

FAX POLICY

This is a Clerk Page in response to Rule 23 in the Domestic Local Rules. Please understand Local Rules permit faxes for Domestic cases ONLY.

E-filing is pending vendor set-up once that is established it will be for all case types, this is in response to a Law change permitting the Clerk to establish electronic filings. Instructions will be posted on our website once we have a go-live date.

Rule 23. Electronic Transmission Filings

In conformity with Civil Rule 5(E), and beginning April 1, 1995, pleadings and other papers may be filed with the Clerk by facsimile transmission; subject to the following provisions:

(A) A document filed by facsimile transmission shall be accepted as the original consistent with Civil Rule 5(E), if the person sending the document by facsimile transmission files with the Clerk of Courts the original document, together with any fees and costs, by the close of business on the fifth (5th) day after the date of transmission. Failure to so file the original and pay the fees and costs shall result in such document being stricken without motion; the document shall thereupon be deemed not filed.

(B) The person filing the document by facsimile shall provide therewith identification information on a cover page, including the caption of the document. The cover page shall indicate the number of pages included in the transmission.

(C) Subject to paragraph (A) above, all documents filed by facsimile shall be considered filed when the date and time have been stamped thereon by the Clerk of Courts. For the purposes of this section, the date and the time stamp produced by the Clerk's facsimile machine shall constitute the date and time stamp of the Clerk of Courts. All risks of transmission shall be borne by the sender.

(D) Fees for this service are as follows: \$2.00 per transmission plus \$0.25 per page for the first ten (10) pages; additional pages cost \$0.50 per page. Each transmission shall be limited to one (1) case.

Only Domestic local rules allow for fax filings. Fax number is 937-327-6646.

You will get an email from clerk@clarkcountyohio.gov to pay and any faxes for non-domestic cases are not retained as indicated in our RC-2.