



IN THE AKRON MUNICIPAL COURT  
SUMMIT COUNTY, OHIO

**INSTRUCTIONS FOR SUBMITTING EVIDENCE:**

**A copy of all evidence MUST be submitted to the Court AND to the opposing party at least 3 business days prior to hearing.**

Complete the following form. Provide a description of the evidence you are submitting. For example; a sales receipt you want to submit would be labeled "Plaintiff's/Defendant's sales receipt dated \_\_\_\_." Exhibits should be numbered on the document being submitted. Plaintiffs mark your exhibits as 1, 2, 3, etc. Defendants mark your exhibits as A, B, C, etc.

**Paper Documents:**

Copies of any written, paper documents are acceptable. Please make sure your copies are readable. If the document is not readable when copied, and you wish to submit your original, the Court will enter it into evidence and you will be able to retrieve it from the Service Bailiff 30 days after your case is concluded.

**Photographs:**

Photographs can be printed on regular paper or on photo paper. When submitting the photos, all photos pertaining to the same issue do not have to be listed separately as evidence. It is encouraged that you write a description on the back of each photo for reference. Photographs on your cellphone will not be considered.

**Videos:**

**Videos are required to be submitted on CD or Thumb Drive only.** Videos on your cellphone will not be considered.

**Evidence not already addressed:** You may contact the Court if you have evidence not described above as to how you can submit it for your hearing.

***Videos, photos and any other evidence on a party's telephone WILL NOT BE ACCEPTED INTO EVIDENCE.***

**How to Submit Your Evidence:**

Complete the form included with these directions. This form should be attached to any evidence you submit. Submit evidence in one of the following manners:

1. By e-mail (no videos) at [smallclaims@akronohio.gov](mailto:smallclaims@akronohio.gov),
2. By fax to the Clerk of Courts at 330-375-2652,
3. By US Mail: Akron Municipal Court, Small Claims Division, 217 South High Street, Rm. 715, Akron, Ohio 44308.



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SUMMIT COUNTY, OHIO

_____ )	
PLAINTIFF(S) )	CASE NUMBER _____
_____ )	
VS. )	JUDGE _____
_____ )	
DEFENDANT(S) )	<b><u>PLAINTIFF/DEFENDANT</u></b>
	<b><u>EVIDENCE LIST</u></b>

I, \_\_\_\_\_, submit the following EVIDENCE to be considered at my hearing currently scheduled for \_\_\_\_\_ at \_\_\_\_\_ am pm. I understand that because hearings are being held by video a copy of **all evidence must be submitted to the Court and to the opposing party at least 3 days before the hearing date.** If I fail to provide a copy to the opposing party such failure could result in a continuance of my hearing or the Court not considering the evidence. Use more than one evidence list, if needed.

<u>Description of Evidence Being Attached</u>	<u>P= Plaintiff/D= Defendant</u>
1. _____	P's Exhibit "1" / D's Exhibit "A"
2. _____	P's Exhibit "2" / D's Exhibit "B"
3. _____	P's Exhibit "3" / D's Exhibit "C"
4. _____	P's Exhibit "4" / D's Exhibit "D"
5. _____	P's Exhibit "5" / D's Exhibit "E"
6. _____	P's Exhibit "6" / D's Exhibit "F"
7. _____	P's Exhibit "7" / D's Exhibit "G"
8. _____	P's Exhibit "8" / D's Exhibit "H"
9. _____	P's Exhibit "9" / D's Exhibit "I"
10. _____	P's Exhibit "10" / D's Exhibit "J"

Submitted by:

\_\_\_\_\_  
Plaintiff(s)/Plaintiff(s) Attorney

\_\_\_\_\_  
Defendant(s)/Defendant(s) Attorney