



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 Out of State Judgment

Required Documents and information when mailing:

1. Affidavit with names and last known addresses of both the judgment creditor, and judgment debtor
2. Praecipe for Certificate of Judgment
3. Authenticated copy of judgment , or an exemplified copy of the Court docket
4. Instructions for Service (required to send notice to the judgment debtor of the filing of a judgment against him/her in the Court of Common Pleas)
5. Sufficient copies relative to the number of parties you are serving, and any you may wish returned
6. Filing fee in the amount of \$51.00 (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. Logon to e-filing account and e-file all required documents listed above
 - a. Click on New Case
 - b. Click on the correct court – "GENERAL DIVISION, COURT OF COMMON PLEAS"
 - c. From the Court page, click: **Civil Division**
 - d. From the Case Types page, choose the **Judgment** case type
 - e. From the Case subtype page, choose the **Certificate of Judgment Common Pleas/Out of State** case subtype
 - f. Add your Case Information; the required fields have asterisks by them. Click on **Add My Parties**
 - g. Add your Party Information ; the required fields have asterisks by them, then hit the **Next** button
 - h. Click on the **Add Other Parties** button; the required fields have asterisks by them, then hit the **Next** button
 - i. After entering the parties, click on **Next**;
 - i. Note: *Praecipe for Certificate of Judgment* is already listed in the Submission with information from previous screens. To view the *Praecipe for Certificate of Judgment*, click on the *View Generated Document* to view



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- j. From the **Add a Document page**, choose the *Affidavit of Last Known Address* from the Document Type dropdown. Browse for your PDF document, and click on **Add**
 - i. Fill in *Name of Business/ Person* information and click **Next**
- k. From the **Add a Document page**, choose the *Exhibits* from the Document Type dropdown. Browse for your PDF document when filing *Authenticated copy of judgment or an exemplified copy of the Court docket* and then click on **Add**
- l. To request service, choose *Request for Service* with the desired type of service from the **Add a Document page** and then click on **Add**
- m. From the drop down *Documents to be served*, select items individually to be served and click **Add**
- n. **Click** the check box for the party to be served, then hit the **Next** button
 - i. Note: *Request for Service* is then listed in the Submission with information from previous screens. To view the *Request for Service*, click on the *View Generated Document* to view
- o. Click on the **Next** button when ready to file the submission
- p. The filing fee of \$51.00 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.