

IMPORTANT NOTICE TO ATTORNEYS AND LITIGANTS

On September 1, 2009, the Hamilton County Clerk of Courts will commence the disposal of all "closed" Municipal Court Civil Case records for cases filed prior to January 1, 2005.

A case is considered "closed" when there has been no docket activity and no execution on judgment in the preceding 60 calendar months. Case records for actions filed during the above disposal period which are still "active" will be retained and remain available. A case is considered "active" if (a): no final judgment has been rendered and there have been filings with the Clerk of Courts during the preceding 60 calendar months, or (b): a final judgment has been rendered and there have been efforts to execute on the judgment during the preceding 60 month period.

If you were involved in a "closed" case slated for disposal and want that case removed from the disposal list, you must contact the Clerk of Courts office **in writing** and request that your case be kept on active file status. Your request must contain the case number and plaintiff's name for each action you want pulled from the disposal list. If you fail to make that written request by August 31, 2009, your case records will be disposed of starting September 1, 2009.

Further, should you wish to retrieve any documents, evidence, or other materials from a "closed" case scheduled for destruction without having the entire case record removed from the disposal list, then you must request **in writing** that the specifically described paperwork or other materials be pulled from disposal and set aside for your retrieval. Please direct all written requests to: Jerry Poland, Chief Deputy, Hamilton County Municipal Court, 1000 Main Street, Room 115, Cincinnati, Ohio 45202 or send facsimile requests to Mr. Poland's attention at 513-946-5710. Telephone requests will not be accepted but telephone inquiries about procedure can be directed to either Jerry Poland or Larry Atwood at 946-5701 or 946-5702.

The Municipal Civil Division will also be disposing of all old case records up to and including 2006 that have had an entry of satisfaction placed on record or an entry of dismissal with prejudice placed on record. If you have any old case file that you want retained, please follow the procedures listed above.

This disposal project is being conducted in accordance with Ohio Supreme Court Superintendence Rule 26 and follows the record retention schedule adopted by the Hamilton County Records Commission and the Hamilton County Municipal Court.

John Williams, Administrator
Hamilton County Clerk of Courts