

**Section VII of the Tuscarawas County Clerk of Courts Office: Public Records Policy**

**VII. Costs for public records**

- A. The charge for paper photo copies is 10 cents per page, and if certified \$2.00 for each document per Local Court Rule.
- B. The charge for a compact disc of records is at the cost of the media on which it is produced. Please note that such requests are completed through the Tuscarawas County IT Department and additional time may be needed for them to complete this task.
- C. The charge for individual reports downloaded from the case management system is 10 cents per page for paper copy and can be e-mailed to the requester at no charge.
- D. Requesters may ask that documents be mailed to them when the requester provides a self-addressed, stamped envelope with sufficient postage applied and copy costs, if applicable, or they may be charged the actual cost of the postage and mailing supplies.
- E. Copy requests by other county offices will be provided free of charge.

**2303.20 Fees.**

Under the circumstances described in sections [2969.21](#) to [2969.27](#) of the Revised Code, the clerk of the court of common pleas shall charge the fees and perform the other duties specified in those sections. In all other cases, the clerk shall charge the following fees and no more:

(A) Twenty-five dollars for each cause of action which shall include the following:

- (1) Docketing in all dockets;
- (2) Filing necessary documents, noting the filing of the documents, except subpoena, on the dockets;
- (3) Issuing certificate of deposit in foreign writs;
- (4) Indexing pending suits and living judgments;
- (5) Noting on appearance docket all papers mailed;
- (6) Certificate for attorney's fee;
- (7) Certificate for stenographer's fee;
- (8) Preparing cost bill;
- (9) Entering on indictment any plea;

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- (10) Entering costs on docket and cash book.
- (B) Two dollars for taking each undertaking, bond, or recognizance;
- (C) Two dollars for issuing each writ, order, or notice, except subpoena;
- (D) Two dollars for each name for issuing subpoena, swearing witness, entering attendance, and certifying fees;
- (E) Twenty-five dollars for calling a jury in each cause;
- (F) Two dollars for each page, for entering on journal, indexing, and posting on any docket;
- (G) Three dollars for each execution or transcript of judgment, including indexing;
- (H) One dollar for each page, for making complete record, including indexing;
- (I) Five dollars for certifying a plat recorded in the county recorder's office;
- (J) Five dollars for issuing certificate to receiver or order of reference with oath;
- (K) Five dollars for entering satisfaction or partial satisfaction of each lien on record in the county recorder's office, and the clerk of courts' office;
- (L) One dollar for each certificate of fact under seal of the court, to be paid by the party demanding it;
- (M) One dollar for taking each affidavit, including certificate and seal;
- (N) Two dollars for acknowledging all instruments in writing;
- (O) Five dollars for making certificate of judgment;
- (P) Ten dollars for filing, docketing, and endorsing a certificate of judgment, including the indexing and noting the return of the certificate;
- (Q) Twenty-five dollars for each cause of action for each judgment by confession, including all docketing, indexing, and entries on the journal;
- (R) Five dollars for recording commission of mayor ;
- (S) One dollar for issuing any license except the licenses issued pursuant to sections [1533.101](#), [1533.11](#), [1533.13](#), and [1533.32](#) of the Revised Code;

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(T) Fifteen dollars for docketing and indexing each aid in execution or petition to vacate, revive, or modify judgment, including the filing and noting of all necessary documents;

(U) Twenty-five dollars for docketing and indexing each appeal, including the filing and noting of all necessary documents;

(V) A commission of two per cent on the first ten thousand dollars and one per cent on all exceeding ten thousand dollars for receiving and disbursing money, other than costs and fees, paid to or deposited with the clerk of courts in pursuance of an order of court or on judgments, including moneys invested by order of the court and interest earned on them;

(W) Five dollars for numbering, docketing, indexing, and filing each authenticated or certified copy of the record, or any portion of an authenticated or certified copy of the record, of an extra county action or proceeding;

(X) Two dollars for each certificate of divorce, annulment, or dissolution of marriage to the bureau of vital statistics;

(Y) Two dollars for each electronic transmission of a document, plus one dollar for each page of that document. These fees are to be paid by the party requesting the electronic transmission.

