



Clerk of Courts
Court of Common Pleas, Hamilton County, Ohio
www.courtclerk.org

ELECTRONIC (E-MAIL) NOTIFICATION FORM

To receive case scheduling notices from the Assignment Commissioner's Office via e-mail (postcards are no longer sent) for Common Pleas cases complete this form. Mail or bring or fax the form (513-946-5943). It cannot be e-filed. Case Scheduling Notices can have multiple recipient email addresses.

Also this form is used to keep that data record current in the Court's database.

Also this database record is used to send an email to attorneys that an e-filing has been done by opposing counsel on a case where this attorney is registered as an active attorney of record.

The support staff, listed on the attorney electronic notification account, will also receive these emails.

ATTORNEY INFORMATION (Please Print Legibly)

Ohio Attorney Supreme Court Number: _____

Attorney Name: _____

Attorney e-mail Address: 1. _____ Add _____ Delete _____

2. _____ Add _____ Delete _____

3. _____ Add _____ Delete _____

Attorney Address: _____

Firm

Street Number

City, State, Zip

Phone Number

Fax Number