

**IN THE PROBATE COURT OF FRANKLIN COUNTY, OHIO  
JEFFREY D. MACKEY, JUDGE**

**In re Administrative Orders : Case No. 550000A**

**ADMINISTRATIVE ORDER REGARDING E-FILING**

Consistent with Civ.R. 5(E), Civ.R. 73(J), and the former Ohio Supreme Court Advisory Committee on Technology’s draft Standards for Electronic Filing Processes, this court hereby adopts the following administrative order governing e-filing, superseding all previous administrative orders on the subject of e-filing. This court may issue additional administrative orders or adopt local rules that supplement this order.

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**I. DEFINITIONS.**

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The following terms in this order shall be defined as follows:

(A) **Case Participant.** Any person who may be entitled to service and may take action in a case, or anyone who has acted to associate themselves with a case; e.g., a traditional party, such as a plaintiff or intervenor in a civil suit; an interested person, such as the next of kin of a proposed ward or a creditor of an estate; or an attorney representing such a party or interested person. A case participant who is not represented by an attorney (“pro se”) does not cease to be a case participant if they later obtain an attorney. A case participant does not cease to be a case participant if they are not a registered user of the e-filing system.

(B) **Clerk.** The Judge of the Probate Division of the Franklin County Court of Common Pleas, as ex-officio clerk, in accordance with the Ohio Constitution and R.C. 2101.11; or a deputy clerk appointed by the probate judge.

(C) **Clerk Review.** The initial review of electronically submitted documents and data which is conducted by clerks to ensure compliance with court rules, policies, and procedures. If the documents and data are not in compliance, they will not be accepted for filing, and the clerk shall notify the filer of the problem with the submission. If the documents and data are in compliance, they will be accepted for filing. Clerk review leads to acceptance or rejection of a document **for filing**, not to **legal** approval or denial of anything within the document.

(D) **Confidential.** Restricted from public access or otherwise not subject to disclosure to the general public pursuant to state, federal, or common law, including by application of Sup.R. 45(E).

(E) **Court.** The Probate Division of the Franklin County Court of Common Pleas, including its

clerks.

(F) **Document.** A writing, image, or other material submitted to be filed and converted into an electronic record if necessary, not including electronic media such as audio or video recordings. A document may include, but is not limited to, a pleading, motion, brief, memorandum, transcript, or order.

(G) **Electronic.** Relating to technology with electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities, not including activities involving facsimile transmission (“fax”).

(H) **Electronic Filing (“e-filing”).** The electronic transmission, acceptance, and processing of data and documents, not including fax or email activities.

(I) **Electronic Filing System (“e-filing system”).** The specific system in use by the court for e-filing purposes.

(J) **Electronic Service (“e-service”).** The automatic electronic transmission of notice of a filing to a case participant who is a registered user of the e-filing system.

(K) **Electronic Signature.** An electronic symbol attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the record.

(L) **Electronic Record.** A record created, generated, sent, communicated, received, or stored by electronic means. The court’s electronic records will not include physical evidence or exhibits which have not been accepted and filed as a part of the official court record, or which cannot be captured in electronic format.

(M) **Legal Review.** The review of the legal substance of submitted documents by the court’s judicial officers, which may result in the court approving or denying the legal outcome requested. Legal review generally takes place after clerk review, such as when a magistrate reviews a motion which has already been filed, but sometimes takes place concurrently with clerk review, such as when a magistrate reviews a proposed order before signing.

(N) **Mandatory Case Type.** A type of case before the court in which all documents must electronically submitted and e-filed pursuant to an administrative order or local rule, unless an exception to e-filing applies.

(O) **Personal Identifier.** Certain identifying information as defined in Sup.R. 44(H): Social Security numbers, financial account numbers, and employer and employee identification numbers. The last four digits only of such a number shall not be considered to be a personal identifier.

(P) **Record.** Pursuant to Sup.R. 26, any document, device, or item, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of a court that serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the court.

(Q) **Registered User.** A person who has read and agreed to the terms of the e-filing system’s user agreement and has obtained a username and password for the e-filing system.

