

COURT OF COMMON
PLEAS
UNION COUNTY, OHIO

2025 FEB 24 PM 1:22

Danielle N Sullivan
CLERK

FILED
JUVENILE COURT
UNION COUNTY, OHIO

2025 FEB 24 PM 1:20

RICK RODGER, JUDGE

FILED
PROBATE COURT
UNION COUNTY, OHIO

2025 FEB 24 PM 1:20

**IN COURT OF COMMON PLEAS OF UNION COUNTY, OHIO
GENERAL & DOMESTIC RELATIONS DIVISION
PROBATE & JUVENILE DIVISION**

IN THE MATTER OF:

Case Nos.

**Joint Administrative Order
Adopting Amended Rules for the
Electronic Case Filing System**

2025 MS 0030	General & Domestic Relations Division
2025 PJ 0001	Probate Division
2025 JJ 0001	Juvenile Division

The General, Domestic Relations, Probate and Juvenile Divisions of the Union County Court of Common Pleas hereby jointly adopt amended requirements and procedures controlling use of the electronic case filing system (“ECF”), the Court’s web-based electronic filing (“e-filing”) platform, as set forth within the attached.

All attorneys of record shall register for an ECF eUser account through the online portal and file exclusively through the ECF, subject to the exceptions and prohibitions set forth in the attached. Self-represented (“pro se”) litigants will continue to file conventionally (paper, via email and facsimile).

This order, which amends and supersedes procedures set forth in the prior Joint Administrative Order (issued May 8, 2023) as to the ECF, shall be effective February 25, 2025.

IT IS SO ORDERED.



Hon. Don W. Fraser, Judge
Union County Court of Common Pleas
General & Domestic Relations Division



Hon. Rick Rodger, Judge and Ex Officio Clerk
Union County Court of Common Pleas
Probate & Juvenile Division

Copy: Danielle Sullivan, Union County Clerk of Court
Union County Bar Association

Joint Administrative Order – Electronic Case Filing System

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(A) Registration Requirements

- (1) **Access Limited to Registered eUsers.** Only Electronic Case Filing System (ECF) Registered eUsers (eUsers) are permitted to utilize the ECF to e-file, serve, receive, review, and access cases in which they are counsel of record or a party. eUsers shall abide by this order and the ECF eUser Guide, as effective on the date of filing or access and as amended from time to time.
- (2) **Attorneys: Registration Required.** All attorneys of record are required to register as eUsers and shall file exclusively through the ECF. The Courts will not accept any conventional filings (e.g., physically filed in the Clerks’ offices, via U.S. Mail, email or facsimile) from any attorney unless leave is otherwise granted by the Court or subject to exceptions stated herein (see [Subsection \(J\)](#)).
- (3) **Self-Represented Litigants: Registration Optional.** This order does not authorize self-represented (pro se) litigants to apply to become Registered eUsers in their case(s). The Courts may grant such access in the future. Although this order contemplates and contains language in reference to such access, it shall not be construed to permit access to self-represented litigants, absent further order of the Court. If granted eUser status, the self-represented litigant shall submit their filings exclusively through the ECF. Individuals previously declared vexatious litigators shall not be granted an eUser account. If not an eUser, self-represented litigants are permitted to file conventionally, subject to local rules and Clerks’ procedures.
- (4) **Registration constitutes consent to accept E-service.** Upon registration, the eUser consents to receive service and notices of filing via email and through the ECF and waives the right to receive service via first-class mail, clerk’s office mailbox delivery or other forms of personal service of documents e-filed in the Court Electronic Record (excluding service of an original complaint). See [Subsection \(I\)](#) for further details regarding e-service.

