

Cleveland Heights Municipal Court
40 Severance Circle
Cleveland Heights, OH 44118

**Instructions for filing objections to Magistrate's Findings
in Traffic Actions**

■ The court will mail you a copy of the magistrate's findings and recommendations 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 findings you MUST do the following:**

① File a written statement with the court, along with a **\$15.00** 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 your objections 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 addition objections within **10 days** of receiving the original objection.

■ Once the court receives all of the objections it will make a ruling. Remember, this will take some time. The court will notify you by mail of the decision.

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

(A) The court WILL NOT consider any 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 hearing.

(B) If you are objecting to the magistrate's findings of facts (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 attached to your objections.

NOTICE: Failure to file objections is a WAIVER of your right to appeal the Court's adoption of the Magistrate's decision.