

**In the Municipal Court of Toledo, Lucas County, Ohio  
Praecipe**

\_\_\_\_\_) )  
\_\_\_\_\_) )  
\_\_\_\_\_) )  
Plaintiff )  
\_\_\_\_\_) )  
\_\_\_\_\_) )  
\_\_\_\_\_) )  
Defendant )

Case No.

To The Clerk, please issue:

Exemplified Transcript

Certified Copy or  
Certificate of Copy

Out of County Sheriff  
(Must Complete Instructions Below)

Certificate of Revocations  
the Bureau of Motor Vehicles

D.O.B.

S.S. #

Date of Loss

Judgment Date

Judgment Amount

Certificate of Judgment

Judgment Date

Judgment Amount

Court Costs

Interest

Subpoena/ Subpoena Duces Tecum to

Party to Subpoena

Party Address

Date of Garnishment (if necessary)

Date – Time – Courtroom #

Please Bring:

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\*\* Failure to supply the necessary information may result in your form/request not being properly processed.