



ANNUAL REPORT 2024



The Honorable Maryellen O'Shaughnessy
Franklin County Clerk of Courts
373 South High Street
Floor 23
Columbus, Ohio 43215

Tel: 614.525.3600
Clerk@FranklinCountyOhio.gov
Clerk.FranklinCountyOhio.gov

TABLE OF CONTENTS

| | |
|-----------|----------------------------------|
| 03 | A Message from the Clerk |
| 04 | Vision and Mission Statement |
| 05 | About the Clerk |
| 06 | About the Office |
| 07 | In ACTion |
| 08 | Organizational Chart |
| 09 | Auto Title Division |
| 12 | Auto Title Now App |
| 13 | Legal Divisions |
| 17 | Office of Fiscal Services |
| 18 | Information Technology |
| 21 | Administration |
| 22 | Trainings |
| 24 | Employee Spotlight |
| 25 | One-Stop Passport Shop |
| 27 | Service Excellence |
| 28 | Join Our Team! |
| 29 | Career Opportunities |
| 30 | Clerks of Court |
| 31 | Historical Index |
| 32 | Making an Impact |
| 33 | Fee Schedule |
| 37 | Stay Connected |
| 38 | Parking Options |
| 39 | Hours of Operation and Locations |

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 2024 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.

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 2023. We always aim to provide exceptional service.

If you have any questions, please feel free to call us at 614-525-3600 or email Clerk@FranklinCountyOhio.gov.



A handwritten signature in cursive script that reads "Maryellen O'Shaughnessy". The signature is written in dark ink and is positioned above a thin horizontal line.

Maryellen O'Shaughnessy
Franklin County Clerk of Courts

VISION AND MISSION



This will be achieved by continuing to:

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

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 as a County elected official, 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. The Franklin County Clerk of Courts is an elected official. Clerk O'Shaughnessy is currently serving in her fourth four-year term.

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 speaking to the South East Area Commission

Our Legal Division 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 2023, the Legal Division processed 140,829 new cases in the Court of Common Pleas and 10th District Court of Appeals, up from 137,568 in 2022. Since the full implementation of e-Filing in 2012, our processing times have reduced from an average of three business days to one business 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 2023, our Auto Title Division processed 521,794 auto titles, up from 496,389 in 2022, with an average wait time of below six 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.

IN ACTION



ACCURATE

New technologies supports the preservation of court documents and titles.



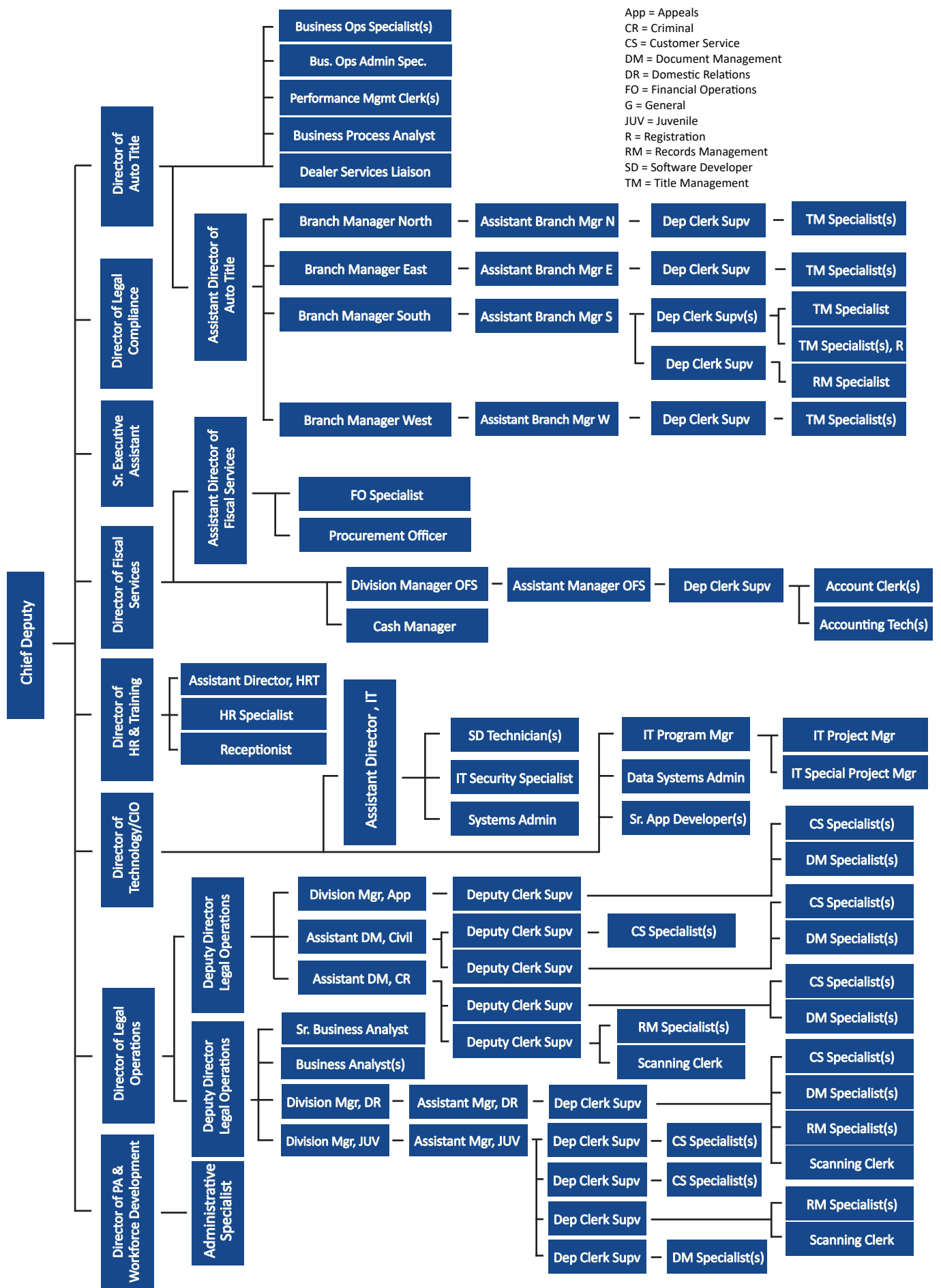
COURTEOUS

Serving our customers with polite, respectful, and considerate interactions.



TIMELY

Providing our customers with access to documents within a reasonable period of time.



AUTO TITLE DIVISION

The Clerk's Auto Title Division is comprised of four branch locations. Auto Title 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

Franklin County Auto Title was pleased to see a five percent increase in title issuance over 2022 despite the continuing twin issues of increased vehicle prices and increased interest rates. This represents an increase of more than 25,000 titles. Title issuance in the State of Ohio was down two percent in 2023 having bounced back from an eleven percent decline in 2022. Franklin County Auto Title continues its commitment of issuing titles to customers for legal proof of ownership.

- Franklin County Auto Title processed more than 520,000 titles in 2023.
- Average turnaround time for dealer packages processed at all branches was just over three hours, well under the goal of four hours.
- Average customer wait time was just under six minutes; under 15 minutes is the goal.

**2023 AVERAGE
CUSTOMER
WAIT TIME:**

**5.75
MINUTES**



In addition to our yearly statistical goals, we had success with several projects in 2023.

- Franklin County Auto Title continued to offer a safe environment for our customers and staff while serving over 155,000 customers in our branches.
- We continue to offer service by appointment with the ability for customers to go online to schedule an appointment or call our customer service staff for assistance.
- Upgraded sign-in kiosks have been placed in all of our branches.
- An online tutorial entitled "Your Ohio Certificate of Title" was added to the Clerk of Courts Auto Title Website in 2023. This tool navigates customers through the Ohio Title, section by section, with explanations and tips to help make the title process more understandable.
- A "Dealer Support" phone line was launched for business customers.
- Auto Title Staff completed the Franklin County Sheriff's Office C.R.A.S.E. (Civilian Response to Active Shooter Events) training.

