Delaware Municipal Court

COURT COST AND DEPOSIT SCHEDULE

Effective January 1, 2025

Basic Costs[1]

Criminal/Traffic/Parking Cases[2]

Criminal $137.00
Traffic – Moving Violations $147.00
Traffic – Nonmoving Violations[3] $118.00

Complaints/Other Proceedings in Civil Cases* (does not include service fees)

Civil Complaint/Trusteeship/FED (First Cause Only) $143.00
Additional cost for Forcible Entry and Detainer with a Second Cause ..... $ 30.00
Small Claims ..... $ 93.00
BMV (Appeal, Driving Privileges, Payment Plan)/Cognovit Note/Judgment by Confession $108.00
Certificate of Judgment - Transfer from Another Court ..... $ 82.00
Dog Designation Matters ..... $ 60.00

General – All Divisions[4]

Appeals to 5th District* ..... $ 65.00

Certificate of Judgment –** preparation after judgment in this Court ..... $ 20.00

Checks/Credit Cards
Insufficient funds, stopped/cancelled payment, closed account .... $30.00 plus Bank/3rd Party Fees
Drawn on international bank ..... Bank/3rd party fees

Contempt Finding by Court (assessed to contemnor) ..... $ 25.00

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[1] The total costs for case initiation include the following fees and costs as permitted and required by statute: Local Costs; Special Projects Fund, R.C. 1901.26(B)(1); Computerized Legal Research Fee, R.C. 1901.261(A)-(B); Victim Reparation Fund, R.C. 2743.70; Indigent Defense Fund, R.C. 2949.091; and Various State and Municipal Funds, R.C. 2949.094. The final page of this cost schedule contains a breakdown of costs associated with each filing.

[2] The totals include costs related to the Victim Reparation Fund, Indigent Defense Fund, and the Various State and Municipal Funds, which are only assessed at the earlier of when bail is posted or the time of conviction.

[3] Pursuant to R.C. 2949.041(A)(1)(a)(iii), the Indigent Defense Fund Fee is not assessed for parking violations.

* Advance Payment Required.

**Advance Payment Required Only in Civil Cases.

[4] In a case with a designated victim, as defined in Section 10a of Article I of the Ohio Constitution, the victim is entitled to copies of documents and/or a certificate of judgment at no cost.

Copies* (does not include service fee if the copies are not picked up from the Clerk's office)

Certified copy of a court record (plus the per-page cost of the copies) ..... $ 3.00
Exemplified copy of a judgment entry ..... $ 25.00
Photocopy (per page) ..... $ 0.05
Printout of court docket (per page) ..... $ 0.25
Record of court proceeding (in format maintained by the court) ..... $ 5.00/day

Garnishment** (does not include service fees, if applicable)

Note: Postage-paid ordinary mail envelope pre-addressed to clerk must be supplied or additional cost assessed. Costs shall be assessed to judgment-creditor if denied, no account, not employed by garnishee, or all funds exempt.

Bank Attachments (plus $1.00 check payable to garnishee) ..... $ 85.00
Wage Garnishments ..... $ 85.00/6-months
Postage-prepaid ordinary mail envelope ..... $ 2.00

Jail

Commitment, preparation of (new or modified) ..... $ 10.00
Discharge from the jail, order for ..... $ 5.00

Jury

Jurors Selected for Trial (including alternates) ..... $ 40.00/juror
Jury Venire ..... $ 25.00/juror

Motions/Applications/Petitions/Requests**

Continuances/Delay, generally ..... $ 10.00
Continuances, additional cost if filed fewer than 24 hours before hearing ..... $ 10.00
Driving Privileges, Original* (in Criminal/Traffic) or Modified Privileges ..... $ 30.00
Note: Not assessed to modifications of pretrial privileges following conviction.
Hearing Conducted on Motion per entry filed with the Clerk ..... $ 10.00
Motions, unless otherwise specified ..... $ 20.00

Service/Delivery** (plus mileage, where appropriate, at current IRS mileage rate for business miles.)

Certified/Registered mail (100 pages or less) ..... $ 15.00
Certified/Registered mail (more than 100 pages) ..... $ 30.00
Express mail/Commercial Carrier ..... $10.00 plus carrier rate
Ordinary mail ..... $ 5.00
Personal service ..... $ 20.00
Residence service/Post-on-the-door ..... $ 20.00
Service on the Ohio Secretary of State (plus Franklin County Sheriff fees) ..... $ 20.00
Service by publication (plus the actual cost of publication) ..... $ 15.00

Subpoena**, precipe to clerk to prepare/issue ..... $ 5.00 plus service and witness fees

Warrant (does not include service fee) ..... $ 80.00
Note: The Warrant cost includes issuance, OLC notice to OBMV, and release.