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- (5) **Registration constitutes consent to adhere to ECF eUser Guide.** Upon registration, the eUser agrees to adhere to the instructions set forth in the ECF eUser Guide (published in the ECF portal), as amended from time to time.
 - (6) **Initial Registration.** To receive an eUser account, registration is required. Attorneys can register online through the ECF portal, though attorneys who have not appeared previously before any division of the Union County Common Pleas Court must first call the appropriate Clerk's office to pre-register. Attorneys shall be in good standing and actively licensed by the Supreme Court of Ohio. Applicants will receive notice of approval or denial via email. Self-represented litigants who wish to register for an eUser account must personally appear in the appropriate Clerk's office to pre-register, provide satisfactory personal identification, file their initial pleadings and pay any required deposit.
 - (7) **Account Security.** The eUser shall be responsible for the security of their account credentials (username and password). If an eUser believes their account has been compromised, they shall immediately change their password through the ECF. All documents submitted with the eUser's account are deemed to be made with the authorization of the eUser, unless the eUser files a motion to strike the e-filing and proves the contrary by clear and convincing evidence.
 - (8) **Account Removal, Suspension.** The Clerk may temporarily or permanently suspend an eUser's account without prior notice upon information or belief that: the eUser is not complying with local rules, orders or instructions regarding use of the ECF; violations of law, the Ohio Rules of Court, the Ohio Revised Code; or violations of public records policies. eUsers shall not display, reproduce, and/or distribute for or to non-attorneys or non-parties certain protected documents and case information stored within the Court Electronic Record (e.g., [Sup.R. 48](#) et seq., regarding the written reports of Guardians ad litem) in contravention of the Ohio Revised Code, Ohio Rules of Court or local rules. If the eUser is an attorney, the eUser's account will be suspended if the attorney is no longer licensed to practice law by or otherwise in good standing with the Supreme Court of Ohio. The Clerk will provide prompt notification of the suspension to the eUser. Upon notice and opportunity for hearing, the Court may enter an order to revoke or to reinstate the account for good cause shown.
- (B) Document Formats, Contents**
- (1) **Document Formats.** E-filed documents shall adhere to the applicable division's local rules that govern the formatting of documents as to font size, line spacing, margins and other filing standards. Failure to comply with the Court's formatting requirements may result in rejection of a submission. In accordance with local rules, the physical dimensions of any e-filed page shall not exceed 8½" x 11" (i.e., when printed).
 - (2) **Confidential Information, Personal Identifiers.** Filers shall redact or omit protected, confidential personal identifiers and identifying information that appears within a source document prior to submission. Upon a separate document or form, the filer shall reflect any redacted or omitted information that is deemed not a case document and not subject to public access. This includes identifying information of a victim of crime and personal identifiers such as account numbers and social security numbers. Although the Clerk is not required to review each document for compliance, a submission may be rejected for filing if information therein is not redacted or omitted in compliance with Ohio law (e.g., R.C. [2930.04](#)), specific Court orders or applicable rules of procedure (e.g., [Sup.R. 45](#)). See [Exhibit B](#) for further instructions for filing in the General and Domestic Relations Division. To e-file protected, confidential or non-public records in the Probate and Juvenile Division, see "Instructions to eFile Protected Documents" (published in the ECF portal).

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(C) Document Digital Formats

- (1) **Complaints, Pleadings, Motions.** Complaints, pleadings and motions filed subsequent to the original complaint shall be uploaded to the ECF in the Portable Document Format (PDF or .pdf), with a resolution of no more than 300 dpi (dots per inch). Documents shall not contain live, external hyperlinks.
- (2) **Proposed Entries, Orders.** Proposed entries or orders drafted by the filer shall be submitted in a Microsoft Word 2007 or higher compatible format (.docx). If submitted with a motion, within the “Filing Note” field, the proposed entry or order shall reference the specific motion to which it applies. Proposed entries or orders promulgated as a PDF by the Supreme Court of Ohio, a federal or state agency or by the Court shall be submitted as a PDF. If e-signatures will be applied to the document, see [Subsection \(H\)](#).
- (3) **Digital Size of Documents, Uploads.** The digital size of one (1) document (and its exhibits or appendices, if any) is limited to 10 megabytes (10 MB), or 10,000 kilobytes (10,000 KB). The total size of all documents uploaded together shall not exceed 25 megabytes (25 MB).
- (4) **Documents with Original Signatures, Seals.** Original documents that require and feature an original signature (e.g., affidavit with a notary signature and seal), shall be scanned (resolution not to exceed 300 dpi) and uploaded as a PDF. Some original documents must also be filed with the Clerk in their original form; see [Subsection \(J\)\(4\)](#). If the filer retains the original document, it shall be maintained by the filer until the case is closed, the time for appeal has expired or appeals have been heard or denied, and all opportunities for post judgment relief are exhausted. The filer shall produce any original document upon request of the Clerk or order of the Court. Failure to maintain and preserve the original document may subject the filer to contempt of court.

(D) ePayment of Deposits, Costs, Fees

All required deposits for costs and/or fees required for the initiation of a case, document costs or subsequent filings shall be paid at the time a submission is uploaded. The ECF accepts payment of deposits and fees electronically. Additional processing fees will apply. Any submissions uploaded without payment of the required deposit, cost or fee may be rejected, subject to R.C. [2323.311](#). Payment by credit card is processed through FivePoint Payments LLC. Payment for any submission will be on hold until the submission is accepted after Clerk Review. If at any time the ePayment suite is not functioning, filers shall pay required deposits or costs directly to the Clerk’s office not later than three (3) days after their submission is e-filed.

(E) Clerk Review

Although the ECF can receive uploads 24 hours a day, 7 days a week, submissions will not be officially e-filed until accepted following Clerk Review. Clerk Review takes place during regular Court business days (Monday through Friday) from 8:30 a.m. to 4:00 p.m., excepting scheduled or emergency closures.

(1) Clerk Review Response Periods.

- (a) **Clerk of Courts (General and Domestic Relations Divisions).** Submissions uploaded prior to 4 p.m. during any Court business day will be reviewed (and either rejected or accepted) that same day. Submissions uploaded after 4 p.m. on any Court business day or on days the Court is closed will be reviewed prior to the end of the next Court business day.
- (b) **Probate Division.** Regardless of when a submission is uploaded, all submissions (excluding accounts) will be reviewed (and either rejected or accepted) prior to the end of the next Court business day after submission.

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(c) **Juvenile Division.** Submissions uploaded prior to 4 p.m. will be reviewed (and either rejected or accepted) that same day. Submissions uploaded after 4 p.m. on any Court business day or on days the Court is closed will be reviewed prior to the end of the next Court business day.

