

**IN THE NEW PHILADELPHIA MUNICIPAL COURT
NEW PHILADELPHIA, OHIO**

**PROCEDURE FOR THE SUBMISSION OF EXHIBITS WHEN A
HEARING IS CONDUCTED VIA REMOTE TECHNOLOGY**

Effective January 2023

1. Exhibits shall be pre-marked and RECEIVED BY the Clerk, and opposing party/counsel, at least three business days prior to trial. The State/Plaintiff shall mark Exhibits starting with the letter "A." The Defendant shall mark Exhibits starting with the number "1." Related photos or documents (i.e. a multiple page lease) may be grouped together and marked with a single letter or number.
2. The Exhibits shall be delivered to the Clerk of Court as follows: **PREFERRED METHOD:** email to bailiff@npmunicipalcourt.org. If email is not available, then via regular U.S. mail to the Clerk of Court, New Philadelphia Municipal Court, 166 East High Avenue, New Philadelphia, Ohio 44663, or hand delivered to the front security desk at the courthouse. **ALL SUBMISSIONS MUST BE CLEARLY LABELED WITH THE CASE CAPTION, DATE OF HEARING, AND NAME OF SUBMITTING PARTY.** Security staff may refuse to allow any item which poses a safety or health risk to be brought into the building.
3. Failure to comply with this procedure may result in the Exhibits being excluded as evidence at the hearing.
4. This procedure may be modified on a case-by-case basis by the Court, sua sponte; or, upon the motion of any party, for good cause shown.