



Franklin County Clerk of Courts Maryellen O'Shaughnessy, Clerk

FAX FILING INFORMATION

In 1998, the Franklin County Court of Common Pleas adopted Local Rules 108 and 109, setting the legal parameters for fax filing. A copy of the Local Rules can be found on the Court of Common Pleas web site, www.fccourts.org. The Clerk's office accepts fax filings for Civil cases only.

Your documents will be time-stamped according to the time recorded by the fax if sent in during the normal business hours of Monday through Friday, 8AM to 5PM. Documents faxed to us outside of our hours of operation will be time-stamped the following business day.

We will fax back a copy of confirmation of the receipt of your file, and a printout of the amount deducted from your account.

The cost for fax filing is \$2.00 per filing, plus 25¢ per transmitted page and 25¢ per page for service copies.

To set up a fax-filing account, you will need to complete an *Authorization Agreement for Automatic Debits for Acceptance of Fax Filings* form located on the Civil Forms page of our web site, www.franklincountyclerk.com. You can also call (614) 462-4349 to request a copy of this form be mailed to you, or for any other inquiries.

Please note that it will take 10 days from the time you submit your *Authorization Agreement* form for your account to be activated.

The Account will be immediately terminated upon your request.