

The Court of Common Pleas
PROBATE & JUVENILE DIVISIONS
HOLMES COUNTY, OHIO

**JUVENILE COURT LOCAL RULE
ELECTRONIC FILING**

Pursuant to Juvenile Rule 8 and Rules of Civil Procedure Rule 73(J) the Court adopts the following Local Rule regarding electronic filing of documents:

E-Filing

1. All documents filed electronically in accordance with this Rule also must comply with standards set forth in the Local Rules of the Juvenile Court, the Ohio Rules of Civil Procedure, and the Rules of Superintendence
2. In matters where electronic filing is authorized, the electronically filed document will be printed and become part of the official court record.
3. Any signature on electronically transmitted documents shall be considered that of the attorney or party it purports to be for all purposes. If it is established that the documents were transmitted without authority, the court shall order the document stricken.
 - (a) No attorney shall authorize anyone to electronically file on that attorney's behalf, other than his/her employee or a service provider retained to assist in electronic filing.
 - (b) The electronic filing of a document by an attorney, or by another under the authorization of said attorney, or by a party not represented by an attorney shall constitute a signature of that attorney or party under Ohio Civil Rule 11.

4. Electronic filing shall be available twenty-four hours per day, seven days per week. All electronic filing of documents must be completed by 4:30 PM to be timely filed that day. Documents transmitted outside of regular court hours of operation shall be deemed filed on the next normal business day of the Court.
5. All electronic filings to Juvenile Court shall be sent to: efilejuvenile@co.holmes.oh.us.
6. A document electronically filed shall be accepted as the original filing if the filer complies with all the requirements set forth in this rule. The filer shall not be required to file the source document with the court but must maintain the same in the filer's records, and have the same available for production on request of the court, or other counsel. The filer shall maintain the source document until the subject case is closed and all appeals and opportunities for appeal have been exhausted.
7. On filings that require payment, the Court may delay processing the e-filed documents until payment has been received. This would include cost deposits due at the initiation of new cases and final costs due at conclusion of a case. Payment may be made by credit card via telephone or in person, or by check via mail or in person.
8. Users are strongly encouraged to request a delivery receipt for the documents filed electronically and may also consider requesting a read receipt.
9. Electronic Filers must include a face sheet with their documents which includes the following:

- (a) Date and Time of Filing
- (b) Agency to be filed with
- (c) Filer's Name
- (d) Filer's Email Address
- (e) Form Name

(f) Filing Fee paid or information regarding how payment will be submitted

10. Filings should NOT include the following:

- (a) Social Security Numbers
- (b) Full account numbers for an individual's bank account, security account, debit card, or charge card

11. In the event that a document is electronically filed with incomplete information, the court may reject the document and notify the filer via electronic mail or by telephone of said rejection.

12. The following definitions shall apply herein, unless the context requires otherwise:

- (a) "Electronic filing" means the transmission of a digitized source document electronically via the internet to the court for the purpose of filing the document and refers to the means of transmission or to a document so transmitted.
- (b) "Document" means any pleading, motion, exhibit, order, notice, and any other filing by or to the Court, except trial exhibits that have not yet been admitted into evidence by the Court.



JUDGE THOMAS C. LEE

Date: June 17, 2020