

## Chapter 10 - Electronic Filing

### Rule 10.01 - Definitions

- (A) **Source document.** The document to be filed. This document shall be transmitted to the Clerk by e-mail in PDF format. Pursuant to these rules, all procedural (non-substantive) pleadings/motions after the pleading/motion which opens/reopens a case, must be accompanied by a proposed Order which shall be submitted in WORD (.doc/.docx) format.
- (B) **Original document.** A document received by e-mail shall be accepted as the original filing if the sender complies with all of the requirements set forth. The sender need not file a paper copy of the document.
- (C) **E-Mail Filing Cover Page.** All filings by e-mail shall be accompanied by the E-Filing Cover Page as set forth in the Court's Forms, which sets forth:
  - 1. Date of transmission;
  - 2. Name, address, e-mail address, telephone number, and fax number of the sender
  - 3. Case number and caption of the case in which the document is to be filed
  - 4. Title of the document(s) to be filed; and
  - 5. Number of pages being transmitted.

### Rule 10.02 - Procedure

- (A) **Email Address.** The e-mail address available for receiving filings by the Clerk is [mccc-drefiling@ohmedinaco.org](mailto:mccc-drefiling@ohmedinaco.org)
- (B) E-mails sent to any other address are not considered a submission to the Clerk and will not be considered filed. All e-mail filings shall state the Case Number and Case Caption in the subject line of the e-mail.

### Rule 10.03 - Date and Time Restrictions

- (A) For purposes of this rule and for entering such filings into the Case Docket, electronically transmitted documents will ONLY be received during the regular business hours of the Clerk from 8:00 a.m. – 4:30 p.m.
- (B) ANY DOCUMENTS RECEIVED AFTER **3 PM** ON A REGULAR BUSINESS DAY MAY BE FILED AND DOCKETED THE FOLLOWING BUSINESS DAY. Any documents received on weekends or other legal holidays may be filed and docketed the next business day.
- (C) For the purposes of all calculation of time under the Ohio Revised Code, Ohio Rules of Civil Procedure, and these Local Rules, the date and time of the docketed item is the date and time as shown on the time stamp on the face of the document.
- (D) Filers electing to utilize the e-filing system bear the risk of any e-mail filing sent after 3:00 p.m. not being docketed until the next business day.
- (E) It is the responsibility of the attorney or party filing the document to ensure it is accepted by the clerk and time-stamped.

### **Rule 10.04 - Document Parameters**

- (A) An e-mail transmission may contain more than one document but may not apply to more than one case number per transmission.
  - 1. Motions and other filings making reference to or incorporating other documents attached to the motion or other filing as an exhibit thereof shall be considered as part of a single filing for purposes of this rule.
  - 2. Each document attached shall be listed on the Electronic Filing Cover Page by file name.
  - 3. Each document shall be attached as a separate file with a descriptive file name.

### **Rule 10.05 - Fees**

- (A) For any original filing, or filing which requires a deposit, the Clerk will notify the filer of the amount due for deposit, along with a time-stamped copy of the document(s). The person filing said document shall promptly remit the deposit to the Clerk.
- (B) There are no specific costs related to Electronic Filing except to the extent that the filings are taxed as costs to any case. Filings in excess of ten pages may be assessed a copying charge, if necessary, at the rate of ten cents per page.
- (C) It is the sender's responsibility to ensure that there are sufficient funds deposited with the Clerk with which to satisfy the cost relating to the filing.

### **Rule 10.06 - Filing Acceptance or Rejection**

- (A) The Court is authorized to reject any electronic filing if it fails to comply with any of the requirements of these Local Rules. The Court shall notify the sender of any rejection.
- (B) The Clerk is authorized to reject any electronic filing if it fails to comply with any of the requirements of these Local Rules or the Clerk's procedures or rules. The Clerk shall notify the sender of any rejection.
- (C) **Confirmation of Receipt.** The Clerk shall send a confirmation of filing upon the Clerk's acceptance and docketing of the electronic filing. The Clerk shall provide a time-stamped copy of the electronic filing either through access upon the online docket system or by return email to the filer at the time of docketing.