



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



# 2025 ANNUAL REPORT

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

# TABLE OF CONTENTS

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<b>03</b>	A Message from the Clerk
<b>04</b>	Vision and Mission Statement
<b>05</b>	About the Clerk
<b>06</b>	About the Office
<b>07</b>	In ACTION
<b>08</b>	Organizational Chart
<b>09</b>	Auto Title Division
<b>12</b>	Ohio Clerk of Courts Association
<b>13</b>	Legal Divisions
<b>17</b>	Office of Fiscal Services
<b>18</b>	Information Technology
<b>20</b>	Good Deeds
<b>21</b>	Administration
<b>22</b>	Training
<b>24</b>	Employee Spotlight
<b>25</b>	One-Stop Passport Shop
<b>27</b>	Service Excellence
<b>28</b>	Join Our Team!
<b>30</b>	Clerks of Court
<b>31</b>	Historical Index
<b>32</b>	Making an Impact
<b>33</b>	Fee Schedule
<b>37</b>	Stay Connected
<b>38</b>	Parking Options
<b>39</b>	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 2025 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 2024. 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](mailto:Clerk@FranklinCountyOhio.gov).



A stylized, handwritten signature of Maryellen O'Shaughnessy in white ink, positioned above a thin white horizontal line.

Maryellen O'Shaughnessy  
Franklin County Clerk of Courts

# VISION AND MISSION

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## VISION

To be the premier county Clerk's Office in the State of Ohio by providing Accurate, Courteous, and Timely service.

## MISSION

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

**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



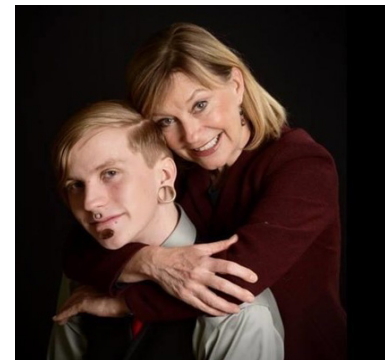
Maryellen O'Shaughnessy began her tenure as Franklin County Clerk of Courts in January 2009. Prior to serving as Clerk, O'Shaughnessy was elected three times as a Columbus City Council Member, representing the 14th largest city in the nation. She was committed to providing excellent services, listening 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 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.

Since 2022, Clerk Maryellen O'Shaughnessy has chaired the e-Governance Board of Franklin County. 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.



*Clerk O'Shaughnessy and her son, Colin*

# 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 is 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 fifth 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.

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.



*Clerk O'Shaughnessy and Chief of Staff, Angela Mathews*

In 2024, the Legal Division processed 144,519 new cases in the Franklin County Court of Common Pleas and 10th District Court of Appeals, up from 140,829 in 2023. 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 the titling of vehicles under the strict adherence of Ohio laws and rules to provide legal proof of ownership. In 2024, our Auto Title Division processed 557,697 auto titles, up from 521,794 in 2023, with an average wait time of seven minutes. Since 2009, our busy Auto Title branches generated nearly \$11 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

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## ACCURATE

New technologies supporting the preservation of court documents and titles.



## COURTEOUS

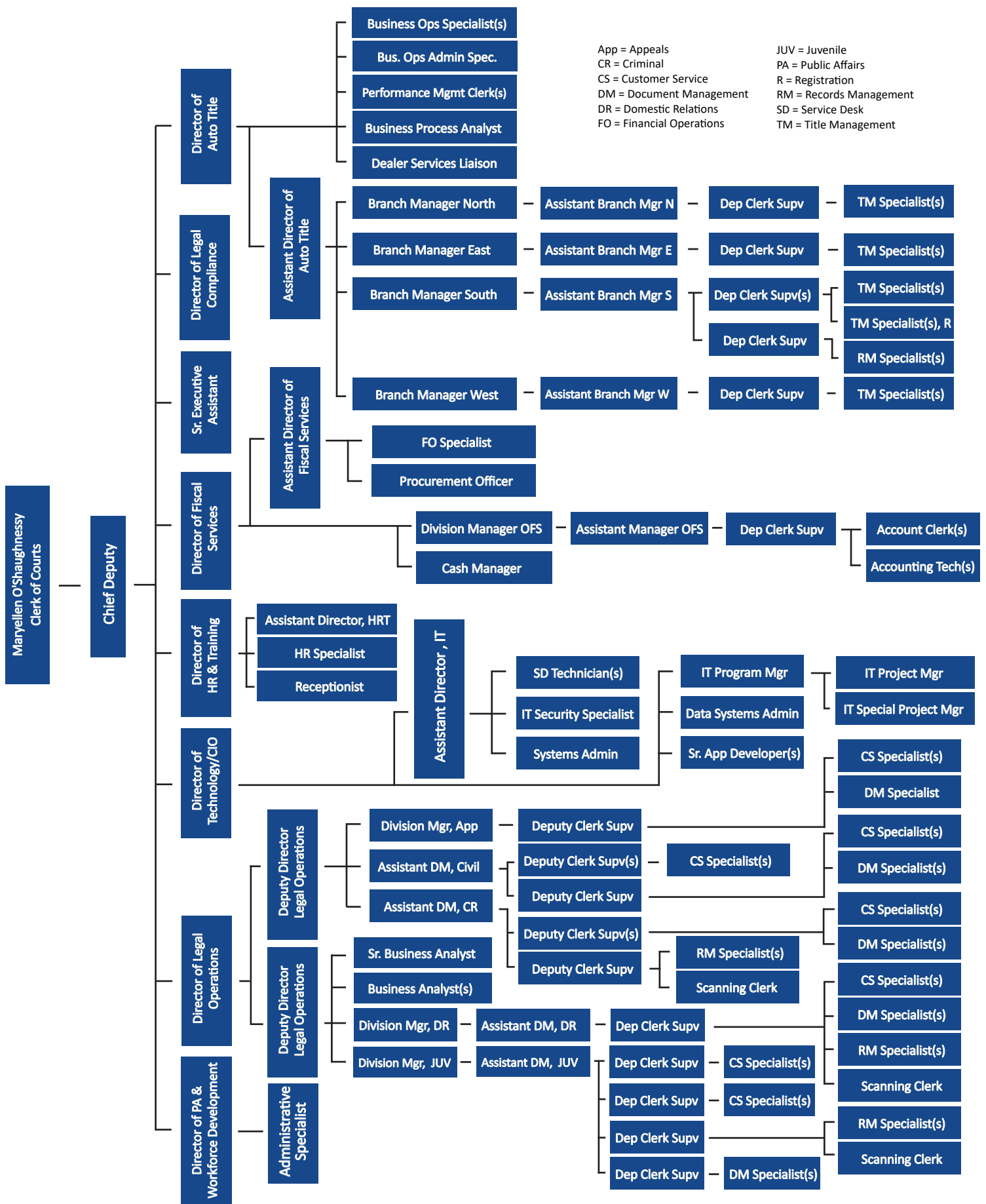
Serving our customers with polite, respectful, and considerate interactions.