(Z) One dollar for each page, for copies of pleadings, process, record, or files, including certificate and seal.

**2303.201 Computerizing court or paying cost of computerized legal research.**

(A)(1) Six dollars to computerize the court, to make available computerized legal research services, or to do both under divisions (A), (Q), and (U) of section [2303.20](#) of the Revised Code.

(B)(1) Twenty dollars to computerize the office of the clerk of the court of common pleas on the filing of each cause of action or appeal, on the filing, docketing, and endorsing of each certificate of judgment, or on the docketing and indexing of each aid in execution or petition to vacate, revive, or modify a judgment under divisions (A), (P), (Q), (T), and (U) of section [2303.20](#) of the Revised Code and not to exceed one dollar each for the services described in divisions (B), (C), (D), (F), (H), and (L) of section [2303.20](#) of the Revised Code.

(C) Twenty-six dollars as additional filing fees in each new civil action or proceeding for the charitable public purpose of providing financial assistance to legal aid societies that operate within the state and to support the office of the state public defender.

(D) Thirty-two dollars as additional filing fees in each new action or proceeding for annulment, divorce, or dissolution of marriage for the purpose of funding shelters for victims of domestic violence pursuant to sections [3113.35](#) to [3113.39](#) of the Revised Code.

(E)(1) Twenty Five dollars for special projects of the court.

Fifty Five dollars for Court Mediation on all civil complaints/petitions, with the exception of administrative appeals and civil stalking petitions.

Fifty dollars for Court Mediation on all domestic relations complaints/ petitions, with/without children, including dissolution complaints/petitions, and for domestic relations post-decree motions, not including agreed entries.

**3109.14 Fees for vital statistics records.**

(B)(2) Eleven dollars upon the filing for a divorce decree under section [3105.10](#) or a decree of dissolution under section [3105.65](#) of the Revised Code.

**3705.242 Fee for copy of divorce decree filing fee.**

(A)(2) Five dollars and fifty cents on the filing of a divorce decree under section 3105.10 or a decree of dissolution under section 3105.65 of the Revised Code.

**2951.021 Monthly supervision fee.**

Twenty five dollars per month for Participant in Community Corrections Drug Court Program or Community Control Sanctions.

**2743.70 Additional court costs and bail for reparations fund.**

(A)(1) The court, in which any person is convicted of or pleads guilty to any offense other than a traffic offense that is not a moving violation, shall impose the following sum as costs in the case in addition to any other court costs that the court is required by law to impose upon the offender:

(a) Thirty dollars, if the offense is a felony;

(b) Nine dollars, if the offense is a misdemeanor.

**2949.091 Additional court costs - additional bail.**

(A)(1)(a) The court in which any person is convicted of or pleads guilty to any offense shall impose one of the following sums as costs in the case in addition to any other court costs that the court is required by law to impose upon the offender:

(i) Thirty dollars if the offense is a felony;

(ii) Twenty dollars if the offense is a misdemeanor other than a traffic offense that is not a moving violation;

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(iii) Ten dollars if the offense is a traffic offense that is not a moving violation, excluding parking violations.

**2953.32 Sealing of conviction record or bail forfeiture record.**

(C)(3) The applicant, unless indigent, shall pay a fee of fifty dollars, regardless of the number of records the application requests to have sealed.

**120.36 Application fee - assessment - nonpayment - disposition - annual report.**

(A)(1) Subject to division (A)(2), (3), (4), (5), or (6) of this section, if a person who is a defendant in a criminal case or a party in a case in juvenile court requests or is provided a state public defender, a county or joint county public defender, or any other counsel appointed by the court, the court in which the criminal case is initially filed or the juvenile court, whichever is applicable, shall assess, unless the application fee is waived or reduced, a non-refundable application fee of twenty-five dollars.

**1548.10 Fees.**

(A) The clerk of the court of common pleas shall charge and retain fees as follows:

(1) Fifteen dollars for each duplicate copy of a certificate of title.

(2) Fifteen dollars for each certificate of title, which shall include any notation or indication of any lien or security interest on a certificate of title and any memorandum certificate of title or non-negotiable evidence of ownership requested at the time the certificate of title is issued.

(3) Five dollars for each certificate of title with no security interest noted that is issued to a licensed watercraft dealer for resale purposes.

