



JENNIFER JOHNSON, CLERK OF COURTS

COMMON PLEAS COURT

General Division
801 Wheeling Avenue, D200
Cambridge, Ohio 43725

EFILING JUDGMENT LIENS

Go to eFiling
Type in Case Number
Click Create Subsequent File
Select "On Behalf Of" Party

PRAECIPE TO THE CLERK TO PREPARE A CERTIFICATE OF JUDGMENT & RECORD:

Open the Common Pleas Court Case judgment was rendered and make the following selections:

Document 1:

- LIEN: PRAECIPE TO PREPARE & RECORD CERTIFICATE OF JUDGMENT
Attach a copy of the court order rendering judgment
Upload into a Single Document

Document 2:

- LIEN: COSTS TO PREPARE & RECORD
Nothing to attach
This adds the costs of \$40.00 to prepare and record

PRAECIPE TO THE CLERK TO PREPARE A CERTIFICATE OF JUDGMENT ONLY:

NOTE: The clerk will only prepare the certificate of judgment to be filed in another court/county.
Open the Common Pleas Court Case judgment was rendered and make the following selections:

Document 1:

- LIEN: PREPARE CERTIFICATE ONLY FOR FILING IN ANOTHER COURT
Attach a copy of the court order rendering judgment
Upload into a Single Document
- Cost \$5.00

The Clerk will email the prepared Certificate of Judgment to the email included in the Praecipe.

CERTIFICATE OF JUDGMENT HAS BEEN SATISFIED – PRAECIPE TO RELEASE:

Open the Judgment Lien Case and Make the following selection:

Document 1:

- LIEN RELEASE (FULL): PRAECIPE & SATISFACTION SIGNED BY JUDGE
Attach the Satisfaction Entry behind the Praecipe: If not included, it will be rejected***
- Cost \$5.00

PARTIAL RELEASE AS TO PROPERTY ONLY – PRAECIPE TO RELEASE

Open the Judgment Lien Case and Make the following selection:

Document 1:

- LIEN RELEASE (PARTIAL): PRAECIPE FOR PARTIAL RELEASE – PROPERTY ONLY
- Cost \$5.00