## 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 7 percent increase in title issuance over 2023 despite the continuing fluctuation of interest rates. This represents an increase of more than 35,000 titles. Title issuance in the State of Ohio was up 2.4 percent in 2024 continuing to increase from an 11 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 557,000 titles in 2024.
- Average turnaround time for dealer packages processed at all branches was right at our goal of four hours.
- Average customer wait time was seven minutes; under 15 minutes is the goal.

**2024 AVERAGE  
CUSTOMER  
WAIT TIME:**

**7**

**MINUTES**



In addition to our yearly statistical goals, we had success with several projects in 2024.

- Franklin County Auto Title continued to offer a safe environment for our customers and staff while serving over 172,000 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.
- We continued to maintain a valuable "Dealer Support" phone line for our business customers.
- Franklin County Auto Title successfully piloted the state Bureau of Motor Vehicles computer workstation upgrade in 2024.
- We installed cubicles in the back of our main office to house large volume title issuing for our large dealer customers.
- Franklin County Auto Title began processing registrations from electronically submitted documents providing a more efficient and timely option for dealer customers.
- Franklin County Auto Title issued 21 percent of Ohio titles processed statewide through the Ohio Title Portal.

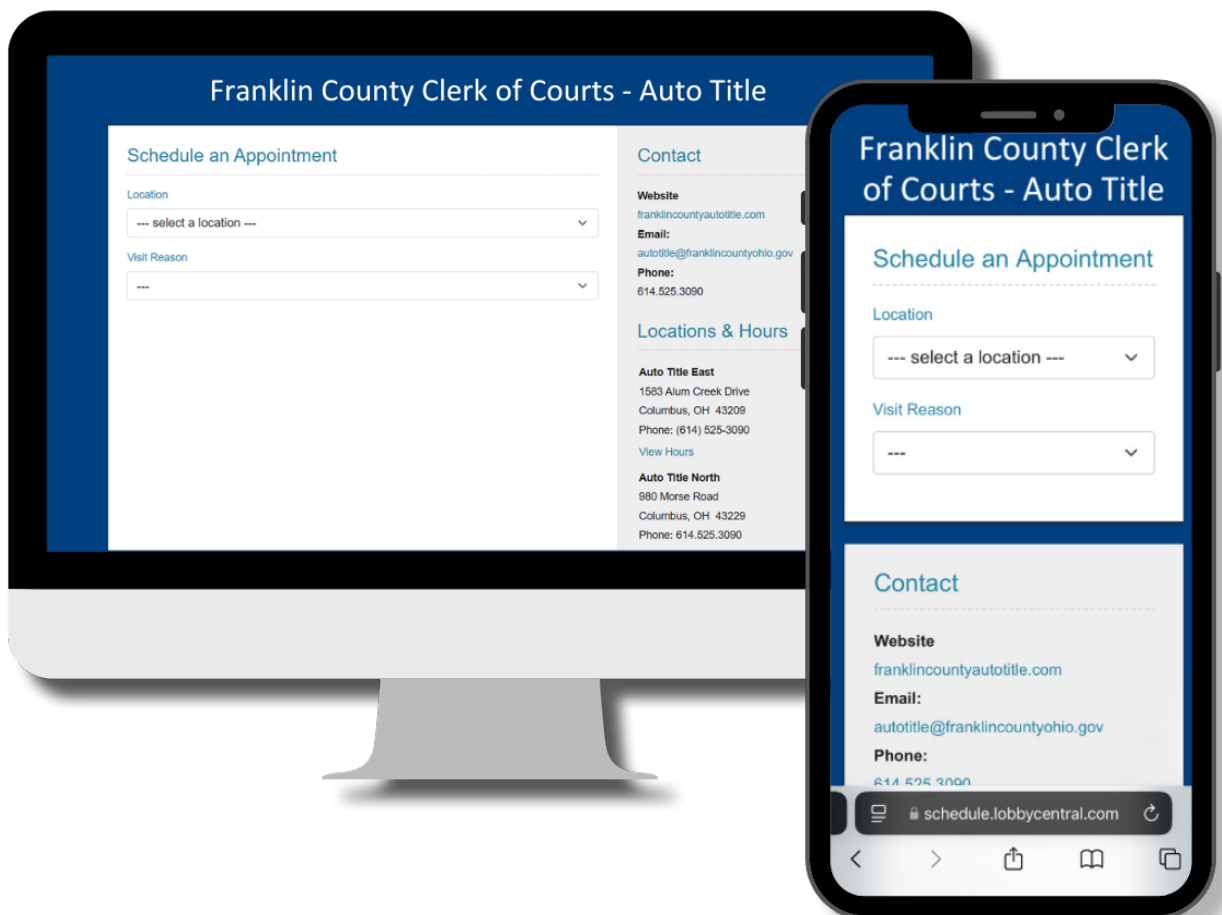
## Goals for 2025

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 will continue to 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.
- All staff will complete a new round of fraudulent activity training via the Ohio Bureau of Motor Vehicles Investigations online fraud training resource.
- We will continue seeking a new, accessible location for our North Title Office.
- In 2025 Franklin County Auto Title will pilot the ILA (Instant Language Assistant) Translate Live tablets to assist our offices with clear communication with customers.
- After a successful testing period in 2024, we are fully trained and prepared to process registrations from electronically submitted documents for any dealer customer who can benefit from this service.

