

From: Mahoning County Probate Court
Date: Tuesday, December 1, 2020
Re: Electronic Filing Procedures
Contact: Judge Robert N. Rusu, Jr.

TO ALL PROBATE PRACTITIONERS:

Today I issued a *Judgment Entry* (see attached) stating that effective December 1, 2020, the Court will not accept any electronic filing unless they are directed to one of the officially designated addresses:

1. Facsimile to 330-740-2325; and
2. Email to mcprobate@mahoningcountyoh.gov.

It has been brought to my attention that several lawyers and staff are emailing documents directly to certain Court employees. The problem that this is causing is that those pleadings cannot be properly “tracked” and processed in a timely manner. The officially designated addresses are constantly monitored throughout the day by Deputy Clerks and are processed when received and officially time stamped. When pleadings are emailed to a specific Court employee, that employee may be off for an extended period of time due to illness or scheduled vacation time and no other Court employee has access to those documents.

Therefore, that is why it is imperative that you send all of your pleadings to the officially designated addresses so they are processed in a timely manner. You are free to reference in your cover letter/email who the pleading(s) should be directed to, but please only send to the officially designated addresses for consistency purposes.

Thank you for you cooperation and understanding during this very unique time.