

FILED
TANNAH BARTON, CLERK

2025 APR -7 PM 1:28

**LEBANON MUNICIPAL COURT
LEBANON, OHIO**

MUNICIPAL COURT
LEBANON, OHIO

IN RE:) Administrative Order
)
Supplemental Citation Service) No. 2025- 03
Per R.C. 2935.26)
)


If a Defendant is charged with a minor misdemeanor, and fails to appear for the scheduled court date, the Clerk of Court shall issue a supplemental citation to the Defendant pursuant to R.C. 2935.26(F).

The supplemental citation shall be served by electronic means (email or text). If the Clerk is unable to locate information to facilitate service upon the Defendant by electronic means, the Clerk shall issue the supplemental citation by certified mail.

A Defendant may opt out of receiving a supplemental citation by electronic means if he/she files a document with the Court either by email: charges@lebanonohio.gov or facsimile: (513) 228-3903, indicating a desire to not receive an email or text message from the Court, before the scheduled court date and time, as referenced on the initial citation from the charging officer.

Any document filed must be signed by the Defendant.

So ordered.



Judge Martin E. Hubbell