(4) Five dollars for each memorandum certificate of title or non-negotiable evidence of ownership that is applied for separately.

**4505.061 Physical inspection certificate of motor vehicle last previously registered in another state.**

If the application for a certificate of title refers to a motor vehicle last previously registered in another state, the application shall be accompanied by a physical inspection certificate issued by the department of public safety verifying the make, body type, model, and manufacturer's vehicle identification number of the motor vehicle for which the certificate of title is desired. The physical inspection certificate shall be in such form as is designated by the registrar of motor vehicles. The physical inspection of the motor vehicle shall be made at a deputy registrar's office, or at an established place of business operated by a licensed motor vehicle dealer. Additionally, the physical inspection of a salvage vehicle owned by an insurance company may be made at an established place of business operated by a motor vehicle salvage dealer, salvage motor vehicle auction, or salvage motor vehicle pool licensed under Chapter 4738. of the Revised Code. The deputy registrar, motor vehicle dealer, motor vehicle salvage dealer, salvage motor vehicle auction, or salvage motor vehicle pool may charge a maximum fee equal to the amount established under section 4503.038 of the Revised Code for conducting the physical inspection.

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One dollar and fifty cents for the processing of each physical inspection certificate.

**4505.09 Certificate of title fees - funds.**

(A)(1) a) Five dollars for each certificate of title that is not applied for within thirty days after the later of the assignment or delivery of the motor vehicle described in it.

(b) Fifteen dollars for each certificate of title or duplicate certificate of title including the issuance of a memorandum certificate of title, or authorization to print a non-negotiable evidence of ownership described in division (G) of section [4505.08](#) of the Revised Code, non-negotiable evidence of ownership printed by the clerk under division (H) of that section, and notation of any lien on a certificate of title that is applied for at the same time as the certificate of title.

**4505.11 Surrender and cancellation of certificate of title - issuance of salvage or rebuilt salvage certificate of title.**

(C)(1)(d) Four dollars for the cost of processing each salvage certificate of title.

**4505.14 Fees for supplying title information and copies.**

(B)(1) Fees for lists containing title information shall be charged and collected as follows:

(a) For lists containing three thousand titles or more, twenty-five dollars per thousand or part thereof;

(b) For each report of a search of the records, the fee is five dollars per copy.

(2) The registrar and the clerk shall furnish information on any title without charge to the state highway patrol, sheriffs, chiefs of police, or the attorney general. The clerk also may provide a copy of a certificate of title to a public agency without charge.

**4519.59 Fees for off-highway motorcycles, and all-purpose vehicles.**

(A)(1) The clerk of a court of common pleas shall charge and retain fees as follows:

(a) Fifteen dollars for each certificate of title or duplicate certificate of title including the issuance of a memorandum certificate of title, authorization to print a non-negotiable evidence of ownership described in division (D) of section [4519.58](#) of the Revised Code, non-negotiable evidence of ownership printed by the clerk under division (E) of that section, and notation of any lien on a certificate of title that is applied for at the same time as the certificate of title (b) Five dollars for each certificate of title with no security interest noted that is issued to a licensed motor vehicle dealer for resale purposes. The clerk shall retain two dollars and twenty-five cents of that fee.

(c) Five dollars for each memorandum certificate of title or non-negotiable evidence of ownership that is applied for separately.

**4503.04 Schedule of rates.**

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Except as provided in sections [4503.042](#) and [4503.65](#) of the Revised Code for the registration of commercial cars, trailers, semitrailers, and certain buses, the rates of the taxes imposed by section [4503.02](#) of the Revised Code shall be as follows:

(A)(1) For motor vehicles having three wheels or less, the license tax is:

(a) For each motorized bicycle or moped, ten dollars;

(b) For each motorcycle, auticycle, cab-enclosed motorcycle, motor-driven cycle, or motor scooter, fourteen dollars.

(2) For each low-speed, under-speed, and utility vehicle, and each mini-truck, ten dollars.

