



**The Honorable Maryellen O'Shaughnessy**  
Franklin County Clerk of Courts

General Division – Civil Section  
345 S. High Street, Floor 1-B  
Columbus, Ohio 43215  
614.525.3621

## **Lien Satisfaction Information & Instructions**

If you haven't received a Release of Satisfaction from the party with the lien (usually the Ohio Attorney General's office), then you should contact them first to get more information about obtaining the document. The AG's Office has a hotline for such inquiries: **(888) 301-8885, Option #2.**

If you **HAVE** received such a document from the AG, there is a process to follow. The steps below are standard instructions for filing a Satisfaction of Judgment, and sending those documents to the appropriate parties:

- You'll need to submit a Public Records request with our Fiscal Department and request the amount due for associated court costs to file this matter through the Franklin County Clerk of Courts. Be sure to include the JG case number which can be found on your Release and Satisfaction letter when submitting the request. The Public Records request form can be accessed here: Public Records Request.
- Payment is accepted by way of a cash, certified check or money order (made payable to the "Franklin County Clerk of Courts") only for such a transaction.
- If you are able, you can come into our Office of Fiscal Services (address below) and remit copies of the lien satisfaction letters, as well as payment, and we can file those in our office.
- If you are unable to come to our office, you may mail in a copy of the letter you received from the state indicating the lien is satisfied, along with your payment; please be sure to include a self-addressed stamped envelope so we can send you a certified/stamped copy of our paperwork for your records). Send to this address:

**Franklin County Clerk of Courts**  
**Office of Fiscal Services**  
**345 S. High St., 1st Fl.**  
**Columbus, OH 43215**

If you have any other questions, you can contact the Clerk of Courts at the **614.525.8839** for additional assistance. It is also recommended that, once you receive your paperwork from us, you send notice to the three National credit agencies so that they may begin the process of clearing any negative marks on your credit report. The Clerk of Courts will typically provide you with the numbers/addresses of those agencies when you file your paperwork.

You can also call visit the Clerk of Courts website for more information:

<http://Clerk.FranklinCountyOhio.Gov>