Goals for 2024

Franklin County Auto Title seeks to provide Accurate, Courteous, and Timely service to the residents of Franklin County and all of Central Ohio who come into our offices. To that end:

- We provide a safe and positive environment for both staff and general public in our branches.
- We will continue our initiative of training and retraining staff to provide the most value to our customers.
- After a significant upgrade in late November, we will be testing improvements and updates to our Lobby Central online appointment application seeking ways to benefit our customers and promote access to our services.
- All staff will complete a new round of fraudulent activity training sponsored by Ohio Bureau of Motor Vehicles Investigations.
- We will be seeking a new, accessible location for our North Title Office.
- Auto Title will begin a second round of records purging in compliance with the Ohio Revised Code records retention schedule.

Online Appointment Scheduling Made Possible with Lobby Central

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

Franklin County Clerk of Courts - Auto Title

Schedule An Appointment

Need Help with Scheduling?
Call our Dedicated Title Help line at (614) 525-3090 or e-mail us at autotitle@franklincountyohio.gov.

Franklin County Clerk of Courts - Auto Title

Schedule an Appointment

Location

--- select a location ---

Visit Reason

Contact

Website

franklincountyautotitle.com

Email:

autotitle@franklincountyohio.gov

Phone:

614.525.3090

Locations & Hours

Auto Title East

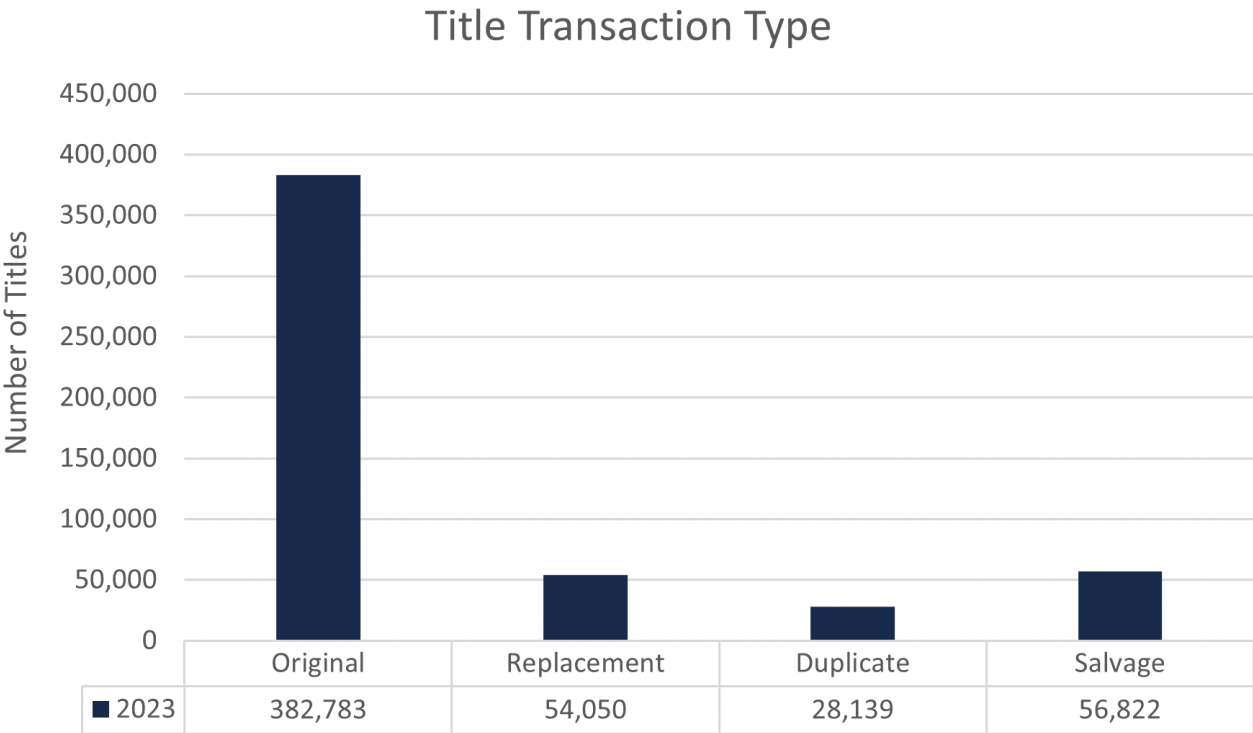
1583 Alum Creek Drive
Columbus, OH 43209
Phone: (614) 525-3090
[View Hours](#)

Auto Title North

Title Transactions

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

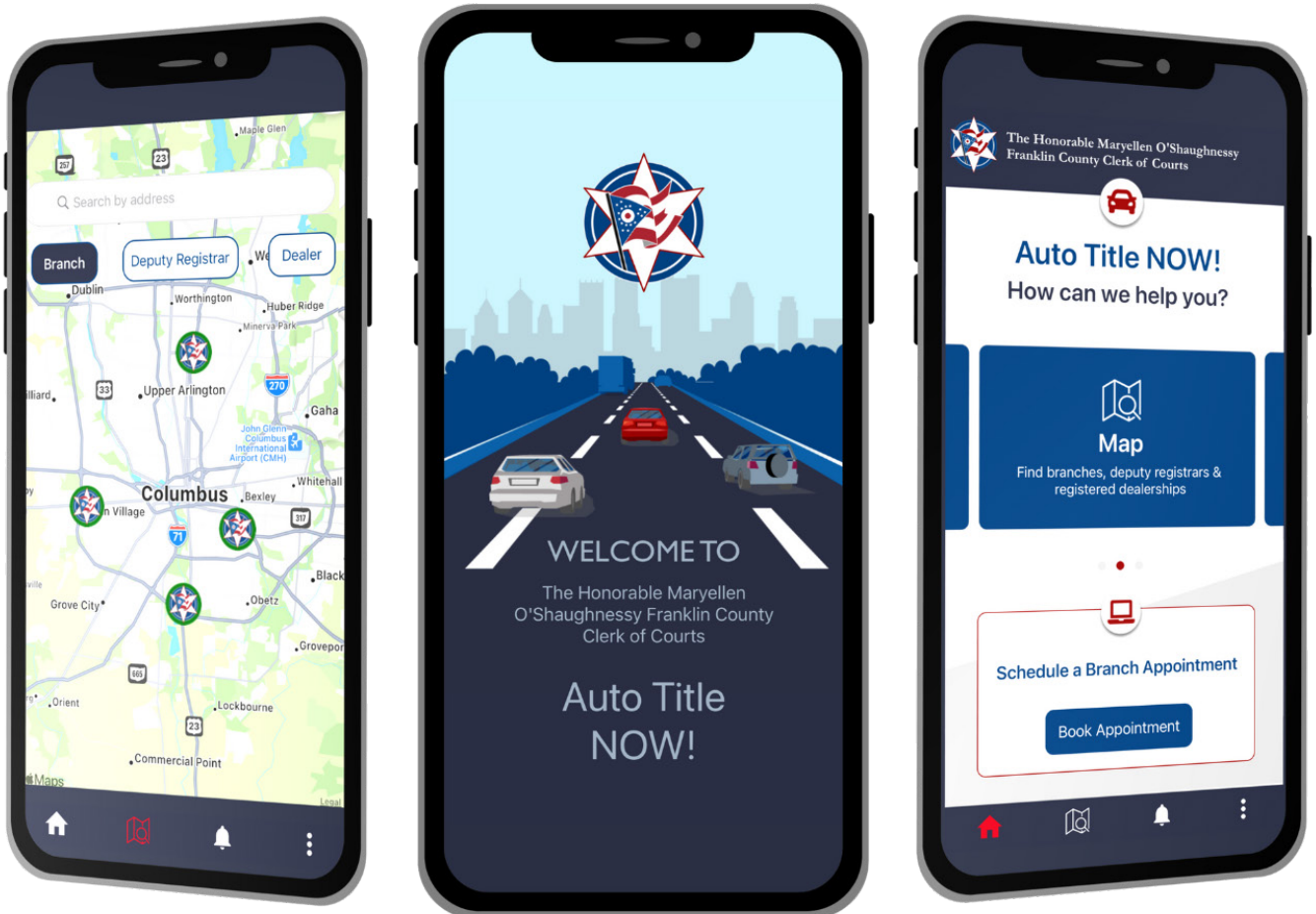
- **Original:** Issued to a new owner for the first time.
- **Replacement:** Issued when the current original title contains a discrepancy, is defaced in such a way that the title becomes invalid, or when the title requires an update without a transfer of ownership.
- **Duplicate:** Issued when the current 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 forms, navigate to the closest branch, 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 forms



Schedule your next visit

Download Today!