## Online Appointment Scheduling Made Possible with Lobby Central

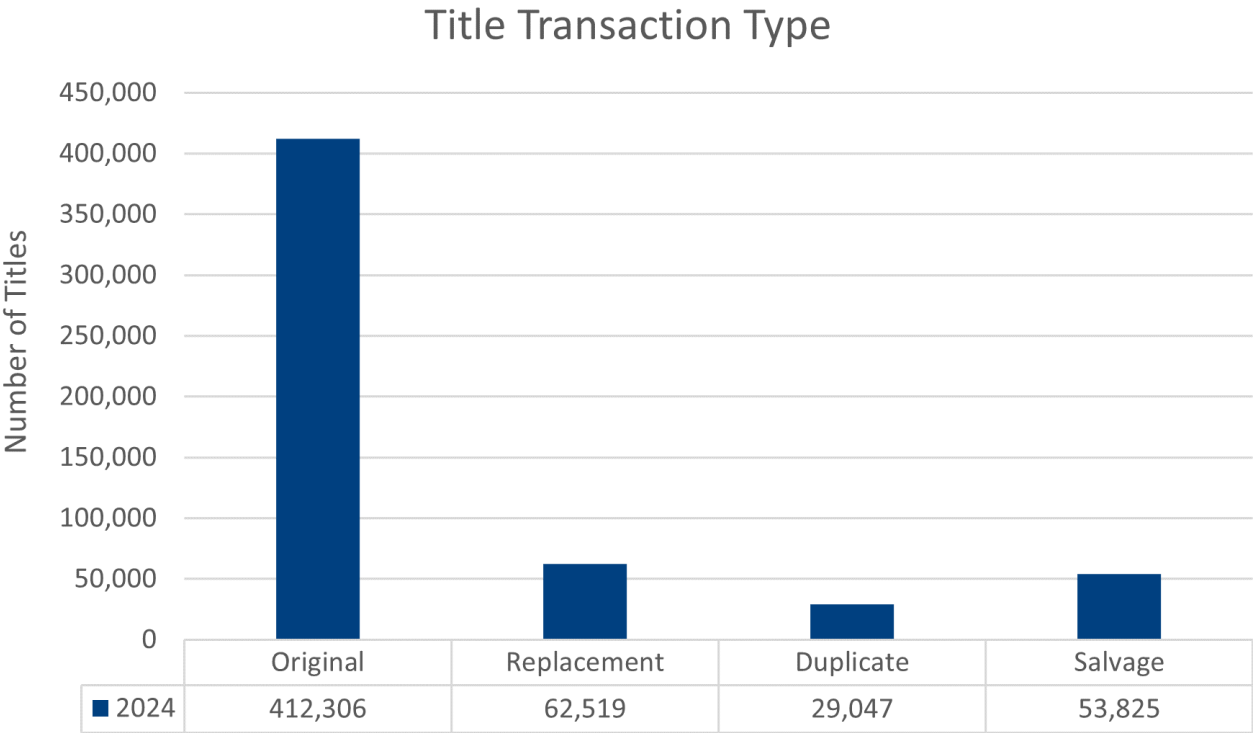
To schedule your next visit, please visit [FranklinCountyAutoTitle.com/scheduling](https://FranklinCountyAutoTitle.com/scheduling) or call our Auto Title Dedicated Help Line at 614.525.3090.



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.



# OCCA



*Sharlene Chance, Director of Legal Compliance, training at the 2024 OCCA Winter Conference*

The Ohio Clerk of Courts Association (OCCA) has been an organization since 1940. The organization exists to assist Clerks in all 88 counties and to exercise influence in legislation that affects county clerks.

As a member of OCCA, Clerk O'Shaughnessy serves on several committees:

- **Education Committee** – The Clerk, alongside the Director of Legal Compliance, chairs the Education Committee. The Clerk is responsible for establishing an agenda for education programming, establishing criteria for education certification, and for obtaining and awarding education awards at the annual meeting.
- **Constitution and Bylaws Committee** – As a member of the Constitution and Bylaws Committee, the Clerk and Director of Legal Compliance review and recommend any changes to the Constitution and Bylaws for the benefit of OCCA.
- **Legislative Committee** – Serving on Legislative Committee, the Clerk and Director of Legal Compliance ascertain whether any legislation affecting the Clerk of Courts has been or is likely to be introduced in the General Assembly of Ohio and work closely with representatives to determine the impact it will have on the Clerk's Office.
- **Title Committee** – The Clerk, along with the Director of Auto Title, serve on the Title Committee. As members, they review and share information pertinent to the Clerk's title duties and operations, and interaction with state-level partners.



