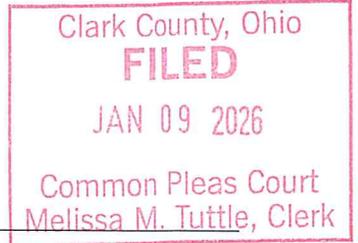


IN THE COMMON PLEAS COURT OF CLARK COUNTY, OHIO  
GENERAL DIVISION

IN THE MATTER OF:

AMENDING AND SUPPLEMENTING  
THE LOCAL RULES OF PRACTICE  
AND PROCEDURE OF THE GENERAL  
DIVISION CLARK COUNTY COMMON  
PLEAS COURT

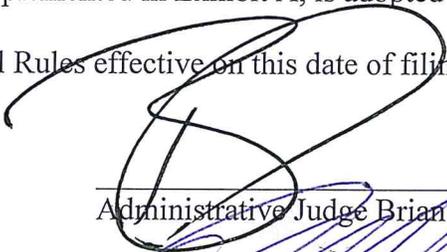
ADMINISTRATIVE ENTRY

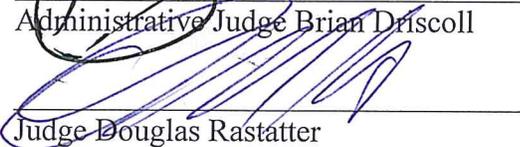


Upon review of the Rules of Court for the Clark Count Common Pleas Cort, General Division, it appears appropriate and necessary to amend, supplement and update Local Civil Rule 2.04 and the Local Criminal Rules to accommodate the directive of ORC 2303.081for the Clerk of Courts to create an e-filing system.

IN FURTHERANCE OF THIS PURPOSE, IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED, Local Rule 2.04 shall be and is herewith amended and supplemented as set forth in "Exhibit A".

Local Rule 2.04, as amended and supplemented in Exhibit A, is adopted and approved by this Court in its entirety and incorporated into the Local Rules effective on this date of filing.

  
Administrative Judge Brian Driscoll

  
Judge Douglas Rastatter

  
Judge Thomas Capber

“EXHIBIT A”

**RULE 2.04**

**FACSIMILE TRANSMISSION & FILING BY ELECTRONIC TRANSMISSION**

- I. The Clerk of Courts is **not** authorized to receive and send pleadings, attachments and necessary correspondence by facsimile transmission.
- II. The Clerk of Courts is authorized to receive and send pleadings, attachments and necessary correspondence by electronic transmission within the parameters set forth in ORC 2303.081.
  - a. Pleadings or documents may be filed with the Clerk of Court in paper or electronic format.
  - b. The Clerk shall determine whether the filing of pleadings or documents in electronic format may be accomplished either by electronic mail or through the use of an online platform.
  - c. The fee for filing pleadings or documents in electronic format may be paid after the filing. The clerk shall not require that any fee for the filing of pleadings or documents in electronic format be paid before the filing, unless the clerk has provided for an electronic payment system for such filing.
  - d. The clerk shall not require a fee for the filing of pleadings or documents in an electronic format that is greater than the applicable fee for the filing of pleadings or documents in paper format.
  - e. Any filer who is exempted from filing fees, in order to avoid the payment of costs, must file their documents in person or by mail.
  - f. Pleadings and documents filed in paper format may be converted to an electronic format. Documents created by the clerk of court in the exercise of the clerk’s duties may be created in an electronic format. **However, a paper file shall also be maintained for the Court as set forth herein.**
  - g. When pleadings and/or other documents are received or created in, or converted to, an electronic format as provided in this section, the pleadings or documents in that format shall be considered the official version of the record.
  - h. In order to maintain a paper file for the use of the Court system, a filer shall, within five (5) business days of the acceptance of e-filing by the clerk of courts, print a file-stamped copy of said filing from the Case Management System and mail or personally deliver said hardcopy to the Office of the Clark County Common Pleas Court Clerk’s Office one (1) copy to be filed in the physical file as well as one (1) additional courtesy copy to be forwarded to the office of the assigned Judge or magistrate. For service requests, file-stamped hard-copies must be provided to the Clerk of Courts as necessary for service of process.
  - i. No proposed orders shall be submitted electronically. Any proposed orders must be forwarded in hard-copy to the assigned Judge or magistrate.
  - j. The date and time an e-filing is “accepted” on the clerk’s e-filing platform shall be the date and time of filing on the case record. The Clerk’s office shall process all filing requests that are received on or before 4:00pm during regular business hours, that same day.
  - k. There is a size limit to each file and it is the filer’s duty to compress the file as necessary to file electronically.
  - l. The Clerk of Courts shall issue the following notice to each e-filer, via email, upon acceptance of any filing, regarding the filer’s duty to send physical copies to the Clerk’s Office:
    - i. Pursuant to Local Rule, in order to maintain a paper file for the use of the Court system, it is required that within five (5) business days of the acceptance of the e-filing, the filer shall produce a file-stamped hard-copy of said filing from the Case

Management System and mail or hand-deliver the hard-copy to the Clerk of Courts Office one (1) copy to be filed in the physical file as well as one (1) additional courtesy copy to be forwarded to the office of the assigned Judge or magistrate.

- ii. For service requests, file-stamped hard-copies must be provided to the Clerk of Courts as necessary for service of process. Service will not be issued until the necessary copies are provided to the Clerk of Court.
- iii. Failure to produce hard-copies of e-filed documents, as set forth above, will result in a fee equal to the cost of reproducing the e-filed document in hard copy, said fee shall be applied by the clerk to cover the cost of printing a single hard-copy of the e-filed document for the paper record, and the clerk shall add said hard-copy to the paper record.