Google Play



Apple Store

LEGAL DIVISIONS

Our Legal Divisions consist of: Appeals, General (Civil/Criminal), Domestic Relations, and Juvenile divisions. The Legal Divisions are comprised 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, Municipal Court, Environmental Court, and Court of Claims. We manage their documents in our office on the 23rd floor.

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.

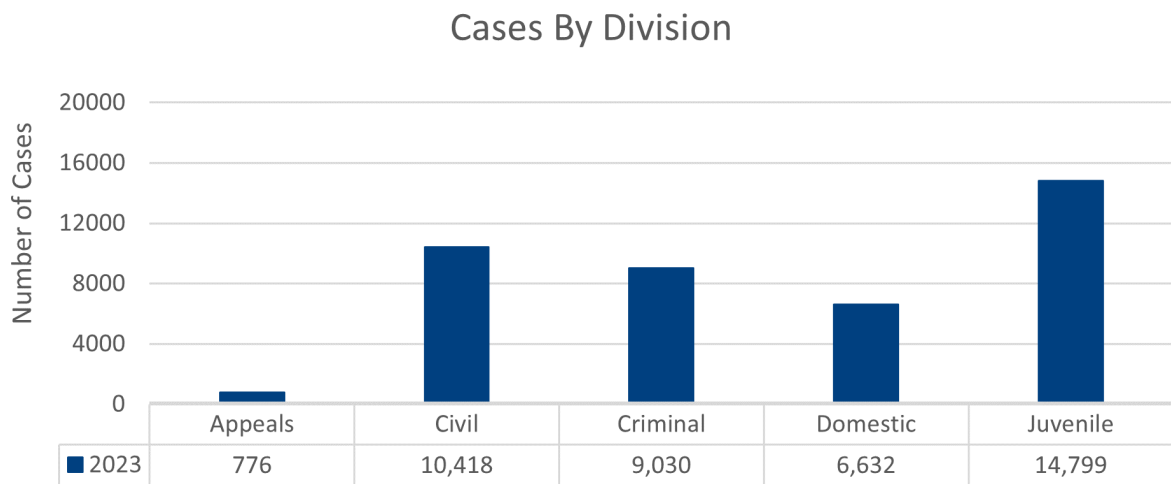
Domestic Relations and Juvenile

The Domestic Relations Division and Juvenile Branch of the Common Pleas Court is in the Franklin County Office Tower, 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, neglect, or dependency of a minor. The Clerk's Domestic and Juvenile Division is located on the 4th floor of 373 South Front Street.

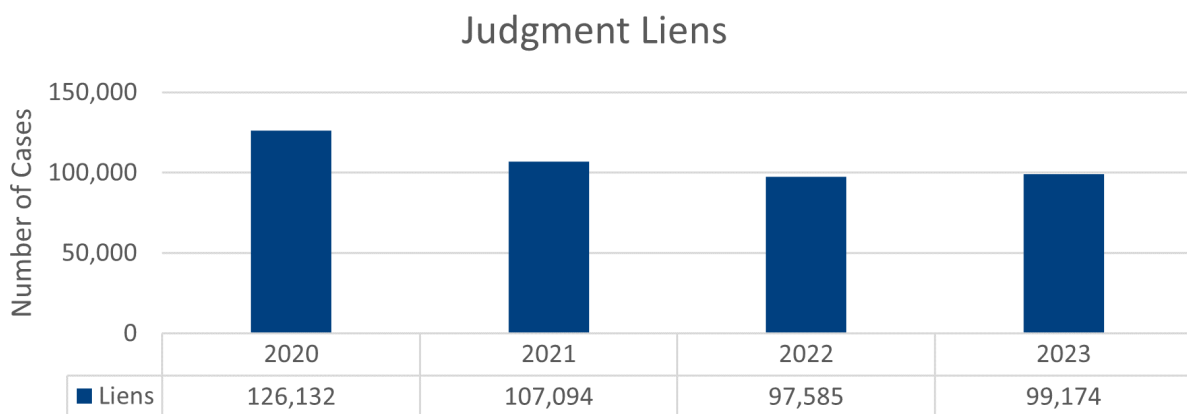


New Cases by Division

Annually, our Office processes and maintains the records for over 100,000 new cases. These include new cases initiated in all legal divisions, administrative matters for each court, and judgment liens filed in Franklin County. Judgment liens are set forth separately in their own chart below due to the large number processed annually in our civil division.



The number of judgment liens in 2023 increased to 99,174 from 97,585 in 2022. Lien satisfactions are handled by our General Division located at 345 South High Street.



Foreclosure Cases

Foreclosures are included in our Civil case filings above. Our office processed 1,842 foreclosure cases in 2023, up from 1,612 in 2022.

Evictions are filed in the Franklin County Municipal Clerk of Courts office.

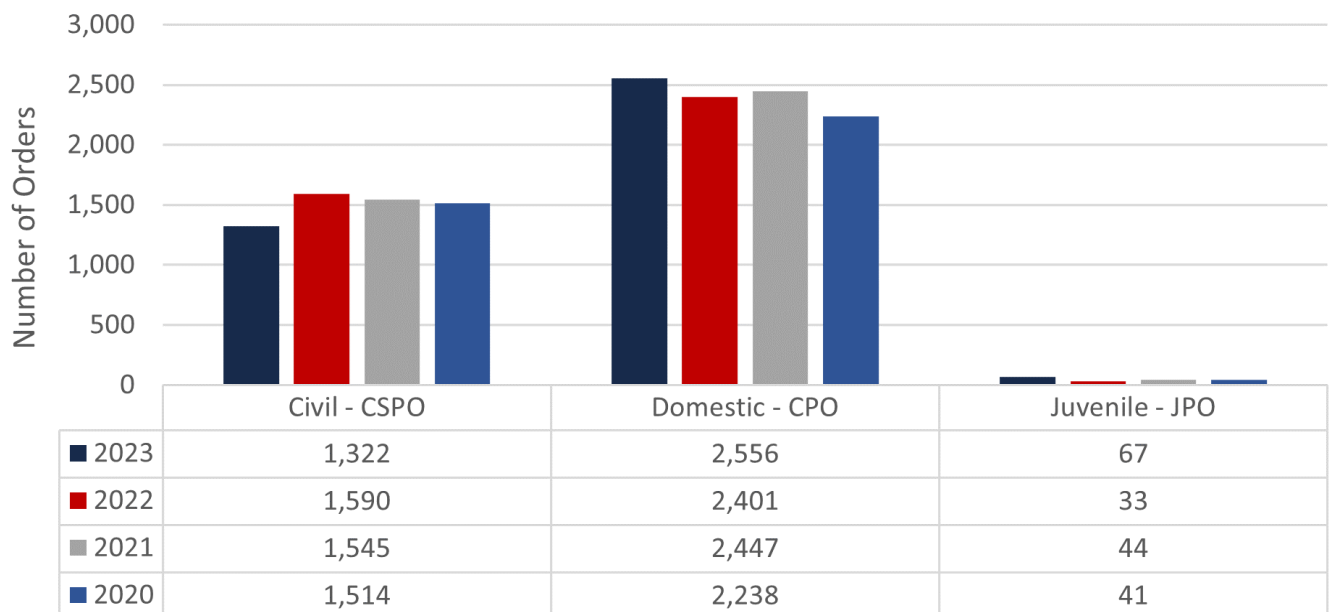
Protection Orders

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

Domestic Civil Protection Order (CPO): For those related by blood or marriage, who have a child in common, or are dating, or have lived together within the last five years as a spouse. There does not need to 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.

