

STATE OF OHIO

ENROLLMENT OF FOREIGN JUDGMENT

Uniform Enforcement of Foreign Judgments Act

Control Number – OH – EFJ - 01

This packet contains the following:

1. Instructions;
2. Forms; and
3. Access to Law Summary.

### **NOTES ON COMPLETING THESE FORMS**

The form(s) in this packet contain “form fields” created using Microsoft Word. “Form fields” facilitate completion of the forms using your computer. They do not limit your ability to print the form “in blank” and complete with a typewriter or by hand.

It is also helpful to be able to see the location of the form fields. Go to the View menu, click on Toolbars, and then select Forms. This will open the forms toolbar. Look for the button on the forms toolbar that resembles a “shaded letter “a”. Click in this button and the form fields will be visible.

By clicking on the appropriate form field, you will be able to enter the needed information. In some instances the form field and the line will disappear after information is entered. In other cases it will not. This is appropriate and the way the form is designed to function.

## **DISCLAIMER**

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## **ENROLLMENT OF A FOREIGN JUDGMENT**

A foreign judgment is a judgment entered by a court other than the court of the state where the judgment is sought to be enrolled. Enrolling a judgment allows the judgment creditor or person holding the judgment to enforce it in the state of enrollment and the enrollment creates a judgment lien against the property of the Judgment Debtor.

### **Requirements:**

1. The Judgment must be a final judgment.
2. The Judgment must be "certified pursuant to acts of congress" or "triple-sealed". This means that a judge of a court of record must authenticate the order or abstract, the clerk of court must authenticate the judge's authentication as genuinely that of a judge of a court of record, and a judge must authenticate the clerk as clerk.
3. Execute an Affidavit in Support of Request to Enroll Foreign Judgment [Form One], a Request for Enrollment with Judgment attached as Exhibit A [Form Two] and Notice of Enrollment [Form Three].
4. Using the enclosed Cover Letter, send Affidavit in Support of Request to Enroll Foreign Judgment [Form One], a Request for Enrollment with Judgment attached as Exhibit A [Form Two] and Notice of Enrollment [Form Three] to the clerk of the court where the judgment is sought to be enrolled.
5. Mail a copy of the Notice of Enrollment to the judgment debtor.
6. You may then execute on property of the judgment debtor that is not exempt from execution.

The judgment becomes a final judgment of that court when recorded in the Office of the Clerk, and can be readily transferred from one county to another as the final judgment of the enrolling court.

See 28 U.S.C. §1738 for statutory requirements for orders which must be extended full faith and credit. States may give full faith and credit without the documentary requirements but they must give full faith and credit if the requirements are met.

Enrollment of a foreign judgment in the State of Ohio is controlled by the Uniform Enforcement of Foreign Judgments Act, Ohio Revised Code, Title 23, Chapter 2337, Sections 2329.02.1 through 2329.02.7, inclusive.

A Law Summary is available and can be printed for your State. To do so, go to where you located this package and select the Law Summary link under the form title and print. Review the Law Summary before beginning the process of completing the forms.

Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Return Name and Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name/Address of the Clerk of the Court)

**Re: [style of case]**

Dear Sir or Madam:

Enclosed for filing is a Notice of Filing of Foreign Judgment, Affidavit in Support of Request for Filing of Foreign Judgment and Request For Enrollment of Foreign Judgment pursuant to the Ohio Uniform Enforcement of Foreign Judgment's Act. A filing fee of \$\_\_\_\_\_ is also enclosed. Please return a filed copy to me.

Please advise if you need anything further at this time.

