

## CLERK OF COMMON PLEAS COURTS STATUTORY DUTIES

Ohio Revised Code

SECTION	DUTY
3.06	Clerks and deputies, their term and bond
3.08	Clerk shall cause service on public office holder of removal complaint (Effective 10/1/84)
3.11	Clerk of Courts may hold one county office
7.01	Process shall be signed by the Clerk
131.11	Clerk shall deposit security required for funds (Effective 12/23/86)
147.05	Clerk shall record notary public commissions
147.06	Clerk shall make certified copy of notary public commission, if requested to do so
147.08	Fees to be charged by Clerk for notarization/certification
147.51	Clerk may perform notarial act
149.08	Secretary of State shall send to Clerk copies of each new law
149.38	Clerk shall serve as member of County Records Commission (Effective 8/19/92)
149.43	Availability of public records
153.36	Plans for building or improvement of courthouse or jail must be submitted to Clerk
163.15	Clerk shall transmit to county auditor certified copy of order in appropriations case
163.18	Clerk shall give notice by ordinary mail of payment to counsel of record
305.02	Filling vacancy of Clerk's position
307.33	Clerk shall make record of county engineer's return of survey
311.04	Clerk shall enter on journal appointments of deputy sheriffs

- 311.16 Sheriff shall make report of fines and costs collected and paid to Clerk
- 324.06 Clerk shall enter judgment on utilities service tax
- 325.08 Compensation of Clerk of Court of Common Pleas
- 325.17 Hiring employees; manner of paying compensation; bond; consultants
- 325.27 Fees, costs and percentages collected by Clerk shall be for use of county
- 325.28 Clerk shall charge and collect fees, costs, etc, and give receipts
- 325.31 Clerk shall pay all fees, etc. at end of month to the county treasury  
(Effective 8/19/92)
- 707.12 Clerk shall receive papers of incorporation from county recorder
- 709.07 Clerk shall file and docket petition for injunction in annexation proceeding
- 709.08 Clerk shall send certified copy of final entry in annexation injunction  
proceeding
- 709.09 Clerk shall send certified copy of entry enjoining report in annexation  
proceeding (Effective 3/2/92)
- 711.18 Application for vacating or altering a plat shall be filed with the Clerk
- 711.20 Clerk shall record the proceedings in the records of the court under  
711.17-.19
- 711.22 Clerk is entitled to the fees for services provided under 711.17-.21
- 733.16 Clerk shall record certificates of election of every officer of municipal  
corporation (Effective 1/1/93)
- 981.02 Clerk shall record timber dealers trademark
- 981.08 Clerk shall receive money on sale of drift timber
- 1157.02 Notice of possession of a building and loan association shall be filed with  
Clerk (Effective 9/9/88)
- 1157.06 Copy of the inventory of liabilities of building and loan shall be filed with  
Clerk

- 1157.14 Certificate of appointment of Assistant Superintendent of Banks shall be filed w/ Clerk
- 1157.17 Report of expenditures of Superintendent of Banks shall be filed with Clerk
- 1157.21 Clerk shall hold all books, etc. of liquidated building and loan association
- 1157.26 Notice of Transfer of Liquidation shall be filed with Clerk
- 1321.07 Clerk shall issue subpoena on behalf of the Division of Securities
- 1515.26 Clerk shall certify the assessment of petition of referendum to Board of Elections (Effective 8/22/95)
- 1523.10 Clerk shall distribute and pay monies received by him pursuant to this section
- 1531.10 Chief of the Division of Wildlife shall file rules with the Clerk (Effective 10/29/94)
- 1531.19 Clerk shall enter pleas of officers of a corporation of violations of Chapter 15 (Effective 10/20/94)
- 1533.101 Clerk shall issue reissued hunting or fishing license or permit (Effective 10/20/94)
- 1533.13 Clerk shall issue hunting, fishing, deer, wild turkey and trapping licenses/permits (Effective 10/29/94)
- 1547.62 Rules and regulations of Division of Watercraft must be filed with Clerk
- 1548.02 Duties of Clerk as to duplicate certificate of titles to watercraft
- 1548.06 Clerk shall issue certificate of title to watercraft
- 1548.08 Requirements as to certificates of title for watercraft
- 1548.20 Clerk shall record security interest in watercraft as lien against title
- 1701.90 Clerk shall take satisfactory bond of receiver of a corporation
- 1702.51 Clerk shall take satisfactory bond of receiver of non-profit corporation
- 1707.24 Clerk shall issue subpoena after a petition by Division of Securities

- 1713.29 Certain charitable corporations shall file an annual account with Clerk
- 1715.07 Ecclesiastical society's transfer of property must be filed with Clerk
- 1901.22 Certification of municipal court civil case to the Clerk of Common Pleas
- 1901.30 Clerk of municipal court shall transmit record on appeal to appellate clerk (Effective 4/19/88)
- 1905.24 Appellate Clerk shall file and docket appeal from mayor's court
- 2101.30 Clerk shall make and certify a list of jurors drawn for probate court duty
- 2101.38 Papers of a probate case in which probate judge has interest filed with Clerk
- 2109.54 Clerk shall issue execution on certificates of judgment issued from probate court
- 2109.60 Clerk shall file record of case transferred from probate court
- 2151.12 Clerk of Common Pleas to act as clerk of other courts upon agreement with judge
- 2151.26 Clerk shall accept for filing case of delinquent child certified to stand trial as adult (Effective 10/10/91)
- 2301.04 Clerk shall receive and file court's annual report
- 2301.05 Court shall file w/ Clerk an order fixing the commencement of each term of court
- 2301.21 Clerk shall quarterly pay fees collected for court reporters (Effective 1/1/93)
- 2301.24 Clerk shall tax as costs the cost of making transcripts and copies
- 2301.27 Clerk shall certify copy of journal entry establishing a probation department (Effective 11/11/94)
- 2303.01 There shall be elected quadrennially in each county a Clerk of Common Pleas Court
- 2303.02 Clerk of Court shall give a bond signed by a bonding or surety company