



The Honorable Maryellen O'Shaughnessy
Franklin County Clerk of Courts

General Division
345 S. High Street, Floor 1-B
Columbus, Ohio 43215
614.525.3621

Instructions for Filing Praecipe for Filing Lien Out of County

Required Documents and information when filing:

1. Praecipe Request for Filing Certificate of Judgment Lien (2329.02 ORC)
 - a. This document may be found on the Clerk's website under e-File > e-Filing Resources
Civil Division > Civil Forms > Certificate of Judgement/Praecipe
2. Copy of Judgment/Order/Entry, Lien List, CJ Print, or other proof of judgment
3. Filing fee in the amount of \$7.00 (Credit, Check or Money Order) made payable to "Franklin County Clerk of Courts"

E-filing instructions to e-file the required documents:

1. If filer does not yet have an e-filing account, to create and request an account visit <https://efiling.franklincountyohio.gov/>
2. Log in to e-filing account and e-file all required documents listed above
 - a. Click on "File to Existing Case"
 - b. Enter your Franklin County case number,
 - c. Select court: General Division Court of Common Pleas
 - d. Enter the last name of one participant on the case or Business name
 - e. Click on **Submit**
3. Add the Praecipe Request for Filing Certificate of Judgment Lien
 - a. For Document Category, select "PRAECIPES"
 - b. For Document Type, select "PRAECIPE FOR FILING LIEN OUT OF COUNTY"
 - c. For Document Location click on **Browse...** and select the completed Praecipe Request for Filing Certificate of Judgment Lien saved to the computer
 - d. Click on **Add**
4. Add the Copy of Judgment/Order/Entry, Lien List, CJ Print, or other proof of judgment:
 - a. For Document Category, select "EXHIBITS"
 - b. For Document Type, select "EXHIBITS"
 - c. For Document Location click on **Browse...** and select the relevant proof of judgment saved to the computer
 - d. Click on **Add**
5. Once you have added all the required documents click on **Next**
6. On the Review and Approve Filing page, verify you have correctly uploaded the required documents and click on **Submit the Filing**
7. The filing fee of \$7 will be paid by credit card once the documents are submitted for filing

Note: This judgment cannot be accepted for filing unless the above information is completed and submitted in full.
Please contact the Clerk of Courts General Division with questions at the contact information above.