

AMENDED LOCAL RULE 10 - ELECTRONIC FILING TRANSMISSIONS

10.01 Definitions in the Rule shall be as follows:

- A. Source document: The document to be filed. This document shall be transmitted to the Medina County Clerk of Courts by e-mail in PDF format. Pursuant to these rules, all 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: The e-mail copy of the source document received by the Clerk and maintained as the “original” document in the case file. A document filed by e-mail shall be accepted as the original filing if the sender complies with all of the requirements set forth in this Local Rule. The sender need not file any other document.

10.02 Filings Not Accepted: The following documents may NOT be filed by e-mail transmission:

- A. Any proceedings deemed confidential pursuant to Ohio Law.
- B. Any document which is maintained in the Court’s confidential Family File.

10.03 E-Mail Filing Cover Page: All filings by e-mail shall be accompanied by a Clerk Approved cover page as set forth in Appendix “A”, Form 10.03, which sets forth:

- A. Date of transmission;
- B. Name, address, e-mail address, telephone number, and fax number of the sender;
- C. Case number and caption of the case in which the document is to be filed;
- D. Title of the document(s) to be filed; and
- E. Number of pages being transmitted.

10.04 **Electronic Filing E-Mail Address:** The e-mail address available for receiving filings for the Clerk is mccc-drefiling@ohmedinaco.org E-mails sent to any other address are not covered by or permitted under this Local Rule 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.

10.05 **Electronic Submission to Family File E-mail Address:** The e-mail address available for receiving submissions to the confidential Family File of the Court is DRsubmissions@medinadr.org Pursuant to these Local Rules, a Notice of Submission (See Appendix “A”, Form 10.05”) must be *filed* (see Local Rule 10.04) at the time of the submission of the document(s) to the Family File.

10.06 **Date and Time:** For purposes of this rule and for entering such filings into the electronic Case Docket system, electronically transmitted documents may be received **during the regular business hours of the Clerk** from 8:00 a.m. – 4:30 p.m. **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.**

A. For the purposes of all calculation of time for Civil Rules and these Local Rules, the date of a docketed item is the date and time as shown on the face of the document. **Filers choosing 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.**

B. If the document being filed is time sensitive, contact the Clerk ensure it is time stamped on the date it is submitted, or file the document in person at the Medina County Clerk of Courts, Domestic Relations Division.

C. It is the responsibility of the attorney or party filing the document to ensure it is accepted by the clerk and time-stamped.

10.07 Document Restrictions: An e-mail transmission may contain more than one document but may not apply to more than one case number per transmission.

A. 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.

B. Each document attached shall be listed on the Electronic Filing Cover Page by file name.

C. Each document shall be attached as a separate file with a descriptive file name.

D. Each document shall be identified as confidential or not confidential.

10.08 Fees: For any original filing, or filing which requires a deposit, the Clerk of Courts will notify the filer of the amount due, along with a time-stamped copy of the document(s). The person filing said document shall promptly remit payment to the Clerk of Courts for said filing fee.

A. There are no specific costs related to Electronic Filings 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.

B. 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.

10.09 Filing Acceptance or Rejection: The Court is authorized to reject any electronic filing if it fails to comply with any of the requirements of this rule or these Local Rules. The Court shall notify the sender of said rejection.

10.10 Signatures: Documents filed electronically with the Clerk that require an attorney or filing party signature shall be signed with a conformed signature of "/s/ (name)". The conformed signature on an electronically filed document is deemed to constitute a signature on the document for the purposes of signature requirements imposed by the Ohio Rules of Superintendence, Rules of Civil Procedure and any other law.

The correct format is as follows:

/s/ Litigant or Attorney Name
Typed Litigant or Attorney Name
Ohio Supreme Court Number
Attorney for (plaintiff or defendant name)
Law Firm Name
Address (full address)
Telephone
Email

- A. If it is established that the documents were transmitted without authority, the Court may order the filing stricken.
- B. Any electronic filings shall contain a signature and must be followed by the printed name of the person signing the source document.

10.10 Verification of Receipt for e-mail filings: The Clerk shall send a Delivery Receipt. Once the document has been filed the Clerk shall confirm said filing via email by returning to sender the time stamped documents.

COMMENTS:

E-mail Filings: Under Civil Rule 5(E), pleadings, motions, applications and other filings may be filed with the Clerk by e-mail transmission subject to conditions in the rule. This Local Rule is adopted for the convenience of those filing documents with the Clerk but the Clerk; however neither the Clerk nor the Medina County Domestic Relations Court assumes any new or additional responsibilities, obligations or liabilities by virtue of this Rule. The filer remains responsible for any requirements pertaining to time, costs or otherwise when using this method of filing. This Local Rule pertains only to the method of filing and does not change any other requirements in the Local or Civil Rules or Ohio Statutes such as obtaining the consent of parties or counsel or obtaining signatures or the authorization to sign for opposing counsel.