(2) **Clerk Review Actions.**

(a) **Submission Accepted.** If the Clerk accepts a submission, it will receive the Court’s electronic file stamp as of the date and time of acceptance. Any payments on hold will be processed and the Clerk will docket the e-filing. The ECF will issue a “Notice of Electronic Filing” to all eUsers associated with the action and service by the Court will be complete as to those eUsers; see [Subsection \(I\)\(4\)](#). Once e-filed, the submission cannot be altered; filings may only be stricken from the Court Electronic Record upon motion and by order of the Court. If the e-filing was submitted without authority of the eUser, the Court will order the e-filing stricken. (See Account Security, [Subsection \(A\)\(7\)](#)).

(b) **Submission Rejected.** If the Clerk rejects a submission, the eUser will be notified via email and through the ECF. The filer must log into the ECF, view the Clerk’s notations regarding the specific deficiency, error or issue, then correct and resubmit the filing. Reasons for rejection include but are not limited to: failure to include instructions for service or a complete certificate of service; failure to abide by the Courts’ local rules as to document formatting (e.g., margins); missing e-signatures, original signatures or notarized signatures; and failure to submit a proposed entry or order for the Court’s approval with a motion or as otherwise required by rule, the Court or Clerk.

(F) **Electronic File Stamp**

Upon acceptance following Clerk Review, a submission shall receive the Court’s e-file stamp as of the time and date of acceptance.

(G) **Filing Deadlines**

Nothing herein shall be deemed to alter the computation of time found within the applicable provisions of the Ohio Revised Code and the Ohio Rules of Court, which set forth that filing deadlines that fall upon a Saturday, Sunday, or a legal holiday will run to the end of the succeeding day that is not a Saturday, Sunday, or legal holiday.

(H) **Electronic Signatures**

(1) **Digital image of signature.** The digital image of an original signature shall constitute the signature of the signing party or attorney for all purposes, including pursuant to the Ohio Rules of Court and any other controlling law or rules.

(2) **Conformed Electronic signature.** A conformed e-signature upon an e-filed document is deemed to constitute the signature of the signing party or attorney for all purposes, including pursuant to the Ohio Rules of Court and any other controlling law or rules. If utilizing an e-signature, the signature of an attorney shall appear as “/s/ Attorney A. Name, Esq.” and the signature of a party and/or self-represented litigant shall appear as “/s/ Party B. Name”.

(3) **Multiple E-signatures.** When a document requires two or more e-signatures, the filer shall: confirm that the document is acceptable to all persons required to sign the document; indicate the agreement of other counsel or parties at the appropriate place in the document, usually on the signature line; and submit the document, indicating the signatories and their status as counsel or party, e.g., “Approved as to Form: /s/ Attorney A. Name, Esq.”, “Approved: /s/ Party B. Name”, etc. E-filing a document with multiple e-signatures constitutes certification by the filing attorney or party that all persons have authorized use of their e-signature and that the filer can

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demonstrate proof of their consent if the Court or Clerk requires. If electronic signature management software is utilized to capture any digital signatures (e.g., DocuSign), the final document should be saved as a PDF (or printed as a PDF) to remove imbedded links before submission for e-filing.

- (4) **Judicial Officer, Court Staff and Clerk E-signatures.** Electronic documents may be e-signed by a Judge, Magistrate, Clerk, Deputy Clerk or staff member (e.g., probation officer). The e-signature or digital image of the person's signature shall have the same force and effect as if an original signature was applied to the document.
- (I) **Service, E-service**
 - (1) **Instructions for Service.** For all filings that require service by the Clerk or for which a filer requests service by the Clerk, written instructions for service (Praeceptum) shall be submitted with the filings. The instructions shall state with specificity the documents to be served and the method of service. The Clerk will generate service copies of the documents specifically listed by the filer within the instructions. The cost to generate service copies will be assessed as costs to the case in accordance with local rules and the order of the Court.
 - (2) **Proof of Service.** A certificate of service, endorsed thereon by the filer and stating the date and manner of service, shall be included with any document submitted for e-filing and in accordance with the applicable Rules of Procedure.
 - (3) **E-service upon eUsers.** The ECF emails a "Notice of Electronic Filing" to all eUsers associated with a case upon acceptance of any e-filing or docketing of any Court-issued notice, entry or order. Transmission of the notice via email constitutes service upon all eUsers associated with that case, and service is deemed complete upon transmission. If the ECF fails to generate a "Notice of Electronic Filing," the counsel or party to be served may move the Court for an order extending the date for any response. eUsers should routinely verify that ECF emails are not blocked by a spam filter or otherwise redirected; the Court will not contact an eUser if emails are undeliverable. No notification of receipt of e-service will be sent. eUsers can confirm service through the ECF. eUsers are responsible to check the ECF for notices pertaining to recent e-filings and advised not to rely solely upon receipt of the courtesy emails.
 - (4) **Service upon parties who are not Registered eUsers.** The filer shall serve any party who is not a Registered eUser with a paper copy of their e-filing in accordance with the applicable rules of procedure. Parties served by regular U.S. mail may have additional time to respond, if provided by the applicable rules of procedure.
 - (5) **Service of Court Orders, Entries.** After the Court files an order or entry, the ECF will serve all eUsers with a "Notice of Electronic Filing" email and serve all non-registered parties via ordinary U.S. Mail, unless the Court directs service to be completed in another manner. Parties served by regular U.S. mail may have additional time to respond, if provided by the applicable rules of procedure.

