

RULE XII
ELECTRONIC TRANSMISSION FILINGS

A Filings by Facsimile or Email

1. *Definitions.* The following terms in the Rule shall be as follows:

(a) **Source document** – The document to be filed. This document shall be transmitted to the court by facsimile or by e-mail in PDF format unless it is a proposed order, which may be submitted in WORD format.

(b) **Original document** – The facsimile or e-mail copy of the source document received by the Court and maintained as the “original” document in the Court’s file. A document transmitted by facsimile or 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 source document with the Court.

2. **Filings Not Accepted:** The following documents may NOT be filed by facsimile or e-mail transmission:

(a) Any pleading or document necessary to commence a proceeding for which the Court must collect an initial deposit or filing fee;

(b) Any document that requires a fee at the time of filing unless the filer has sufficient funds on deposit to cover the cost of the filing or prior arrangements for payment have been made;

(c) Any filing for which the Court must effectuate service of summons; or

(d) Any proceedings deemed confidential pursuant to Ohio Law.

3. **Electronic Cover Page:** All filings by facsimile or e-mail shall be accompanied by a Court approved cover page as set forth in Appendix A setting forth:

a. Date of transmission;

b. Name, address, e-mail address, and telephone 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.
- 4. E-Mail:** The e-mail address available for receiving filings for the Court is juvenile.court@pikecounty.oh.gov. This e-mail address is available twenty-four (24) hours per day seven (7) days per week. E-mails sent to any other address are not covered by or permitted under this Local Rule and will not be considered filed. All email filings shall state the Case Number and Case Caption in the subject line.
- 5. Facsimile:** The telephone number of the facsimile machine available for receiving fax filings for the Court is **740-941-3086**. Transmissions sent to any other location are not covered by nor permitted under this Local Rule. Faxes may be sent only during normal business hours.
- 6. Document Restrictions:** A facsimile or e-mail transmission may contain more than one document but may not apply to more than one case number per transmission. 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.
- 7. Fees:** 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 shall be assessed a copying charge at the rate of ten cents per page.** It is the sender's responsibility to ensure that there are sufficient funds deposited with the Court with which to satisfy the cost relating to the filing.
- 8. 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. The Court shall notify sender of said rejection.
- 9. Date and Time:** For purposes of this rule electronically transmitted documents may be received during the regular business hours of the Court. **Any documents received after 3 p.m. on a regular business day shall be filed and docketed the following business day.** Any

documents received on weekends or other legal holidays shall be filed and docketed the next business day.

10. Signatures: Any signature on documents transmitted by facsimile or e-mail shall be considered as that of the attorney or other person that it purports to be for all purposes. If it is established that the documents were transmitted without authority, the Court may order the filing stricken. Any electronic filings shall contain a signature and must be followed by the printed name of the person signing the source document.

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

12. Verification of Receipt for facsimile filings: Parties submitting filings by fax must contact a court clerk and confirm that transmission was received. Proof of transmission forms from the fax machine are not sufficient to confirm receipt.

B E-Filing

The Court will accept electronic filings for case types as outlined in the Court's most recent administrative order. The most recent administrative order is available on the court's website at www.pikecountypjcourt.com.

All documents filed through the E-File System in accordance with this Rule must also comply with the standards set forth in the Local Rules of the Juvenile Court, the Ohio Rules of Civil and Juvenile Procedure, and the Rules of Superintendence.

COMMENT:

E-mail Filings Under Civil Rule 5(E), pleadings, motions, applications, and other filings may be filed with the Court by e-mail transmission subject to conditions in the rule. This Local Rule has been instituted solely for the convenience of those filing documents with the Court. The Court does not assume any new or additional responsibilities, obligations

or liabilities by virtue of this Local Rule, except as expressly provided in this Rule. The sender assumes all responsibilities, obligations and liabilities for using this method of filing. This Local Rule pertains only to the method of filing and does not override, alter, amend, revoke or otherwise change any Local Rule or Civil Rule respecting the requirements of any filings such as obtaining the consent of parties or counsel or obtaining signatures or the authorization to sign for opposing counsel.