



IN THE AKRON MUNICIPAL COURT
SUMMIT COUNTY, OHIO

INSTRUCTIONS FOR SUBMITTING EVIDENCE:

A copy of all evidence MUST be filed with the Clerk of Court's at least 3 business days prior to the hearing. You must also provide a copy to the opposing party at least 3 business days prior to the 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. Videos on your cellphone will not be considered.

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 fax to the Clerk of Courts at 330-375-2652,
2. In person or by US Mail: Akron Municipal Court, Small Claims Division, 172 S. Broadway Street Rm 100, Akron, Ohio 44308



IN THE AKRON MUNICIPAL COURT
SUMMIT COUNTY, OHIO

PLAINTIFF(S))
)
)
VS.)
)
)

DEFENDANT(S)) (Circle one) **PLAINTIFF/DEFENDANT**
 EVIDENCE LIST

I, _____, am filing the following evidence with the Clerk of Court's to be considered at my hearing currently scheduled for _____ at _____ am/pm. I acknowledge that I must also provide a copy of **all evidence to the opposing party at least 3 business 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.

Description of Evidence Being Attached

P= Plaintiff/D= Defendant

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