

**PROCEDURE FOR FILING A CERTIFICATE OF JUDGMENT LIEN FOR
CRIMINAL RESTITUTION**

1. The person seeking the certificate of judgment is required to file an Original and 2 copies of a Praeceptum for Certificate of Judgment in the Civil Division (*see attached example*). A file stamped copy of the Termination Entry, that includes the restitution amount, should be attached to the Praeceptum for Certification of Judgment.
 - A. The caption on the Praeceptum for Certificate of Judgment should be the same as the criminal case;
 - B. The Judgment Creditor is the victim;
 - C. The Judgment Debtor is the defendant;
 - D. The amount owed is the restitution amount plus any interest;
2. A \$25.00 filing fee is required when a Praeceptum for Certificate of Judgment is filed;
3. You will receive a time-stamped copy of the praecipe with a Certificate Judgment number written at the bottom of the praecipe. This is your lien number. The Clerk will prepare a certificate of judgment.
4. Please note that certificate of judgments have to be renewed every five years in order to maintain an active lien. If the certificate of judgment is not renewed within five years, it will be necessary to file a motion to revive the termination entry.

FAIRFIELD COUNTY COMMON PLEAS COURT CIVIL DIVISION

CASE #

Praecepte for Certificate of Judgment

PLAINTIFF

Vs.

DEFENDANT

To the Clerk:

Please issue a Certificate of Judgment against the defendant in favor of the victim pursuant to the Termination Entry attached hereto as Exhibit "A".

Judgment Creditor: John Doe (Victim)

Judgment Debtor: John Doe (Defendant)

In the amount of: _____

Victim Signature _____

Place Victim's Address on back of this page