

## How can I file something with the Clerk of Common Pleas Courts?

Keep in mind, you must follow the Local Court Rules for all case filings and include the party names and case number.

The Local Rules for the Delaware County Common Pleas Courts can be found at: <https://clerkofcourts.co.delaware.oh.us/local-rules/>.

A list of fees and costs can be found at: <https://clerkofcourts.co.delaware.oh.us/fees-and-costs/>.

The staff members of the Clerk's offices are not licensed attorneys and are unable to give you legal advice. We always encourage you to seek the advice of an attorney before you file.

1. **e-FILE** – it's fast and easy and available 24/7. Just follow the prompts to register at the blue box on the main page.
2. **FAX** – you may fax your urgent or emergency filings to 740-833-2499.
3. **MAIL** – your filings may be mailed to the Clerk of Courts, 117 North Union Street, Level 300, Delaware, Ohio 43015
4. **IN-PERSON** – please visit our office to drop off your case filings and filing fees, if fees apply.

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Please visit <https://commonpleas.co.delaware.oh.us/> for more information about your visit to Delaware County Common Pleas Court.

If you need assistance with the services of the Clerk's office, I welcome you to call us directly at 740-833-2500 or contact us by email at [clerkofcourts@co.delaware.oh.us](mailto:clerkofcourts@co.delaware.oh.us). Attorneys and pro-se parties are encouraged to please file documents through our e-filing system. Registration is easy and can be done through this website. If you need assistance, we'll be happy to help. Please note, case filings may **not** be emailed and will not be accepted, pursuant to the local court rules.