MEDINA COMMON PLEAS
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IN THE COURT OF COMMON PLEAS
MEDINA COUNTY, OHIO
GENERAL DIVISION

IN RE: EMAIL FILING OF COURT DOCUMENTS	)	**JUDGE JOYCE V. KIMBLER**
	)	**ADMINISTRATIVE ORDER**

Effective March 31, 2025, at 4:30 PM, the General Division of the Medina County Court of Common Pleas will no longer accept the filing of court documents via facsimile. The filing of all such court documents must be done in person, or by email, subject to the following guidelines:

CIVIL FILINGS

- All email filings in civil cases must be sent to mccc-civil-efiling@medinacounty.gov
- The subject line for such emails shall contain **only** "Civil Filing"

CRIMINAL FILINGS

- All email filings in criminal cases must be sent to mccc-crim-efiling@medinacounty.gov
- The subject line for such emails shall contain **only** "Criminal Filing"

APPELLATE FILINGS

- All email filings in appellate cases must be sent to mccc-ap-efiling@medinacounty.gov
- The subject line for such emails shall contain **only** "Appeals Filing"

Any documents attached to email filings, regardless of case type, must be in PDF format. In addition to these guidelines, all email filings must comply with the Local Rules of the General Division.

SO ORDERED.

JUDGE JOYCE V. KIMBLER
ADMINISTRATIVE JUDGE
Via phone consent 7 march 2025

JUDGE WILLIAM F. HUTSON