

**Cleveland Heights Municipal Court**  
40 Severance Circle, Cleveland Heights, OH 44118  
(216) 291-4901 Option 4

**INSTRUCTIONS FOR FILING OBJECTIONS - CIVIL DIVISION**

- The Court will mail you a copy of the magistrate's recommendation in your case. If no objections are filed, the Court may adopt the magistrate's findings as its final judgment. **If you want to object to the magistrate's recommendations you must do the following:**
  - (1) File a written statement with the Court, along with a **\$10.00** filing fee, setting forth why you object to the recommendation within **14** days from the date the recommendation was filed.
  - (2) Serve a copy of your objections on all other parties to the action by mailing or delivering a copy of the objections to them. *You must state in the objection that you file with the Court when and how you served the other parties.*
- After an objection is filed, any other party to the action may file a reply to that objection or may file additional objections within **10** days of receiving the original objection.
- Once the Court receives all of the objections it will make a ruling.

☛ **In preparing your objections please note:**

(A) The Court will not consider new evidence submitted with the objections that was not presented at the hearing unless you can demonstrate that you could not have produced that evidence at the time of the hearing.

(B) If you are objecting to the magistrate's findings of fact (i.e. any decisions the magistrate made as to what the facts were in the case) you must provide the Court with a copy of a transcript of the proceedings along with your objection.