

Jennifer Johnson, Clerk of Courts
GUERNSEY COUNTY COURT OF COMMON PLEAS
General Division and Domestic Relations Division



APPENDIX A: DEPOSITS AND FEES

CIVIL DIVISION		
Complaint - Civil Action (excluding Foreclosure Cases)	\$	250.00
Complaint - Foreclosure	\$	350.00
Preaicepe for Order of Sale		
Realauction Sheriff Sale Auction Fee (Praeicepe filed before 11/1/2025): ORC 2329.153	\$	225.00
Realauction Sheriff Sale Auction Fee (Praeicepe filed on or after 11/1/2025): ORC 2329.153	\$	500.00
Appraisal Deposit	\$	225.00
Motion to Cancel/Vacate Sheriff Sale	\$	100.00
Answer and Counterclaim/Crossclaim	\$	250.00
Jury Demand: Due at Final Pretrial	\$	300.00
Praeicepe for Issuance of Writ (Execution, Possession, Replevin, Partition)	\$	150.00
Judgment Debtors Exam	\$	150.00
Petition for Court-Ordered Title: ORC 4505.10	\$	50.00
Certificate of Qualification for Employment (CQE): ORC 2953.25	\$	100.00
Certificate of Qualification for Housing (CQH): ORC 2953.26	\$	100.00
Foreign Judgment	\$	50.00
Garnishment of Personal Earnings	\$	150.00
Garnishment of Property other than Personal Earnings	\$	150.00
Petition to Register Foreign Order - Civil Protection Order	\$	25.00
Subpoena Witness Fee - Full Day Attendance: ORC 2335.05	\$	12.00
Subpoena Witness Fee - Half Day Attendance: ORC 2335.05	\$	6.00
Subpoena Witness Fee - Mileage Reimbursement per Mile: ORC 2335.05	\$	0.35

CRIMINAL DIVISION		
Application/Motion to Seal or Expunge Criminal Record: ORC 2953.32	\$	50.00
Financial Disclosure/Affidavit of Indigency Form for Court Appointed Counsel/Public Defender	\$	25.00

FIFTH DISTRICT COURT OF APPEALS		
Notice of Appeal	\$	125.00

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DOMESTIC DIVISION	
Complaint or Petition for Divorce, Dissolution, or Annulment	\$ 250.00
Complaint for Parentage, Allocation of Parental Rights and Responsibilities, and Parenting Time	\$ 250.00
Answer and Counterclaim/Crossclaim	\$ 250.00
Motion for Change of Custody/Child Support (Post Decree - Reopen Case)	\$ 200.00
Motion for Contempt (Post Decree - Reopen Case)	\$ 200.00
QDRO Qualified Domestic Relations Order	\$ 25.00
Post Decree Agreed Motion/Entry	\$ 25.00
Financial Disclosure/Affidavit of Indigency Form for Court Appointed Counsel/Public Defender	\$ 25.00
Petition to Register Foreign Order - Decree	\$ 25.00

JUDGMENT LIENS & STATE TAX LIENS	
Certificate of Judgment Lien - Record (effective 2/1/04)	\$ 35.00
Certificate of Judgment Lien - Prepare and Record	\$ 40.00
Certificate of Judgment Lien - Release (includes partial release): ORC 2303.20(K)	\$ 5.00
State Lien Releases (Department of Taxation & Workers Compensation)	\$ 35.00

OTHER	
Out of State Subpoena - Process Server	\$ 25.00
Out of State Subpoena - Guernsey County Sheriff	\$ 100.00
Copies, per page (uncertified)	\$ 0.15
Copies, per page (Certified)	\$ 1.00
Authentication, per document (does NOT include the costs for certification)	\$ 6.00
Transfer of cases from Cambridge Municipal Court (See Rule 6)	