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(J) Prohibitions and Exceptions to E-filing

- (1) **New Case Request/Initiations.** Subject to the prohibitions herein, all case types shall be initiated through the ECF if a party is represented by an attorney. Whether a case is initiated by the Clerk or by e-filing, e-filing is required within all authorized case types after a case is open.
- (2) **Case Prohibitions: E-Filing Not Permitted.** E-filing in certain case types or actions is prohibited in total. See the “Case Types, Actions Prohibited” sections of [Exhibit B](#) (General and Domestic Relations Division), [Exhibit C](#) (Probate Division) and [Exhibit D](#) (Juvenile Division).
- (3) **New Case Prohibitions: Initiation by E-Filing Not Permitted.** Certain case types or actions shall not be initiated through the ECF and must be filed conventionally with the Clerk. After the case is open, subsequent e-filing is required of attorneys of record in the matter. See the “Case Initiation Prohibited” sections of [Exhibit B](#) (General and Domestic Relations Division), [Exhibit C](#) (Probate Division) and [Exhibit D](#) (Juvenile Division).
- (4) **Document Prohibitions: E-filing Not Permitted.** Certain documents shall not be e-filed and shall be filed conventionally (i.e., on paper, in their original form), unless otherwise permitted by Court order. The original document will be received, scanned, and uploaded to the Court Electronic Record by the Clerk and will be retained in the record of the matter, in accordance with the Court and Clerk’s usual practices. See the “Document Prohibitions” sections of [Exhibit B](#) (General and Domestic Relations Division), [Exhibit C](#) (Probate Division) and [Exhibit D](#) (Juvenile Division).
- (5) **Document Exceptions: E-filing Permitted, Original Documents Required.** Certain documents shall be e-filed and also shall be filed conventionally with the Clerk (i.e., on paper, in their original form) within three (3) business days of the acceptance of the e-filed document into the Court Electronic Record, unless otherwise permitted by Court order. See the “Document Exceptions” sections of [Exhibit B](#) (General and Domestic Relations Division), [Exhibit C](#) (Probate Division) and [Exhibit D](#) (Juvenile Division).

(K) ECF System Availability.

The ECF is available to receive submissions 24 hours a day, 7 days a week. Notice of scheduled upgrades will be posted on the ECF portal homepage. Notice of ECF technical failures or system outages will be posted on the ECF portal or the Court’s website, if possible. If a submission is not received through ECF due to an error or outage, the Court may, upon motion and satisfactory proof, enter an order permitting the submission to be deemed filed as of the date and time submission was attempted. Filers should not assume that such relief will satisfy or expand jurisdictional time limits, deadlines for appeal or statutes of limitation. Documents may be conventionally filed or emailed to the appropriate Clerk’s office during periods of technical failure or system outage; required deposits, costs, or fees shall be paid in full to the Clerk within 48 business hours or the filing will be stricken.

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EXHIBIT A – TERMINOLOGY AND DEFINITIONS

- (1) **Case Management System (CMS).** The system that manages the docketing, receipt, processing, storage, and retrieval of data associated with the record of cases and performs actions upon data stored therein.
- (2) **Clerk.** The Clerk of Court, the Judge and Ex-Officio Clerk of the Probate and Juvenile Court, or a Deputy Clerk of either.
- (3) **Clerk Review.** The preliminary review of documents uploaded and submitted through the ECF, conducted by a Clerk, prior to acceptance for e-filing within the Court Electronic Record.
- (4) **Conventional Filing.** Filings on paper, featuring original signatures, that are submitted directly to the Clerk (i.e., in person, via U.S. Mail) and not through the ECF.
- (5) **Court Electronic Record.** Any e-filed document, information or data that is recorded digitally in the Case Management System and stored in the Document Management System.
- (6) **Document Management System (DMS).** The system that manages the receipting, indexing, storage, and retrieval of electronic documents held within the Courts' records.
- (7) **ECF eUser Guide.** A document containing directions to utilize the ECF.
- (8) **E-file ID Number.** A unique number assigned to a submission upon upload to the ECF.
- (9) **Electronic Case Filing System (ECF).** The appointed agent of the Clerks and Courts for purposes of electronic filing, receipt, service, and retrieval of documents. The ECF encompasses the Case Management System, the Document Management System and all orders, rules, instructions and procedures utilized to effectuate electronic submission, filing, docketing, service, viewing and retrieval of such records. The ECF is web-based and can be accessed remotely via the internet.
- (10) **Electronic File Stamp (e-file stamp).** The official electronic file stamp of the Court, affixed to any document entered upon the Court Electronic Record, which states the date and time the document was accepted by the Clerk for e-filing.
- (11) **Electronic Filing (e-filing or eFiling).** The electronic transmission, acceptance, and processing of data and/or documents through the ECF that are approved and accepted by the Clerk for filing upon the Court Electronic Record. E-filing does not apply to submissions sent to the Clerk via email, facsimile or other electronic means. E-filed documents have the same force and effect as those filed by traditional means.
- (12) **Electronic Service (e-service).** The issuance of service to Registered eUsers by the ECF upon the acceptance of any e-filing or issuance of any order or entry by the Court.
- (13) **Electronic Signature (e-signature).** An electronic image, symbol, words or process that constitutes for all purposes the signatory's actual signature.
- (14) **Judicial Officer.** A judge or duly appointed magistrate.
- (15) **Notice of Electronic Filing.** A notice, electronically issued by the ECF to all eUsers associated with a matter that serves as service of notice of an e-filing in that matter. No submission will be considered officially e-filed until the notice is sent; e-service is complete upon transmission of the notice.
- (16) **Official Court Record.** The Court's official record is the sum of: the digital contents of the Court Electronic Record, any original documents, and all physical exhibits or information held