# 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 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.

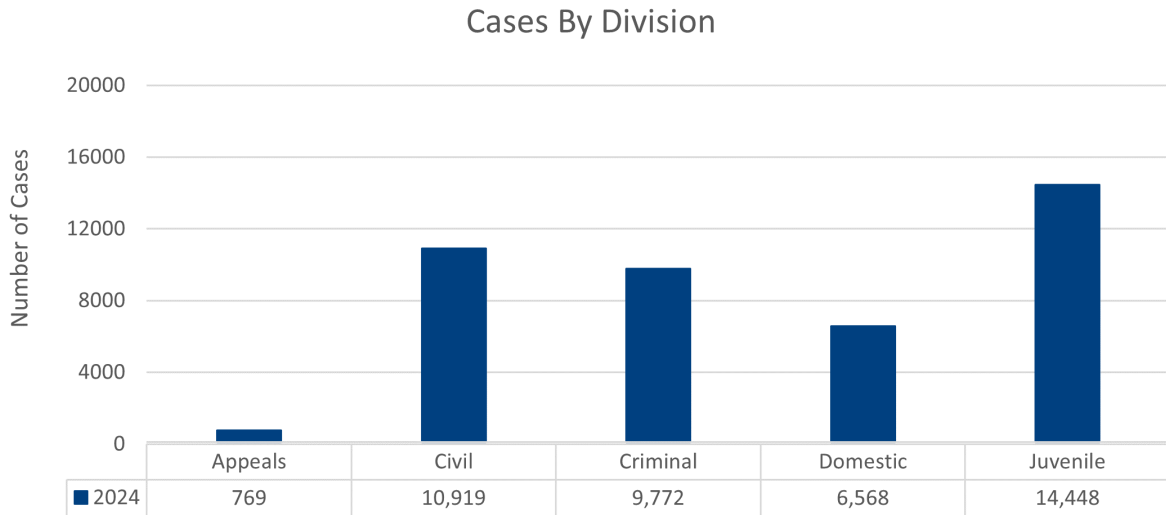
## Domestic Relations and Juvenile

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 Divisions are located on the 4th floor of 373 South Front Street.

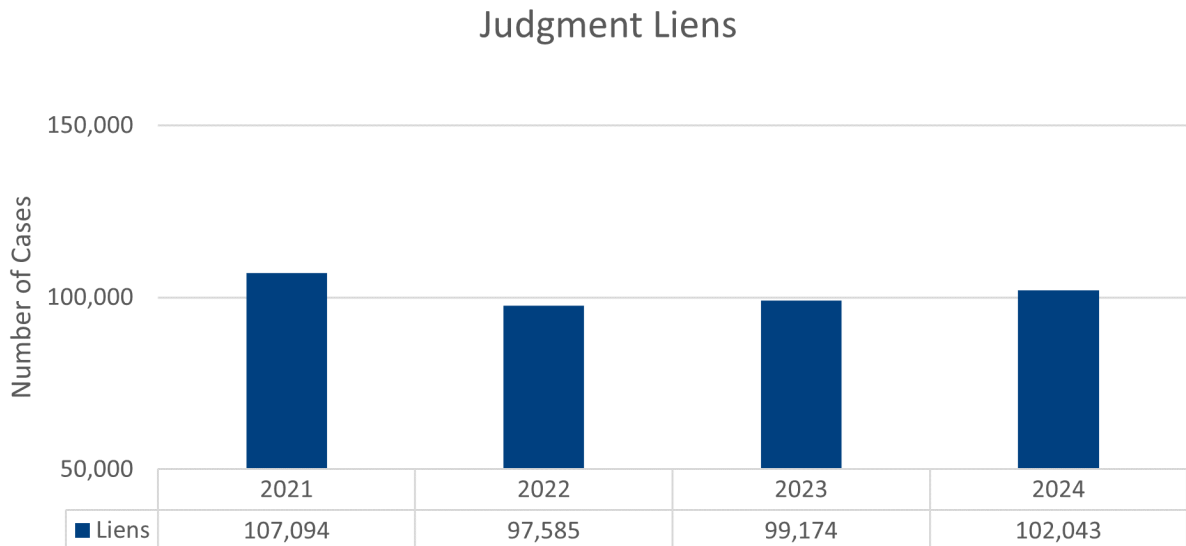


## New Cases by Division

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 2024 increased to 102,043 from 99,174 in 2023. 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 1,712 foreclosure cases in 2024, down from 1,842 in 2023.

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

## Protection Orders

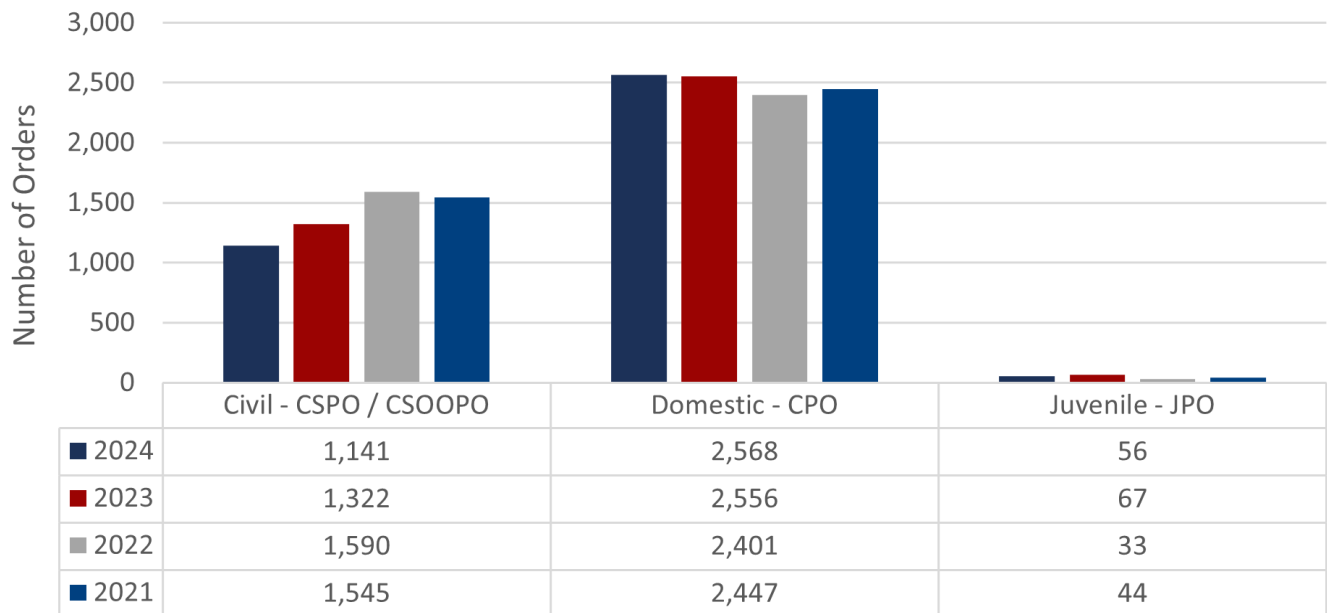
**Civil Stalking Protection Order (CSPO):** For two or more incidents in which the respondent caused an individual to believe that they are in danger. Petitioner and respondent do not have children in common.