(R) **Validated Copy.** Any copy of a document that includes some official indication from a court or other legal entity that the copy is an accurate copy of the originally filed document—e.g., a

certified copy of a letter of authority; an exemplified or authenticated copy of a will admitted to probate in another state; or a copy of a judgment from a foreign court with a Hauge apostille indicating who the decedent's heirs are.

## **II. ELECTRONIC FILING AND EXCEPTIONS.**

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### **(A) E-Filing Generally Mandatory.**

(1) **Mandatory Case Types.** As of May 12, 2025, e-filing shall be mandatory for all kinds of cases before this court except guardianships, marriages, and certain miscellaneous case types. Unless an exception listed in section II(C) applies, all documents to be filed in these mandatory case types must be submitted electronically through the e-filing system, and any documents submitted in paper format shall not be accepted for filing.

(2) **Optional Case Types.** As of the date of this order, e-filing shall be available for all estate and trust case types.

(3) **Original Court Record.** For any document that has been e-filed, including a document originally presented to the court in paper format and e-filed with clerk assistance, the electronic record of that document shall constitute the official court record.

### **(B) Submitting Documents.**

#### **(1) Use of the E-Filing System.**

(a) **Registration as User Required.** Except as provided herein, including where an exception to e-filing applies, all persons filing documents in this court shall be registered users of the e-filing system, and all registered users shall provide an email address to be associated with their e-filing account.

(b) **Usernames and Passwords.** Upon registration as a user, a case participant shall be assigned a unique account username and shall select a confidential password which together will be used to file, serve, receive, review, and retrieve e-filed documents. Each person who is a registered user of the e-filing system shall be responsible for the security, use, and confidentiality of their username and password. All documents submitted using an e-filing account shall be deemed filed with the authorization of the case participant associated with the specific account username, unless the case participant demonstrates to the court otherwise by clear and convincing evidence.

(c) **Paralegals.** A paralegal may not access the e-filing system as a registered user. A paralegal must instead access the e-filing system through the account of an attorney who is a registered user.

(2) **Public Access Computer Station.** A filer who does not have internet or computer access may use a public access computer station located at the court to register for the e-filing system and to e-file documents.

#### **(3) Documents Submitted in Paper Format.**

(a) **No Exception to E-Filing.** Where no exception to e-filing applies, but

documents are submitted to the court for filing in paper format, the court shall not accept the documents and shall instead return them unfiled. If the filer has appeared to present the documents in person, the filer shall be directed to the court's public access computer station.

**(b) Exception to E-Filing Applicable.** When documents in paper format are submitted to the court and an exception to e-filing applies, the clerk shall upload documents to the e-filing system on behalf of the filer. The case participant originally submitting the document shall remain responsible for service.

**(C) Exceptions to E-Filing; Submitting Paper Documents.** Notwithstanding the foregoing, certain documents may or must be submitted to the court in paper or another physical format unless otherwise provided by separate order.

**(1) Validated Copies.**

(a) If the way in which a copy has been validated allows the copy to be scanned and e-filed in a manner that does not call the validity of the copy into question—e.g., a one-page certified copy where the existence of a certification stamp and seal is evident in the scanned image—then the document may be e-filed. However, upon its own motion or the motion of a case participant, the court may order the filer to submit the original validated copy in paper format to the court for inspection, at any time up to one year after the case is closed.

(b) If a validated copy cannot be e-filed without casting the validity of the copy into question—e.g., a bound exemplified copy of a case file from another county which would need to be unbound to be scanned—then the original validated copy shall be submitted to the court in paper format.

**(2) Original Wills.** When a will is being submitted to the court, the court must be provided the original will itself. The court recommends that any will submitted to the court be submitted via traceable means, such as certified mail.

**(a) Wills Deposited for Safekeeping.**

(i) An original will submitted for deposit with the court for safekeeping during the testator's lifetime pursuant to R.C. 2107.07 is not filed. The will may be mailed to the court or presented in person. A will shall only be accepted for deposit if it appears to be an original will and is accompanied by Form 2.D (Application to Place Will on Deposit) and appropriate payment. If the will is presented by the testator's guardian, the guardian shall e-file a copy of the completed Form 2.D in the testator's guardianship case. A will on deposit shall only be released in accordance with R.C. 2107.07, R.C. 2107.08, and Loc.R. 75.9.

