

## **FOREIGN JUDGMENTS**

### **INSTRUCTIONS FOR FILING FOREIGN JUDGMENT(S)**

Requirements and information:

1. Affidavit with **complete** names and addresses of both the judgment creditor and judgment debtor.
2. Precipe for Certificate of Judgment
3. Notice of filing Foreign Judgment
4. Authenticated copy of Judgment (must have original signatures and seals from the court rendering judgment).
5. Filing fee in the amount of \$50.00 made payable to "Delaware County Clerk of Courts."

Please be sure to include your return and service copies of the above along with a self-addressed stamped envelope. Service will be issued by certified mail unless we are instructed differently by you.

*NOTE:* This judgment cannot be accepted for filing unless the above information is completed and submitted in full.

***It is very helpful when we process your request if the affidavit or precipe has all the required information (complete names, addresses and judgment amounts, etc.) on one page, if possible.***

If you have any further questions, please feel free to contact this office at (740) 833-2500.