

Chapter 3 – Filing

Rule 3.01 – Filing Fees

No action or proceeding, except criminal filings, shall be accepted for filing by the Clerk of Courts unless a financial deposit is made to secure the payment of the court costs that may accrue in the action, except as otherwise provided by law.

The Schedule of Deposits for Security of Court Costs and Filing Fees have been updated and adopted effective February 24, 2020. The complete Schedule of Deposits and Fees are located under “Forms”, attached as a separate form.

In cases transferred to the Common Pleas Court where the demand of the counterclaim exceeds the monetary jurisdiction of the Municipal Court, the counter claimant shall post the deposit for costs in a sum equal to the amount required if the case originated in this Court. Failure to pay the deposit may result in dismissal by the Court.

Upon any final judgment, the Clerk of Court is directed to apply the deposit(s) for costs in the case. The Clerk of Courts will assess the costs against the proper party, notify and bill such party.

Rule 3.02 – Copies of Pleadings and Motions

For all complaints, the Clerk of Courts requires the original be filed plus one copy for each party being served. For all motions, the Clerk of Courts requires the original be filed, one copy for scheduling purposes, and one copy for each party being served.

Rule 3.03 – Facsimile and Email Filing

Facsimile filing is **not** available at this time. Email filings are only permitted in emergency situations with prior approval of the Court. The filing party must contact the Court via telephone to arrange for receipt of the email filing.