

# Clerk of Courts Maureen G. Kelly

Effective Friday, 4/3/2020, we will begin accepting documents via email for the following Common Pleas Courts:

- Domestic Relations [dr.clerk@lakecountyohio.gov](mailto:dr.clerk@lakecountyohio.gov)
- Civil [cv.clerk@lakecountyohio.gov](mailto:cv.clerk@lakecountyohio.gov)
- Criminal [cr.clerk@lakecountyohio.gov](mailto:cr.clerk@lakecountyohio.gov)
- Judgment Liens [jl.clerk@lakecountyohio.gov](mailto:jl.clerk@lakecountyohio.gov)
- Protection orders [protectionorder@lakecountyohio.gov](mailto:protectionorder@lakecountyohio.gov)
- Court of Appeals [l1thappeal@lakecountyohio.gov](mailto:l1thappeal@lakecountyohio.gov)
- Foreclosures mandatory e-filing – no email accepted

The current auto response referring folks to the PUBLIC RECORD PORTAL will be **deleted** in favor of a response that accurately fits the situation.

The procedure will be the following:

1. The filer will email a document to the respective email address above.
2. Filing party will receive a message indicating that a document was received for filing. \*\* see message below.
3. Deputy Clerks will review the inbox no fewer than four times a day.
4. Deputy Clerks will print the document(s) and affix a label that will indicate the date the document was received in the inbox, not the date it was retrieved.
5. Document will be docketed and scanned.
6. A “timestamped” copy will be returned to the filing party.
7. Costs of “service” copies will be charged to the case at ten cents a page.

## **\*\* Auto message**

**Document(s) received for filing. The date and time it arrived in the email inbox will be noted as the “timestamp”.**

**A scanned copy will be forwarded upon docketing.**

**This is for the filing of DOCUMENTS ONLY. Requests for copies should be directed to our public record portal at [coc@lakerecordrequest.com](mailto:coc@lakerecordrequest.com)**

Thank you for your patience as we strive to meet your needs while coping with this unprecedented situation.

*Maureen G. Kelly*

*Clerk of Courts*