

This form is used for making general requests of the Court.

You need to type your name, current address, case number and the nature of your request. Remember to be specific enough so the Judge knows what you are requesting when they review your motion. You may attach any supporting documents you feel are necessary.

Once the form is filled out you will then need to print it and sign your name on the signature line.

The motion must then be filed with the Clerk's Office in one of the following ways:

1) Hand delivered to the Clerk's Office.

a. It's your responsibility to check back later to find out the answer to your motion.

2) Faxed to the Clerk's Office. Fax to (419) 209-0474

a. After sending your fax you should call the Clerk's Office to verify it was received and is legible. The phone number for the Clerk's office is (419) 294-3800.

b. It's your responsibility to check back later to find out the answer to your motion.

3) Mail the motion to the Clerk's Office.

a. Address mail to: Upper Sandusky Municipal Court, 119 N. Seventh Street, Upper Sandusky, OH 43351.

b. If asking for a continuance, extension, etc., make sure you allow enough time for it to be delivered and reviewed by the Judge prior to the court date or deadline.

c. It's your responsibility to check back later to find out if the motion has been received and what the Judge's answer was to your motion.

4) Email the motion to the clerk's office.

a. The email address is pleadings@uppermunicourt.com.

b. It's your responsibility to check back later to find out if the motion has been received and what the Judge's answer was to your motion.

IN THE UPPER SANDUSKY MUNICIPAL COURT
Wyandot County, Ohio

STATE OF OHIO/CITY OF UPPER SANDUSKY *
VILLAGE OF CAREY *

vs. *

CASE NO. _____

MOTION

Name

Street Address

City, St, Zip

*
*
*
*
*
*
*
*
*
*

I am filing a motion with the Court to request the following and my reasons are stated herein:

Petitioner's Signature

JUDGMENT ENTRY

This matter came on for consideration based upon the above filed motion. In consideration thereof, the Court finds as follows:

☐ 1. Motion is denied.

☐ 2. Motion is granted as follows: _____

☐ 3. Set for hearing to address motion.

IT IS SO ORDERED.

James M. Ruhlen, Judge