

About the Municipal Court

The Court, Court Administration, and Clerk of Court are located in the Municipal Court Building, 375 South High Street, part of the Franklin County Government Center. The Court's facilities include two traffic arraignment courtrooms, two criminal arraignment courtrooms, one Environmental Division arraignment courtroom, five Magistrate courtrooms, one duty courtroom, and seventeen jury courtrooms.

Clerk Hours

Subject to Change

Clerk Administration

Mon. - Fri.
8:00 a.m. - 5:00 p.m.

Civil

Mon. - Fri.
8:00 a.m. - 4:30 p.m.

Criminal/Traffic

Full Service
8:00 a.m.-12:00 a.m.

Prisoner Release Transactions

24 Hours/Day

Traffic Violations

Mon. - Fri.
7:30 a.m. - 4:30 p.m.



DO YOU HAVE QUESTIONS?

The FCMC Self Help Resource Center is a free walk-in service to help you represent yourself in court without a lawyer. We cannot offer legal advice, but can point you to helpful resources. The Center is open on a walk-in basis – no appointment necessary.

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WALK IN

375 S. High St., 6th Floor
Columbus, OH 43215
Monday – Friday, 9:00 AM – 3:00 PM
(last visitors accepted at 2:30 PM)

VISIT OUR WEBSITE

www.fcmcselphelpcenter.org

Includes helpful legal and research resources and materials on various legal issues.

This guide is for informational purposes only and should not be relied on for legal advice. If you need legal advice, contact an attorney.

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Franklin County Municipal Court (FCMC)
Self Help Resource Center

MUNICIPAL COURT OVERVIEW

What the Court Handles

Criminal Misdemeanors
Civil Lawsuits (damages under \$15,000)
Small Claims Suits (damages under \$6,000)
Adult Traffic Violations
Rent Escrow and Evictions
Environmental Cases
Felony Arraignments

The Clerk of Courts

The Clerk is responsible for maintaining court records and all court files. They are who you will file documents with and make payments to.

Clerk Contact Information

Administration

375 S. High Street, 4th Floor
Ph: 614.645.8006

Criminal/Traffic Division

375 S. High Street, 2nd Floor
Ph: 614.645.8186

Civil Division

375 S. High Street, 3rd Floor
Ph: 614.645.7220

Cashiers

(Pay fines, fees, bail and court costs)
375 S. High Street, 1st and 2nd Floor

Criminal/Traffic Accounting

Ph: 614.645.6903

Civil Accounting

Ph: 614. 645.7223

Traffic Violations Bureau

375 S. High Street, 1st Floor
Ph: 614.645.8166

Case/Record Information

You can look up any case information or record with the "CASE Network" system online at <http://www.fcmcclerk.com/case/>. Records for any other court (including Mayor's Court or any county than Franklin) are NOT found on this website.

Please do not hesitate to contact the Clerk's office at 614.645.8186 (Criminal Traffic), or 614.645.7220 (Civil) to clarify any information on this site or if you think something is missing.

Court Departments

Court Services

Court Reporters, Assignment Office (this office makes the individual case assignments to the judges), Jury Service, Service Bailiffs, Dispute Resolution Program, and Weddings.

Duty Room

Handles various matters including motions for default judgment, decisions concerning applications for warrants to search, applications by the Clerk to strike improper or incomplete pleadings, motions to dismiss filed by the prosecutor pursuant to Criminal Rule 48, cognovit notes, motions to excuse jurors, probable cause hearings, and performing civil wedding ceremonies.

Jury

Handles jury service.

Security

Ensures visitors successfully complete the physical screening process before being allowed to enter the building.

Service Bailiffs

In charge of the handling and delivery of certain court documents and the timely enforcement of judgment remedies.

Small Claims

Provides a quicker, less formal process for individuals to resolve claims for money no more than \$6,000.