Protection Orders By Division



Applying for a Protection Order

Civil Stalking Protection Order

Franklin County Court of Common Pleas
345 South High Street, 2nd Floor
Columbus, Ohio 43215
614.525.3766

Domestic Civil and Juvenile Protection Order

Franklin County Administration Building
373 South High Street, 6th Floor
Columbus, Ohio 43215
614.525.3628

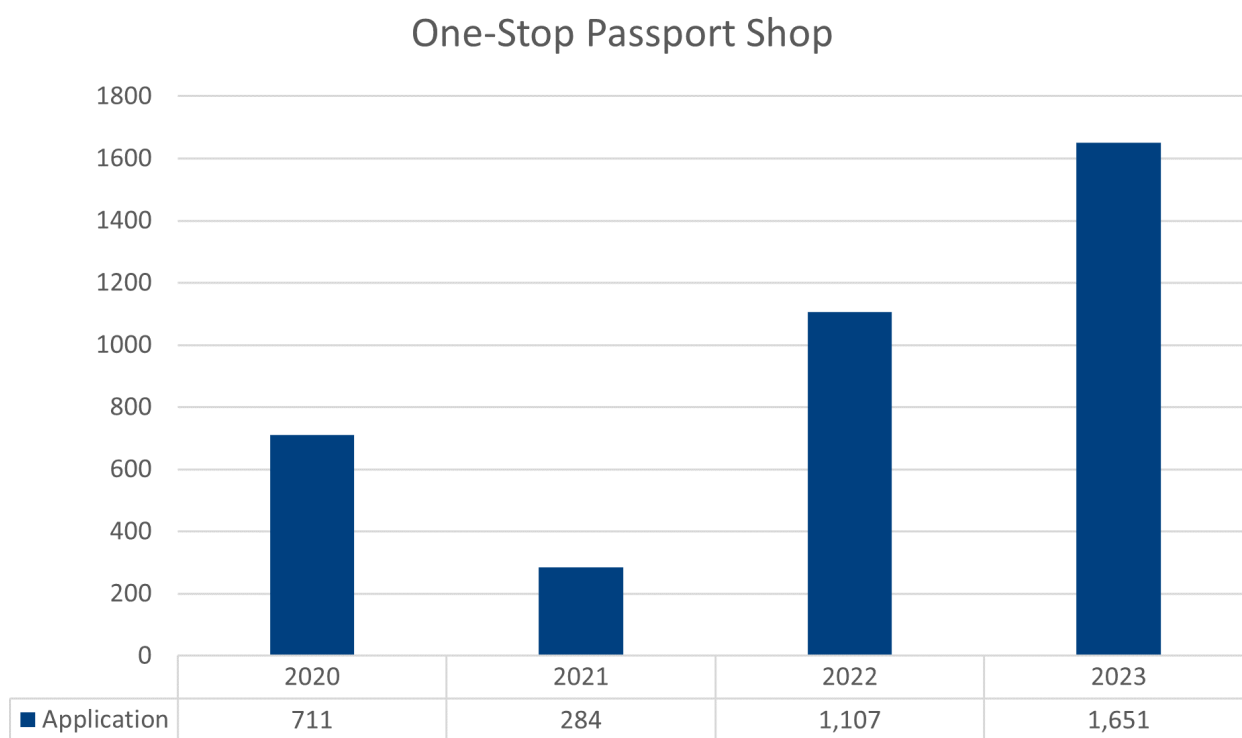
For additional information visit the Resources tab on the Clerk's website.

Electronic Filing (e-Filing)

Since the implementation of e-Filing in 2012, our processing times have been reduced from an average of three business days to one business 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 711,517 filings in 2022 to 750,166 in 2023.

One-Stop Passport Shop

The One-Stop Passport Shop located in our General Division reopened in January 2021 and has surpassed pre-pandemic numbers.



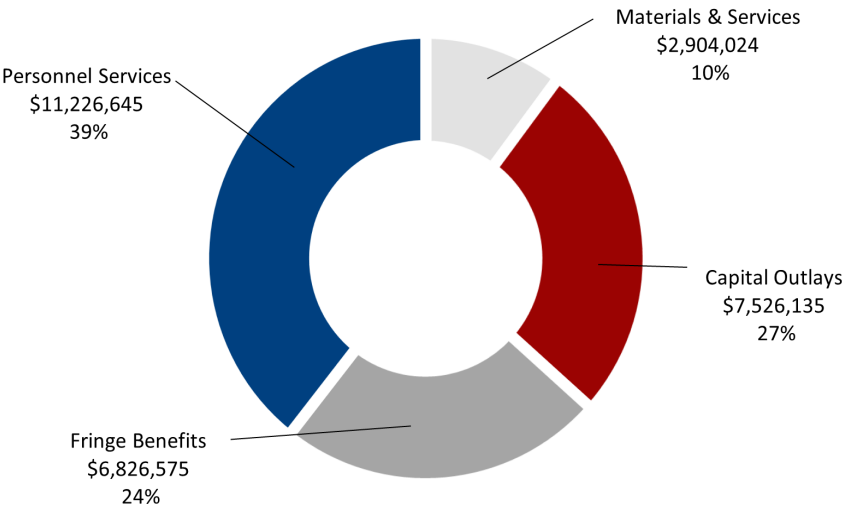
OFFICE OF FISCAL SERVICES

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.

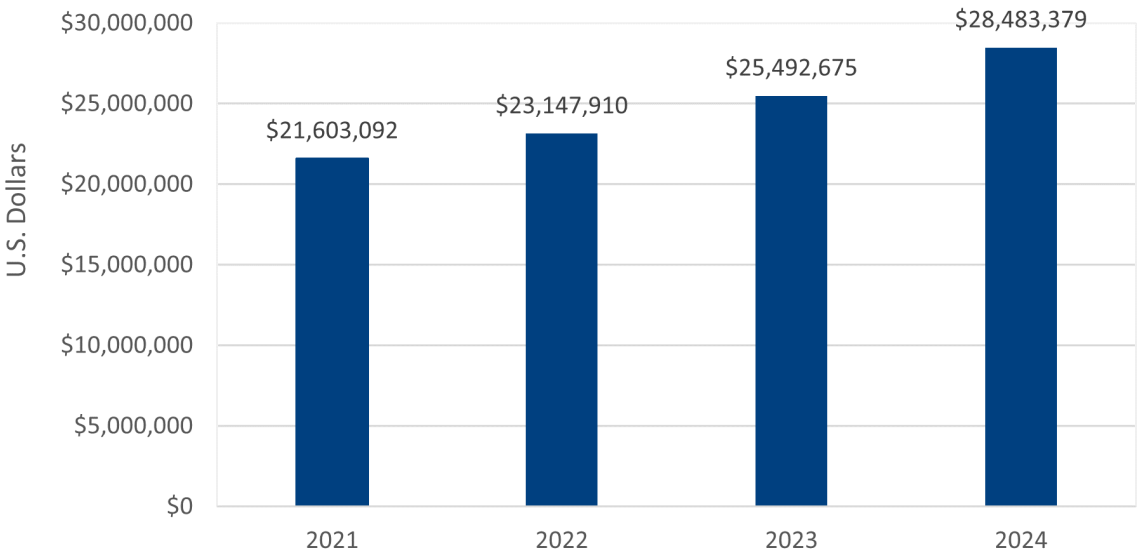
The Office of Fiscal Services audits the financial activity of each division and validates the timeliness, accuracy, and integrity of receipts. The Office of Fiscal Services provides the Clerk’s Office and the general public comprehensive financial documentation and reports.

The Franklin County Clerk of Courts’ 2024 approved budget is \$28,483,379 up from \$25,492,675 in 2023. (Source: Franklin County Office of Budget Management).

