

LOCAL RULE FOR CLINTON COUNTY JUVENILE COURT:
Rule 8.1 - Email Filing

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Pleadings and other papers may be filed with the Clerk of the Clinton County Juvenile Court by email to juvenilecourt@clintoncountyohio.us as provided in this rule.

CLINTON COUNTY, OHIO

1. Applicability:

- a. This rule applies to proceedings in the Clinton County Juvenile Court.
- b. The following documents will NOT be accepted for email filing: Original Delinquency, Unruly, Traffic (not including e-citation), or any documents under seal or Actions under 2151.85, 2151.34 or 3113.31.
- c. If a proposed filing requires a filing fee, the filing shall not be accepted by the Clerk until court costs and fees have been paid.
- d. The proposed filing shall not be in excess of 20 pages.
- e. The proposed filing may contain more than one document (subject to the above total page limit), but may not apply to more than one case number per transmission.
- f. Parties who are represented by counsel are not permitted to e-mail pleadings or documents *pro se*. Filings must be submitted by counsel.

2. Original Filing:

- a. A document filed by email shall be accepted as the effective original filing. The person filing a document by email shall not file the source document with the Clerk, but rather maintain the source document in his/her records and have available for production on request by the Court the source documents filed by email, with original signatures as otherwise required under the applicable rules.
- b. The source document filed by email shall be maintained by the person making the filing until the case is closed and all opportunities for post judgment relief are exhausted.

3. Required Information in addition to pleadings:

- a. The person filing a document by email shall include ALL of the following information in the body of the email: title of the case (case caption), case number, name of judicial officer to whom the case is assigned (if known), title/description of document being filed, number of pages of document being filed and the name, address, telephone and email address of the person filing (and Supreme Court number if applicable).
- b. If the document is sent by email to the Clerk without the required information listed above, the Clerk may EITHER docket and file the document OR not accept the document for filing. The Clerk is not required to notify the sender (person attempting to file by email) if the document is deficient for filing or acknowledge receipt (unless sender attempts to verify). It is the responsibility of the sender (as detailed below) to verify receipt and/or confirm the document has been filed.

4. Signature

A party who files a signed document by email represents that the physically signed source document is in his/her possession or control. Any signature contained on the email document(s) shall be considered that of the party or attorney it purports to be for all purposes, in conformity with Civ.R. 5 and Juv.R. 8. If it is later established that the document(s) were transmitted without authority or are otherwise found to be fraudulent, the Court shall order the filing stricken from the record.

5. Exhibits

- a. Any exhibit filed pursuant to this section shall be clearly marked, containing the case number, and the title of the exhibit being filed (i.e. Defendant's Exhibit "A" to the Motion to Dismiss).

6. Risk of Transmission

- a. The risks of transmitting a document by email to the Clerk shall be borne entirely by the sending party. It is the responsibility of the sender to verify receipt and the sending party is on notice that there can be technological issues with email communication from time to time. Anyone attempting to file a document by email is urged to verify receipt of such document by the Clerk and follow-up to see if the document was accepted for filing.

7. Time of filing

- a. Subject to the provisions of this Local Rule, all documents sent by email and received by the Clerk shall be considered filed by the Clerk as of the date and time the Juvenile Clerk time-stamps the document during regular hours, as opposed to the date and time of the email transmission. If a document is e-mailed and received by the Clerk at any time on a weekend or holiday, or received after 4:30 p.m. on a regular business day, the document shall be filed on the next regular business day for the Clerk. Thus, for purposes of any filing deadline, a pleading will be deemed filed on the date and time when the Clerk time-stamps the document.

8. Additional Copies

- a. The filing of a document by email does not relieve the requirement of filing additional copies as required by any applicable rules. The party filing the document by email shall not transmit copies by email to the Clerk for service, but shall provide service directly upon all necessary parties (unless service of summons is required, in which case the party must provide the Clerk with sufficient copies to effectuate service and the copies shall not be provided to the Clerk by email or other electronic means).

9. When filing by email, parties must still conform to the Ohio Rules of Civil Procedure and Juvenile Procedure.