

THE SUPREME COURT OF OHIO MAYOR'S COURT INFORMATION UPDATE FORM

Court Name _____ Court Code _____

Change in Court Address or Contact Information

Complete this section if court address, phone, or e-mail address has changed

Mailing Address _____

Phone _____ Court E-mail _____

E-mail addresses containing the court's name ensure more accurate communication

Change in Status

Check one of the boxes below

Active to Inactive Inactive to Active New Court Effective Date _____

Change in Mayor, Acting Mayor, or Magistrate

Complete this section if there is a change in either mayor, acting mayor, or magistrates

	Print Name	Attorney Registration Number (if applicable)	Effective Date
Mayor	_____	_____	_____
Acting Mayor	_____	_____	_____
Magistrate	_____	_____	_____

For multiple magistrates, please attach additional sheets. If additional sheets are attached, check here

Education Status Update

Complete this section if updating education information

	Date of Most Recently Completed Education		Exemptions (check if applicable)	
	General	O.V.I.	May.Ed.R. 3 (D)(1) and 4(D)(1)	May.Ed.R. 3 (D)(2) and 4(D)(2)
Mayor	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Acting Mayor	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Magistrate	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

For multiple magistrates, please attach additional sheets. If additional sheets are attached, check here

Mayor's Name _____
Please print

Mayor's Signature _____ Date _____

Preparer's Name _____ Phone _____
Please print

Preparer's Email _____

Send by email, fax, or mail:

Email: CaseMgmt@sc.ohio.gov
 Fax: 614.387.9409
 Mail: Case Management Section
 The Supreme Court of Ohio
 65 S. Front Street, 6th Floor
 Columbus, Ohio 43215-3431