

1. Definitions in the Rule shall be as follows:
  - a. **Source document:** The document to be filed. This document shall be transmitted to the court by e-mail in PDF format unless it is a Proposed Order which shall be submitted in WORD format.
  - b. **Original document:** the e-mail copy of the source document received by the Court and maintained as the “original” document in the Court’s 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 source document with the Court.
2. **Filings Not Accepted:** The following documents may NOT be filed by e-mail transmission:
  - a. Any pleading or document necessary to commence a proceeding for which the Court must collect an initial case deposit or a filing fee and/or for which the Court is required to effectuate service of summons; or
  - b. Any document filed by e-mail that requires a fee at the time of filing unless the filer has on deposit sufficient funds for the payment of costs; or
  - c. Any proceedings deemed confidential pursuant to Ohio Law.
3. **Electronic Cover Page:** All filings by e-mail shall be accompanied by a Court Approved cover page as set forth in Appendix “I”, setting 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.
4. **E-Mail:** The e-mail address available for receiving filings for the Court is [efiling@summitohioprobate.com](mailto:efiling@summitohioprobate.com). This e-mail address is available twenty-four (24) hours per day seven (7) days per week for e-mail filings ONLY. 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. **Document Restrictions:** An 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.

6. **Fees:** There are no specific costs related to Electronic Filings except to the extent that the filings are taxed as costs to any case. It is the sender's responsibility to ensure that there is sufficient funds deposited with the Court with which to satisfy the cost relating to the filing.
7. **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.
8. **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 Court. **Any documents received after 3 pm 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.**
9. **Signatures:** Any signature on documents transmitted by 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.
10. **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.

**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 is adopted for the convenience of those filing documents with the Court but the Court does not assume 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.

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.