

# MEDINA MUNICIPAL COURT

135 N. Elmwood Ave.  
Medina, Ohio 44256

## RULE AMENDMENTS LOCAL RULES OF COURT (Posted 8.19.24)

The following Local Rules have been amended as reflected below. These amendments are currently in effect. Pursuant to Sup. R. 5(A)(2), you may direct comments regarding these amended rules to [MMC@MedinaMunicipalCourt.org](mailto:MMC@MedinaMunicipalCourt.org).

### Loc. R. 3

#### Amendment

The header "(A) Court Session Days:" will be added to the existing text.

#### Addition

(B) Payment/Filing Cutoff: After 4:00 p.m. on court session days, the Clerk's office will not accept the following items at the Clerk's customer service windows at the court:

- (1) Payments of any kind (e.g., for fines and costs, posting bail, filing fees, etc.); or
- (2) Filing of any court documents that require a filing fee at the time of filing (e.g., all civil filings, new complaints, forcible entry and detainer actions, driving privilege petitions, ALS appeals, civil motions, etc.).

This limitation to 4:00 p.m. does not apply to the following:

- (1) Documents filed in criminal cases;
- (2) Any Notice of Appeal of any decision of this court to the Ninth District Court of Appeals; or
- (3) Documents filed by facsimile transmission which do not require a filing fee.

See Loc. R. 13(H) regarding the filing of documents by facsimile transmission.

### Loc. R. 10(I)

#### Current

(I) Notation of Filing on Court Documents: The Clerk may note the fact of a document's having been filed with this court by mechanically stamping on the deposited document's face the day, month, year, and time of its deposit with the court. Filed documents may also be electronically scanned, and the day, month, year, and time of that scanning may be noted electronically on the deposited document's face. If a document bears on its face evidence of both mechanical and electronic notations of its filing, then, absent proof to the contrary, the date and time of its filing shall be determined by the filing/scanning notation that is first in time. (See Civ. R. 5(E), R.C. 1901.31(E), and Sup. R. 26.05(B)(2).)

#### Amended

(I) Filing of Court Documents:

- (1) Hours for Accepting Filings: In-person transactions at the Clerk's customer service windows at the court are subject to the following. Documents submitted for filing in or respecting court cases, and payments owed in cases and/or submitted as filing fees, will be accepted and processed at the customer service windows only until 4:00 p.m. on any court session day on which the court is open until that time.

(2) Notation of Filing on Court Documents: The Clerk may note the fact of a document's having been filed with this court by mechanically stamping on the deposited document's face the day, month, year, and time of its deposit with the court. Filed documents may also be electronically scanned, and the day, month, year, and time of that scanning may be noted electronically on the deposited document's face. If a document bears on its face evidence of both mechanical and electronic notations of its filing, then, absent proof to the contrary, the date and time of its filing shall be determined by the filing/scanning notation that is first in time. (See Civ. R. 5(E), R.C. 1901.31(E), and Sup. R. 26.05(B)(2).)

### Loc. R. 13

#### Current

(H) Time Stamping/Journalizing of Fax-Filed Documents: Subject to the provisions of these Rules, all documents sent by fax and received by the Clerk shall be considered filed with the Clerk of Court as of the date and time the Clerk time-stamps and journalizes the document received, as opposed to the date and time of the fax transmission. The office of the Clerk of Court will be deemed open to receive facsimile transmission of documents on the same days and at the same time the Court is regularly open for business. The time indicated by the Clerk of Court fax machine shall be controlling in determining the time when the document was sent by the filing party to the Clerk's office.

#### Amended:

#### (H) Filing of Fax-Filed Court Documents:

(1) Hours for Accepting Fax-Filed Documents: The Clerk's office will accept and process fax-filed documents submitted for filing in or respecting court cases only until 4:00 p.m. on any court session day on which the court is open until that time, and only if accompanied by required filing fees.

(2) Time Stamping/Journalizing of Fax-Filed Documents: Subject to the provisions of these Rules, all documents sent by fax and received by the Clerk shall be considered filed with the Clerk of Court as of the date and time the Clerk time-stamps and journalizes the document received, as opposed to the date and time of the fax transmission. The office of the Clerk of Court will be deemed open to receive facsimile transmission of documents on the same days and at the same time the Court is regularly open for business. The time indicated by the Clerk of Court fax machine shall be controlling in determining the time when the document was sent by the filing party to the Clerk's office.

### Loc. R. 32(C)

#### Addition:

(C) Hours for Accepting Payments: The Clerk's office will accept payments for costs and/or satisfaction of judgments only until 4:00 p.m. on any court session day on which the court is open until that time.

### **WEBSITE NOTICE ("ANNOUNCEMENTS")**

**PLEASE TAKE NOTICE:** Effective 8.1.24, the Clerk's office began accepting payments owed and/or filing fees, and accepting and processing documents submitted for filing in or respecting court cases, **only until 4:00 p.m.** on any court session day on which the court is open until that time. Payments may still be made after 4:00 p.m. at the Medina Police Department, 150 W. Friendship St., Medina, Ohio 44256—i.e., across N. Elmwood St. from the Medina Municipal Court.

### **EMAIL SERVICE NOTICE**

**NOTICE:** Effective 8.1.24, Clerk of Court daily filing and payment processing ends at 4:00 p.m. (See <https://medinamunicipalcourt.org> "Announcements" for details.)