

**Dayton Municipal Court**  
 301 W. Third Street, P.O. Box 10700 • Dayton, Ohio 45402  
**Civil Division Fees and Costs List**  
*Effective November 18, 2024*

**Civil Fees**

Complaint (1 Defendant - includes 1 Certified Mail)	\$ 160.00
<i>See Service Fees for additional Defendants</i>	
Forcible Entry & Detainer (1 Defendant - includes 1 Ordinary Mail)	\$ 160.00
<b>First Cause Only</b>	<b>\$ 160.00</b>
<b>Two or more Causes (includes 1 Certified Mail)</b>	<b>\$ 200.00</b>
<i>See Service Fees for additional Defendants</i>	
<i>***Each Defendant must be served by Ordinary Mail</i>	
<i>IN ADDITION to Bailiff, Process Server, and/or Certified Mail Service***</i>	
Appointment of Trustee	\$ 150.00
Sealing of Record (Arrest or Eviction)	No charge
Foreign Certificate of Judgment	\$ 45.00
Petition for Driving Privileges	\$ 150.00
Answer & Cross-Claim (includes 1 Certified Mail)	\$ 55.00
Amended Complaint (includes 1 Certified Mail)	\$ 35.00
Counterclaim (includes 1 Certified Mail)	\$ 55.00
Third Party Complaint (includes 1 Certified Mail)	\$ 55.00
Alias Summons (includes 1 Certified Mail)	\$ 35.00

**Service Fees**

**Service Fees for Each Additional Party - See Filing (ex. Alias) for the filing fee which usually includes service for 1 defendant.**

Bailiff - Residential Service	\$ 10.00
Bailiff - Personal Service	\$ 10.00
Certified Mail	\$ 20.00
Ordinary Mail	\$ 5.00
Process Server	No charge
Sheriff (Deposit Only – Additional charges may apply)	\$ 30.00

**Jury Fees**

Jury Demand	\$ 800.00
Jurors, Per Day-if they serve	\$ 15.00
Jurors, Per Day-if excused	\$ 10.00
Jury Venire	\$ 15.00

**Misc. Fees**

Subpoena (1 Witness – includes Service by Bailiff or CM) <i>Witness Fee Additional</i>	\$ 15.00
Witness Fee (Half Day)	\$ 6.00
Witness Fee (Whole Day)	\$ 12.00
Appeals	<b>\$ 170.00</b>
Motion to Revive (includes 1 Certified Mail)	<b>\$ 55.00</b>
Motion to Vacate	<b>\$ 45.00</b>
Motion to Transfer Venue (to a court other than Dayton Municipal) <i>***Cost to transfer case from Small Claims to the Civil Div. below***</i>	\$ 25.00
Certificate of Judgment	<b>\$ 30.00</b>
Motion to Amend Plaintiff or Assignment of Judgment	<b>\$ 45.00</b>
Certified Copy	\$ 5.00
Certified/Exemplified Copy	\$ 10.00
Returned Check Fee	\$ 35.00
Stop Payment on Check	\$ 35.00

**Executions**

Wage Garnishment (includes 1 Certified Mail)	<b>\$ 130.00</b>
Bank Attachment (includes 1 Certified Mail)	<b>\$ 130.00</b>
Citation in Contempt (includes 1 Certified Mail)	<b>\$ 70.00</b>
Debtor's Exam (includes 1 Certified Mail)	<b>\$ 70.00</b>
Writ of Restitution	\$ 60.00
Writ of Restitution (Manufactured/Mobile Home)	\$ 60.00
Writ of Execution (Levy)	<b>\$ 95.00</b>
Deposit for sale of personal property	\$ 800.00
Writ of Execution (Abandoned Mobile Home)	<b>\$ 95.00</b>
Deposit for sale	\$ 800.00
Deposit for transfer of title only	\$ 21.00
Appraisers for personal property, per Appraiser	
Vehicle	\$ 50.00
Personal Property	\$ 100.00
Manufactured/Mobile Home or RV	\$ 100.00 or more
Sale, Public or Private, Including Bill of Sale	\$ 2.00

**Small Claims**

Complaint (1 Defendant - includes 1 Certified Mail)	\$	<b>85.00</b>
Each Additional Defendant (includes 1 Certified Mail)	\$	20.00
Amended Complaint (1 Defendant - includes 1 Certified Mail)	\$	25.00
Alias Complaint (1 Defendant - includes 1 Certified Mail)	\$	25.00
Counter Claim (includes 1 Certified Mail)	\$	<b>55.00</b>
Ordinary Mail Service	\$	5.00
Request for Questionnaire	\$	10.00
Request for BMV Suspension	\$	5.00
Transfer to Civil Division	\$	102.00

ALL OTHER FEES ARE THE SAME AS CIVIL