

IN THE WADSWORTH MUNICIPAL COURT
MEDINA COUNTY, OHIO

CLERK

2026 JAN 29 PM 2: 34

WADSWORTH MUNICIPAL
COURT

IN RE: AMENDED LOCAL RULE 2: PLEADINGS AND CONTINUANCES

ADMINISTRATIVE ORDER # 2026-0001

JUDGE SUSANA B. LEWIS

A. All pleadings filed in this court shall be on 8 1/2" by 11" paper without cover or backing. All pleadings, motions and other papers filed in an action shall bear the case number and the name, address and telephone number of the attorney or other person filing the same. All attorneys shall also include their individual Supreme Court number on all pleadings. All pleadings, motions, briefs, judgment entries, and other papers filed with the Clerk, including those filed by electronic means, shall comply with Civ. R. 7 through Civ. R. 15, Civ. R. 11, and Crim. R. 12, Crim. R. 47.

B. To the extent not inconsistent therewith, these Local Rules shall control.

C. Service of Filed Documents:

(1) Service of Filed Documents Generally: Other than an original complaint, every pleading, motion, brief, judgment entry, or other paper filed with the Clerk subsequent to the original complaint shall contain a certificate of service certifying service of same to the other parties to the action. See Civ. R. 5; Crim. R. 49. In every proceeding where a party is represented by an attorney of record, service to such party shall be directed to such party's attorney.

(2) Certificate of Service Contents: Every certificate of service shall identify:

- (a) the manner(s) of service employed (e.g., via First Class U.S. Mail, email, fax, etc.),
- (b) the date on which the document was served,
- (c) the complete contact information for all recipients of the served document, and
- (d) and a signature compliant with Civ. R. 11. See Civ. R. 5(B)(4).

(3) Manner of Service: Every person filing documents in this Court does thereby consent to the receipt and sufficiency of service of documents or notifications on them by any means authorized by the Rules of Criminal Procedure, the Rules of Civil Procedure, and these Local Rules, including without limitation Crim. R. 49(B), and/or Civ. R. 5(B).

(4) Service of "Court Initiated Filings": The term "court initiated filings" refers to documents internally created by the Court, submitted as part of the court record, and officially entered into the docket or register of actions in a case. These filings include, e.g., notices, summons, judgment entries, and orders. The Clerk may serve all "court initiated filings," or alternatively issue electronic notice of filing of same to the parties, in any manner that complies with these Local Rules, Civ. R. 4.1 (regarding service of process), or Civ. R. 5(B). The following rules also apply:

(a) Sufficiency of Electronic Notice of Filing: In lieu of physical service, the Clerk may issue an electronic notification to a party or counsel which gives notice that a “court initiated filing” has been filed and entered upon the Court’s journal. The journal of every case in which such electronic notice of filing issues will be annotated to record its issuance. This electronic notice shall itself independently constitute good service of that “court initiated filing” upon the party or counsel to whom it is directed, and it satisfies the certificate of service requirement. The duty shall be solely upon the party or counsel to whom such notice is sent to access the electronic document and obtain a physical copy of the subject “court initiated filing.”

(b) Time to Respond: Service of an electronic notice of filing of a “court initiated filing” in accordance with this Rule shall be deemed complete at the time the Clerk issues the notice electronically. Any period of time to respond to the subject “court initiated filing” or perform any right, duty, or act shall be strictly governed by the applicable rules of the court. Parties served electronically with the notice of a filing of a “court initiated filing” are entitled to the same three-day extension of time to respond as if they had been served by first class U.S. mail. Civ. R. 6(D).

(c) Duty to Maintain Current Electronic Contact Information: Electronic service of any notice of a “court initiated filing” pursuant to this Rule shall be deemed valid and effective if sent in accordance with a party’s or counsel’s then most recent electronic contact information on file in a case. Each party and counsel of record in a case is solely responsible for maintaining current electronic contact information in the Court’s records (i.e., a valid email address, a valid cell phone number).

(d) Requesting Physical Service of “Court Initiated Filings”: Any party or counsel of record in a case may, at any time, request in writing that they be served physically with copies of all “court initiated filings” in accordance with Civ. R. 5. (D).

(e) When notice of trial, or other court proceeding requiring appearance of the parties and/or counsel is transmitted from this court, a written motion for continuance shall be filed with the court as soon as possible. Notice of such motion for continuance shall be served upon opposing parties or counsel by the moving party. Such motions shall set forth good cause. Consent of opposing parties or counsel shall not, in and of itself, constitute good cause.

(f) Motions for continuance shall be accompanied with a separate judgment entry expressive of the motion for the Court's signature. Any motion for continuance submitted fewer than three days prior to the date of hearing may be granted only upon showing good cause constituting hardship, unforeseen circumstances or unavoidable conditions.

This rule shall take effect February 2, 2026.

SO ORDERED.

Dated this 27 day of January, 2026



SUSANA B. LEWIS, JUDGE