With kindest regards, I am

Sincerely yours,

\_\_\_\_\_

\_\_\_\_\_  
**Print or Type Name**

Enclosures

IN THE COURT OF COMMON PLEAS  
\_\_\_\_\_ COUNTY, OHIO

\_\_\_\_\_, :

Address :

City, State, Zip :

Plaintiff, :

Vs. :

\_\_\_\_\_, :

Address :

City, State, Zip :

Defendant. :

CASE NO:

JUDGE:

**AFFIDAVIT IN SUPPORT OF  
REQUEST FOR FILING  
OF FOREIGN JUDGMENT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

PERSONALLY CAME AND APPEARED BEFORE ME the undersigned authority, the within named \_\_\_\_\_, Affiant, who states upon his oath that he/she is ☐ Plaintiff ☐ Attorney for Plaintiff and further states in accordance with the Ohio Uniform Enforcement of Foreign Judgments Act that the Social Security Number of the Judgment Debtor is \_\_\_\_\_ and the last known address of the Judgment Debtor \_\_\_\_\_ is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(City, State, and Zip)

The complete name and last known address of the Judgment Creditor (Plaintiff) is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(City, State, and Zip)

Affiant further states that the Judgment is final, and remains unsatisfied, in [whole or part], that the balance of the Judgment which remains unpaid is \$\_\_\_\_\_ and that there is no contest of the judgment pending.

\_\_\_\_\_  
Plaintiff or Attorney for Plaintiff

STATE OF OHIO

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ (date)  
by \_\_\_\_\_ (name of person acknowledged.)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Type or Print Name

**IN THE COURT OF COMMON PLEAS**  
**\_\_\_\_\_ COUNTY, OHIO**

	:	
	:	
<b>Plaintiff,</b>	:	<b>CASE NO:</b>
	:	
<b>Vs.</b>	:	<b>JUDGE:</b>
	:	
	:	<b>REQUEST FOR FILING</b>
	:	<b>OF FOREIGN JUDGMENT</b>
<b>Defendant.</b>	:	

Pursuant to the Ohio Uniform Enforcement of Foreign Judgment Act you are hereby requested to enroll an Agreed Judgment entered on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the \_\_\_\_\_ Court of \_\_\_\_\_ County, State of \_\_\_\_\_, Cause No. \_\_\_\_\_ in favor of \_\_\_\_\_ against \_\_\_\_\_ in the amount of \$\_\_\_\_\_, plus attorneys fees of \$\_\_\_\_\_. The judgment has been authenticated according to acts of Congress and in accordance with the Act as indicated by the attached Exhibit "A".

DATED this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
[Name of Plaintiff or Attorney for Plaintiff]



**CERTIFICATE OF SERVICE**

This is to certify that I, \_\_\_\_\_ [Name of Plaintiff or attorney for Plaintiff], have forwarded this date a true and correct copy of the above and foregoing document, by U.S. Mail, postage fully prepaid, to:

Mail, postage fully prepaid, to:

Name of Judgment Debtor/Defendant  
Address  
City, State, Zip

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Clerk  
Address  
City, State, Zip

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
[Name of Plaintiff or Attorney for Plaintiff]

**IN THE COURT OF COMMON PLEAS**  
**\_\_\_\_\_ COUNTY, OHIO**

	:	
	:	
<b>Plaintiff,</b>	:	<b>CASE NO:</b>
	:	
<b>Vs.</b>	:	<b>JUDGE:</b>
	:	
	:	<b>NOTICE OF FILING</b>
	:	<b>OF FOREIGN JUDGMENT</b>
<b>Defendant.</b>	:	

Pursuant to the provisions of the Ohio Uniform Enforcement of Foreign Judgments Act, notice is hereby given that a Judgment entered on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the \_\_\_\_\_ Court of \_\_\_\_\_ County, \_\_\_\_\_, Case No. \_\_\_\_\_ in favor of \_\_\_\_\_ and against \_\_\_\_\_ in the amount of \$\_\_\_\_\_, plus attorneys fees in the amount of \$ \_\_\_\_\_ which was enrolled in the \_\_\_\_\_ Court of \_\_\_\_\_ County, \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

If this Judgment is not paid, execution of same may be commenced within 30 days of the date of filing.

DATED this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Plaintiff or Attorney for Plaintiff

**CERTIFICATE OF SERVICE**

This is to certify that I, \_\_\_\_\_ [Name of Plaintiff  
or attorney for Plaintiff], have forwarded this date a true and correct copy of the above  
and foregoing document, by U.S. Mail, postage fully prepaid, to:

Name of Judgment Debtor/Defendant \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Name of Clerk \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
[Name of Plaintiff or Attorney for Plaintiff]