**Civil Sexually Oriented Offense Protection Order (CSOOPO):** For instances of one sexually-oriented offense. Petitioner and respondent do not have children in common.

**Domestic Violence Civil Protection Orders (CPO):** For those related by blood or marriage, who have a child in common, or have lived together within the last five years as a spouse. There does not need to be a current criminal case. Dating Violence Civil Protection Orders are also available in the Domestic Relations Court to those who are victims of dating violence. These orders last 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 at [clerk.franklincountyohio.gov](http://clerk.franklincountyohio.gov).

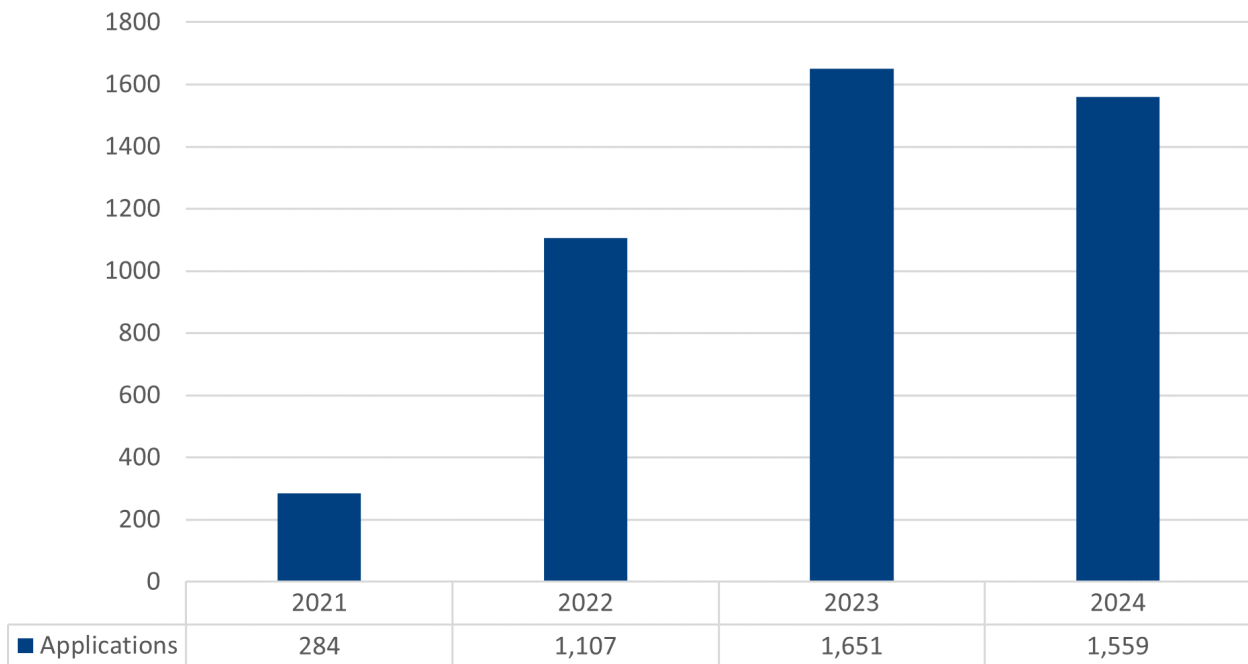
### Electronic Filing (e-Filing)

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 processed in 2024 was 698,368.

### 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.

One-Stop Passport Shop



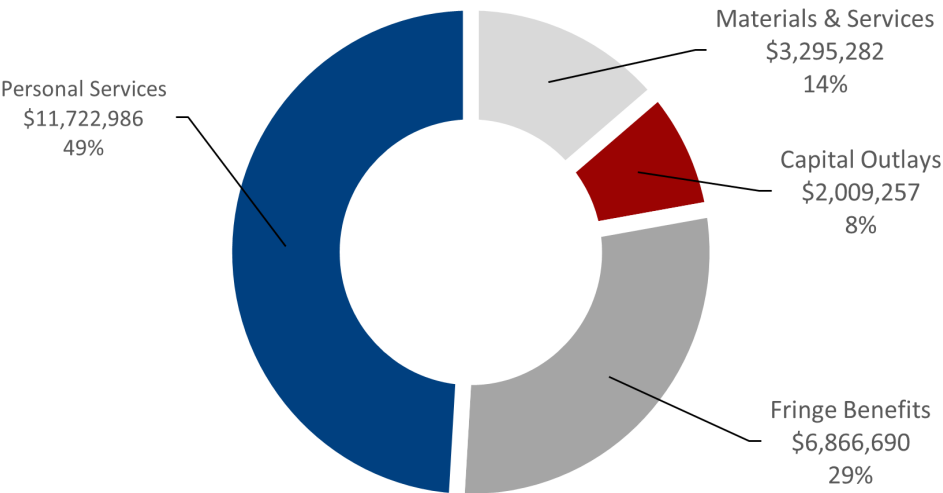
# OFFICE OF FISCAL SERVICES

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.

