614.525.4411

**Domestic Relations**

373 South High Street, 4<sup>th</sup> Floor  
Columbus, Ohio 43215  
614.525.4410

**Juvenile Traffic**

399 South Front Street  
Columbus, Ohio 43215  
614.525.5279

**Dedicated Auto Title Help Line**

614.525.3090

**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

*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*





