

**IN THE COURT OF COMMON PLEAS
- GENERAL DIVISION -
TRUMBULL COUNTY, OHIO**

)	
)	2019-IR-358
IN RE: E-FILING)	
ADMINISTRATIVE ORDER III)	JUDGE ANDREW D. LOGAN
)	ADMINISTRATIVE JUDGE
)	
)	<u>JUDGMENT ENTRY</u>

The Administrative Order contained within this Judgment Entry shall set forth amendments to Local Rule 11 which will become effective immediately pursuant to Sup.R. 5(A)(2) and which shall be published for comment accordingly:

11.02 Registered Users

The Court hereby strikes the following language from 11.02:

"Registered Users are required to maintain a proper method for electronic payment through the E-Filing System. The failure to maintain an active electronic payment account will result in the suspension of the Registered User's ability to e-file."

The Court inserts the following language to replace the stricken language:

"Registered Users must follow the requirements for payment information through the third-party vendor in e-services when prompted. Alternate payment methods are not available. The payment information will need to be entered upon each new transaction for security purposes in accordance with the vendor requirements."

The Court adds the following language in bold type to the existing 11.02:

"The Clerk will only be available to review e-services submissions during normal business hours, Monday through Friday from 8:30 am to 4:30 pm, excluding holidays and other emergency closures. Submissions transmitted after these hours will be reviewed in the normal course of business on the next business day(s)."



2019 IR
00358
00097189519
INRE

"In exceptional circumstances if a document was submitted during normal business hours and not accepted by the Clerk until the next business day AND the difference in day subjects the case to dismissal or penalty, the Administrative Judge shall have the ability to override the filed and time-stamped date upon application in writing to the Administrative Judge. The burden is on the registered user to prove the document was submitted during normal business hours on the appropriate date and not accepted until the next business day. THIS WILL BE FOR EXCEPTIONAL CIRCUMSTANCES ONLY. All registered users shall make every effort to submit documents in the e-filing system by 4:15 pm to allow for proper processing time."

11.07 Self-Represented Litigants/Public Access

The Court inserts the following language following the last paragraph of this section as follows:

"Self-Represented litigants are encouraged to file proposed orders with the submission of any motion. However, the failure to attach a proposed order shall not be the reason for the rejection of a pleading from a self-represented litigant."

11.10 Unique Civil Cases

The Court adds the following additional unique cases:

Replevins:

Parties filing an action in Replevin must file the following documents as listed in the document type selections:

- 1. Replevin Complaint**
- 2. Replevin Notice of Hearing and Request for Hearing**
- 3. Replevin Motion for Possession**

Agreed Judgment Entries:

Parties shall select the Notice of Agreed Judgment Entry as a document type in order to attach an Agreed Judgment Entry for judicial review and signature.

11.11 Exemptions from e-Filing:

The Court adds the following specific case types to the list of exemptions from e-filing:

5. Garnishments

11.12 Certificate of Service:

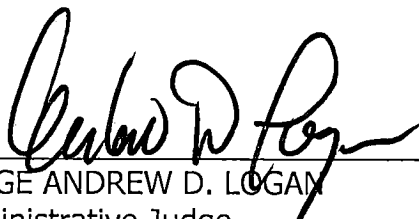
Proof of service of all documents required or permitted to be served shall be made in compliance with Civ.R. 5(B)(4). The Certificate of Service shall be signed in accordance with applicable Ohio court rules and laws, including these Rules and shall contain the following language:

"I hereby certify that on (date) I served this document in accordance with Civ.R. 5 by electronic mail on the following: (list counsel of record with e-mail addresses) AND by regular mail upon the following: (list self-represented litigants who are not registered users of the Court's e-filing system).

Supplemental Administrative Orders

The Court may issue supplemental administrative orders during the phased implementation of the e-filing pilot project as necessary.

Date: October 1, 2020



JUDGE ANDREW D. LOGAN
Administrative Judge

FILED
COURT OF COMMON PLEAS

OCT 01 2020

TRUMBULL COUNTY, OH
KAREN INFANTE ALLEN, CLERK