

Civil Division Frequently Asked Questions

What is the cost for filing a new complaint?

Civil – \$137.00 one defendant & \$10.00 for each additional.

Small Claims – \$63.00 one defendant & \$10.00 for each additional.

Evictions – \$153.00 one defendant with Bailiff service & \$11.00 for each additional.

What is the monetary limit for filing?

Civil Cases – \$15,000

Small Claims – \$6,000

When is small claim court held?

Wednesday at 8:30am and 1:30pm.

When is eviction court held?

First appearance:

Thursday at 8:30AM and 1:30PM

Friday 8:30AM and 9:30am.

When are debtor's exam, citation and garnishment hearings?

Tuesday, Courtroom 1-A, Garnishments at 8:30 a.m.

Tuesday, Courtroom 1-A, Citation and Debtor's Exams at 9:00 a.m.

Jury Frequently Asked Questions

Is Jury Cancelled?

All prospective jurors call 937-333-7566 after 4:30 p.m. on the evening before your scheduled reporting date. A recorded message will advise you if you need to report for jury service. If you are not required to report for jury service because your jury has been canceled, there is no need to make any additional

telephone calls. If you are selected for service on another jury, you will receive another jury summons.

What if I can't make it to jury?

Pursuant to Ohio Law, no one is exempt from jury duty. If you have a circumstance or condition that you believe will cause a hardship for you to serve as required, you might be excused. Excuses can only be granted by the Judge assigned to this jury or his/her representative. You can determine the judge assigned to your jury case by reading the jury summons that you have received. To request to be excused from Jury Duty, call the Judge to whom you are assigned for trial. [Please see our contact list.](#)

How long will jury last?

All prospective jurors can expect to be present at court for at least a half day for jury selection process. If you are selected as a juror, expect that your service will last an additional one half to two days. On a rare occasion the jury may last longer.

Tickets and Fines Frequently Asked Questions

Can I pay my ticket, or do I have to go to court?

All parking tickets and all criminal and traffic tickets which have the words "MINOR MISDEMEANOR" printed on the top of your ticket may be paid without the necessity of a court appearance. The only exception is if your minor misdemeanor is for a moving violation and it is more than your second moving violation in the past 12 months. A court appearance is then required. All other tickets require a court appearance. If you must appear in court or wish to plead not guilty the date and time of your court appearance is indicated in the box in the lower right section of your ticket.

How can I pay my ticket?

All payable tickets and parking tickets can be paid in person or by mail.

PAY ONLINE – Pay your fine online at www.daytonclerk.org with a VISA or MASTERCARD. Traffic Tickets will be in the system within five (5) business days. Electronic parking tickets will be available for online payment within 12 hours of issuance. Handwritten parking tickets will be available for online payment within two business days of issuance.

PAYING IN PERSON – To pay between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday report to the Dayton Montgomery County Courts Building at 301 W. Third St., Dayton, Ohio 45402. Payments can be made in the lobby at the Central Payments Window. After hours payments and weekend and holiday payments are accepted at the Clerk’s Office in the lobby of the Montgomery County Jail at 320 W. Second St., Dayton, Ohio 45402. Cash, money orders, certified checks, traveler’s checks and personal checks (no starter checks) are acceptable methods of payment at either location. MasterCard and Visa are accepted only at the Courts Building. Check directions for location and parking information.

PAYING BY MAIL – Payments can be sent by mail by enclosing the ticket with either a certified check, money order, or personal check (no starter checks) for the amount of the fine into an envelope addressed to: Dayton Clerk of Court Central Payments Division P.O. Box 10700 Dayton, Ohio 45402. Make sure payments are mailed at least 4 days prior to the court date on the ticket to avoid a warrant.

How much is my ticket?

The fines for all handwritten parking tickets are printed on the back of the ticket. For traffic tickets go to www.daytonclerk.org to find your fine amount, or call 937-333-4302.

Did you receive my payment by mail?

Wait at least 4 days from the date you mailed in the payment and then look up your information online at www.daytonclerk.org or call 333-4302. In most cases, payment will have been received and posted by then.

How soon can I pay my ticket?

If you pay in person and bring the ticket with you, you can pay beginning the day the ticket was issued.

If you pay online at www.daytonclerk.org, electronic parking tickets will be available for online payment within 12 hours of issuance. Handwritten parking tickets will be available for online payment within two business days of issuance. For Traffic Tickets please allow five (5) business days from date of issue to make a payment online.

If you pay in person and do not have the ticket you need to wait at least five (5) business days from the date of issue before attempting to pay.

If you pay by mail payment can be sent immediately.

Will I have a license suspension or points?

All inquiries regarding suspensions or points need to be requested from the State of Ohio, Bureau of Motor Vehicles their address and phone numbers are:

Columbus Office Bureau of Motor Vehicles
1583 Alum Creek Dr.
Columbus, Ohio 43266-0084
614-752-7700

Cincinnati Office Bureau of Motor Vehicles
1236 W. Kemper Rd.
Forest Park, Ohio 45240
513-742-7535

Do I have to have proof of insurance?

You must bring proof of insurance whenever you pay or go to court on a traffic ticket.

Warrants Frequently Asked Questions

Do I have a warrant?

To find out if a warrant has been issued for your arrest for an offense committed in the City of Dayton call 333-4339.

How do I cancel a warrant?

To receive instructions on canceling a warrant on this web site you need to know what kind of warrant has been issued for your arrest.

Types of Warrants:

Failure to Appear at Initial Appearance. You have been issued a ticket or citation and have never made the first court appearance. If you have a warrant for failure to appear at an initial appearance for a traffic ticket or criminal offense, report to Room 401 on the fourth floor in the Dayton Montgomery County Courts Building between 8:15 a.m. and 9:00 a.m. Monday through Friday to have your case prepared to be heard by the Judge that morning.

Failure to Appear at pretrial conference or trial. You have made an initial appearance and pled not guilty and have failed to appear at your next scheduled hearing.

If you have a warrant for failure to appear at a pretrial conference or trial and want to reschedule your hearing and know which Judge you are to appear before (see the notice you received) call that Judge's office to reschedule. If you do not know the Judge assigned call 333-4339.

Failure to Comply. You have been found guilty and have failed to obey any orders which the judge issued at your hearing, such as, report as required to probation, complete any programs required, failed to appear for incarceration etc. If you have a warrant for failure to comply with a judge's order and want to have the warrant withdrawn, you must speak directly with the sentencing Judge's staff.

Failure to Pay. You have been found guilty and have been fined and have not paid the fine according to the agreed payment schedule. If you have a warrant for failure to pay you must report in person to the Central Payments window in the lobby of the Dayton Montgomery County Courts Building.

Why do I have a warrant?

To find out why you have a warrant issued by the City of Dayton, call 333-4339.

Do I have a warrant outside of Dayton?

Please bring official ID to the Montgomery County Jail for request this information