

# ASHLAND MUNICIPAL COURT

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JOHN L. GOOD  
JUDGE

FRED M. OXLEY  
MAGISTRATE

KEELY SMITH  
CLERK OF COURT

R.C. KRAUSMAN  
BAILIFF

ROBERT FULMER  
CHIEF PROBATION OFFICER

July 18, 2025

## MEMO RE: RULES OF COURT UPDATE

Please be advised that an Amendment to the Local Rules of the Ashland Municipal Court has been adopted effective July 18, 2025, specifically RULE 27: Electronically Produced Traffic Citations and Criminal Complaints/Electronic Filing of Pleadings.

The Clerk's Office will accept for filing all pleadings, except criminal and traffic complaints, received by electronic mail (e-mail). The pleadings received by electronic mail will be printed, time stamped, filed by the Clerk and preserved as the original pleadings in the Court's record. The electronic mail pleadings will be handled as if received by traditional means. The Clerk's Office will receive the electronically mailed pleadings Monday thru Friday from 8:00 a.m. to 5:00 p.m., unless the Court is closed due to Holiday or by Order. The only e-mail address through which an electronic mail filing will be received will be [e-file@ashlandmunicourt.com](mailto:e-file@ashlandmunicourt.com). The electronic mail filing is required to adhere to all other provisions of the Court's Local Rules, especially in regards to document size and format. If electronic mail is not received in a format, in which the filings are legible and printable (Word, PDF, etc.), then the filings will not be accepted. In addition, this Amendment is repealing the use of facsimile (fax) filing as the electronic form of filing accepted by the Court. Fax filings will no longer be accepted.

Thank you,



John L. Good  
Judge  
Ashland Municipal Court

Attachment (1)

IN THE MUNICIPAL COURT OF ASHLAND, OHIO

In the matter of:  
The Local Rules of Court of  
The Ashland Municipal Court

FILED

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ASHLAND MUNICIPAL COURT  
ASHLAND, OHIO

BY 

JUDGMENT ENTRY  
ADOPTING AMENDMENTS  
TO THE LOCAL RULES OF  
THE ASHLAND MUNICIPAL  
COURT

Effective July 18, 2025, The Local Rules of the Ashland Municipal Court are hereby amended as follows:

1. Rule 27 of the Ashland Municipal Local Rules of Court is hereby amended to read as follows.

**RULE 27. ELECTRONICALLY PRODUCED TRAFFIC CITATIONS AND CRIMINAL COMPLAINTS/ELECTRONIC FILING OF PLEADINGS**

The Court will accept for filing Traffic Citations and Criminal Complaints prepared by electronic means. All such Traffic Citations and Criminal Complaints must conform to the Ohio Uniform Traffic Ticket form, as set forth in the Appendix of the Ohio Traffic Rules, and the Rules of Criminal Procedure, in all substantive respects, including layout and content. Electronically prepared Traffic Citations need not comply with the Uniform Traffic Ticket's requirements relative to paper weight and color. Electronically prepared Traffic Citations and Criminal Complaints need not be signed by the Defendant, but must be signed in ink and sworn to by the issuing Officer. Electronically prepared Traffic Citations and Criminal Complaints, which fail to comply with this Rule, shall either be rejected for filing by the Clerk of this Court, or if accepted, are subject to dismissal.

The original electronically prepared Traffic Citation or Criminal Complaint, bearing the signature of the issuing Officer, shall be filed with the Clerk of this Court. The Court does not permit electronic filing of Traffic Citations or Criminal complaints. All other pleadings, including dispositive motions, may be electronically filed by transmitting a signed copy to the Clerk by electronic mail (e-mail). Electronic mail filings will be received by the Clerk at [e-file@ashlandmunicourt.com](mailto:e-file@ashlandmunicourt.com). Electronic mail is the only means of electronic filing permitted.

All traffic citations and criminal complaints shall be filed with the Clerk no later than 4:00 p.m. on the business day immediately prior to the date scheduled for arraignment. All citations and complaints which are not filed in conformity with this rule shall be subject to dismissal.

2. All other provisions of the Local Rules of Court of the Ashland Municipal Court are hereby confirmed.

  
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John L. Good, Judge

Date: July 18, 2025