

HAMILTON COUNTY MUNICIPAL COURT

HAMILTON COUNTY, OHIO

Proposed Local Civil Rule: XXX

Electronic Filing in Municipal Civil Cases

(A) Mandatory Electronic Filing by Attorneys.

Except as otherwise provided in this Rule or by order of the court, all pleadings, motions, notices, applications, objections, briefs, memoranda, proposed entries, and other documents submitted in Municipal Civil Division cases by an attorney shall be filed electronically through the Clerk's electronic filing system.

No paper filing submitted by an attorney shall be accepted for filing unless specifically authorized by this rule, administrative order, or order of the court.

(B) Self-Represented Litigants

Self-represented litigants may, but are not required to, utilize the Clerk's electronic filing system.

A self-represented litigant who does not utilize electronic filing may file documents by:

- 1) Personal delivery to Clerk's Office;
- 2) United States mail; or
- 3) Commercial carrier service.

The Clerk shall accept paper filings submitted by self-represented litigants and process such filings in accordance with Clerk procedures.

(C) Public Access Terminals

The Clerk may provide access terminals or other resources for self-represented litigants who elect to utilize electronic filing.

(D) Exceptions

The following documents may be submitted in paper form unless otherwise authorized by administrative order:

- 1) Documents filed under seal;
- 2) Documents submitted for in camera review;
- 3) Exhibits that cannot reasonably be converted to PDF;
- 4) Original documents required by statute or court order to be maintained in original form;
- 5) Poverty affidavits;
- 6) Garnishment filings; and
- 7) Any filing for which the Clerk determines electronic submission is impracticable.

(E) Technical Failures

If a filer is unable to submit a document electronically due to a documented system outage or technical failure of the electronic filing system, the document may be submitted in a manner prescribed by the Clerk.

(F) Additional Mandatory Electronic Filers

By administrative order, the court may designate additional categories of frequent or institutional filers who shall be required to utilize the electronic filing system.

Such categories may include: government agencies; collection firms; financial institutions; other entities that regularly initiate or defend civil actions.