

## **RULE 17: Journal entries**

(A) Unless the Court otherwise directs, counsel for the party in whose favor an order, judgment, or decree has been granted in a civil case, shall prepare a journal entry within ten days thereafter, unless the Court extends the time, and shall submit it to opposing counsel, who shall approve or reject it within three days after its receipt. The endorsement of counsel for each party affected shall appear on the journal entry before counsel presents it to the Court for approval. If opposing counsel fails to return or refuses to endorse the journal entry counsel may present to the Court a proposed journal entry which includes a certificate of service as provided in Rule 11(I) herein. When rejected, opposing counsel may file written objections with the Court. If a journal entry is not timely presented to the Court by counsel then it may be prepared and journalized sua sponte by the Court. For claims in cases seeking judicial sale of real property, all journal entries SHALL be filed in accordance with Local Rule 45.

The Court shall approve a journal entry deemed by it to be proper, sign the same and cause it to be filed with the Clerk of Courts. All judgment entries shall contain a complete caption setting forth the names of all parties affected by the entry and shall be journalized by the Clerk of Court on the same date that it is signed and approved by the Court. When the court signs a judgment as defined in Ohio Civil Rule 54 from which an appeal lies, as provided in Revised Code Section 2505.02, the Court shall affix a uniform stamp in red ink identifying said judgment and directing the clerk to serve all parties pursuant to Ohio Civil Rule 58. Counsel for the party in whose favor a final appealable order, judgment, or decree has been granted in a civil case shall forward notice of such filing to all other counsel or parties in the case and said counsel shall also file a certificate of such notice with the Clerk of Courts for journalization. Notice of the filing of each entry and the journalization thereof shall on the following day of such filing be published in the Cincinnati Court Index. (Amended July 1, 1989)

(B) When a request is duly made for findings of fact and conclusions of law, the judgment may direct the party making the written request to prepare within five days proposed findings of fact and conclusions of law and submit them to opposing counsel. Within ten days after receipt by the opposing counsel the proposed findings shall be submitted to the Court with objections and counterproposals if any in writing; however, only those findings of fact and conclusions of law made by the Court shall form part of the record.

(Effective January 1, 2012)