

Local Rule [] Electronic Online Filing Permitted.

A. Electronic Filing.

Starting on [date], except as provided herein or unless otherwise authorized by the assigned judicial officer, all documents shall be filed electronically using the Courtscan.com Electronic Filing System (“Courtscan”). Documents filed electronically shall conform substantially to the requirements of the Ohio Rules of Civil Procedure, these Local Rules and to the format for the Courtscan.com Electronic Filing System.

B. Consequences of Electronic Filing.

Electronic transmission of a document to the Courtscan.com Electronic Filing System together with transmission of a Notice of Electronic Filing from the Court constitutes filing of the document for all purposes under the Federal Rules of Civil Procedure, and the Local Rules of this Court, and constitutes entry of the document on the docket kept by the Clerk under Ohio Civ. R. 58 and 79.

When a document is filed electronically, the official record is the electronic recording of the document as stored by the Courtscan.com Electronic Filing System, and the filing party is bound by the document as filed unless relief is granted under subsection (D) of this rule.

C. Filing Date and Time.

Except in the case of documents first filed in paper form and subsequently submitted electronically, a document filed electronically is deemed filed at the date and time stated on the Notice of Electronic Filing from the Court.

Filing a document electronically does not alter the filing deadline for that document. Filing must be completed before midnight local time where the Court is located in order to be considered timely filed that day.

D. Technical Failures and Inadvertent Filings.

A document mistakenly filed under the wrong case number will be deleted by the Clerk, who will electronically notify the filer. The document may then be immediately filed in the correct case record without seeking the consent of opposing counsel or the Court. An untimely filing as the result of a technical failure or other incorrect filing caused by some other error in using the Courtscan.com Electronic Filing System may be corrected upon motion submitted pursuant to the Court.

E. Public Electronic Filing Equipment

The Clerk of Court's office, during regular business hours of the Clerk of Court, shall make available one or more computer and scanner stations wherein attorneys or parties to cases may file pleadings and motions electronically online.

F. Discovery Requests and Responses

Any attorney or pro se party may, at his/her option, now file any discovery request or response with the Courtscan.com Electronic Filing System.

G. Proposed Entries

Any attorney or pro se party filing a Motion shall file a proposed entry granting the relief sought in the Motion. Such proposed entry granting the relief sought shall be filed in MSWord or WordPerfect or other type manipulable format so that the Court may modify it as needed. Such document will be filed in a "Proposed Entries" folder made available through the Courtscan.com Electronic Filing System since the Courtscan.com Electronic Filing System does not accept non-pdf format filings.

H. Sealed Filings

If any pro-se party or attorney desires to file a sealed motion or exhibit, such pro-se party or attorney shall refer in his/her motion to the exhibit as a sealed exhibit. In place of the sealed exhibit in the filing, there shall be only a one page notation, for example: "Sealed Exhibit A". The exhibit will be filed in a special "Sealed Exhibits" Folder and shall be sufficiently designated so that the court understands what sealed exhibits go with what Motions. For instance, a sealed exhibit might be entitled "Sealed Exhibit A to Plaintiff's Motion for Summary Judgment filed on March 23, 2009".

Anyone filing a sealed exhibit will also separately file a Proposed Entry (pursuant to subsection G of this rule whereby the Court orders any parties accessing such sealed exhibit or motion to agree not to divulge any detail about it to anyone else not subject to the non-disclosure order. Disclosure to any non-covered person may be contempt of court.

Sealed filings will only be made available to the parties to the case and the attorneys to the case who have signed and filed notice whereby they consent to abide by a non-disclosure order.

Within 14 days of the filing of a sealed exhibit, any pro se party or attorney may object to the sealing of the exhibit or motion. Such objections shall also be made under seal (though not requiring a motion to do so nor a ruling of the court. If such objection is found by the Court to be well-taken, the Court may unseal the item filed under seal.

J. Juvenile Court Filings

All Juvenile Court filings shall only be accessible to the parties to the case and their attorneys.

Local Rule []. Mistakes in Electronic Filing Creating Exigent Circumstances.

In exigent circumstances, such as where a privileged document is mistakenly filed, relief may be sought by ex parte contact with a judicial officer. Counsel and parties should not assume that such relief is available on jurisdictional time limits (such as statutes of limitation or deadlines for appeal).

Local Rule []. Certificate of Service in Electronic Filings

A. Certificate of Service.

Proof of service of all pleadings and other papers required or permitted to be served (except in the case of an ex parte proceeding) shall be made in compliance with this rule. Such proof of service shall state the date and manner of service, including the name of the person(s) served and the address(es) to which service was directed, and shall be fully stated on or attached to the copy of the pleading or other document served upon a party or upon the trial attorney of each party.

B. Delivery Electronically Including Facsimile.

Delivery by electronic means through the Courtscan.com Electronic Filing System consented to by the person served, pursuant to this rule or by facsimile transmission between the parties or the parties' counsel, shall constitute "delivery" and proper service under Fed. R. Civ. P. 5(b).

C. Registering for Online Filing At Appearance

When filing a first pleading or motion with the Court, attorneys must register an email address with the Courtscan.com Electronic Filing System so that all other motions and pleadings in the case may be served upon such attorney. By doing so, attorney consents to have all pleadings and motions sent to that email address and agrees that this satisfies Civil Rule 5's service requirements, except in cases where Civil Rule 5 service has been ruled insufficient such as service of a complaint or in contempt proceedings, etc.

D. Notice of Withdrawal from the ECF System.

An attorney seeking to revoke consent to receive electronic service using the ECF system, given pursuant to this rule shall provide written notice to the Clerk and to all counsel of record in each case in which the attorney has appeared no less than ninety (90) days prior to the effective date of such revocation. Absent such notice no revocation is effective.