(ii) If an estate for the testator is later opened, upon the court's own motion, the clerk shall file for record only any will of the testator held on deposit. Once the will has been filed and made a public record, copies may be provided to case participants, who may wish to admit the will to probate. To avoid confusion as to whether a decedent had a will or which will of a

decedent is in fact their last will, case participants are strongly encouraged to contact the court about wills held on deposit for a decedent before opening the decedent's estate.

**(b) Wills Submitted for Probate or Record Only.** A case participant shall submit an original will to be filed for probate or for record only **after** opening an appropriate case through the e-filing system. The original will should be submitted to the court within fourteen days, or else the case may be closed administratively pending future filings. If the will presented to the court appears to be a copy or a nonconforming will, the document in question may be filed as a proposed will and the matter may be set for hearing.

**(3) Exhibits.** Exhibits to be introduced as evidence at oral hearing which cannot practicably be e-filed may be submitted to the court in a physical format. The court recommends that exhibits be e-filed when practicable. Accepting an exhibit for e-filing makes the exhibit a part of the court's official record, but does not mean that the exhibit has been admitted into evidence. In any event, exhibits shall be presented to the court before the day of hearing.

**(4) Other Documents to be Presented Without Filing.**

**(a) Accounts.** Vouchers, receipts, and other proof in support of a fiduciary's accounting shall be presented to the court for review through the e-filing system as "docket code name." Proof submitted as "docket code name" shall be reviewed by the court when reviewing the account, but shall not itself be accepted for filing.

**(b) In Camera Review.** Any documents submitted for in camera inspection by the court shall be presented to the court outside the e-filing system after receiving permission from the assigned judicial officer for in camera inspection. The documents shall be accompanied by a log identifying the documents being presented and explaining that the documents are intended for in camera review only.

**(5) Special Permission to Submit Paper Documents.** Under all other circumstances, any case participant wishing to submit paper documents for filing must request special permission in writing. A request for permission to file in paper format shall be e-filed wherever possible, but may be submitted in paper format if necessary. The clerk will return the documents unfiled if the filer has not shown good cause for that request. Typical situations where the court may grant special permission for paper filing include the following:

**(a) Notices of Appeal.** While notices of appeal shall be e-filed where possible, paper notices will be accepted where permitted by the Local Rules of the Tenth District Court of Appeals. Please consult those Rules for further guidance.

**(b) Assistive Technology.** Due to the limitations associated with certain kinds of assistive technology, case participants who are blind or visually impaired may be permitted to submit documents for filing in paper format.

**(c) Restrictions on Internet or Computer Use.** Certain case participants may be

restricted from accessing computers and/or the internet as the result of a court order (e.g., certain persons found guilty of a sexually oriented offense) or residential facility requirements (e.g., a prison or sober living house). If a case participant subject to such restrictions is not represented by an attorney, they may submit documents for filing in paper format. If the restrictions are lifted or the case participant becomes represented by an attorney, e-filing shall be required.

**(D) Accessing E-Filed Documents.**

(1) **Via the E-Filing System.** Except in confidential cases, a registered user will be able to use the e-filing system to view the docket of a case, which will generally include links to images of filings. If a registered user case participant is unable to access images of filings through the docket page, they may need to submit a "Notice of Case Association" using the instructions provided on the court's website.

(2) **Requests for Document Images.** Requests for images of e-filed documents via email may be sent to [probate@franklincountyohio.gov](mailto:probate@franklincountyohio.gov). A person may also email a request that multiple document images be saved on a CD-ROM, at the present cost of \$1.00 per CD. Any request for images of specific filings in a case shall include the case name and number as well as the title and filing dates of the filings requested.

(3) **Viewing Documents at the Court.** For case participants with limited access to computers or the internet, a court clerk may provide help with viewing e-filed documents using the court's public access computer station. Copies of filed documents may be printed from a public access computer station at the present cost of \$0.10 per page.

