

Dayton Municipal Court
 301 W. Third Street, P.O. Box 10700 • Dayton, Ohio 45402
 Civil Division Fees and Costs List
Effective August 19, 2024

Civil Fees	
Complaint (1 Defendant - includes 1 Certified Mail) <i>See Service Fees for additional Defendants</i>	\$ 150.00
Forcible Entry & Detainer (1 Defendant - includes 1 Ordinary Mail) <i>See Service Fees for additional Defendants</i>	\$ 150.00
<i>***Each Defendant must be served by Ordinary Mail IN ADDITION to Bailiff, Process Server, and/or Certified Mail Service***</i>	
Appointment of Trustee	\$ 140.00
Sealing of Record (Expungement)	No charge
Foreign Certificate of Judgment	\$ 25.00
Petition for Driving Privileges	\$ 140.00
Answer & Cross-Claim (includes 1 Certified Mail)	\$ 35.00
Amended Complaint (includes 1 Certified Mail)	\$ 35.00
Counterclaim (includes 1 Certified Mail)	\$ 35.00
Third Party Complaint (includes 1 Certified Mail)	\$ 35.00
Alias Summons (includes 1 Certified Mail)	\$ 35.00

Service Fees for Each Additional Defendants	
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	\$ 150.00

Motion to Revive (includes 1 Certified Mail)	\$	35.00
Motion to Vacate	\$	25.00
Motion to Transfer Venue (to a court other than Dayton Municipal)	\$	25.00
<i>***Cost to transfer case from Small Claims to the Civil Div. below***</i>		
Certificate of Judgment	\$	10.00
Motion to Amend Plaintiff or Assignment of Judgment	\$	25.00
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)	\$	110.00
Bank Attachment (includes 1 Certified Mail)	\$	110.00
Citation in Contempt (includes 1 Certified Mail)	\$	50.00
Debtor's Exam (includes 1 Certified Mail)	\$	50.00
Writ of Restitution	\$	60.00
Writ of Restitution (Manufactured/Mobile Home)	\$	60.00
Writ of Execution (Levy)	\$	75.00
Deposit for sale of personal property	\$	800.00
Writ of Execution (Abandoned Mobile Home)	\$	75.00
Deposit for sale	\$	800.00
Deposit for transfer of title only	\$	16.00
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)	\$	75.00
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)	\$	35.00
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