

**IN THE COURT OF COMMON PLEAS OF UNION COUNTY, OHIO  
JUVENILE DIVISION**

**APPENDIX F**

**REQUEST FOR JUVENILE CLERK'S OFFICE MAILBOX**

Local Rule 6.2 of the Juvenile Division of the Court of Common Pleas, Union County, Ohio permits legal firms, attorneys and represented Union County governmental agencies to accept delivery or service of pleadings, notices and other documents filed or relating to an action in which said firm, attorney or agency is either counsel or party. To receive documents from the Court and other parties via such a mailbox, **please fully complete this form and submit to the Chief Deputy Clerk of this Court.**

**Legal Firm:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Attorney(s):** \_\_\_\_\_

*[Note: If multiple attorneys in a single firm wish to request or share a clerk's office mailbox, each must submit an individual request form or attach hereto the signatures of each attorney.]*

**Address:** \_\_\_\_\_

**Office No.** \_\_\_\_\_ **Facsimile** \_\_\_\_\_

*By submitting this request with your original signature(s), you are deemed to state affirmatively that you have read Local Rule 6.2, understand said rule and in particular, acknowledge the following:*

1. This *Request for Clerk's Office Mailbox* constitutes a waiver of any alleged imperfections of service of documents delivered via the mailbox in any matter before the Juvenile Court in which the applicant is either counsel of record or a party.
2. The contents of the mailbox can be accessed during the Court's normal hours of operation and I/we am/are responsible to check my/our mailbox, by appearing personally or by agent, at the clerk's office to request and retrieve the documents.
3. Delivery or service via the mailbox is complete on the next business day following placement therein.
4. The physical form and location of the mailboxes shall be at the discretion of the Court.
5. This permission can be revoked by presentation of written notice of revocation to the Chief Deputy Clerk.

*Authorized by:*

**Printed Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Original Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supreme Court No.** \_\_\_\_\_