

**Journal Entry**

Effective August 1, 2025, the following Civil Cost Schedule, subject to revision by further order of this Court, is hereby adopted.

**CIVIL**

Civil Complaint .....	One Defendant.....	\$173.00
	Each Additional Defendant.....	20.00
	<i>(Includes issuance and certified mail service of summons)</i>	
Cognovit Note Complaint .....	One Defendant.....	173.00
	Each Additional Defendant.....	20.00
Replevin .....	One Defendant.....	178.00
BMV Appeal - 12 Point or ALS .....		178.00
Eviction - Forcible Entry & Detainer .....	Service By Bailiff .....	178.00
	Each Additional Defendant.....	20.00
Writ of Restitution .....		25.00
Creditors Bill .....	One Defendant.....	178.00
	Each Additional Defendant.....	20.00

**SMALL CLAIMS FILING FEE - ONE DEFENDANT**

Complaint - Not to exceed \$6,000 .....		\$142.00
	Each Additional Defendant.....	10.00
Transfer to Civil Docket .....		31.00

**EXECUTION ON JUDGMENT**

Asset Form (Small Claims Only).....	One Defendant Only .....	\$10.00
Bank Attachment .....	One Defendant/One Bank.....	50.00
	Each Additional Defendant/Bank.....	20.00
	Bank Fee (Per Bank).....	1.00
Wage Garnishment - One Defendant Only		
.....	Judgments \$3,000 and Under .....	70.00
	Judgments Over \$3,000 .....	105.00
	Administration Fee – 2% on first \$10,000 1% on additional amount	
Examination Aid.....	One Defendant Only.....	50.00
	Within Jurisdiction	50.00
	Outside Jurisdiction	60.00
Citation to Show Cause (Regular Docket) .....		35.00
Bench Warrant/Capias (Order to Show) .		15.00
Full Release.....		No Charge
Levy.....	Additional \$350.00 when it goes forward.....	75.00

## BASIC COSTS

Agreed/Consent Journal Entry.....		20.00
Alias Certified Mail.....	Per Defendant.....	20.00
Alias Ordinary Mail.....	Per Defendant.....	5.00
Amended Complaint.....		25.00
Assignment of Judgment.....		10.00
Attachment Before Judgment.....	One Defendant (money).....	75.00
Certificate of Judgment for Lien.....		15.00
Certificate of Satisfaction for Lien.....		10.00
Certified Copy of Journal Entry.....		5.00
Change in Driving Privileges/Reprint Driving Privileges.....		25.00
Common Pleas Transfer.....	(Any Outstanding Costs Due +).....	100.00
	\$250.00 Check Payable to Common Pleas Court	
Continuance.....		15.00
Copies (per page in excess of first 20 pages).....		.05
Copies-Certified (per page).....		1.00
Counterclaim.....	With Service - One Plaintiff.....	25.00
Credit Card Usage Fee.....		5.00
Cross-Claim.....	With Service - One Defendant.....	25.00
Dismissals.....		5.00
DVD transcript.....		1.00
Exemplified Copy of Journal Entry.....		25.00
Findings of Fact.....		10.00
Jury Demand.....		100.00
Jury Deposit.....	<b>Due at time of demand</b> .....	750.00
Jury Summons Issued.....		100.00
Jurors Fee.....	Per Juror/Per Day.....	25.00
Leave to Plead.....		20.00
Motion for Change of Venue.....		30.00
Motion for Default Judgment/Journal Entry.....		30.00
Motion for Judgment on the Pleadings.....		25.00
Motion for Process Server.....		10.00
Motion for Summary Judgment.....		30.00
Motion to Revive Dormant Judgment.....	One Defendant.....	50.00
	Each Additional Defendant.....	20.00
Motion to Vacate (Regular Docket).....	One Defendant.....	30.00
	Each Additional Defendant.....	10.00
Motion for Relief (Regular Docket).....	One Defendant.....	30.00
	Each Additional Defendant.....	10.00
Motion to Correct the Record.....		20.00
Motions (not otherwise specified).....		25.00
NSF Check Fee.....		25.00
Notice of Appeal.....	(Any Outstanding Costs Due +).....	100.00
	\$175.00 Check Made Payable to Court of Appeals	
Objections to Magistrates Decision.....		10.00
Personal Service.....	Per Defendant.....	50.00
	Within Jurisdiction.....	60.00
	Outside Jurisdiction.....	5.00
Replies/Briefs.....		25.00
Retrieval of Old File from Off-Site Storage.....		No Charge
Satisfy the Docket.....		No Charge

Secretary of State Service .....	Per Defendant .....	50.00
Service by Publication .....	One Defendant.....	100.00
	Each Additional Defendant.....	10.00
Sheriff Service at County Seat.....	Per Defendant.....	25.00
Subpoena .....	Per Witness - <i>Within Court Jurisdiction</i> .....	50.00
	Per Witness - <i>Outside Court Jurisdiction</i> .....	60.00
Subpoena (Prepared and Delivered by Attorney) .....	No Charge	
Third-Party Complaint . . . . .	Each Additional Defendant Served .....	25.00
Transfer Judgment to Another Court (Certificate of Judgment for Transfer).....		25.00
Transfer In Judgment from Another Court One Defendant.....		173.00
	Each Additional Defendant.....	20.00
Trusteeship Filing .....		50.00

**Civil/Small Claims Cost Breakdown:**

	<b>Civil</b>	<b>Small Claims</b>	<b>Evictions</b>
Operations Fund	89.00	73.00	94.00
Computer Research Fund	3.00	3.00	3.00
Computer Maintenance Fund	20.00	20.00	20.00
Construction Fund	1.00	1.00	1.00
Special Projects Fund	20.00	20.00	20.00
Special Projects Fund III	6.00	6.00	6.00
Special Projects Fund IV	8.00	8.00	8.00
State Civil Legal Aid Fee	26.00	11.00	26.00
<b>TOTAL</b>	<b>\$173.00</b>	<b>\$142.00</b>	<b>\$178.00</b>

BE IT SO ORDERED IN ACCORDANCE WITH O.R.C. §1901.26A.

  
 Sean Kilbane, Judge
 

Attest:

  
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 Joseph C. DeMio  
 Clerk of Courts

Spread on the Berea Municipal Court Journal

Volume 2025 Page 24

BEREA MUNICIPAL COURT  
 FILED  
 JOSEPH C. DEMIO  
 CLERK OF COURTS  
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