MEDINA COUNTY COURTS OF COMMON PLEAS

Domestic Relations Division | General Division | Probate & Juvenile Division

ATTORNEY PROFILE UPDATE FORM

The Courts of Common Pleas in Medina County, Ohio utilize a single case management system. Pursuant to General Order docketed October 8, 2024, each attorney entering appearance in any division of the Courts of Common Pleas shall provide and update a single contact profile across the case management system. This profile is utilized to associate the attorney with each case on which appearance is entered and to communicate by electronic notification from the case management system to the attorney for any case on which a court enables electronic notification.

Attorneys practicing in the Courts of Common Pleas shall maintain the attorney's profile information by use of this Attorney Profile Update Form. Should any information change to any of the information, an updated form shall be provided to a Deputy Clerk of a division in which the attorney has a current case. The Deputy Clerk shall time stamp the document, update the Attorney Profile information, and enter a scanned copy of the document upon the attorney record within the case management system.

It is the obligation of the attorney to ensure the case management profile information is accurate and up-to-date. The case management system profile information shall not be changed based upon an attorney's information contained on a pleading/motion filed in any division. Profile information may only be changed upon a signed Attorney Profile Update Form.

First Name: _____ Middle Initial: ___ Last Name: _____ Suffix: ____

Address of record: _____

City: _____ State: _____ Zipcode: _____

OH Bar Number: _____

Email address: _____

Office Phone Number: _____

Mobile Phone Number: _____

The email address and mobile number provided will be used for any future automated case alerts when there is activity.

_____

Attorney Signature