

**PICKAWAY COUNTY**  
**CONFIRMATION COSTS REQUEST**  
**(UPDATED AND EFFECTIVE: 1/1/2023)**

1. How many pages will the confirmation entry be?  
(Total number should include any exhibits/attachments)
  
2. Will the confirmation entry require service according to rule 58(b) of the Ohio Rules of Civil Procedure and Local Rule 9.02?  
If yes:                   Total number of parties to be served:  
                                  Method of service:
  
3. Will you be filing a deficiency certificate of judgement?
  
4. What is the total number of liens to be cancelled?  
Clerk's office:           Certificate of Judgments:  
Recorder's office:   Mortgages:  
                                  Assignments:  
                                  Condo liens:  
                                  Re-recordings:
  
5. Do you want certificate of title fees included in court costs?  
If yes:                   Total amount of title fees:  
                                  Payable to:
  
6. Do you want Auditor's Conveyance fees include in court costs?  
If yes:                   Total amount of conveyance fees:  
                                  Payable to:
  
7. Do you want publication fees included in court costs?  
If yes:                   Total amount of publication costs:  
                                  Payable to:
  
8. Sheriff's deed fee of \$50.00 will *automatically be included* in court costs (Sheriff sales only)
  
9. Are the deposits to be applied towards the Confirmation costs?

Court case number:

Attorney file number:

Contact name:

Contact fax number:

Contact phone number:

Court costs *will not be figured* until the above requested information along with any outstanding Orders of Sale from the Sheriff's Department or Private Selling Officers are received in our office. Send completed form **via facsimile to 740-477-3976**. ***Please allow for sufficient processing time. DO NOT send duplicate requests.***

Once costs have been completed and forwarded to the attorney, the Confirmation Entry ***will be returned for correction*** if there are any discrepancies as a result of a change from the information provided on this form.

Clerk of Courts & Staff  
740-474-5231