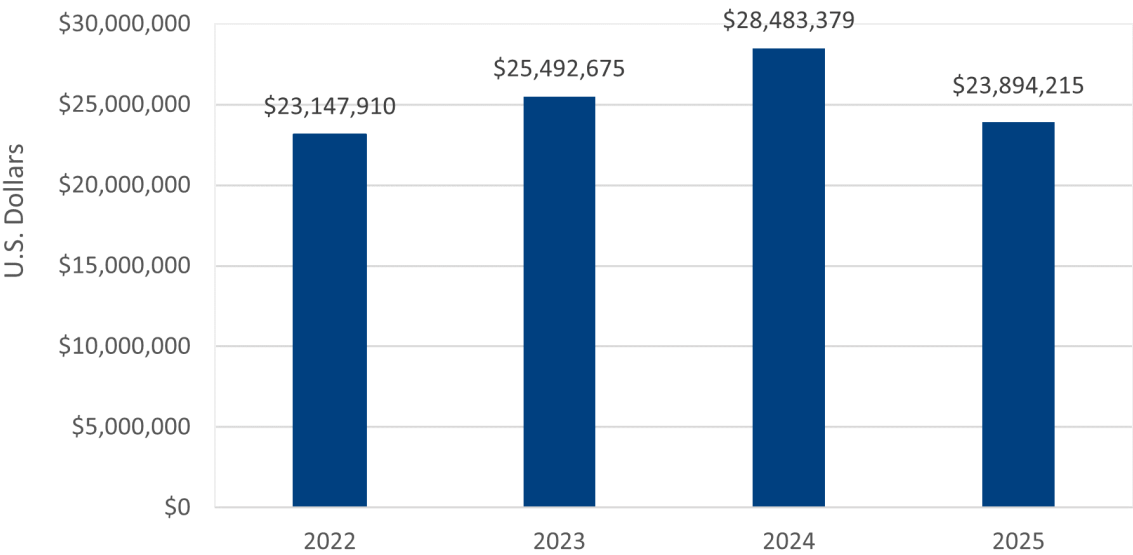
The Office of Fiscal Services audits the financial activity of each division and validates the timeliness, accuracy, and integrity of receipts. The Office of Fiscal Services provides the Clerk’s Office and the general public comprehensive financial documentation and reports.

The Franklin County Clerk of Courts’ 2025 approved budget is \$23,894,215 down from \$28,483,379 in 2024. (Source: Franklin County Office of Budget Management).

2025 Approved Budget Expenditures by Category



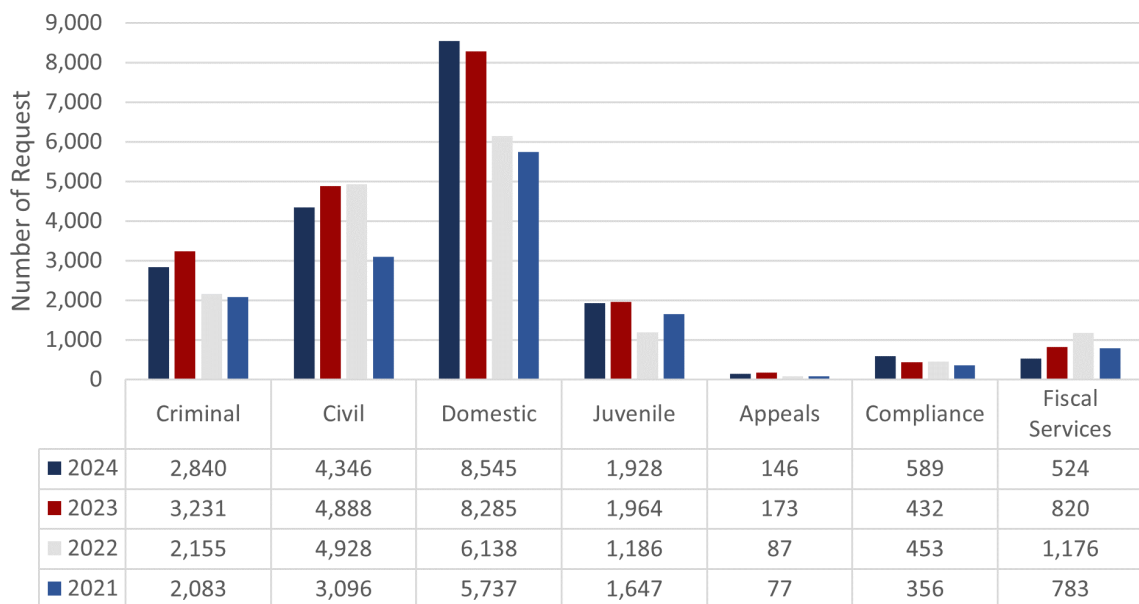
Budget Summary-Expenditures



# 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, 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.

Public Records Request by Type



## 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.

### Tybera V10 Upgrade

The Franklin County Clerk of Courts, the 10th District Court of Appeals, and all divisions of the Common Pleas Court prepared for the 2025 Tybera e-Flex e-Filing system upgrade.



*Deputy Clerks at the 2024 PMI AI x YOU Professional Development Day*

### Translate Live

The integration of translation service devices is an important development in the Clerk's continued efforts in providing equal access to justice. As part of a pilot program, over the next year we will be implementing an Instant Language Assistant which will provide real-time translations at all customer counters to better serve our diverse community. This initiative is a significant step toward inclusivity, ensuring that everyone can access the services they need without language being a barrier.

### Ultimate Kronos Group (UKG)

UKG streamlines and automates administrative and Human Resources tasks. As a cloud-based application, UKG's HR Modules and Timekeeper systems provide a secure environment for managing employee data. The Clerk of Courts IT department is responsible for maintaining system security, managing workflows, and troubleshooting issues as requested by Human Resources and Training.

### Lobby Central

Lobby Central kiosk upgrade: Lobby Central is used to provide better management of our customers time. It allows in-person or online scheduling of appointments. During 2024 we migrated from a Windows PC kiosk to a more streamlined iPad solution, making the system more familiar and easier to use for Auto Title Customers.

### Case Management System

The Clerk's Information Technology Division, along with other county offices and agencies, are working to modernize the 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 the latest technologies to the Clerk's Office and increase the people's access to justice. 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.



# GOOD DEEDS

FRANKLIN COUNTY

## GOOD DEEDS

PLAN **NOW**  
SAVE TIME & MONEY **LATER**

*Easy steps you can take to  
plan for the future.*

Probate Court Judge Jeffrey D. Mackey and  
Chief Magistrate Kelly Green  
Clerk of Courts Maryellen O'Shaughnessy  
Recorder Daniel J. O'Connor, Jr.



Probate

The Good Deeds Program is a public service brought to you by the Franklin County Probate Court, Clerk of Courts, and Recorder. Visit [clerk.franklincountyohio.gov](http://clerk.franklincountyohio.gov) to learn more about affirmative steps you can take to simplify the transfer of certain assets after your death.

Contact our Office at 614.525.3600 if you would like to schedule a presentation for your community group.