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by the Clerk. The electronic version of any document stored in the Court Electronic Record shall constitute the original document, exclusive of original documents required to be filed with the Court by local rules or law.

- (17) **Registered User (eUser).** A person who has applied for and provided a username and password to access the ECF. By virtue of their registration, the eUser expressly consents to receive electronic service of any e-filing by email and through the ECF as the default method of service for all documents except complaints, orders to show cause and other actions that require personal service.
- (18) **Rejected Filing.** Following Clerk Review, a submission that was deemed incomplete, inaccurate, improperly redacted or otherwise not compliant with applicable the terms of the ECF system parameters, instructions and/or Court rules, policies, or procedures.
- (19) **Submission.** Documents or information successfully uploaded to the ECF and pending Clerk Review, acceptance for e-filing and docketing upon the Court Electronic Record. Submissions shall not be a matter of public record until accepted by the Clerk for e-filing and shall remain confidential thereafter if otherwise protected by rule or law.

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**EXHIBIT B – GENERAL AND DOMESTIC RELATIONS DIVISION:
PROHIBITIONS AND EXCEPTIONS TO E-FILING**

(1) CASE TYPES, ACTIONS PROHIBITED

E-filing is not permitted in the following case types and/or actions, therefore all documents shall be filed conventionally with the Clerk for the duration of the proceedings.

- (a) Appeals, Notices of Appeal. Follow all Rules of Appellate Procedure and the local rules of the Third District Court of Appeals when filing an appeal and any subsequent filings.
- (b) Civil protection orders.

(2) CASE INITIATION PROHIBITED

The following case types or actions shall not be initiated through the ECF and shall be filed conventionally with the Clerk. After the matter is initiated, eUsers shall file through the ECF while the matter remains pending before the General or Domestic Relations Division.

- (a) Cognovit Actions.
- (b) Complaints or petitions seeking a Civ.R. 65 temporary restraining order.
- (c) Transfers from another jurisdiction.
- (d) U.I.F.S.A. cases.

(3) DOCUMENT PROHIBITIONS: E-FILING NOT PERMITTED, FILE ORIGINALS WITH CLERK

The following documents shall not be filed through the ECF and shall be filed conventionally (on paper, in their original form), unless otherwise stated below or permitted by Court order. The original will be received, scanned, and uploaded to the Court Electronic Record by the Clerk. The original will be retained in the record in accordance with the Court's local rules and Clerk's usual practices.

- (a) **Deposition Transcripts.** eUsers shall file a notice of the filing of any deposition transcript. Deposition transcripts shall be (1) filed directly with the Clerk in paper form and (2) emailed to the Clerk as a PDF (and searchable PDF, if available). Once uploaded into the record, the Clerk shall secure the digital images of transcripts to prevent remote public access.
- (b) **Documents for In Camera Review.** Documents intended for in camera review by the Court shall be submitted directly to the assigned Judicial Officer and not through the ECF. The Judicial Officer may order that the documents submitted for in camera review be filed in their original paper form. Once scanned and uploaded into the record, the Clerk shall secure the digital images of the documents to prevent remote public access.
- (c) **Documents Under Seal.** The Clerk shall not accept any document to be filed under seal unless a motion to permit the filing is filed first and a sealing order has been signed and journalized by the Court. The motion can be e-filed. The documents petitioned to be filed under seal shall not be attached to the e-filed motion, because the motion will not be sealed. After the order to seal is granted, sealed documents shall be filed with the Clerk in their original paper form. Once scanned and uploaded into the record, the Clerk shall secure the digital images of documents filed under seal to prevent public access and docket with the appropriate notation (e.g., "Documents Filed Under Seal").
- (d) **Original Returns of Service.** Original returns shall be filed with the Clerk during normal business hours with the original notations and signatures. Returns by a foreign Sheriff will be

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accepted via facsimile or U.S. Mail. The Union County Sheriff's Office is authorized to e-file returns.