Weddings*

Ceremony	$ 40.00
Video Link for Remote Guests	$ 20.00

Witnesses**

Witness's mileage	$ 0.505
One-half day or less	$ 6.00
Full day	$ 12.00

Criminal/Traffic Division

Bail/Bond

10% Bond*..... 10% of deposit retained by clerk
Forfeiture for failure to appear.....$ 20.00
Forfeiture as part of negotiated disposition or non-negotiated case closure.....$ 10.00
Surcharge (collected when bail/bond is posted, refundable if dismissed or acquitted)*.....$ 25.00

Community Control

Supervision Fee for each six (6) month term of community control imposed .....$ 150.00
Note: *The supervision fee is assessed for the whole term of community control that is imposed and is not refundable if community control is terminated early.*
Violation of Community Control, finding by Court.....$ 20.00

Diversion Program (if completed)

Drug – Alcohol (if completed).....$150.00
Traffic Safety Program .....waiver amount
License Evaluation and Assessment Program (LEAP).....$100.00

Electronically-Monitored House Arrest (EMHA)/ SCRAM Fee .....$ 3.00/day plus equipment cost

Fines and Costs

Fail to Pay Notice to Defendant.....$ 10.00
Notice to OBMV of Registration Block, License Cancellation (not for warrant), or Non-Resident Violator Compact (includes release).....$ 75.00
Referral to Collection Agency .....30% of total unpaid

Ignition Interlock or SCRAM Ordered.....$ 5.00
(includes $2.50 to state highway safety fund & $2.50 to special projects fund)

Immobilization

Order by Court for Immobilization (does not include service, tow, BMV) .....$ 15.00
Waiver of Immobilization (only if granted).....$ 50.00
(fee to Indigent Driver Alcohol Treatment Fund)

Insurance, failure to provide proof of insurance in connection with a traffic offense .....$ 5.00

Motions/Applications/Petitions/Requests

Continuance, of arraignment by Defendant.....$ 5.00

Plea in Absentia per Traffic Rule 12.....$100.00

Public Defender Application /Fee .....$ 25.00

Sealing/Expunging a Record*

Conviction record or bail forfeiture record.....$ 100.00
Conviction record where applicant is a victim of human trafficking .....$ 50.00
Dismissal or Not Guilty finding record ..... No Filing Fee
Note: An application may include multiple cases, but only one fee will be assessed.

Civil Division

Counterclaim/Crossclaim/3rd Party Complaint*(does not include service fees, if applicable) ..$ 30.00

Execution of Judgment Against Property*

Arranging Appraisers/Administering Oath (if directed by bailiff).....$ 30.00
Appraiser Fee (refundable if appraisal not conducted).....$ 35.00/appraiser
Possession of Real Property – Set-Out (refundable)..... $60.00 plus mileage
Time beyond 2 hours spent by a bailiff. $42.00/hour
Possession of Personal Property – Replevin (refundable) ..... $ 60.00 plus mileage
Manufactured Home – value of home $3,000 or less, title transfer only, no sale .....$ 40.00
Sale of Property
(includes manufactured home over $3,000).....$100.00 plus appraiser fees & mileage

Jury* (in addition to jury fees - see general section)

Jury Demand $150.00
Jury Advance Deposit (refundable, required 21 days before trial).....$1,000.00

Objection to Magistrate's Decision or Motion to Set aside Magistrate's Order*.....$ 50.00

Remote Appearances* (plus general motion fee, fee for remote appearance is paid by moving party and refundable if motion denied)

Attorney (attorney request includes client(s), or representative(s)).....$ 80.00
Pro Se Litigate, Witness, or Other Participant.....$ 20.00

Rent Escrow ..... 1% of rent deposited

Transfer of Case* (advance payment required by Plaintiff, does not include motion/counterclaim costs)

From another court (does not include service fees, if applicable).....Same as new filing
From Small Claims Court to General Division (with or without a motion).....$ 50.00
(Includes $35.00 local cost and $15.00 legal aid fund)
From this Court to Another Court, if ordered.....$ 20.00

Trusteeship Administration ..... 2% of funds processed

Criminal/Traffic

Criminal

Local costs	$ 60.00
Victim Reparation Fund	$ 9.00
State Indigent Defense Fund	$ 20.00
Computerized legal research	$ 23.00
Special projects fund	$ 25.00
Total local costs	**$137.00**

Nonmoving Traffic

Local costs	$ 60.00
State Indigent Defense Fund	$ 10.00
Computerized legal research	$ 23.00
Special projects fund	$ 25.00
Total local costs	**$118.00**

Moving Traffic

Local costs	$ 60.00
Victim Reparation Fund	$ 9.00
State Indigent Defense Fund	$ 20.00
Various State & Municipal Funds	$ 10.00
Computerized legal research	$ 23.00
Special projects fund	$ 25.00
Total local costs	**$147.00**

Civil Cases

Civil Complaint

Local costs	$ 69.00
Computerized legal research	$ 23.00
Special projects fund	$ 25.00
Legal aid /public defender	$ 26.00
Total costs	**$143.00**

+ Must also include Service Fees

Small Claims

Local costs	$ 34.00
Computerized legal research	$ 23.00
Special projects fund	$ 25.00
Legal aid /public defender	$ 11.00
Total costs	**$ 93.00**

+ Must also include Service Fees

BMV Matters/Cognovit/Confession

Local costs	$ 34.00
Computerized legal research	$ 23.00
Special projects fund	$ 25.00
Legal aid /public defender	$ 26.00
Total costs	**$108.00**

Certificate of Judgment (Another Court)

Local costs	$ 34.00
Computerized legal research	$ 23.00
Special projects fund	$ 25.00
Total costs	**$ 82.00**

+ Must also include Service Fees

Dog Designation Matter

Local Costs	$ 34.00
Legal aid /public defender	$ 26.00
Total costs (plus service fee)	**$ 60.00**

+ Must also include Service Fees