Clerk Maryellen O'Shaughnessy, Recorder  
Daniel J. O'Connor Jr., and Chief Magistrate Kelly Green  
presenting at Franklin County Office on Aging



Clerk Maryellen O'Shaughnessy, presenting at the  
Whitehall Senior Center



# 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 at the YWCA Job Fair*

Human Resources and Training oversees hiring, training, benefits, payroll, labor relations, performance management, and strategic planning. In 2024, the department reached several key milestones, including supporting the creation of an employee-led Diversity, Equity, and Inclusion (DEI) Committee, implementing technology to improve performance management, updating job descriptions to reflect current roles, and a review of staff classifications. These achievements demonstrate a strong commitment to employee development, inclusivity, and organizational success.

## Looking Ahead: Goals for 2025

In 2025, Human Resources and Training aims to build on these successes by focusing on the following priorities:

- Expanding training programs, including leadership development, cross-training, and mentorship opportunities for employees.
- Increasing employee engagement through new initiatives and activities.
- Optimizing human resources technology by fully integrating upgraded systems, automating manual tasks, and using analytics to identify trends and improve processes.
- Celebrating employees by recognizing events, achievements, and milestones on a regular basis.

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 2025, Clerk Maryellen O'Shaughnessy, in her 16th 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.

*Ellen French, Director of Human Resources and Training  
delivering Clerk Star Curriculum*

### CLERK STAR CURRICULUM INCLUDES:

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

## **Combating the Opioid Epidemic**

In partnership with Franklin County Public Health, the Franklin County Clerk of Courts' offices are 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**

Deputy Clerks complete annual Ethics Training virtually through the Ohio Ethics Commission. 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**

The 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**

A full-day in-person training session with supervisors conducted by Director of Human Resources and Training, and Director of Public Affairs and Workforce Development. Training topics include:

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

## **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



"I truly enjoy the supportive atmosphere at the Clerk's Office. I am able to learn and grow from both my team and the varied tasks I handle as a manager. The often changing nature of my work helps me expand my abilities and adapt to new challenges."

Erika Hidalgo, Juvenile Division  
Employee since 2023



"I truly value the opportunity to collaborate with talented individuals who inspire me to push my own boundaries and grow professionally. The sense of purpose in my work, and the impact it has on both the Office and the community, makes this job incredibly fulfilling."

Patty Wiltron-Huiltron, Auto Title  
Employee since 2022



"I have truly appreciated my time with the Clerk's Office for the past 30 years. I am grateful for the knowledge I've gained and the experiences I've had. I've had the privilege of working alongside talented and dedicated colleagues in various Divisions, which has been a blessing. It's a joy working with such wonderful people."

Rindy Marcum, Appeals Division  
Employee since 1994



"Working for the Clerk of Courts is a rewarding experience both personally and professionally. I thoroughly enjoy the diversity of my co-workers, their sense of humor and most importantly the empathy that is demonstrated in serving the public."

Wayne Chilicki, General Division  
Employee since 2023



"I love my work because it allows me to make a real difference in the community while being part of a team that feels like family. With 29 years of experience at Auto Title South, I've built lasting relationships with colleagues who inspire and support me every day."

Debbie McDaniel, Auto Title  
Employee since 1996



"Working in IT has been a tremendous experience. I've had the opportunity to develop crucial skills that have enhanced my career. Seeing projects come to life and knowing they contribute to the efficiency and success of the office is truly fulfilling. I enjoy being part of a team that works together to create solutions that improve operations and serve the public."

Torrey Taylor, Information Technology  
Employee since 1989

# 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, 2026*

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

Fees for Passport Book / Card are separate from the service / photo fees for the Clerk of Courts.

- A check or money order is required for the Passport Book / Card fee.
- The Clerk of Courts service fees and on-site photo 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 at [clerk.franklincountyohio.gov](http://clerk.franklincountyohio.gov).



# 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

# 783

average inquiries  
per week

### AUTO TITLE

# 1,123

average calls  
per week

### GENERAL

# 939

average calls  
per week

### DOMESTIC RELATIONS AND JUVENILE

# 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, Franklin University Partnership, Legal Advice vs. Legal Information, Ethics, Supervisor Bootcamp, and Clerk Star Curriculum.



## COMPETITIVE SALARY

\$20/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*

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Visit our application website to view the latest job postings:

[clct.FranklinCountyOhio.gov/employment](http://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

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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





# 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 500 donated items to the 2024 Holiday Wish Toy Drive.



Every year our 200+ Deputy Clerks support the Mid-Ohio Foodbank and its partner agencies in the fight to end hunger. Each year, the lives of more than half a million central and eastern Ohio residents are touched through this community-wide effort.

- Donated \$3,625
- Collected over 800 personal hygiene products
- Sold 6,660 candy bars
- Collected over 80 stuffed animals



Franklin County  
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 \$9,298.81 to dozens of local charities.

# FEE SCHEDULE

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## Auto Title Division

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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 with 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

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Description	Fee
Original Action Complaints	\$100.00
Basic Filing Fee for Notice of Appeal, Cross-Appeal	\$75.00
Service by Publication	\$375.00
<b>Miscellaneous Fees</b>	<b>Fee</b>
Copy (per page)	\$0.10
Certified Copy (per document)	\$1.00
Exemplified Copy (per document)	\$4.00

## General Division

<b>Action</b>	<b>Fee</b>
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 or Housing)	\$50.00
Miscellaneous Case (Public Records Dispute)	\$25.00
<b>Certificates of Judgment (CJs)</b>	<b>Fee</b>
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"> <li>• Court costs in all cases must be paid before a full release of judgment can be filed.</li> <li>• Submit a public records request with our Fiscal Department for the cost of releasing liens filed against you.</li> </ul>	
<b>Executions</b>	<b>Fee</b>
Judgment Debtor Exam	\$25.00
Garnishment (Non-Personal Earnings)	\$25.00
	(+\$1.00 per garnishee)
Garnishment (Personal Earnings)	\$35.00
Praeipe for Writ of Execution	\$103.00
Subsequent or Alias Executions (same case)	\$44.00
<b>Miscellaneous Fees</b>	<b>Fee</b>
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
Praeipe 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
Praeipe for Writ of Partition	\$14.00
Praeipe for Writ of Possession (Habere Facias)	\$44.00
Praeipe for Writ of Restitution	\$44.00
Praeipe for Writ of Vendi Exponas	\$600.00
Service by Publication (Daily Reporter)	\$500.00
Subpoena with Sheriff Service	\$10.00

