

## **Civil Case Filings**

### **Filings (Gen R. 1.04)**

Paper filings with the Clerk of Courts office must be on 8  $\frac{1}{2}$  x 11 papers. All filings must have a three-inch margin on the first page.

On the left side of the paper, the caption must also be listed. On the right side of the paper, the case number, the judge assigned to the case, who is filing the pleading, and the name of the pleading being filed all must be listed. Filings by attorneys must also contain his or her attorney registration number, telephone number, and fax number.

Proposed orders will accompany all filed motions.

### **Fax Filings (Gen. R. 1.05)**

Documents no longer than 10 pages may be fax filed as well as documents that do not require a security deposit. Do not send originals in the mail. We will use a fax copy and make it the original. There is a \$ 3.00 transmission charge plus 5 cents per page for outgoing fax transmissions.

## **Service Checks**

Service checks are no longer done by telephone. You will need to fax or mail a request for a service check, or check our online docket.

## **Notaries**

To record a notary in our office, you will need your notary certificate along with a \$ 6.00 fee.

To renew a Notary, you need to contact the Toledo Bar Association at 419-241-8515. The Clerk of Courts does not renew Notaries; we only record them.