Clerk of Courts Approved Budget 2024

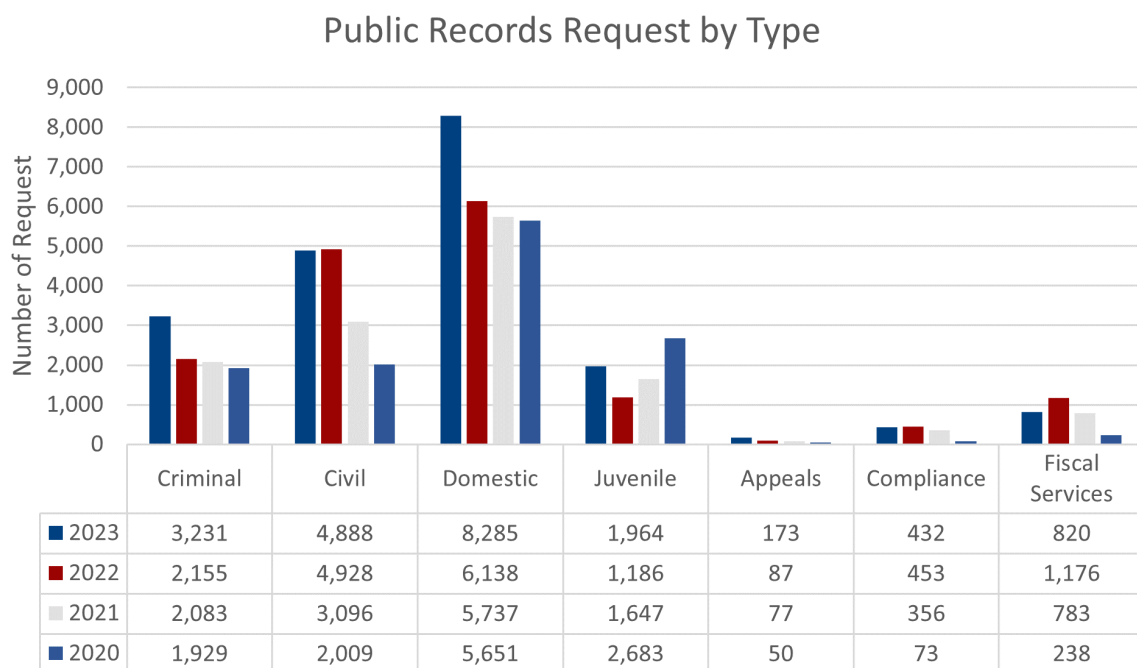


Budget Summary-Expenditures



INFORMATION TECHNOLOGY

The Information Technology Division provides support and innovative solutions to meet the technical needs of the Clerk's internal and external customers. 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.



Electronic Document Enhancements

In an effort to support our judicial partners, the Information Technology 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 Franklin County Data Center to update the County Justice System and e-Flex 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.

Civil Protection Orders

Information Technology 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.



Deputy Clerks at the Ohio Judicial Court Technology Conference

Case Management System

The Clerk's Information Technology Division, along with other county offices and 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 records to the public. This will bring 21st century technologies to the Clerk's Office and increase the people's access to justice.

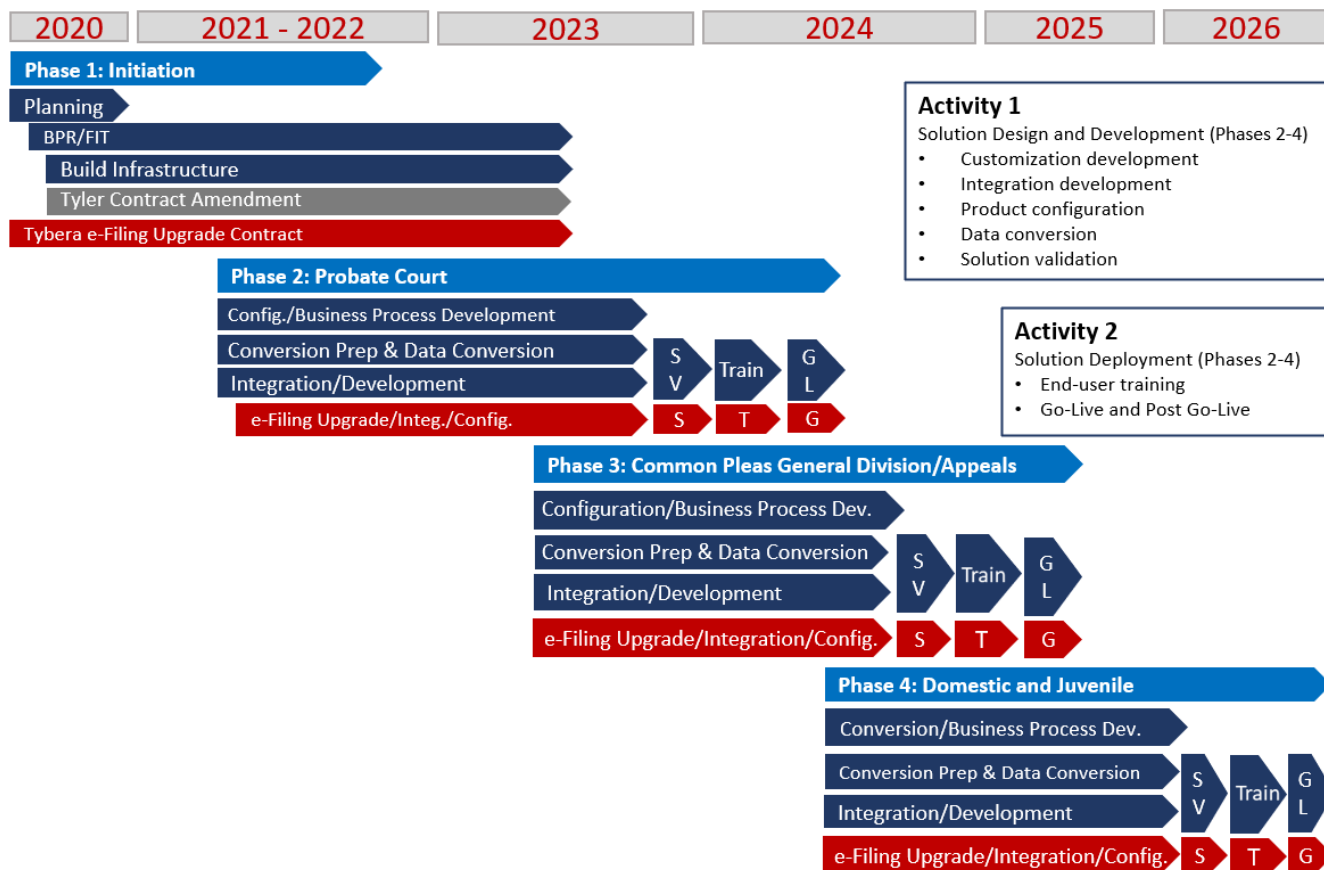
Expected benefits are:

- 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

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.



Projected Timeline



ADMINISTRATION

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

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

Legal Compliance ensures the Clerk, her Deputy Clerks, and all processes are in legal accordance with Ohio law. Legal Compliance also provides procedural and ethical standards for the Office, reinforces the importance of providing legal information as opposed to legal advice, and oversees the accessibility and fulfillment of public records requests.



Human Resources and Training host a job fair

Human Resources and Training administers hiring, training, benefits, payroll, labor relations, performance management, and strategic planning. In 2023, the Office of Human Resources and Training increased the annual tuition reimbursement allotment to \$5,250 per employee. Over the past year, Human Resources and Training successfully orchestrated and led a series of impactful employee engagement events that have significantly contributed to our organizational success. These initiatives were designed to enhance team collaboration, boost morale, and promote a sense of camaraderie among our diverse workforce.

Goals for 2024

In 2024, the Office of HR & Training will continue to expand on numerous projects, including:

- Development opportunities to continually elevate the leadership abilities of our staff
- Increasing employee engagement through various initiatives
- Leveraging technology for more efficient Human Resources operations
- Employee recognition of public service milestones

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 2024, Clerk Maryellen O'Shaughnessy, in her 15th year as your Franklin County Clerk of Courts, remains committed to the people she serves and the services 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.

TRAINING



CLERK STAR

**Human Resources
and Training's
Clerk Star
Curriculum is
delivered virtually
to encourage
professional
development in the
workplace.**

CLERK STAR CURRICULUM INCLUDES:

- Bullying in the Workplace & Conflict Resolution
- Implicit Bias - Diversity, Equity, and Inclusion
- Customer Service with Impact
- Anti-Sexual Harassment
- Legal Advice vs. Legal Information

Combatting the Opioid Epidemic

In partnership with Franklin County Public Health, the Franklin County Clerk of Courts' offices are now supplied with Narcan that can be administered by trained staff. Although we do not expect an overdose to ever take place in our offices, we are prepared for such an event.

