

Appendix B: Schedule of Costs-Civil Division

IN THE MUNICIPAL COURT OF PORTSMOUTH, OHIO
SCHEDULE OF COSTS –CIVIL DIVISION

<u>EFFECTIVE</u> SECURITY	August 1, 2017	ACTUAL	
		<u>COST</u>	<u>DEPOSIT</u>
<u>Complaint (one defendant plus certified mail)</u>			\$106.00
- each additional defendant by certified mail.....		7.00	
- re-issuance by certified mail.....		7.00	
- request for restricted mail, each defendant.....		0.00*	
- no charge for ordinary mail service.....		----	
- personal service by Bailiff.....		20.00	
 <u>Amended Complaint</u>			 25.00
- certified mail service, 1 defendant.....		7.00	
- each additional defendant by certified mail.....		7.00	
- re-issuance by certified mail.....		7.00	
- request for restricted mail, each defendant.....		0.00*	
- no charge of ordinary mail service.....		----	
- personal service by Bailiff.....		20.00	
 <u>Alias Summons</u>			 25.00
- each additional defendant by certified mail.....		7.00	
- personal service by Bailiff.....		20.00	
 <u>Counterclaim, Cross-Claim, Third Party Complaint</u>			 25.00
- certified mail service, 1 defendant.....		7.00	
- each additional defendant by certified mail.....		7.00	
- re-issuance by certified mail.....		7.00	
- no charge for ordinary mail service.....		----	
- personal service by Bailiff.....		20.00	
 <u>Attachment</u>			 35.00
- appraiser's fee.....		20.00	
- storage and/or towing fees.....			
			\$100.00

Replevin (one defendant).....	106.00
- writ of replevin.....	20.00
- hearing on possession.....	---

*PLEASE CALL YOUR LOCAL POST OFFICE FOR THE RESTRICTED MAIL RATE.

	ACTUAL	
SECURITY		
<u>DEPOSIT</u>		<u>COST</u>
<u>Execution</u>	30.00	
- storage and/or towing fees.....		100.00
- order of sale.....	10.00	
- notice of sale publication.....		175.00
<u>Forcible Entry & Detainer</u>	109.00	
- service by Bailiff, regular mail, certified included....	----	
- writ of restitution.....	20.00	
Bureau of Motor Vehicles Appeals		
- Out of state D.U.I.	101.00	
<u>Small Claim</u>	69.00	
- includes certified mail for 1 defendant		
- each additional defendant by certified mail.....	7.00	
- Bailiff service.....	20.00	
<u>Small Claim Counterclaim</u>	25.00	
- includes certified mail for 1 defendant		
- each additional defendant by certified mail.....	7.00	
- Bailiff service.....	20.00	
<u>Wage Garnishment</u>	80.00	
<u>Bank Garnishment</u>	80.00	
- check or money order made payable to bank.....	1.00	
<u>Notice by Publication</u>		325.00
- costs are actual expenses of publication		

Jury Demand..... 875.00
 - due at time of filing demand or no later than 5 business
 days prior to pre-trial date

Judgment Debtor Examination..... 25.00
 - includes Bailiff service
 - for certified mail each defendant..... 7.00

	<u>ACTUAL COST</u>	<u>SECURITY DEPOSIT</u>
<u>Subpoena</u>	12.00	
- paid to witness (must file 72 hrs. prior to hearing date)		
- Bailiff service, each witness	5.00	
<u>Subpoena Duces Tecum</u>	15.00	
- paid to witness (must file 72 hrs. prior to hearing date)		
- Bailiff service, each witness	5.00	
<u>Certificate of Judgment</u>	5.00	
- for purposes of lien attachment/transfer		
<u>Certificate of Judgment to BMV</u>	12.00	
<u>Transfer of Judgment to this Court</u>	50.00	
<u>Transfer of Case to Another Court</u>	20.00	
- plus filing fee required in transferred Court if individual does not file themselves		
<u>Motion to Vacate, Modify or Revoke Judgment</u>	25.00	
- certified mail service, 1 defendant.....	7.00	
- each additional defendant by certified mail	7.00	
<u>Motion to Transfer Small Claim to regular Civil Docket (non-refundable)</u>	40.00	

<u>Notice of Appeal</u>	100.00
- payment of filing of appeal with Clerk of Court	
- transcript request to Court Reporter-requesting party	
<u>Landlord-Tenant Rent Escrow Actions</u>	
(no charge for filing/must deposit rental amount)	
<u>Sheriff Service, Must contact Sheriff Department (740)355-8261</u>	
<u>Exemplified copy</u>	5.00
<u>Trusteeship</u>	20.00
- 25% of personal earnings after deductions	
Required by law: The Court will assess a Poundage fee of 1% of amount paid through the Court.	
<u>Certification & Authentication of Court Records</u> ...	1.00
- each sheet	
<u>Computer Printout</u>50
- per page	
<u>Bank Returned Checks</u>	20.00

It is hereby ORDERED this schedule of Civil Court Costs shall be adopted and incorporated as a portion of the Portsmouth Municipal Court Local Rule

STEVEN L. MOWERY
Administrative Judge