

TAVIA GALONSKI  
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SUMMIT COUNTY  
CLERK OF COURTS



# TAVIA GALONSKI

## SUMMIT COUNTY CLERK OF COURTS

### CIVIL DIVISION

205 South High Street, Akron, Ohio 44308-1662  
330-643-2217 • <https://clerkweb.summitoh.net>

## RETURN OF FILING

We cannot proceed with your filing for the following reason(s):

- INCORRECT CASE #
- INCORRECT OFFICE
- NO CASE #
- NO CAPTION

COMMENTS:

Please provide proper complaint with plaintiff name & address - Defendant name & address - why you are filing a lawsuit & sign - E-mail - instructions for service & designate sheet | phone number

INSUFFICIENT FUNDS: FILING FEE OF \$ \_\_\_\_\_ IS REQUIRED FOR: - See attached fees

COURT COST PREVIOUSLY SATISFIED ON \_\_\_\_\_

NO PERSONAL CHECKS FOR OHIO STATE TAX LIEN RELEASES

SIGNATURE REQUIRED

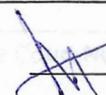
ATTORNEY SUPREME COURT NUMBER IS REQUIRED ON ALL FILINGS

YOU HAVE BEEN DEEMED A VEXATIOUS LITIGATOR PURSUANT TO COURT ORDER:

PLEASE PROVIDE COPY OF "NOTICE OF COURT PROCEEDINGS TO COLLECT DEBT" ALONG WITH THE REQUIRED GARNISHMENT PAPERWORK PER ORC 2716.02

DOCUMENTS REQUIRED TO BE E-FILED PURSUANT TO LOCAL RULES  
(E-FILING AVAILABLE AT: <https://clerkfile.summitoh.net/Login.aspx>)

COMMENTS:

 CLERK INITIALS





Summit County Court of Common Pleas  
Civil Division

NEW CASE DESIGNATION FORM

Primary Plaintiff:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

vs

Primary Defendant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Official Use Only:

Case No: \_\_\_\_\_

Judge: \_\_\_\_\_

Jury Demanded?

Refiled Case?

Previous Case Number: \_\_\_\_\_

Previous judge: \_\_\_\_\_

**Torts**

- PCOM Personal Injury
- LCOM Product Liability
- MMCO Medical Malpractice
- LMCO Legal Malpractice
- DMCO Dental Malpractice
- WDCO Wrongful Death

**Money**

- CGCO Cognovit Note
- CBCO Creditor's Bill
- MCOM Money Due
- PNCO Promissory Note

**Miscellaneous**

- BACO Breach of Agreement
- BCOM Breach of Contract
- BLCO Breach of Lease
- BWCO Breach of Warranty
- DCOM Declaratory Judgment
- FORJ Foreign Judgment
- INCO Injunction
- RPCO Replevin
- SCOM Subrogation
- AARB Arbitration
- DICO Discrimination
- CCLA Sex Offender Classification
- UCSV Consumer Sales Practice Violation
- WCAS Workers Compensation Asbestos Appeal
- WCOM Workers Compensation
- AAPP Administrative Appeal

**Real Property**

- PTCO Partition
- QTCO Quiet Title
- FCOM Foreclosure - Enter required parcel information below

Parcel Number: \_\_\_\_\_

Parcel Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Other**

\_\_\_\_\_

Attorney Information:  Address Change?

Attorney Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
Attorney Signature

s/ \_\_\_\_\_

Supreme Court Number



Summit County Court of Common Pleas  
Civil Division

**Instructions:** Complete the following form and file with the Summit County Clerk of Courts - Civil Division, located at: 205 South High Street, 1st Floor, Akron, Ohio 44308.

<b>Case Caption:</b>	
<p>_____</p> <p>Plaintiff</p> <p style="text-align: center;">v.</p> <p>_____</p> <p>Defendant</p>	<p>Case Number _____</p> <p style="text-align: center;"><b><u>INSTRUCTIONS FOR SERVICE</u></b></p>

**To Clerk:** You are hereby requested to make service upon the following by:

- FedEx
- Certified Mail
- Regular Mail – Certificate of Mailing
- Sheriff Service (Personal)
- Sheriff Service (Personal or Residential)
- Personal Service (Process Server): \_\_\_\_\_
- Waiver of Service requested under Civil Rule 4.7

**Please Serve the following pleadings:**

**Parties to be served:**

Name: \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

s/ \_\_\_\_\_

by: \_\_\_\_\_ Supreme Ct # \_\_\_\_\_



# TAVIA GALONSKI

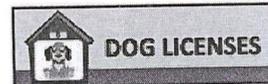
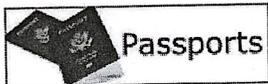
## SUMMIT COUNTY CLERK OF COURTS

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 RECORDS SEARCH • TAX COMMISSIONER INTEREST RATES • MOTOR VEHICLE TITLE SEARCH • UNCLAIMED FUNDS • OTHER LINKS



MEET TAVIA GALONSKI

- ADMINISTRATIVE
- LEGAL DIVISION
- TITLE DIVISION
- LOCAL RULES
- FREQUENTLY ASKED QUESTIONS
- LOCATIONS AND OFFICE HOURS
- CLERK OF COURTS NEWS
- CONTACT US



Printer Friendly

<b>Civil Filing Fees</b> Effective 01/01/2014	
Adding New Party Plus Service of Summons (\$25.00 each)	\$25.00
Administrative Appeal in Civil Division	\$325.00
Appeal from Lower Court	\$125.00
Arbitration Appeal/deNovo (Includes \$230 which is non-refundable)	\$305.00
Assignment of Judgment (per page)	\$2.00
Authentication of Record	\$4.00
Bank Attachment (100%) • \$119.00 - Check to Summit County Clerk of Courts • \$1.00 - Check to Bank	\$120.00
Certificate of Judgment Lien	\$55.50
Certificate of Judgment for Transfer	\$5.00
Certified Copies (per page)	\$1.00
Civil Complaint Plus Service of Summons (\$25.00 each)	\$325.00
Computer Docket Printouts (per page)	\$0.10
Copies (per page)	\$0.10
Counterclaim	\$150.00
Cross Claim	\$150.00
Foreclosure Plus Service of Summons (\$25.00 each)	\$375.00
Foreclosure with Publication Plus Service of Summons (\$25.00 each)	\$395.00
Foreign Judgment Plus Service of Summons (\$25.00 each)	\$325.00
Intervenor's Complaint Plus Service of Summons (\$25.00 each)	\$75.00
Mandatory Order	\$120.00
Order of Sale	\$620.00
Order of Sale with Reappraisal	\$770.00
Sheriff Sale Website (RealAuction) Licensing Fee	\$500.00
Partial Release of Judgment Lien	\$5.00
Jury Demand Fee	\$0.00
Petition and Order for Court Ordered Title	\$200.00
Release of Judgment Lien	\$5.00
Revivor of Judgment	\$40.00
Service Request (Per Request)	\$25.00
Subpoena (Outside Summit County)	\$125.00
Supplemental Complaint Plus Service of Summons (\$25.00 each)	\$75.00
Third-party Complaint Plus Service of Summons (\$25.00 each)	\$75.00
Wage Attachments (Garnishment) \$120.00 Payable to the Clerk of Courts	\$120.00
Writ of Execution	\$225.00

