

**GIRARD MUNICIPAL COURT  
100 N Market St Ste. A  
Girard OH 44420**

**INSTRUCTIONS TO THE CLERK  
Deborah A. Santisi, Clerk  
Girard Municipal Court, Girard, Ohio 44420**

\_\_\_\_\_  
Plaintiff

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

**-vs-**

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

\_\_\_\_\_  
Defendant

Attorney for Defendant (If Any)

Date: \_\_\_\_\_

*To the Clerk: Please issue (Check the Box and Sign)*

- |  |   |
|--|---|
| <input type="checkbox"/> Writ of Restitution - \$33.00           | <input type="checkbox"/> Certificate of Judgment Lien - \$12.00     |
| <input type="checkbox"/> Affidavit of Financial Status - \$10.00 | <input type="checkbox"/> Service by Certified Mail - \$20.00        |
| <input type="checkbox"/> Amended Complaint – \$25.00             | <input type="checkbox"/> Service by Regular Mail - \$10.00          |
| <input type="checkbox"/> Certified Copy w/ Seal - \$5.00         | <input type="checkbox"/> Summons – Pers. Service - \$25.00          |
| <input type="checkbox"/> Subpoena - \$10.00                      | <input type="checkbox"/> Transfer Certificate of Judgment - \$20.00 |
| <input type="checkbox"/> Certified Copy of Judgment - \$10.00    | <input type="checkbox"/> Other – specify                            |

\_\_\_\_\_  
\_\_\_\_\_  
Signature \_