Ohio Hearing and Collection Planner (2026)

Evidence, the decision clock and collection tools in one place

Fill this in before your hearing, then use Parts 3 and 4 after the decision. Guide: clearlegaltips.com/ohio-small-claims-court/

Part 1: Your evidence

The Ohio Rules of Evidence do not apply in small claims divisions, other than the rules on privileges (Evid.R. 101(D) and (D)(8)), but you still need to prove your claim.

Exhibit 1: what it is, and its date: _____

Exhibit 2: what it is, and its date: _____

Exhibit 3: what it is, and its date: _____

Total I am asking for ($): _____

How I calculated it: _____

Part 2: Witnesses and the hearing

The clerk issues subpoenas for witnesses on request, and the court may require a fee for the actual cost of issuing and serving them (R.C. 1925.11).

Witness name and what they saw: _____

Date I asked the clerk for a subpoena: _____

[ ] I know whether a magistrate will hear my case. A magistrate must be admitted to practice law in Ohio (R.C. 1925.01(B)).

[ ] If I or a witness has limited English, I asked the court for an interpreter (Sup.R. 9.10).

[ ] If I admit the claim but need time to pay, I know I can say so at the trial (R.C. 1925.06).

Part 3: The decision clock

Civ.R. 53(D)(3)(b)(i): written objections to a magistrate's decision are due within fourteen days of the filing of the decision, even if the court adopts it sooner. Any other party may object within ten days after the first objections. A timely request for findings of fact and conclusions of law (before the decision or within seven days after it is filed) moves the start to the decision that includes them. Ask a lawyer or a legal aid office whether Civ.R. 53 governs your case (Civ.R. 1(C)(4); R.C. 1925.16).

Date the magistrate's decision was filed: _____

Fourteen days later: _____

App.R. 4(A)(1): a notice of appeal is due within 30 days of the entry of a final order. App.R. 4(A)(3) and 4(B)(2) can change the start date.

Date of entry of the final order: _____

Thirty days later: _____

Part 4: Collecting

[ ] I asked the clerk for proceedings in aid of execution forms. If I have no lawyer, the court must explain and assist once costs are paid (R.C. 1925.13(A)).

[ ] If the judgment is unpaid after 30 days and we have not agreed otherwise, I asked the court to order the debtor to file a list of assets, liabilities and personal earnings (R.C. 1925.13(B)).

[ ] For wage garnishment, I made the written demand after judgment, 15 to 45 days before asking for the order, by personal service by the court, certified mail with return receipt, or regular mail with a certificate of mailing (R.C. 2716.02(A)). Federal law caps garnishment at the lesser of 25 percent of weekly disposable earnings or the excess over 30 times the federal minimum hourly wage, subject to its exceptions (15 U.S.C. 1673(a)).

[ ] I considered a debtor exam (R.C. 2333.09) and, for land, a certificate of judgment (R.C. 2329.04 and 2329.02).

Debtor's employer (if known): _____

Date of judgment (a lien can go dormant after five years without the steps in R.C. 2329.07(B)(1)): _____

Judgment interest: in a civil action based on tortious conduct or a contract or other transaction, the rate in effect on the day the judgment is rendered stays in effect until it is satisfied (R.C. 1343.03(B)). The Department of Taxation lists 8.0 percent for 2025 and 7.0 percent for 2026 and 2027. A written contract can set another rate (R.C. 1343.03(A)). A tort case, another law or a revived dormant judgment can change the period (R.C. 1343.03(C) and (D); 2325.18).

INSTRUCTIONS FOR USE

This worksheet is general information, not legal advice. Ask your court clerk about amounts and forms. For deadlines and legal questions, ask a lawyer or a legal aid office. Full guide: clearlegaltips.com/ohio-small-claims-court/