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COPY

IN THE ASHTABULA COUNTY COMMON PLEAS COURT

ADMINISTRATIVE ORDER

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In the interest of efficiency, the conservation of judicial resources, and the timely disposition of matters appearing before this Court, the following order is entered requiring the service of courtesy copies of all pleadings, motions, and memoranda, as to all matters pending before Judge David A. Schroeder and Magistrate Christopher M. Marinko; Judge Thomas E. Harris and Magistrate Benjamin R. Marley; Judge Marianne Sezon and Magistrate Dean F. Topalof; and Magistrate Edith M. Jonas.

It is accordingly ORDERED, effective immediately, that all counsel and parties in matters assigned to or subsequently assigned to each of the respective Common Pleas General Division Judges and Magistrates shall, upon filing with the Clerk of Courts, provide courtesy copies of all pleadings, motions, and memoranda to the Court in the following manner:

- a. In criminal cases, pleadings, motions, memoranda and memoranda contra shall be emailed to:

For Judge Thomas E. Harris and Magistrate Benjamin R. Marley
HarrisCourt@ashtabulacounty.gov

For Judge David A. Schroeder and Magistrate Christopher M. Marinko
SchroederCourt@ashtabulacounty.gov

For Judge Marianne Sezon and Magistrate Dean F. Topalof
SezonCriminal@ashtabulacounty.gov

ASHTABULA COUNTY
CLERK OF COURTS
COMMON PLEAS COURT
ASHTABULA CO OH

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- b. In civil cases, and miscellaneous docket matters, pleadings, motions, memoranda and memoranda contra shall be emailed to:

For Judge Thomas E. Harris and Magistrate Benjamin R. Marley
HarrisCourt@ashtabulacounty.gov

For Judge David A. Schroeder and Magistrate Christopher M. Marinko
SchroederCourt@ashtabulacounty.gov

For Judge Marianne Sezon and Magistrate Dean F. Topalof
SezonCivil@ashtabulacounty.gov

- c. In domestic relations cases, and miscellaneous docket matters, pleadings, motions, memoranda and memoranda contra shall be emailed to:

For Judge Thomas E. Harris and Magistrate Benjamin R. Marley
HarrisCourt@ashtabulacounty.gov

For Judge David A. Schroeder and Magistrate Christopher M. Marinko
SchroederCourt@ashtabulacounty.gov

For Judge Marianne Sezon and Magistrate Dean F. Topalof
SezonDR@ashtabulacounty.gov

For Magistrate Edith M. Jonas
DRCourt@ashtabulacounty.gov

- d. To the extent practicable, documents shall be in pdf format.

The subject line of the email shall state the short form of the case title, case number, and the name of the document.

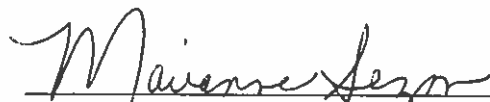
In all circumstances:

1. The emails shall not include any communication to the Court;
2. The email addresses set forth above shall not be used to communicate with the Court;
3. Non-substantive notices, notices of certification, notices of service, subpoenas, discovery, and other such matters not directly requiring or involving a ruling or disposition by the Court are not subject to this order and shall not be provided as set forth above;
4. Nothing herein shall change or modify any requirements of the Clerk of Courts as to filing, filing procedures, numbers of copies, or service;
5. This Order does not and does not purport to modify or amend the Ohio Rules of Civil Procedure, the Ohio Rules of Criminal Procedure, the Ohio Revised Code and the Local Rules for Practice and Procedure for the General Division of the Ashtabula County Common Pleas Court, and counsel shall continue to comply with legal and rule obligations;

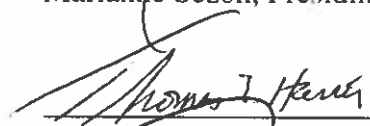
IT IS FURTHER ORDERED that the Clerk of Court shall serve a copy of this order to all counsel and unrepresented parties in all pending civil and criminal cases, and shall further provide a copy of this Order to all parties upon commencement of new matters with the Clerk of Courts;

IT IS FURTHER ORDERED that a copy of this Order be provided to the Office of the Ashtabula County Prosecuting Attorney;


IT IS FURTHER ORDERED that a copy of this order be sent to the Ashtabula County Bar Association with a request to circulate a copy of this entry to the members of the bar.



Marianne Sezon, Presiding Judge



Thomas E. Harris, Administrative Judge



David A. Schroeder, Judge