

**LOCAL RULE 57.2****FORWARDING COPIES**

- (A) The Court will serve file-stamped copies of its Orders via email when possible. Each attorney of record must supply the Court with a valid email address.
- (B) The Court will not return file-stamped copies by mail unless submitted with a return, self-addressed, stamped envelope.

**Sup. R. 57 Filings and Judgment Entries.**

- (A) All filings, except wills, shall be on eight and one-half (8½) by eleven (11) inch paper, without backings, of stock that can be microfilmed.
- (B) All filings shall contain the name, address, telephone number, and attorney registration number of the individual counsel representing the fiduciary and, in the absence of counsel, the name, address, and telephone number of the fiduciary. Any filing not containing the above requirements may be refused.
- (C) Failure of the fiduciary to notify the court of the fiduciary's current address shall be grounds for removal. Not less than ten (10) days written notice of the hearing to remove shall be given to the fiduciary by regular mail at the last address contained in the case file or by other method of service as the court may direct.
- (D) Filings containing partially or wholly illegible signatures of counsel, parties or officers administering oaths may be refused, or, if filed, may be stricken, unless the typewritten or printed name of the person whose signature is purported to appear is clearly indicated on the filing.
- (E) All pleadings, motions, or other filings are to be typed or printed in ink and correctly captioned.
- (F) Unless the court otherwise directs, counsel for the party in whose favor a judgment is rendered, shall prepare the proposed judgment entry and submit the original to the court with a copy to counsel for the opposing party. The proposed judgment entry shall be submitted within seven (7) days after the judgment is rendered. Counsel for the opposing party shall have seven (7) days to object to the court. If the party in whose favor a judgment is rendered fails to comply with this division, the matter may be dismissed or the court may prepare and file the appropriate entry.
- (G) When a pleading, motion, judgment entry or other filing consists of more than one (1) page, each page shall contain the case number in the upper portion of the page.