



**AKRON MUNICIPAL COURT
SMALL CLAIMS DIVISION**

E-MAIL TRANSMISSION LETTER

Case Caption: _____ **Case No:** _____

Use this Transmission Letter to send all exhibits and documentation to the court in anticipation of your upcoming hearing. **DO NOT USE THIS TO FILE ANY PLEADINGS, MOTIONS, OR NOTICES WHICH SHOULD BE FILED WITH THE CLERK. Do not use for continuances.**

E-mail this form to smallclaims@akronohio.gov. You **MUST** include the case name and case number in the subject line of your e-mail.

ITEMIZE ALL ATTACHMENTS BELOW. All exhibits must be labeled. Plaintiffs label exhibits with numbers (1-10, etc.) and Defendants label with letters (A-J, etc.). Add additional pages to this if necessary.

Submitting on behalf of **PLAINTIFF** or **DEFENDANT** (Circle One).

- 1/A. _____
- 2/B. _____
- 3/C. _____
- 4/D. _____
- 5/E. _____
- 6/F. _____
- 7/G. _____
- 8/H. _____
- 9/I. _____
- 10/J. _____

Submitted by,

Attorney/Party Name

Date

Telephone number

E-mail Address

Any questions please call Small Claims Court at 330-375-2285.