C.R.A.S.E. (Civilian Response to Active Shooter Events)

The C.R.A.S.E. course is conducted by the Franklin County Sheriff's Office and is designed and built on the Avoid, Deny, and Defend strategy developed by ALERRT in 2004. This course provides strategies, guidance, and a proven plan for surviving an active shooter event.

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.

Legal Advice vs. Legal Information

Director of Legal Compliance, conducts annual training to differentiate legal advice versus legal information for Deputy Clerks. The Clerk and her Deputies are prohibited by law from providing legal advice.

Supervisor Bootcamp

Five-week program, one-hour weekly virtual group training session with supervisors conducted by Director of Human Resources & Training, and Director of Public Affairs and Workforce Development. Training topics include:

- Developing Successful Performance Improvement Plans
- Conducting Meaningful Performance Evaluations
- Difficult Conversations, Positive Outcomes
- Understanding Progressive Discipline
- Stock Your Toolbox

KnowBe4

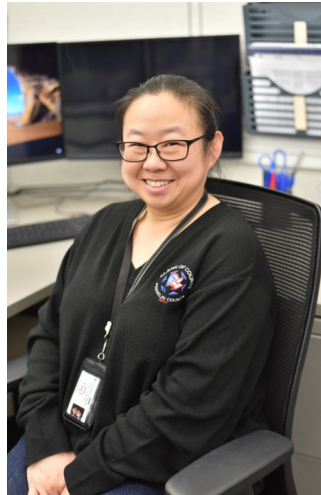
All employees are to complete KnowBe4 Security Awareness Training to help manage the IT security problems of social engineering, spear phishing, and ransomware attacks which are at an all-time high.

EMPLOYEE SPOTLIGHT



"It's rare to work somewhere with this much camaraderie! My team at the Clerk of Courts makes coming to work so enjoyable. It's also satisfying to help our customers navigate the court system."

Regina Smith, General
Employee since 2022



"Working at the Clerk of Courts gives me a sense of stability. I like being able to rely on my co-workers to work as a team, based on the camaraderie we've built over the years."

Carrie Seto, Fiscal Services
Employee since 2012



"I love the team atmosphere here at the Clerk's Office. Working in the IT department, I get to communicate with every division and they all make my job so much easier because everyone is so friendly and welcoming. When you are around so many great people, work doesn't feel so much like work."

Marcus Chatman, Information Technology
Employee since 2019



"I've enjoyed working for the Clerk of Courts. I have a heart for helping others and I love making a difference. I've had the pleasure of working with many wonderful people."

Valarie Mitchell, Administration
Employee since 2007



"Working at the Clerk of Courts, I have had great bosses and co-workers with great team support, after many years they have become family. I feel accepted and appreciated, most important I've been able to take care of my family having a secure job."

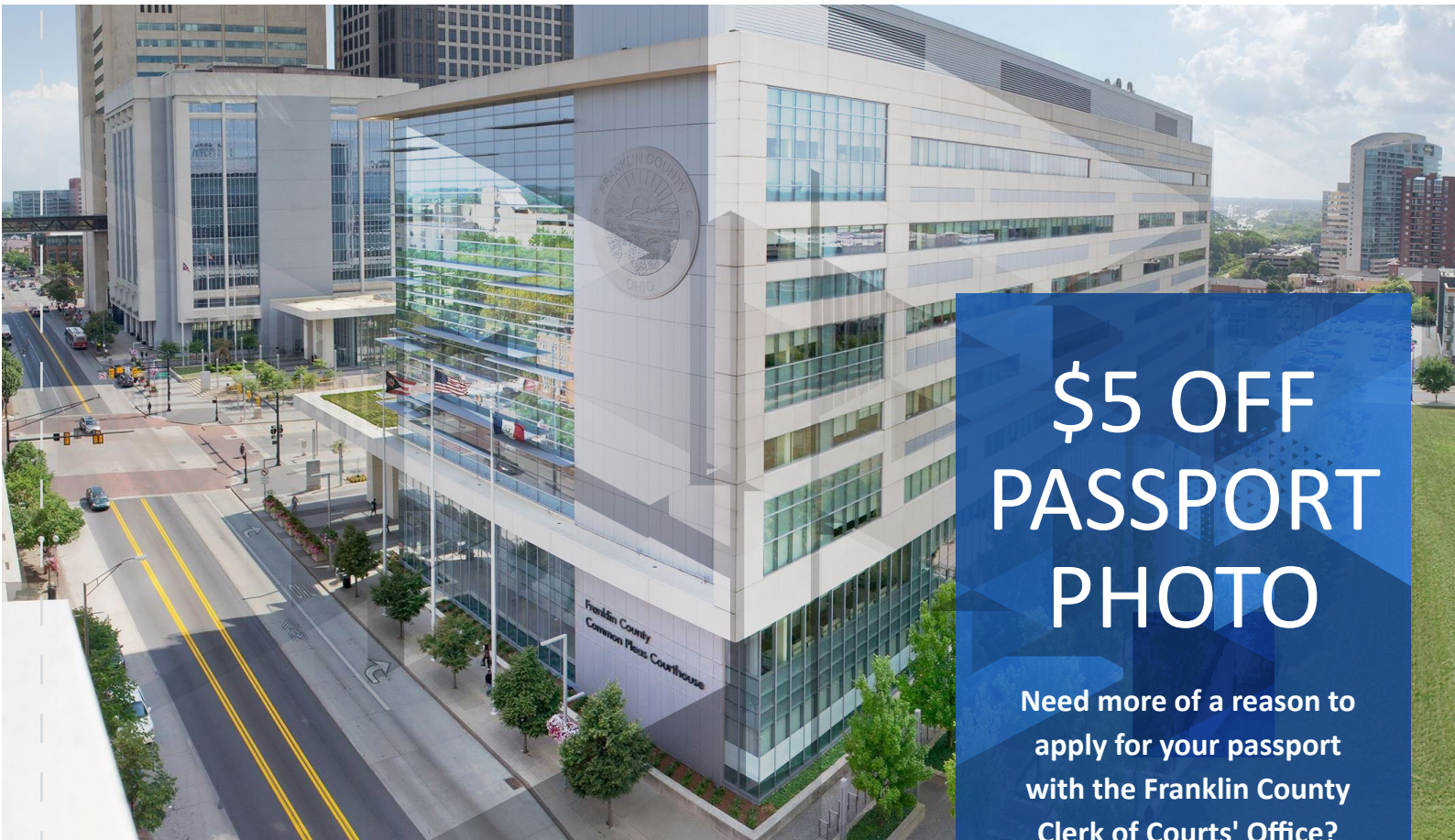
Toye Thomas, Appeals
Employee since 1988



"I love having the opportunity to serve the public with their title transactions. I also enjoy working as a team to achieve goals. I have been with Auto Title for 21 years and have enjoyed every day."

Jim Feeney, Auto Title
Employee since 2003

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.**

Please Note:

Wednesdays - Open to the Public at 8:15 A.M.



\$5 OFF PASSPORT PHOTO

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
\$5 off your passport photo.

Expires March 31, 2025

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

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.

U.S. Department of State Passport Information

| | Age 16 and over: | | Age 15 and under: | | Accepted Payment Methods: |
|-----------------|---------------------|--------------|--------------------|--------------|---|
| Passport Book* | Validity - 10 years | Cost - \$130 | Validity - 5 years | Cost - \$100 | <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 | |

Prices are subject to yearly increase.

Clerk of Courts' Passport Fees

| Service Fee Per Application: | On-Site Photo: | Accepted Payment Methods: |
|------------------------------|----------------|--|
| Cost - \$35 | Cost - \$15 | <i>Cash, Major Credit Card, Check/Money Order payable to "Clerk of Courts"</i> |

Prices are subject to yearly increase.

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

Open Weekdays 8:00 A.M. - 2:30 P.M. (not including holidays)

Please Note: Wednesdays - Open to the public at 8:15 A.M.

