

**MIAMISBURG MUNICIPAL COURT  
ATTORNEY EMAIL NOTIFICATION  
SIGN-UP FORM**  
**(Rules of Court, Addendum: Email Notification, Eff. 5/1/12)**

Attorney Name: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address of Firm: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Notifications can be emailed to up to three email addresses per attorney. Please **print** your primary email address and up to two additional email addresses below.

1. Primary email address: \_\_\_\_\_
2. Additional email address: \_\_\_\_\_
3. Additional email address: \_\_\_\_\_

Once your email address has been entered into the system, you will no longer receive court appearance notifications by regular U.S. Mail. The email notification is the only notification you will receive. Notifications include but are not limited to appearance notices for pre-trials, hearings, trials and jury trials. In the event of a change of your email address, it is the attorney's responsibility to inform the court of the change. If your office does not have email access you must contact the Court to make arrangements to receive your notifications by mail.

Attorney Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**MIAMSBURG MUNICIPAL COURT, 10 N. FIRST STREET, MIAMISBURG, OH 45342**  
**PHONE: (937) 866-2203 FAX: (937) 866-0135**