**III. FORMATTING AND SUBMISSION STANDARDS.**

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All documents submitted for filing shall be formatted in accordance with Sup.R. 52, Loc.R. 57.7, and any other applicable rules or orders governing the format of paper or electronic documents.

(A) **File Format.** All e-filed documents shall be submitted in Portable Document Format ("PDF"), with the exception of proposed orders and entries. Proposed orders and entries shall be submitted in a Microsoft Word-compatible format or editable PDF, as the court may change or replace a the submitted document prior to signing and acceptance.

(B) **Simultaneous Submissions.** Due to technical limitations with the e-filing system, when multiple documents are submitted for e-filing together, the clerk must choose to accept or to reject **all** documents from the same submission at the same time. The clerk cannot choose to accept certain documents from the same submission while rejecting others. Accordingly, the clerk may require, permit, or prevent certain documents from being filed at certain stages of a case. E.g., when opening a new full estate administration, Form 4.0 (Application for Authority to Administer Estate) may be required, Form 4.3A (Waiver of Right to Administer) may be permitted, and Form 13.0 (Fiduciary's Account) may be prevented. These limitations may be implemented through a combination of restrictions in the e-filing system itself and clerk review policy.

(C) **Probate Form Documents.** All form documents submitted shall comply with Sup.R. 52. Filers are strongly encouraged to use this court's most recent versions of the standard probate forms, as made available on this court's website, or else they may be asked to supplement their filings.

**(D) Self-Drafted, Non-Form Documents.** Margins on all ad hoc, filer-created documents which are not forms shall use margins of approximately one inch on all sides, shall be double spaced, and shall use a readily legible font, such as Times New Roman, in at least 12-point type. Such documents may be rejected if the electronic stamp affixed to the top of the page may not be legible or may overlap the document text.

**(E) Signatures.** The signature requirements set forth in Loc.R. 57.5 apply to all documents submitted for filing in this court, including e-filed documents.

(1) **Effect of Signature.** Consistent with Civ.R. 5(E)(1) and Civ.R. 73(J)(1), any signature on a document submitted for e-filing shall be considered the signature of the purported signer for all purposes. If it is established by clear and convincing evidence that a document was submitted without authority, the court shall order the filing stricken.

(2) **Agreed Filings.** Pursuant to Loc.R. 57.5(B), a person who is not an attorney may **not** sign a document on behalf of an attorney. However, an attorney submitting an agreed document for filing may indicate whether they have obtained written consent to the document from another attorney.

(3) **Proposed Entries and Orders.** When submitting a proposed order or entry to the court, “Signature Page Attached” must be typed on the signature line for the judicial officer, or the document will be rejected unfiled.

(4) **Signatures of Court Personnel.** Electronic documents may be signed by court personnel, including judicial officers, via a digitized image of the individual’s signature superimposed over the court seal. All documents signed in this manner shall have the same force and effect as if the individual had affixed their signature to a paper copy of the document.

**(G) Filing to a Closed Case.** Due to technical limitations, documents generally cannot be submitted for e-filing in a case if the case has been closed. A filer who wishes to reopen a case to submit documents must first submit Form 1.OP (Notice to Reopen and Entry Reopening Case) alone, without any other documents accompanying. Once the notice and entry has been signed and filed, the e-filing system will allow other documents to be submitted.

**(H) Confidential Filings.**

(1) **Confidential Case Types.** Certain e-filed case types—adoptions, mental health proceedings, and minors’ settlements—are statutorily confidential. A case participant need not take any special action in one of these case types to make filings confidential.

(2) **Personal Identifiers.** Pursuant to Sup.R. 45(D), a case participant has the sole responsibility for ensuring that personal identifiers are redacted or otherwise omitted from any documents submitted for filing.

(a) The first time a document referencing a particular personal identifier is submitted for filing, it shall be submitted along with Form 45D (Confidential Disclosure of Personal Identifiers). Public access to Form 45D shall be automatically restricted by the clerk without the need for further action from the filer. When a document referencing a previously disclosed personal identifier is



submitted, the filer may include a note to the clerk referencing the date Form 45D was last filed instead of submitting a new Form 45D.