- (e) **Physical Evidence or Exhibits (of large size or unusual character).** Any evidence or exhibit of a character or size that cannot be safely, accurately or comprehensibly reduced to an electronic file for storage in the Court Electronic Record shall be provided to the Court or Clerk in its original form.
- (f) **Written Transcripts of the Record.** Written transcripts of the Court's record or proceedings before the Court shall be filed directly with the Clerk in paper form by the designated Court Reporter and emailed to the Clerk as a PDF (and searchable PDF, if available). The Clerk shall secure digital images of the transcripts to prevent remote public access. Copies of transcripts are available as provided by local rule.
- (g) **Bond Documents.** Criminal surety, cash, and recognizance bond documents shall be filed directly with the Clerk. Any bond documents related to a civil filing shall be filed directly with the Clerk.

(4) DOCUMENT EXCEPTIONS: E-FILING PERMITTED, ORIGINAL DOCUMENTS REQUIRED

The following documents shall be e-filed through the ECF and also shall be filed conventionally (i.e. on paper, in their original form) within three (3) business days that the e-filed document is accepted into the Court Electronic Record, unless otherwise permitted by Court order.

- (a) **State-Issued Certified Documents.** Documents certified and issued by the State of Ohio, any Ohio county official or agency, or the agency of a foreign state or country, including, but not limited to:
 - (i) **Certified Certificates of Birth** issued by the Ohio Department of Health, Bureau of Vital Statistics or a similar agency of a foreign state or country.
 - (ii) **Certified Acknowledgements of Paternity** issued by the Ohio Department of Health, Bureau of Vital Statistics or a similar agency of a foreign state or country.
 - (iii) **Certified Administrative Orders** issued by an Ohio Child Support Enforcement Agency or a similar agency of a foreign state or country.
 - (iv) **Certified Certificates of Death** issued by the Ohio Department of Health, Bureau of Vital Statistics or a similar agency of a foreign state or country.
 - (v) **Certified Court Orders or Authenticated Records or Transcripts** issued by an Ohio court or a court of record of a federal court or any foreign state or foreign country or any governmental entity or political subdivision in relation to an administrative appeal.
 - (vi) **Criminal Background Checks** issued by the Ohio Bureau of Criminal Investigation the Federal Bureau of Investigation or the similar agency of a foreign state or country.
- (b) **Motions for Summary Judgment.** Any motion for summary judgment wherein the length of the motion and exhibits combined exceeds 20 pages shall be submitted conventionally on paper in addition to e-filing.
- (c) **Medical Records.**
- (d) **Psychological Evaluations.**
- (e) **Statements of Expert Evaluation.**

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(5) ADDITIONAL E-FILING INSTRUCTIONS

- (a) **Forcible Entry and Detainer Actions.** When filing a complaint in a forcible entry and detainer action that requests restitution of property, it shall be the plaintiff's responsibility to also fill out and submit for e-filing the summons required to be served pursuant to Ohio Revised Code Chapter 1923. The summons should be included as a proposed order so that the hearing date may be completed by the Court upon receipt.
- (b) **Motions Withdrawing Properties from Sheriff's Sale.** Although it is not uncommon for parties and/or attorneys to file motions to withdraw properties from Sheriff's Sales as late as the morning of the sale, that process will no longer be feasible with e-filing. Just like all other e-filed motions, motions to withdraw properties from Sheriff's Sales shall be submitted through the ECF, routed through Clerk Review, forwarded to the Judge for signature, and e-filed and recorded in the Case Management System. Therefore, motions requesting that properties be withdrawn from Sheriff's Sales shall be filed no later than 4:00 p.m. on the day prior to the Sheriff's Sale to allow for sufficient time for the motions and proposed orders/entries to follow the process outlined above.
- (c) **Documents Containing Confidential or Restricted Information.** If filing a document which contains sensitive information beyond protected, confidential personal identifiers and identifying information referenced in [Section \(B\)\(2\)](#) of this Joint Administrative Order, then the following procedure applies. When filing a document containing information that is confidential or should be restricted from public access, whether in the body of the document or the exhibits attached thereto, the filer shall submit a redacted version of the document and an original unredacted version of the document when e-filing. The filer shall clearly identify the documents in the Filing Note section (bottom of any open e-filing screen). Additionally, this procedure shall be followed in any case where a protection order as to the disclosure of certain information has been granted. Filings containing confidential or restricted information may be rejected by the Clerk for failing to comply with this procedure.

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GENERAL, DOMESTIC RELATIONS, PROBATE AND JUVENILE DIVISIONS

**EXHIBIT C – PROBATE DIVISION:
PROHIBITIONS AND EXCEPTIONS TO E-FILING**

(1) CASE TYPES, ACTIONS PROHIBITED

E-filing is not permitted in the following case types and/or actions. All documents shall be filed conventionally with the Clerk for the duration of the proceedings.

- (a) Adoptions.
- (b) Appeals, Notices of Appeal. Follow all Rules of Appellate Procedure and the local rules of the Third District Court of Appeals when filing an appeal and any subsequent filings.
- (c) Involuntary Commitments/Mental Illness.
- (d) Minor Settlements.
- (e) Will on Deposit.