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

## Domestic Relations Division

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### 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)**

	<b>Fee</b>
Praeipce for CJ in Franklin County	\$51.00
Praeipce for CJ Originating out of State	\$51.00
Praeipce for CJ Originating out of County / U.S. District Court	\$46.00
Preparation of CJ for Transfer	\$7.00

**Juvenile Division****Complaint Filings**

	<b>Fee</b>
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**

	<b>Fee</b>
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**

	<b>Fee</b>
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**

	<b>Fee</b>
Wage Garnishment with Certified Mail or FCSO Service	\$35.00
Non-Wage Garnishment with Certified Mail or FCSO Service	\$25.00

**Miscellaneous Fees**

	<b>Fee</b>
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



GOOGLE REVIEWS, COMMENT CARDS,  
WE READ THEM ALL AND APPRECIATE  
YOU TAKING THE TIME TO SHARE YOUR  
EXPERIENCES WITH US.

## FOLLOW US ON YOUR FAVORITE SOCIAL MEDIA PLATFORMS!



@ClerkFranklinCounty



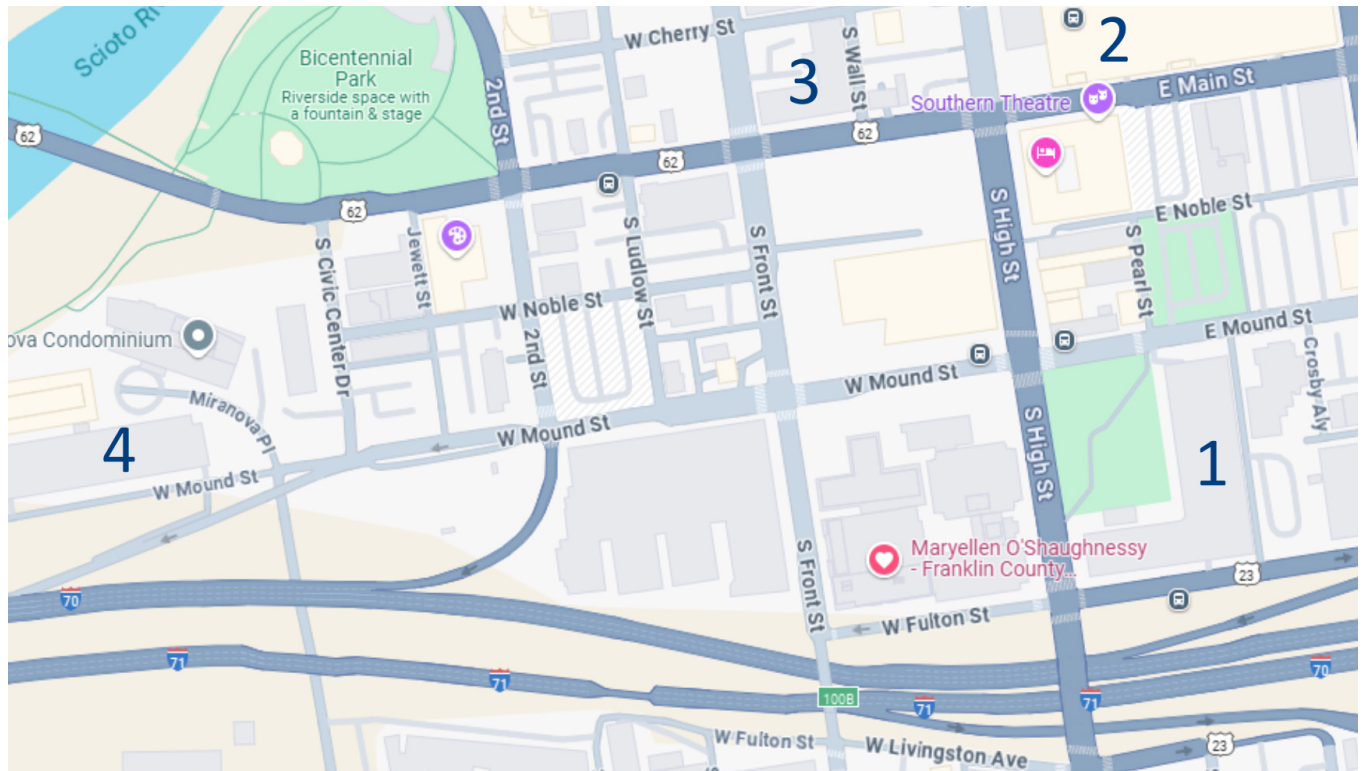
Franklin County Clerk of Courts



@FCClerkofCourts



# PARKING OPTIONS



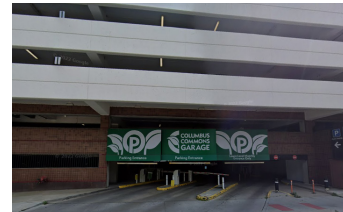
1

Franklin County Parking Garage  
34 East Fulton Street  
614.525.3800  
[facilities.franklincountyohio.gov](http://facilities.franklincountyohio.gov)



2

Columbus Commons Main Parking Garage  
55 East Rich Street  
614.461.4454  
[columbuscommons.org](http://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

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**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

*\*Open Saturdays 8:00 A.M. to 12:00 P.M.*

**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*



# 2025 ANNUAL REPORT

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## CONTACT US

Phone: 614.525.3600

Email: [Clerk@FranklinCountyOhio.gov](mailto:Clerk@FranklinCountyOhio.gov)

Website: [Clerk.FranklinCountyOhio.gov](http://Clerk.FranklinCountyOhio.gov)