

**IN THE MENTOR MUNICIPAL COURT**


**MENTOR, OHIO**

IN RE: Criminal / Traffic Cost Schedule

**JOURNAL ENTRY**

Mentor Municipal Court waiver and cost schedule is hereby adopted and shall be implemented effective October 16, 2023. This schedule shall supersede and replace the prior schedule of the Mentor Municipal Court.

IT IS SO ORDERED

  
\_\_\_\_\_  
JUDGE JOHN TREBETS  
MENTOR MUNICIPAL COURT

FILED AND JOURNALIZED  
2023 OCT 13 AM 10:19  
MENTOR MUNICIPAL COURT

**MENTOR MUNICIPAL COURT  
CRIMINAL & TRAFFIC COST SCHEDULE**

Effective date: October 16, 2023

Pursuant to Ohio Traffic Rule 13, Criminal Rule 4.1 the following offenses shall not be processed by the Traffic Violations Bureau: in the following instances.

1. Any minor misdemeanor traffic offense in which an accident occurred that resulted in the injury to a person, where the violator can not verify the existence of proof of financial responsibility covering the operation of the vehicle at the time of the offense.
2. If there are outstanding fines and / or costs due to the Court.

APPLICATION FOR PUBLIC DEFENDER	*State imposed fee *		\$25.00
BAILIFF COSTS		* plus .15 per mile*	\$5.00
BAIL SURCHARGE / HOUSE BILL 1	* State imposed fee*		\$25.00
BOND COSTS (PERSONAL, CASH, 10% SURETY)			\$5.00
CERTIFIED COPIES OF COURT DOCUMENTS			\$1.00
		regular copies	\$.025
CERTIFIED SUMMONS			\$15.00
CHANGE OF PLEA			\$5.00
COMMITMENT PENDING BOND, SENTENCING, & AFTER EXAMINATION PAPERWORK			\$15.00
COMMUNITY CONTROL FEE			\$300.00
COMPUTER FUND			\$13.00
COURT APPEARANCE			\$5.00
DIVERSION PROGRAM ** includes \$50.00 Probation fee**		Total fee	\$350.00
DRIVING PRIVILEGE LETTER	1st driving letter * no fee *	each additional	\$10.00
DRUG SCREEN			\$10.00
<b>EXPUNGEMENT / SEALING OF RECORDS</b>			
Expungement / Sealing fee	effective: 10/3/2023	per ORC. 2953.(C)(3)	\$100.00
Breakdown of costs	state fee:	\$30.00	
	municipal / county	\$20.00	
	court local cost:	\$50.00	
Expungement/Sealing / not guilty /dismissal (Nolle)			no charge
FAILURE TO APPEAR LETTER			\$10.00
FIRST TIME OFFENDER PROGRAM **includes \$50.00 Probation fee **		Total fee	\$350.00
IGNITION INTERLOCK	** State imposed fee**	*Local fee*	\$2.50
		*State fee*	\$2.50
IMMOBILIZATION FEE			\$100.00
INDIGENT DEFENSE SUPPORT FUND ** State Imposed fee **		moving violation	\$25.00
		non-moving violation	\$20.00
		criminal violation	\$10.00
JURY DEMAND			\$25.00
JUROR FEE / PER JUROR / PER DAY			\$15.00
LICENSE FORFEITURE			\$15.00
LOCAL COURT COST (BASIC)			\$80.00
MOTION FOR CONTINUANCES AND / OR MISCELLANEOUS MOTIONS			\$20.00
NOTICE OF APPEAL WITH DOCKETING STATEMENT			\$50.00
Plus separate check payable to Lake County Clerk of Court for deposit/appellate court			\$100.00

PAYMENT PLAN			\$25.00
PETITIONS FOR DRIVING PRIVILEGES		For:	\$75.00
		*Reinstatement fee plan*	
		*Non-compliance suspension*	
		*12 point suspension*	
REPARATION / VICTIM OF CRIME FUND	*State imposed fee *	*Felony	\$30.00
	*State imposed fee *	*Misdemeanor*	\$9.00
RE-SCHEDULING FEE (Hearing / Trial )			\$5.00
** see motion fee for continuances filed **			
RETURNED CHECK FEE			\$35.00
SPECIAL PROJECT FUND			\$20.00
STATE COST (HOUSE BILL 562)			\$10.00
SUBPOENA ( EACH INDIVIDUAL)			\$8.00
TRANSCRIPT / TRANSFER / BINDOVERS			\$35.00
TREATMENT IN LIEU OF CONVICTION PROGRAM			\$300.00
UNLIMITED DRIVING PRIVILEGES WITH IGNITION INTERLOCK		HB 388 effective 4-6-2017	
		*state imposed fee*	\$2.50
		*special project fee*	\$2.50
WARRANT BLOCK COST			\$10.00
WARRANT COST			\$30.00
WITNESS FEES:	Full Day service	Plus .10 cents per mile roundtrip	\$12.00
	Half Day service	Plus .10 cents per mile roundtrip	\$6.00

