

LEGAL AID FILING FEE SURCHARGE CHECKLIST

The following checklist outlines the proper collection and remittance of the legal aid filing fee surcharge, pursuant to sections 1901.26(C), 1907.24(C), and 2303.201(C) of the Revised Code. These provisions apply to common pleas, probate, county, and municipal courts, unless otherwise stated.

<input type="checkbox"/>	<ul style="list-style-type: none"> ✓ Collect \$26 dollars as additional filing fees in each new civil action or proceeding. ✓ Collect \$11 dollars in small claims division as additional filing fees in each new civil action or proceeding. ✓ Collect \$15 dollars as additional filing fees in each action or proceeding moving from the small claims to the civil docket. ✓ PROBATE COURTS: Collect \$26 dollars as additional filing fees in each new name change, guardianship, and adoption, and decedents' estate proceeding. <p>EXCEPTIONS:</p> <ul style="list-style-type: none"> • An execution on a judgment, proceeding in aid of execution, or other post-judgment proceeding arising out of a civil action; • Proceedings concerning annulments, dissolutions of marriage, divorces, legal separation, spousal support, marital property or separate property distribution, support, or other domestic relations matters; • Proceedings in a juvenile division of a court of common pleas; and • When the court waives the advanced payment of all filing fees in the action or proceeding.
<input type="checkbox"/>	Collect the surcharge when the action or proceeding is initiated.
<input type="checkbox"/>	May retain 1% of total collections from the legal aid surcharge to cover administrative costs, including the hiring of any additional personnel necessary to implement this surcharge.
<input type="checkbox"/>	Remit 99% or more of total collections from the legal aid surcharge to the Treasurer of State on or before the twentieth day of the following month.
<input type="checkbox"/>	<p>Complete the Treasurer of State's Reparations Rotary form and remit with moneys collected. Complete the following fields within the legal aid surcharge section:</p> <ul style="list-style-type: none"> • The number of small claims cases for the reporting period • The number of civil cases for the reporting period • The number of cases moving from the small claims to civil docket for the reporting period • The number of cases in which fees were waived for the reporting period • The total dollar amount remitted for the reporting period

