

# CLERK OF THE COURTS OF COMMON PLEAS FRANKLIN COUNTY

*Administration Office:*  
373 S. High St., 23<sup>rd</sup> Fl.  
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**MARYELLEN O'SHAUGHNESSY**  
CLERK OF COURTS

*Appeals Section:*  
373 S. High St., 23rd Fl.  
*Auto Title Main/South:*  
45 Great Southern Blvd., 43207  
*Civil and Criminal Sections:*  
369 S. High St., 3<sup>rd</sup> Fl.  
*Domestic and Juvenile Sections:*  
373 S. High St., 4<sup>th</sup> Fl.  
*Office of Budget and Management:*  
369 S. High St., 3<sup>rd</sup> Fl.

## INSTRUCTIONS FOR THE FILING OF A FOREIGN JUDGMENT

Required instruments and information:

1. Affidavit with the names and last known addresses of both the judgment creditor and judgment debtor.
2. Instructions For Service (required to send notice to the judgment debtor of the filing of a foreign judgment against him/her in the Court).
3. Praecipe for a certificate of judgment.
4. Authenticated copy of judgment or an exemplified copy of the Court docket.
5. Filing fee in the amount of \$38 (payable to the "Franklin County Clerk of Courts").
6. Sufficient copies relative to the number of parties you are serving and any you may wish returned.

Note: This judgment cannot be accepted for filing unless the above information is completed and submitted in full.

If you have further questions, please feel free to contact this office at (614) 462-3621.