**IN THE MOUNT VERNON MUNICIPAL COURT**

**KNOX COUNTY, OHIO**

**INSTRUCTIONS TO THE CLERK**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 Plaintiff Case No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

v.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 Defendant

To The Clerk: Please issue

|  |  |
| --- | --- |
| \_\_\_ Set Out (Includes Service) $50.00 plus mileage | \_\_\_ Assignment of Judgment $45.00 |
| \_\_\_ Replevin $200.00 plus service | \_\_\_ Docket Transcript $.25 per page |
| \_\_\_ Execution - ORC 1923.14 $125.00 | \_\_\_ Post-Judgment Motion $75.00 |
| \_\_\_ Execution - ORC 2329.09 (Plus Sheriff’s Fees and $500 expense deposit required) | \_\_\_ Amended Complaint $50.00 plus service |
| \_\_\_ Exemplified Copy or Certificate of Copy $25.00 | \_\_\_ Amended Complaint Clerk’s Office service $70.00  |
| \_\_\_ Certificate of Judgment $25.00 | \_\_\_ Third-Party Complaint $95.00 plus service |
| \_\_\_ Revivor $90.00 | \_\_\_ Counterclaim/Crossclaim Service by Party $25.00 |
| \_\_\_ Appeal $150.00 | \_\_\_ Counterclaim/Crossclaim Service by Clerk’s  Office $45.00 |
| \_\_\_ Transfer from Small Claims $100.00 | \_\_\_ Ordinary Mail Service $15.00 |
| \_\_\_ Transfer from another Court $135.00 | \_\_\_ Certified Mail Service $20.00 |
| \_\_\_ Certified Copies $3.00 | \_\_\_ Bailiff Service $30.00 plus mileage |
| \_\_\_ Regular Copies $.05 per page | \_\_\_ Jury Demand Deposit $1,000.00 |

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attorney for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Attorney Code \_\_\_\_\_\_\_\_\_\_\_\_\_