<b>MENTOR MUNICIPAL COURT CIVIL / SMALL CLAIM COST SCHEDULE</b>	
<b>Effective date: June 1, 2026</b>	
<b>***NEW CASE FILINGS***</b>	
COGNOVITS NOTE / UP TO 3 DEFENDANTS	\$125.00
COMPLAINT / UP TO 3 DEFENDANTS	\$20.00 for each additional over 3 \$160.00
FORCIBLE ENTRY / UP TO 3 DEFENDANTS	\$20.00 for each additional over 3 \$150.00
FORCIBLE ENTRY WITH SECOND CAUSE OF ACTION / UP TO 3 DEFENDANTS	\$200.00
	** Each additional defendant over 3** \$20.00
	** INCLUDES alias certified for 2nd cause**
REPLEVIN	\$170.00
SMALL CLAIMS COMPLAINT WITH 1 DEFENDANT	\$80.00
	*Each additional defendant over 1* \$20.00
SMALL CLAIMS COMPLAINT / TRANSFERRED TO CIVIL DOCKET	\$60.00
TRANSFER FROM ANOTHER COURT	\$65.00
<b>***ADDITIONAL COURT COSTS***</b>	
ALIAS REPLEVIN	\$20.00
AMENDED COMPLAINT WITH OR WITHOUT SERVICE	\$30.00
ASSIGNMENT OF JUDGMENT	\$20.00
ATTACHMENT BEFORE JUDGMENT	\$70.00
BENCH WARRANT	\$30.00
CERTIFICATE OF JUDGMENT FOR LIEN OR TRANSFER	\$20.00
COMPUTER FUND	\$10.00
CONTINUANCES	\$20.00
COPEs / CERTIFIED	*per page* \$1.00
REGULAR	*per page* \$0.25
CORRECTIONS RE: NAMES, ETC., ON RECORD	\$10.00
COUNTERCLAIM / CROSS -CLAIM WITH 1 DEFENDANT	\$30.00
	*Each additional defendant* \$10.00
DEBTOR EXAM (AID IN EXECUTION) WITH 1 DEFENDANT	* certified mail* \$30.00
	*each additional defendant* \$10.00
Additional fee for personal service for Mentor / Mentor on the Lake	
	Bailiff service \$15.00
	Sheriff service \$100.00
EXECUTION OR LEVY	\$150.00
	*Additional fee for Sheriff service* \$100.00
	Sheriff may charge additional fees if vehicle is 10 yrs. or older
** WRIT EXECUTION **	Trailer (mobile home) \$3,000.00 or less \$20.00
ALIAS EXECUTION OR WRIT	\$20.00
EXEMPLIFIED TRANSCRIPT	\$20.00
FINANCIAL STATEMENT (SMALL CLAIM only)	\$20.00
	*Each additional defendant* \$10.00
<b>GARNISHMENT (PERSONAL EARNINGS)</b>	
	*Small Claim with 1 defendant & garnishee* \$70.00
	*Civil Complaint with 1 defendant & garnishee* \$100.00
<b>GARNISHMENT (SMALL CLAIM &amp; CIVIL COMPLAINT) *OTHER THAN PERSONAL EARNINGS*</b>	
	*With 1 defendant & garnishee* \$50.00
	*Each additional defendant & garnishee* \$10.00
	*Separate check for each garnishee* \$1.00

**MENTOR MUNICIPAL COURT  
CIVIL / SMALL CLAIM COST SCHEDULE**

page 2

<b>JURY TRIAL FEES</b>			
JURY DEMAND			\$25.00
JURY DEPOSIT			\$450.00
		<b>*Failure to waive 7 days within the first scheduled jury date*</b>	\$100.00
LEAVE TO PLEAD			\$20.00
MARRIAGES			\$100.00
MOTION FOR DEFAULT / OTHER MISCELLANEOUS MOTIONS			\$20.00
MOTION / REQUEST FOR FINDINGS OF FACTS			\$20.00
MOTION TO SHOW CAUSE (per defendant)			
		<b>Mentor / Mentor on the Lake only</b>	
		<b>*Bailiff service*</b>	\$35.00
		<b>Sheriff service*</b>	\$100.00
MOTION TO VACATE JUDGMENT			\$20.00
NEW PARTY DEFENDANT WITH/WITHOUT SERVICE			\$30.00
		<b>*Each additional new party defendant*</b>	\$10.00
NOTICE OF APPEAL			\$50.00
		<b>*Separate check payable to: Lake County Clerk of Courts for deposit/appellate cost*</b>	\$100.00
PUBLICATION (Contact the Court for required filing information)			\$20.00
RENT ESCROW		<b>(Must reside in Mentor or Mentor on the Lake only)</b>	\$0.00
		<b>*1% rent escrow poundage will be assessed*</b>	
RETURNED CHECK FEE			\$35.00
REVIVOR OF JUDGMENT			\$75.00
SERVICE			
		<b>*Alias service with 1 defendant*</b>	\$25.00
		<b>*Each additional defendant*</b>	\$20.00
		<b>*Regular Certificate of mailing*</b>	\$20.00
		<b>*Each additional defendant*</b>	\$15.00
SERVICE (PERSONAL SERVICE / RESIDENTIAL)			
		<b>*Bailiff Service* Mentor or Mentor on the Lake only)</b>	\$15.00
		<b>*Sheriff Service*</b>	\$100.00
		<b>*Secretary of State*</b>	\$40.00
		<b>*Separate check payable to : Ohio Secretary of State*</b>	\$5.00
SPECIAL PROCESS SERVER (must be in motion form)			\$20.00
SPECIAL PROJECT FUND			\$20.00
SUBPOENA /DUCES TECUM (Mentor & Mentor on the Lake)		<b>Bailiff Service</b>	\$35.00
		<b>Sheriff Service</b>	\$120.00
THIRD PARTY COMPLAINT WITH OR WITHOUT SERVICE			\$30.00
TRANSCRIPT FEE			\$35.00
TRUSTEESHIP FILING FEE		<b>(Mentor &amp; Mentor on the Lake only)</b>	\$50.00
		<b>*Trusteeship poundage- 2% of deposits made*</b>	
WITNESS FEES	(Full Day of Service)	<b>*plus .10 cents per mile roundtrip*</b>	\$12.00
	(Half Day of Service)	<b>*plus .10 cents per mile roundtrip*</b>	\$6.00
WRIT OF RESTITUTION			\$100.00