(2) CASE INITIATION PROHIBITED

The following case types or actions shall not be initiated through the ECF and shall be filed conventionally with the Clerk. After the matter is open, eUsers shall file through the ECF while the matter remains pending before the Union County Probate Court.

- (a) Adult Protective Services Complaints.
- (b) Emergency Guardianships.

(3) DOCUMENT PROHIBITIONS: E-FILING NOT PERMITTED, FILE ORIGINALS WITH CLERK

The following documents shall not be filed through the ECF and shall be filed conventionally (on paper, in their original form), unless otherwise permitted by Court order. The original will be received, scanned and uploaded to the Court Electronic Record by the Clerk. The original will be retained in the record of the matter, in accordance with the Court and Clerk’s usual practices.

- (a) **Deposition Transcripts.** eUsers shall file a notice of the filing of any deposition transcript. Deposition transcripts shall be (1) filed directly with the Clerk in paper form and (2) emailed to the Clerk as a PDF (and searchable PDF, if available). Once uploaded into the record, the Clerk shall secure the digital images of transcripts to prevent remote public access.
- (b) **Documents for In Camera Review.** Documents intended for in camera review by the Court shall be submitted directly to the assigned Judicial Officer and not through the ECF. The Judicial Officer may order that the documents submitted for in camera review be filed in their original paper form. Once scanned and uploaded into the record, the Clerk shall secure the digital images of the documents to prevent remote public access.
- (c) **Documents Under Seal.** The Clerk shall not accept any document to be filed under seal unless a motion to permit the filing is filed first and a sealing order has been signed and journalized by the Court. The motion can be e-filed. The documents petitioned to be filed under seal shall not be attached to the e-filed motion, because the motion will not be sealed. After the order to seal is granted, sealed documents shall be filed with the Clerk in their original paper form. Once scanned and uploaded into the record, the Clerk shall secure the digital images of documents filed under seal to prevent public access and docket with the appropriate notation (e.g., “Documents Filed Under Seal”).

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- (d) **Original Returns of Service.** Original returns shall be filed with the Clerk during normal business hours with the original notations and signatures. Returns by a foreign Sheriff will be accepted via facsimile or U.S. Mail. The Union County Sheriff's Office is authorized to e-file returns.
- (e) **Physical Evidence or Exhibits (of large size or unusual character).** Any evidence or exhibit of a character or size that cannot be safely, accurately or comprehensibly reduced to an electronic file for storage in the Court Electronic Record shall be provided to the Court or Clerk in its original form.
- (f) **Written Transcripts of the Record.** Written transcripts of the Court's record or proceedings before the Court shall be filed directly with the Clerk in paper form by the designated Court Reporter and emailed to the Clerk as a PDF (and searchable PDF, if available). The Clerk shall secure digital images of the transcripts to prevent remote public access. Copies of transcripts are available as provided by local rule.

(4) DOCUMENT EXCEPTIONS: E-FILING PERMITTED, ORIGINAL DOCUMENTS REQUIRED

The following documents shall be e-filed through the ECF and also shall be filed conventionally (i.e., on paper, in their original form) within three (3) business days that the e-filed document is accepted into the Court Electronic Record, unless otherwise permitted by Court order.

- (a) **Fiduciary Bonds.** An original copy shall be filed with the Clerk if available.
- (b) **State-Issued Certified Documents.** Documents certified and issued by the State of Ohio, any Ohio county official or agency, or the agency of a foreign state or country, including, but not limited to:
 - (i) **Certified Acknowledgements of Paternity** issued by the Ohio Department of Health, Bureau of Vital Statistics or a similar agency of a foreign state or country.
 - (ii) **Certified Administrative Orders** issued by an Ohio Child Support Enforcement Agency or a similar agency of a foreign state or country.
 - (iii) **Certified Court Orders or Authenticated Court Records or Transcripts** issued by an Ohio court, or a court of record of a federal court, any foreign state or foreign country.
- (c) **Original Wills and Codicils**, even if filed for record only.
- (d) **Psychological evaluations and reports.**

(5) PROTECTED DOCUMENTS AND INFORMATION.

If a document or the information therein is protected, confidential or a non-public record, the e-filer shall abide by the "Instructions to eFile Protected Documents" (published in the ECF portal), a two-step submission process to upload the document securely. A non-exhaustive list of examples is provided in the instructions. See also [Sup.R. 44\(C\)\(1\)](#). Documents include, but are not limited to:

- (a) Statements of Expert Evaluation.
- (b) Psychological evaluations and reports.
- (c) Medical and health care evaluations, reports, records and documents.
- (d) Guardian ad litem reports.

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**EXHIBIT D – JUVENILE DIVISION:
PROHIBITIONS AND EXCEPTIONS TO E-FILING**

(1) CASE TYPES, ACTIONS PROHIBITED

E-filing is not permitted in the following case types and/or actions. All documents shall be filed conventionally with the Clerk for the duration of the proceedings.

- (a) Appeals, Notices of Appeal. Follow all Rules of Appellate Procedure and the local rules of the Third District Court of appeals when filing an appeal and any subsequent filings.

