

**PICKAWAY COUNTY**  
**CONFIRMATION COSTS REQUEST**  
**(UPDATED AND EFFECTIVE: 1/1/2025)**

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 included 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. Was this sale held by the Sheriff or a Private Selling Officer?
9. Are the deposits to be applied towards the Confirmation costs?

Court case number:

Attorney file number:

Contact name:

Contact phone number:

Send the completed form to Clerk of Courts, 207 South Court Street, P.O. Box 280, Circleville, Ohio 43113 or to [clerkofcourts@pickawaycountyohio.gov](mailto:clerkofcourts@pickawaycountyohio.gov). ***Please allow for sufficient processing time and DO NOT SEND DUPLICATE REQUESTS.*** Court costs will not be completed until the above requested information along with any outstanding Orders of Sale from the Sheriff's Department or Private Selling Officers are returned to our office. Once completed, costs will be forwarded to the attorney by Regular U.S. mail and will also be available for viewing on our online docket at [www.pickawaycountyclerk.com](http://www.pickawaycountyclerk.com).

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