

FILED
LUCAS COUNTY

IN THE COURT OF COMMON PLEAS OF LUCAS COUNTY, OHIO
2017 APR 20 PM 3:44

In Re: **Electronic Filing of Court Documents** * **Administrative Order**

COMMON PLEAS COURT
COURT CLERK
CLERK OF COURTS

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Consistent with Ohio Sup.R.27, Ohio Civ.R. 5(E), Ohio Civ.R. 11, the Ohio Supreme Court Advisory Committee and the Court's draft Standards for Electronic Filing Processes, the Court hereby adopts the following Local Rule 10 governing electronic filing ("eFile") system.

RULE 10. ELECTRONIC FILING THROUGH THE eFILE SYSTEM FOR THE BETA TESTING GROUP

10.01 EFFECTIVE DATE

Effective May 1, 2017, attorneys in the Beta Testing Group ("BTG") may electronically file through the Court's eFile System. Filing through the eFile System is voluntary.

10.02 BETA TESTING GROUP REGISTRATION

Each attorney in the BTG will receive a unique identifier for purposes of filing documents electronically and will be deemed to have electronically filed any document submitted using that identifier.

10.03 SERVICE OF COURT INITIATED FILINGS

Service of Court initiated filings will be made by email through the Clerk's eServices application.

10.04 OFFICIAL COURT RECORD

Documents filed through the eFile System have the same force and effect as those filed by traditional means.

10.05 FORM AND REQUIRED FILINGS

- A. Documents filed through the eFile System shall be filed in .pdf format, except for proposed orders, which shall be filed in Microsoft Word format or a format that is compatible with Microsoft Word. Documents filed shall otherwise comply with the requirements of Local Rule 1.04.
- B. Document filed shall be signed with an image of the author's signature, or with the typed phrase "/s/ [Name of Author]." The signature on a document filed through the eFile System is deemed a signature for all purposes under all applicable rules, statutes, and regulations.

- C. Documents requiring an original signature, such as an affidavit or other notarized document, may be filed through the eFile System as a .pdf document. The filer shall maintain the original signed document in the filer's records until the case is closed and the time for appeal has expired, or the appeals have been concluded and all opportunities for post judgment relief are exhausted.
- D. Documents filed through the eFile System shall not exceed 10 megabytes in size, and shall not contain active hyperlinks to material outside the document being filed.
- E. In accordance with Sup.R. 45(E), Personal Identifiers should be omitted from documents filed through the eFile System. The term "Personal Identifiers" is defined in Sup.R. 44(H).
- F. A Case Designation Form must be filed as a separate document when an original complaint is filed through the eFile System.
- G. An Affidavit of Indigence/Poverty must be filed as a separate document when the document to which it relates is filed through the eFile system.

10.06 FILING AND REVIEW

- A. Documents may be filed through the eFile System twenty-four hours a day, seven days a week. A document shall be deemed filed on the date and time it is filed through the eFile System, whether or not the Clerk's office is open at the time, and regardless when the Clerk's office processes it.
- B. Should a controversy arise in connection with the eFile System, or from the failure of the electronic filing process, it shall be submitted to the Judge assigned to the case for resolution, or, if no Judge has been assigned, to the Administrative Judge. The party wishing to bring the controversy to the attention of the Court shall file a memorandum explaining the controversy and proposing a resolution. All interested parties shall be given notice of the submission of the controversy to the Court, and an opportunity to file a written memorandum addressing the controversy. The Judge hearing the controversy will then issue an order determining the controversy, which shall be made part of the record.

10.07 SERVICE

- A. Instructions for Service must be filed as a separate document when documents to be served by the Clerk are filed through the eFile System. The Instructions for Service shall designate the names and addresses of the parties to be served. If the address of a party to be served is unknown, the filer shall substitute "unknown" for the address. The Instructions for Service shall designate a method of service pursuant to Civ.R. 4, unless an order providing otherwise has been entered by the Court. The Clerk shall then issue a summons and process the method of service in accordance with the Rules of Civil Procedure.
- B. All other documents filed through the eFile System shall be served by counsel as required by Civ. R. 5.

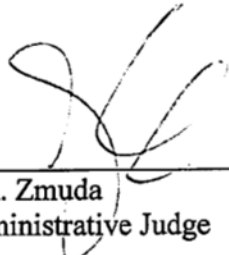
10.08 EXCEPTIONS TO ELECTRONIC FILING

The following documents may not be filed through the eFile System.

- A. Any document in a criminal, juvenile, or domestic relation case.
- B. Any document required to be filed under seal or in camera.
- C. Exhibits, attachments, or other documents that cannot be filed as a .pdf document or exceed 10 megabytes in size.
- D. Any document that contains an active hyperlink to material outside the document being filed.
- E. Complaints on Cognovit Notes.
- F. Complaints in Appropriations Cases.
- G. Motions for temporary restraining orders, preliminary injunction or other immediate relief.
- H. Complaints filed pursuant to R.C. 2903.214 for Civil Stalking Protection Orders or Civil Sexually Oriented Offender Protection Order.
- I. All documents related to Judgment Lien Cases, Certificates of Judgment, Garnishments, Writs of Possession, Foreign Sheriff Deposits and Petitions for Court Ordered Certificate of Title.
- J. Depositions.

10.09 DEPOSITS AND FEES

When a document requiring the payment of a deposit or fees is filed through the eFile System, the required deposit or fee must be paid by credit card or PayPal account at the time of the filing. A 3.5% convenience fee will be assessed on all deposits and fees paid in this manner.



G.A. Zmuda
Administrative Judge