(2) CASE INITIATION PROHIBITED

The following case types shall not be initiated through the ECF and shall only be initiated conventionally with the Clerk. After the matter is initiated, eUsers shall file through the ECF if issues remain open before the Union County Juvenile Court.

- (a) Petitions for Juvenile Protection Orders.
- (b) Petitions for Judicial Bypass.
- (c) Applications for Court’s Consent for Minor to Marry.
- (d) Registrations of Grandparent Powers of Attorney.
- (e) Registrations of Grandparent Caretaker Authorization Affidavits.

(3) DOCUMENT PROHIBITIONS: E-FILING NOT PERMITTED, FILE ORIGINALS WITH CLERK

Certain documents shall not be filed through the ECF and shall be filed conventionally (on paper, in their original form), unless otherwise permitted by Court order. The original will be received, scanned and uploaded to the Court Electronic Record by the Clerk. The original will be retained in the record of the matter, in accordance with the Court and Clerk’s usual practices.

- (a) **Deposition Transcripts.** eUsers shall file a notice of the filing of any deposition transcript. Deposition transcripts shall be (1) filed directly with the Clerk in paper form and (2) emailed to the Clerk as a PDF (and searchable PDF, if available). Once uploaded into the record, the Clerk shall secure the digital images of transcripts to prevent remote public access.
- (b) **Documents for In Camera Review.** Documents intended for in camera review by the Court shall be submitted directly to the assigned Judicial Officer and not through the ECF. The Judicial Officer may order that the documents submitted for in camera review be filed in their original paper form. Once scanned and uploaded into the record, the Clerk shall secure the digital images of the documents to prevent remote public access.
- (c) **Documents Under Seal.** The Clerk shall not accept any document to be filed under seal unless a motion to permit the filing is filed first and a sealing order has been signed and journalized by the Court. The motion can be e-filed. The documents petitioned to be filed under seal shall not be attached to the e-filed motion, because the motion will not be sealed. After the order to seal is granted, sealed documents shall be filed with the Clerk in their original paper form. Once scanned and uploaded into the record, the Clerk shall secure the digital images of documents filed under seal to prevent public access and docket with the appropriate notation (e.g., “Documents Filed Under Seal”).
- (d) **Original Returns of Service.** Original returns shall be filed with the Clerk during normal business hours with the original notations and signatures. Returns by a foreign Sheriff will be accepted via facsimile or U.S. Mail. The Union County Sheriff’s Office is authorized to e-file returns.

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- (e) **Physical Evidence or Exhibits (of large size or unusual character).** Any evidence or exhibit of a character or size that cannot be safely, accurately or comprehensibly reduced to an electronic file for storage in the Court Electronic Record shall be provided to the Court or Clerk in its original form.
- (f) **Written Transcripts of the Record.** Written transcripts of the Court’s record or proceedings before the Court shall be filed directly with the Clerk in paper form by the designated Court Reporter and emailed to the Clerk as a PDF (and searchable PDF, if available). The Clerk shall secure digital images of the transcripts to prevent remote public access. Copies of transcripts are available as provided by local rule.

(4) DOCUMENT EXCEPTIONS: E-FILING PERMITTED, ORIGINAL DOCUMENTS REQUIRED

The following documents shall be e-filed through the ECF and also shall be filed conventionally (i.e., on paper, in their original form) within three (3) business days that the e-filed document is accepted into the Court Electronic Record, unless otherwise permitted by Court order.

- (a) **State-Issued Certified Documents.** Documents certified and issued by the State of Ohio, any Ohio county official or agency, or the agency of a foreign state or country, including, but not limited to:
 - (i) **Certified Certificates of Birth** issued by the Ohio Department of Health, Bureau of Vital Statistics or a similar agency of a foreign state or country.
 - (ii) **Certified Acknowledgements of Paternity** issued by the Ohio Department of Health, Bureau of Vital Statistics or a similar agency of a foreign state or country.
 - (iii) **Certified Administrative Orders** issued by an Ohio Child Support Enforcement Agency or a similar agency of a foreign state or country.
 - (iv) **Certified Certificates of Death** issued by the Ohio Department of Health, Bureau of Vital Statistics or a similar agency of a foreign state or country.
 - (v) **Certified Court Orders or Authenticated Court Records or Transcripts** issued by an Ohio court, or a court of record of a federal court, any foreign state or foreign country.
- (b) **Psychological Evaluations.** (See Subsection (6), below, for additional instructions.)
- (c) **Medical Records.** (See Subsection (6), below, for additional instructions.)

(6) E-FILING PROTECTED DOCUMENTS AND INFORMATION.

If a document or the information therein is protected, confidential or a non-public record, the e-filer shall abide by the “Instructions to eFile Protected Documents” (published in the ECF portal), a two-step submission process to upload the document securely. A non-exhaustive list of examples is provided in the instructions. See also [Sup.R. 44\(C\)\(1\)](#); [Juv.R. 32](#). Documents include, but are not limited to:

- (a) Guardian ad litem reports.
- (b) Psychological and Competency evaluations and reports.
- (c) Medical and health care evaluations, reports, records and documents.