

NOTICE OF LOCAL RULE CHANGES AND PUBLIC COMMENT PERIOD

Adopted by the Franklin Co. Common Pleas Court (General Division) on February 18, 2014, in view of an immediate need to clarify former Local Rules, but subject to public notice and opportunity for comment pursuant to Civ. R. 83 (B).

The Court will accept comments on these amendments, and additional changes. Comments will be received until Friday, April 4, 2014, directed to:
Atiba Jones, Executive Director

Franklin County Common Pleas Court - General Division
345 South High Street, 2nd Floor
Columbus, OH 43215

Alternatively, comments may be emailed to: Atiba_Jones@fccourts.org.

CHANGES TO LOCAL RULES 110 AND 11

LOCAL RULE 110 (2-18-14) Electronic Filing of Court Documents

110.01 The Administrative Order Regarding Electronic Filing of Court Documents, as amended from time to time, governs practice and procedures to be followed regarding the filing of court documents in all civil and criminal cases in the General Division of this Court.

110.02 All documents filed electronically shall conform substantially to the requirements of these Local Rules and the most current version of the Court's Administrative Order Regarding Electronic Filing of Court Documents. The filing party or, if represented, counsel, shall be responsible for determining the most current version of the Administrative Order and complying with it.

110.03 To the extent facsimile filings are affected by the most current version of the Court's Administrative Order Regarding Electronic Filing of Court Documents, Local Rules 108 and 109 are superseded.

LOCAL RULE 11 (2-18-14) Form of Court Documents.

11.01 Every pleading, motion, memorandum, indictment or other filing (hereinafter "court document") shall identify by name, Ohio Supreme Court attorney registration number, mailing address, email address, and telephone number the counsel filing the same. In civil cases, when counsel is a firm of attorneys one particular attorney within the firm having primary responsibility for trying the case shall be designated as "Trial Attorney" pursuant to Sup. R. 36(A).

11.02 When a new party plaintiff or defendant is added to a case after its commencement, the caption of subsequent court documents shall contain the name of the new party, followed by the specific designation of "new party plaintiff" or "new party defendant" as is applicable.

11.03 Counsel shall file with the assignment office written notice of any change of address. The notice shall include the Ohio Supreme Court attorney registration number for each attorney.

11.04 Prior to being granted permission to appear *pro hac vice*, out-of-state counsel must comply with Gov. Bar. R. XII.

11.05 Court documents shall be titled in substantially the following manner:

MOTION:

MOTION OF [plaintiff/defendant] [party name]
[to/for] [type of motion]

MEMORANDUM CONTRA:

MEMORANDUM CONTRA OF [plaintiff/defendant] [party name]
TO [plaintiff/defendant] [party name]'S
MOTION [to/for] [type of motion] FILED [date of motion]

REPLY:

REPLY OF [plaintiff/defendant] [party name]
TO [plaintiff/defendant] [party name]'S
MEMORANDUM CONTRA TO MOTION FILED [date of motion]

11.06 (A) All court documents filed in civil cases must be double-spaced, except that (1) footnotes; (2) quotations more than two lines long and indented; and (3) headings may all be single-spaced.

11.06 (B) All court documents filed in criminal cases other than the indictment shall, whenever possible, be double spaced and comply with the other provisions of this local rule. Indictments may be single spaced when required by computer systems used by the prosecutor.

11.06 (C) Margins on all documents filed with the court must be at least one inch on all four sides. Whenever possible page numbers shall be placed in the margin, but no text may appear therein. Typeface on all court documents shall be at least 12-point, except for footnotes which may be no less than 10-point.