(B) For each passenger car, twenty dollars;

(C) For each manufactured home, each mobile home, and each travel trailer or house vehicle, ten dollars;

(D) For each noncommercial motor vehicle designed by the manufacturer to carry a load of no more than three-quarters of one ton and for each motor home, thirty-five dollars; for each noncommercial motor vehicle designed by the manufacturer to carry a load of more than three-quarters of one ton, but not more than one ton, seventy dollars;

(E) For each noncommercial trailer, the license tax is:

(1) Eighty-five cents for each one hundred pounds or part thereof for the first two thousand pounds or part thereof of weight of vehicle fully equipped;

(2) One dollar and forty cents for each one hundred pounds or part thereof in excess of two thousand pounds up to and including ten thousand pounds.

(F) Notwithstanding its weight, twelve dollars for any:

(1) Vehicle equipped, owned, and used by a charitable or nonprofit corporation exclusively for the purpose of administering chest x-rays or receiving blood donations;

(2) Van used principally for the transportation of handicapped persons that has been modified by being equipped with adaptive equipment to facilitate the movement of such persons into and out of the van;

(3) Bus used principally for the transportation of handicapped persons or persons sixty-five years of age or older.

(G) Notwithstanding its weight, twenty dollars for any bus used principally for the transportation of persons in a ridesharing arrangement.

(H) For each transit bus having motor power the license tax is twelve dollars.

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(I) Except as otherwise provided in division (A) or (J) of this section, the minimum tax for any vehicle having motor power is ten dollars and eighty cents, and for each noncommercial trailer, five dollars.

(J)(1) Except as otherwise provided in division (J) of this section, for each farm truck, except a noncommercial motor vehicle, that is owned, controlled, or operated by one or more farmers exclusively in farm use as defined in this section, and not for commercial purposes, and provided that at least seventy-five per cent of such farm use is by or for the one or more owners, controllers, or operators of the farm in the operation of which a farm truck is used, the license tax is five dollars plus:

(a) Fifty cents per one hundred pounds or part thereof for the first three thousand pounds;

(b) Seventy cents per one hundred pounds or part thereof in excess of three thousand pounds up to and including four thousand pounds;

(c) Ninety cents per one hundred pounds or part thereof in excess of four thousand pounds up to and including six thousand pounds;

(d) Two dollars for each one hundred pounds or part thereof in excess of six thousand pounds up to and including ten thousand pounds;

(e) Two dollars and twenty-five cents for each one hundred pounds or part thereof in excess of ten thousand pounds;

(f) The minimum license tax for any farm truck shall be twelve dollars.

(2) The owner of a farm truck may register the truck for a period of one-half year by paying one-half the registration tax imposed on the truck under this chapter and one-half the amount of any tax imposed on the truck under Chapter 4504. of the Revised Code.

(3) A farm bus may be registered for a period of two hundred ten days from the date of issue of the license plates for the bus, for a fee of ten dollars, provided such license plates shall not be issued for more than one such period in any calendar year. Such use does not include the operation of trucks by commercial processors of agricultural products.

(4) License plates for farm trucks and for farm buses shall have some distinguishing marks, letters, colors, or other characteristics to be determined by the director of public safety.

(5) Every person registering a farm truck or bus under this section shall furnish an affidavit certifying that the truck or bus licensed to that person is to be so used as to meet the requirements necessary for the farm truck or farm bus classification.

Any farmer may use a truck owned by the farmer for commercial purposes by paying the difference between the commercial truck registration fee and the farm truck registration fee for the remaining part of the registration period for which the truck is registered. Such remainder shall be calculated from the beginning of the semiannual period in which application for such commercial license is made.

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Taxes at the rates provided in this section are in lieu of all taxes on or with respect to the ownership of such motor vehicles, except as provided in sections [4503.042](#), [4503.06](#), and [4503.65](#) of the Revised Code.

(K) Other than trucks registered under the international registration plan in another jurisdiction and for which this state has received an apportioned registration fee, the license tax for each truck which is owned, controlled, or operated by a nonresident, and licensed in another state, and which is used exclusively for the transportation of nonprocessed agricultural products intrastate, from the place of production to the place of processing, is twenty-four dollars.

Truck," as used in this division, means any pickup truck, straight truck, semitrailer, or trailer other than a travel trailer. Nonprocessed agricultural products, as used in this division, does not include livestock or grain.