

FAQS Regarding Court

- **Where can I obtain information on where the Court is located and parking information.**

Please see the following [link](#) for guidance on location, maps, and parking.

- **How do I know what Courtroom to go to?**

If you know what Judge your case is before you can find courtroom information [here](#).

- **How should I conduct myself in Court?**

[Information about Courthouse Attire, Etiquette, Security & Accommodations](#)

Upon entering the Courtroom, you should check in with either the staff attorney or bailiff for that Courtroom.

- **How can I see when my Court date is?**

You can go to the Hamilton County Clerk of Courts located in room 315 of the Hamilton County Courthouse.

You can also go to <https://www.courtclerk.org> and email the webmaster email. From there you will be able to request access to your case. You will only be given access to a case where you are listed as a party. You will get an email back with an access form and requesting a copy of your photo ID. Once given access, you should be able to view documents and the case schedule in your case. It is important to note that some documents may be redacted, if that is the case you can view documents in room 315.

- **How do I contact the Hamilton County Clerk of Courts?**

Click [here](#) for a directory for the Hamilton County Clerk of Courts.

- **How can I contact the courtroom?**

To contact the courtroom regarding your civil case, please use this [link](#) and click on the picture of the Judge your case is before and use the contact information for the Civil Staff Attorney.

- **How do I obtain information about court costs and fee waivers?**

For costs please see [Local Rule 9](#).

For information regarding fee waivers, please see the civil filings desk in room 315 in the Hamilton County Courthouse. Fee waivers must be filed with the complaint. Fee waivers are not available online. Please contact the Assignment Commissioner to set a hearing before the Magistrate (513) 946-5930.