Groups of four or more are required to schedule an appointment by calling 614.525.3621

What to Bring:

- Correct forms of payment
- United States DOS Passport Application
- Proof of Identification and Citizenship

For more passport information, visit the Resources tab on the Clerk's website.

SERVICE EXCELLENCE



OUR COMMITMENT TO EXCEPTIONAL SERVICE

Exceptional service is not just a goal, it's ingrained in our culture. Phone service is seen by many businesses as an afterthought. We instead put it front and center as part of our commitment to true customer service. We answer the phones, and help people get the answers they are seeking.

- Clerk Maryellen O'Shaughnessy

IT SERVICE DESK

160

average calls
per week

AUTO TITLE

1,100

average calls
per week

GENERAL DIVISION

978

average calls
per week

DOMESTIC RELATIONS & JUVENILE DIVISION

850

average calls
per week

JOIN OUR TEAM!

PREMIUM HEALTHCARE

Comprehensive medical, dental, vision, and prescription plans at a lower cost than state, national, and local competitor averages. Employee Wellbeing Solutions and new Family Forming Benefits including fertility support.



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, Legal Advice vs. Legal Information, Ethics, Supervisor Bootcamp, and Clerk Star curriculum.

COMPETITIVE SALARY

\$18/hour minimum starting wage, retirement benefits (OPERS), flexible spending account, deferred compensation, life insurance, bonuses for longevity, and annual wellness incentives.



GENEROUS PAID LEAVE

13 paid holidays, two weeks of vacation and three weeks of sick leave (accrued), eight weeks Paid Family Leave, FMLA, bereavement, and other leave options.



KEY BENEFITS

CAREER OPPORTUNITIES

"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/

CLERKS OF COURT

Franklin County has two elected Clerks of Court who each serve the public in conjunction with their respective court systems, and have a different scope of responsibilities outlined in the Ohio Revised Code (ORC). Below are some of the main differences between the statutory roles of the two Clerks' offices.



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



Maryellen O'Shaughnessy

Franklin County Clerk of Courts, governed by ORC 2303

- Criminal Felonies
- Civil Lawsuits (damages \$15,000 and over)
- Divorces and Dissolutions
- Custody and Child Support
- Civil Protection Orders
- Juvenile Traffic Violations
- Juvenile Delinquency
- Child Welfare
- Administrative Appeals
- Court of Appeals Cases
- Automobile and Watercraft Titles
- Passport Services



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



Lori Tyack

Franklin County Municipal Clerk of Court, governed by ORC 1901.31

- 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

HISTORICAL INDEX

2009 – Present: Maryellen O’Shaughnessy

2001 – 2009: John O’Grady

2000: Thomas Lindsay

1998 – 2000: Virginia Barney

1998: William Shimp

1994 – 1998: Jesse Oddi

1971 – 1994: Thomas J. Enright

1961 – 1970: Joseph M. Clifford

1959 – 1960: Robert Metzger

1958: Frank Smith

1949 – 1958: Roy King

1948: Russell Campbell

1947 – 1948: William Berkhemer

1937 – 1947: J. Arthur Yoder

1927 – 1937: Charles E. King

1925 – 1927: Harold O. Gockenbach

1923 – 1925: Frank L. Holycross

1921 – 1923: Harold O. Gockenbach

1917 – 1921: Guy R. Winegarner

1911 – 1917: John B. Miles

1905 – 1911: Howard C. Park

1900 – 1905: John W. McCafferty

1894 – 1900: Charles F. Galloway

1890 – 1894: William H. Simonton

1889 – 1890: Theodore Beck

1883 – 1889: John J. Joyce

1877 – 1883: Harvey Cashatt

1871 – 1877: James S. Abbott

1868 – 1871: Jasper Lowenstein

1862 – 1868: Thomas S. Shepard

1862: David W. Brooks

1859 – 1862: James W. Smith

1859: James H. Smith

1858 – 1859: James Bryan

1855 – 1858: Alfred Buttles

1846 – 1855: Thomas Kendall

1838 – 1846: Lyne Starling Jr.

1836 – 1838: Elijah Backus

1815 – 1836: Abram I. McDowell

1810 – 1815: Lyne Starling

1803 – 1810: Lucas Sullivant





combined
charitable
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 \$9,411.78 to dozens of local charities.

OUR DEPUTY CLERKS MAKING AN IMPACT

“ *We can all do something, no matter how small, to contribute to charitable causes.*”

- Clerk Maryellen O'Shaughnessy



The Holiday Wish program welcomes a variety of gifts and donations to cater to the diverse needs and wishes of children in Franklin County, Ohio.

Our Deputy Clerks contributed over 600 donated items to the 2023 Holiday Wish Toy Drive.

FEE SCHEDULE

Auto Title Division

| Description | Fee |
|--|---------|
| Original Title | \$15.00 |
| Replacement Title | \$15.00 |
| Duplicate Title (including Salvage Titles) | \$15.00 |
| Lien Notations (with or without Memo) | \$15.00 |
| Repossession Title | \$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 |

| Miscellaneous Fees | Fee |
|---------------------------------|--------|
| Copy (per page) | \$0.10 |
| Certified Copy (per document) | \$1.00 |
| Exemplified Copy (per document) | \$4.00 |

General Division

| Action | Fee |
|--|------------------------|
| Civil Complaint (Category A, B, C, D, H, H3) | \$225.00 |
| Civil Complaint (Category E – Foreclosure) | \$300.00 |
| Administrative Appeal (Category F) | \$100.00 |
| Confession of Judgment (Category H1 - Cognovit) | \$100.00 |
| Third Party Complaint with Service | \$25.00 |
| Miscellaneous Case (Non-Adversarial Issue) | \$45.00 |
| Miscellaneous Case (Certificate of Qualification for Employment) | \$50.00 |
| Miscellaneous Case (Public Records Dispute) | \$25.00 |
| Certificates of Judgment (CJs) | Fee |
| CJ from a Franklin County Common Pleas Court | \$51.00 |
| Domesticating a Foreign Judgment | \$51.00 |
| CJ transferred to Common Pleas from a US District Court or Ohio Court | \$46.00 |
| Preparation of CJ for Transfer | \$7.00 |
| Release or Partial Release of a CJ | \$5.00 |
| <ul style="list-style-type: none"> • Court costs in all cases must be paid before a full release of judgment can be filed. • Submit a public records request with our Fiscal Department for the cost of releasing liens filed against you. | |
| Executions | Fee |
| Judgment Debtor Exam | \$25.00 |
| Garnishment (Non-Personal Earnings) | \$25.00 |
| | (\$1.00 per garnishee) |
| Garnishment (Personal Earnings) | \$35.00 |
| Praeipce for Writ of Execution | \$103.00 |
| Subsequent or Alias Executions (same case) | \$44.00 |
| Miscellaneous Fees | Fee |
| Expungement/Sealing of Criminal Conviction | \$50.00 |
| Arbitration (Local Rule 103.04C) | \$350.00 (\$175/party) |
| Appeal de novo | \$150.00 |
| Lis Pendens Action | \$5.00 |
| Praeipce for Order of Sale, Alias, Plures in Participation | \$600.00 per parcel |
| Motion or Petition to Vacate, Revive, or Modify Judgment | \$15.00 |
| Official Public Sheriff Sale Website/Integrated Auction Management | \$220.00 |
| Jury Demand | \$300.00 |
| Praeipce for Writ of Partition | \$14.00 |
| Praeipce for Writ of Possession (Habere Facias) | \$44.00 |
| Praeipce for Writ of Restitution | \$44.00 |
| Praeipce for Writ of Vendi Exponas | \$600.00 |
| Service by Publication (Daily Reporter) | \$500.00 |
| Subpoena with Sheriff Service | \$10.00 |

| | |
|---------------------------------|--------|
| Copy (per page) | \$0.10 |
| Certified Copy (per document) | \$1.00 |
| Exemplified Copy (per document) | \$4.00 |

Domestic Relations Division

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 |
| Action for Support | \$150.00 |
| Miscellaneous Domestic Cases | \$100.00 |

Service of Process

| | Fee |
|---------------------------------|----------|
| Certified Mail | \$10.00 |
| Registered Mail | \$27.00 |
| 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

