

Guernsey County Clerk of Courts

Payment Policy

This debt is your responsibility. Payment in full is expected.

If you cannot pay your balance in full, the assigned payment is required monthly to keep your account current (see payment chart).

Your monthly payment will always remain the same unless changed by the Clerk's office.

Paying more than your required payment **DOES NOT** decrease your next month's payment but only decreases your balance owed. Monthly payments **do not** decrease as your balance decreases. Your account balance *may increase* due to additional costs being assessed, which may result in an increase in your monthly payment. Pre-calculated payments can be changed at the discretion of the Clerk's office if other payment arrangements are agreed upon.

PAYMENT CHART				
Account Balance			Payment	
\$	0.01 - \$	24.99	=	Balance in Full
\$	25.00 - \$	499.00	=	\$ 25.00
\$	500.00 - \$	999.00	=	\$ 35.00
\$	1,000.00 - \$	1,499.00	=	\$ 45.00
\$	1,500.00 - \$	2,999.00	=	\$ 50.00
\$	3,000.00 - \$	4,999.00	=	\$ 75.00
\$	5,000.00 -		=	\$ 100.00

- One billing notice. If you have more than one case in which you owe court costs, your cases may be combined into one single billing notice. If combined, only the primary case number will appear on your billing statement and the total payment amount due will be the amount due for all cases. If you are receiving individual billing notices for one or more cases, please notify the Clerk's office so that your cases may be combined into one billing notice with one payment plan.
- Payments are due by the 15th day of each month.
- Payments can be made directly at the Clerk's office, by mail, or by telephone. Forms of payment accepted are cash, check, money order, or credit/debit card* (Visa, MasterCard, and Discover, American Express).
- Mail payments to: Guernsey County Clerk of Courts, 801 Wheeling Ave D205, Cambridge, Ohio 43725

Please write your case number on your check or money order for proper crediting.

- It is your responsibility to keep the Court advised of your current address. Address changes should be submitted in writing with your payment or may be telephoned into the Clerk's office.
- If you have any questions regarding your billing notice, monthly payment, or need to make other payment arrangements, please contact the **Clerk's office at (740) 432-9234.**
- **Effective 10/29/2012** - If your account becomes delinquent (120 days past due), collection action will be brought against you. This will include certifying your delinquent costs to the State of Ohio/Ohio Attorney General, for collection. This will cause interception of your state income tax refund and/or the blocking of your vehicle registration or other legal action; additional costs/ interest charges will be incurred; a judgment lien may be filed against your property. *** Fees apply; charged by the credit card processing center.**