

**FRANKLIN COUNTY MUNICIPAL COURT  
SMALL CLAIMS DIVISION**

Service: \_\_\_\_\_ Case No. \_\_\_\_\_ CV I \_\_\_\_\_

Plaintiff / Judgment Creditor

Defendant / Judgment Debtor

v.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address and ZIP Code

\_\_\_\_\_  
Address and ZIP Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone

**MOTION**

The judgment herein, having been unsatisfied for more than 30 days, plaintiff moves the court for an order pursuant to R.C. Section 1925.13 requiring defendant to list all assets and liabilities on a form provided by the court, and to return said form to the court within one week.

\_\_\_\_\_  
Plaintiff / Judgment Creditor

**ORDER**

To: \_\_\_\_\_  
(name of Defendant / Judgment Debtor)

On \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, judgment was entered against you in the amount of  
(month) (day) (year)

\$ \_\_\_\_\_, plus court costs and interest; this judgment has remained unsatisfied for more than 30 days.

YOU ARE HEREBY ORDERED BY THE COURT PURSUANT TO OHIO REVISED CODE SECTION 1925.13 TO DECLARE YOUR ASSETS, LIABILITIES, AND PERSONAL EARNINGS ON THE ACCOMPANYING FORM AND TO RETURN THIS DECLARATION WITHIN ONE WEEK OF YOUR RECEIPT THEREOF TO

Lori M. Tyack, Clerk of the Franklin County Municipal Court  
Civil Division, Third Floor  
375 South High Street  
Columbus, OH 43215

WILLFUL FAILURE TO COMPLY WITH THIS ORDER OF THE COURT MAY RESULT IN A CITATION FOR CONTEMPT OF COURT AS PROVIDED IN CHAPTER 2705 OF THE REVISED CODE. A FINDING OF CONTEMPT IS PUNISHABLE BY A FINE OF UP TO \$250.00 OR THIRTY (30) DAYS IN JAIL, OR BOTH.

\_\_\_\_\_  
Judge

**FRANKLIN COUNTY MUNICIPAL COURT**      **CASE NO:** \_\_\_\_\_

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**INSTRUCTIONS FOR SERVICE OF SUMMONS**

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To: Clerk, Franklin County Municipal Court, please issue summons for:

Personal Service       Residence Service       Certified Mail       Ordinary Mail

Other: \_\_\_\_\_

On the defendant(s) as listed below, in the instructions to server.

DATE: \_\_\_\_\_      (Signed) \_\_\_\_\_  
Signature of Requesting Party

To: \_\_\_\_\_ (Server)

You are instructed to make:

Personal Service       Residence Service       Certified Mail       Ordinary Mail

Upon the following defendant(s) and at the address(s) listed below:

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Special instructions for server:

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**INSTRUCTIONS  
TO THE CLERK  
LORI M. TYACK, CLERK  
FRANKLIN COUNTY MUNICIPAL COURT, COLUMBUS, OHIO**

_____ Plaintiff	Case No. _____ CV _____
VS.	Signature _____
_____ Defendant	Attorney Code _____
_____ Date	Attorney for _____

To the Clerk: Please issue

- |  |   |
|--|---|
| <p>_____ Writ of Restitution - \$35.00 (Includes Service)<br/>(Red Tag)</p> <p>_____ Set Out - \$45.00(Includes Service)</p> <p>_____ Replevin - \$35.00 (Includes Service)<br/>(You must complete bailiff instructions)</p> <p>_____ Execution - \$35.00 (Includes Service)<br/>(You must complete bailiff instructions)</p> <p>_____ Execution/Vehicle - \$835.00 (Includes Service)<br/>(You must complete bailiff instructions)</p> <p>_____ Exemplified Copy or Certificate of Copy - \$20.00</p> <p>_____ Certificate of Judgment - \$10.00</p> <p>_____ Revivor - \$30.00<br/>(Up to 3 defendants and/or addresses with 1 type of service)</p> <p>_____ Certificate of Judgment to BMV - \$10.00<br/>Date of Loss _____<br/>Date of Birth _____<br/>Social Security # _____<br/>Drivers License # _____<br/>License Plate # _____</p> <p>_____ Appeal - \$50.00</p> <p>_____ Transfer from Small Claims - \$45.00</p> <p>_____ Certified Copies - \$1.00 ea.</p> <p>_____ Other _____</p> | <p>_____ Assignment of Judgment - \$20.00</p> <p>_____ Docket Transcript - \$20.00</p> <p>_____ Out of County Sheriff - \$41.00<br/>County Name _____</p> <p>_____ Post Judgment Motion - \$20.00</p> <p>_____ Objection to Magistrate's Report - \$20.00</p> <p>_____ Amended Complaint - \$20.00<br/>(plus service fees, if requested)</p> <p>_____ Third Party Complaint - \$20.00<br/>(plus service fees, if requested)</p> <p>_____ Counterclaim/Crossclaim - \$20.00 ea.<br/>(plus service fees, if requested)</p> <p>_____ Order to Show Cause - \$50.00<br/>(Includes Service)</p> <p>_____ Ordinary Mail Svc - \$3.00 ea.</p> <p>_____ Certified Mail Svc - \$6.00 ea.</p> <p>_____ Bailiff Svc - \$25.00 ea.</p> <p>_____ Jury Demand Fee - \$10.00</p> <p>_____ Jury Demand Deposit - \$500.00</p> <p>_____ New Address _____</p> <p>_____ Street _____</p> <p>_____ City _____ State _____ Zip code _____</p> |
|--|---|

FRANKLIN COUNTY MUNICIPAL COURT  
SMALL CLAIMS DIVISION

\_\_\_\_\_  
Plaintiff-Judgment Creditor

v.

Case No. \_\_\_\_\_ CVI \_\_\_\_\_

\_\_\_\_\_  
Defendant-Judgment Debtor

**JUDGMENT DEBTOR'S DECLARATION OF ASSETS & LIABILITIES**

(Ohio Revised Code section 1925.13)

**PART I: ASSETS**

**A. Bank Accounts.** List all checking, savings, credit union, and brokerage house accounts.

Bank	Balance	Type	Account No. last four digits only

**B. Personal Earnings.** List all income derived from full or part time employment.

Employer (name and address)	Rate of Pay (per hour, week, etc.)	Date of last paycheck	Amount of last paycheck

**Social Security Number** \_\_\_\_\_ **Year of Birth** \_\_\_\_\_  
(last four digits only)      xxx-xx- \_\_\_\_\_

**C. Motor Vehicles.** List all motor vehicles titled in your name.

Year	Make	Model	Color	Mileage	Loan Balance	License No.

**D. Other Personal Property.** Include furniture, appliances, tools, equipment, jewelry, collectibles, stocks, bonds, insurance proceeds, etc.

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**E. Real Property**

a. Residence

Address: \_\_\_\_\_

Description: \_\_\_\_\_

b. Investment Property (list all--attach separate sheet if needed)

Address: \_\_\_\_\_

Description: \_\_\_\_\_

**PART II: LIABILITIES**

**A. Secured Obligations.** Secured obligations are debts backed by secured property. List the lender, the balance due, and the property securing the loan.

Lender	Balance Due	Secured Property

**B. Other Obligations.** Other obligations may include bank loans, credit cards, etc. List all creditors, the amounts due each, and the nature of the obligation.

Name of Creditor	Balance Due	Nature of Obligation

**I do certify that the above information is accurate and current to the best of my knowledge. I understand that my failure to complete this form and return it to the court within one week after receipt may result in a citation for contempt of court.**

\_\_\_\_\_  
Defendant-Judgment Debtor

\_\_\_\_\_  
Date