Subpoena Witness Fees

| | Fee |
|---|---------|
| Within Franklin County | \$6.00 |
| Served by Sheriff | \$4.00 |
| Total fee within Franklin County | \$10.00 |
| Outside Franklin County | \$12.00 |
| Mileage (calculated at time of service) | Varies |

Garnishments

| | Fee |
|--|---------|
| Wage Garnishment with Certified Mail or FCSO Service | \$35.00 |
| Non-Wage Garnishment with Certified Mail or FCSO Service | \$25.00 |

Miscellaneous Fees

| | Fee |
|---|----------|
| Counterclaims for Divorce, Annulment, or Legal Separation | \$43.00 |
| Court Reporter Fee | \$25.00 |
| Jury Demands | \$25.00 |
| Post-Judgment Motions (per Local Rule 2) | \$150.00 |
| Motion for Emergency Custody | \$30.00 |
| Copy (per page) | \$0.10 |
| Certified Copy (per document) | \$1.00 |
| Exemplified Copy (per document) | \$4.00 |

| Certificates of Judgment (CJs) | Fee |
|---|------------|
| Praecipe for CJ in Franklin County | \$51.00 |
| Praecipe for CJ Originating out of State | \$51.00 |
| Praecipe for CJ Originating out of County/U.S. District Court | \$46.00 |
| Preparation of CJ for Transfer | \$7.00 |

Juvenile Division

| Complaint Filings | Fee |
|--|------------|
| Custody, Support, and/or Visitation | \$115.00 |
| Establish Parentage | \$95.00 |
| Non-Existence of Parentage | \$95.00 |
| Parentage and Custody | \$190.00 |
| Consent to Marry | \$25.00 |
| Amended Complaint to Add Parentage | \$75.00 |
| Answer and Counterclaim for Parental Rights and Responsibilities | \$115.00 |

| Motion Filings Post Decree | Fee |
|---|------------|
| Motion to Set Custody | \$100.00 |
| Motion to Modify Custody | \$100.00 |
| Motion to Set Child Support | \$100.00 |
| Motion to Modify Child Support | \$100.00 |
| Motion to Set Visitation/Parenting Time | \$100.00 |
| Motion to Modify 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 Filings Pre and Post Decree | Fee |
|--|------------|
| Motion for Emergency Custody | \$30.00 |
| Motion to Enforce Custody | \$100.00 |
| Motion to Enforce Visitation/Parenting Time | \$100.00 |
| Motion to Enforce Child Support | \$100.00 |
| Motion to Enforce Parental Rights and Responsibilities | \$100.00 |
| Motion for Contempt | \$100.00 |

| Garnishments | Fee |
|--|------------|
| Wage Garnishment with Certified Mail or FCSO Service | \$35.00 |
| Non-Wage Garnishment with Certified Mail or FCSO Service | \$25.00 |

| Miscellaneous Fees | Fee |
|---------------------------------|------------|
| Appointment of Process Server | \$35.00 |
| Jury Demand | \$25.00 |
| Copy (per page) | \$0.10 |
| Certified Copy (per document) | \$1.00 |
| Exemplified Copy (per document) | \$4.00 |

STAY CONNECTED



FOLLOW US ON
YOUR FAVORITE
SOCIAL MEDIA
PLATFORMS!



/FranklinCountyClerkofCourts



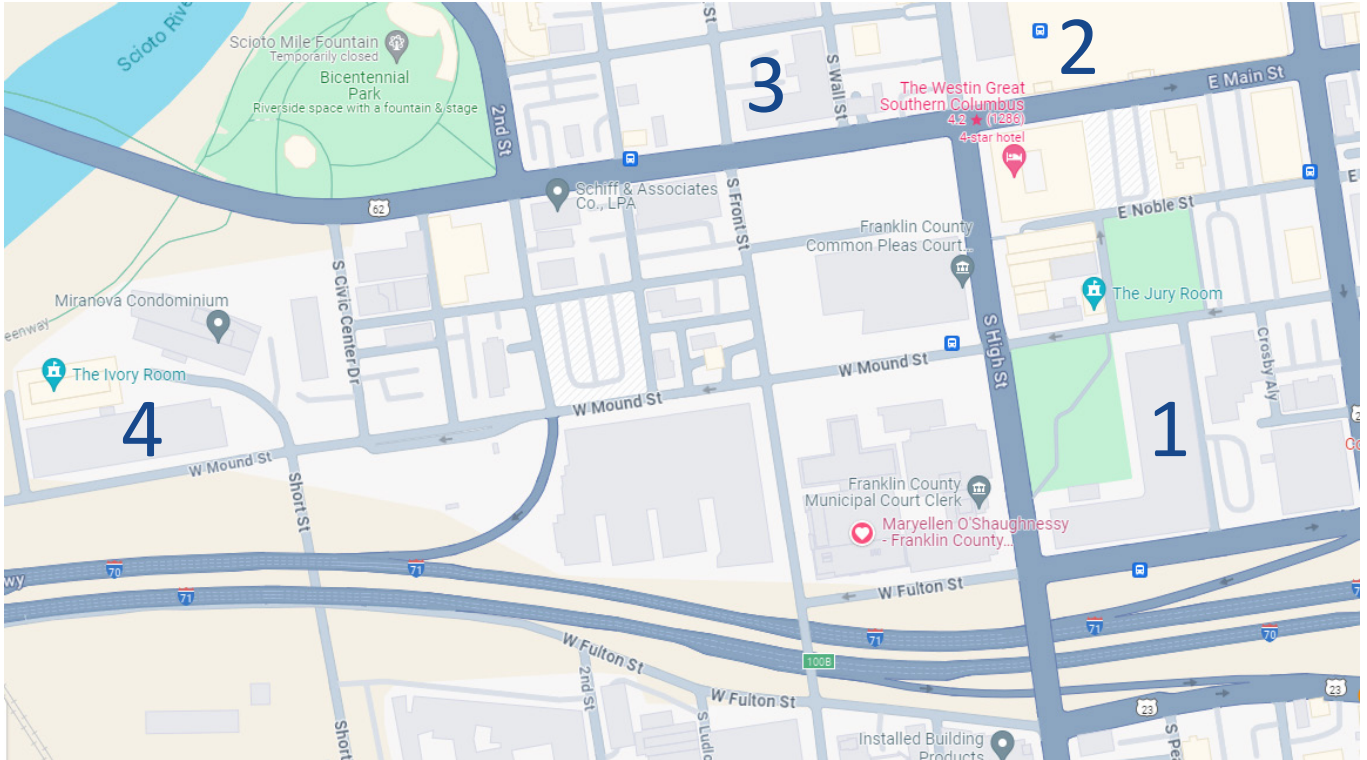
@FCClerkofCourts



@ClerkFranklinCounty

Review us on 
Google

PARKING OPTIONS



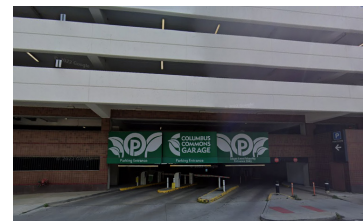
1

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



2

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



3

Lazarus Parking Garage
232 South Front Street
614.469.0292



4

Miranova Parking Garage
2 Miranova Place
614.946.6050



HOURS OF OPERATION

OPEN MONDAY - FRIDAY

8:00 A.M. TO 5:00 P.M.

PLEASE NOTE:

WEDNESDAYS - OPEN TO THE PUBLIC AT 8:15 A.M.

ADMINISTRATION

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

GENERAL (CIVIL/CRIMINAL)

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

APPEALS

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

JUVENILE

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

DOMESTIC RELATIONS

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

OFFICE OF FISCAL SERVICES

345 South High Street, 1st Floor
Columbus, Ohio 43215
614.525.8839

e-Filing Help Line

614.525.2600

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 HELPLINE

614.525.3090

Contact the Office's Main Line for more information: 614.525.3600



ANNUAL REPORT 2024

CONTACT US

Tel: 614.525.3600
Clerk@FranklinCountyOhio.gov
Clerk.FranklinCountyOhio.gov



The Honorable Maryellen O'Shaughnessy
Franklin County Clerk of Courts