(b) An original will shall never be modified, including to redact a personal identifier before submitting the will to the court. A filer shall, however, physically or digitally redact a copy of the will that is submitted for e-filing.

**(3) Motion to Restrict Public Access in Non-Confidential Cases.** Although court records in non-confidential case types are presumptively open to public access, a case participant may wish for a filed document or certain information within a document to be kept confidential and out of the public record. Except as otherwise provided herein:

(a) A case participant shall e-file a motion to restrict public access to a document or certain information in the document, serving notice in the ordinary course. The case participant **shall not** submit the document or information to be restricted at the same time as the motion to restrict public access. The court may set the motion for hearing.

(b) If, in accordance with Sup.R. 45(E), the court finds that there is clear and convincing evidence that some higher interest outweighs the presumption of public access to court records, the court will order that public access to the document or certain information in the document be restricted by the least restrictive means available.

(c) After a court order restricting public access has been filed, a case participant shall then simultaneously submit both (i) the document to be restricted from public access and (ii) a notice of filing which references both the title of the document to be restricted from public access and the date of the order restricting public access. The document itself shall be restricted from public access; the notice of filing shall remain a part of the public record.

**(4) Confidential Name Changes.** A person wishing to file a name change under seal pursuant to R.C. 2717.11 must submit Form NC-21.6 (Motion for Confidentiality of Proceeding) with their initial filings. The entire case shall be made confidential pending review of the motion.

(a) If the court finds satisfactory proof that open records of the case would jeopardize the applicant's personal safety, it shall issue an order granting confidentiality. The applicant may then file an application for change of name and all other documents necessary to proceed with a name change in the ordinary course. The case and all filings in the case shall remain confidential.

(b) If the court does not find satisfactory proof that open records of the case would jeopardize the applicant's personal safety, it shall issue an entry denying confidentiality. If the applicant wishes to proceed with a non-confidential name change, they may file an application for change of name according to ordinary, non-confidential procedure, and the entire case shall then be open to public access in the ordinary course. If the applicant does not wish to proceed with a non-confidential

name change, the court will automatically dismiss the case after thirty days if no further documents are submitted for filing, but the case shall remain confidential. The applicant may alternatively request that only certain parts of the case be restricted from public access pursuant to the procedures in section III(H)(3) above.

#### **IV. FILING DATE AND TIME OF E-FILED DOCUMENTS**

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In accordance with Civ.R. 5(E)(2) and Civ.R. 73(J)(2):

(A) **Submitting Documents.** Documents may be submitted to the court for e-filing twenty-four hours a day, seven days a week, except for during any system outages. Upon receipt of submitted documents, the e-filing system shall automatically issue the filer a confirmation that the documents have been received. The confirmation shall include the date and time of receipt and shall serve as proof of receipt of the documents, but shall **not** be understood to mean the documents were accepted for filing.

(B) **Clerk Review.** Clerk review of submitted documents takes place during regular business hours. Documents submitted for e-filing are not considered to be filed until they have been accepted for filing during clerk review. After clerk review, the e-filing system shall notify the filer whether the documents have been accepted or rejected for filing.

(1) **Rejected Filings.** If the documents are rejected unfiled, they shall not be deemed filed and shall not become part of the record of the case. The filer will be required to resubmit corrected documents to meet any filing deadlines or other requirements.

(2) **Accepted Filings.** If the documents are accepted for filing, each page of each document accepted will receive an electronic stamp. This stamp will include the date and time that the document was submitted to the e-filing system, as well as the date and time the document was accepted and filed by the court.

(C) **Deemed Date and Time.** A document accepted for filing shall be deemed filed as of the date and time it was submitted to the court. Documents must be submitted by 11:59 p.m. on the date they are due, subject to the computation provisions of Civ.R. 6(A) and R.C. 1.14.

#### **V. SERVICE OF FILED DOCUMENTS.**

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Subject to the Rules of Civil Procedure, particularly Civ.R. 73:

(A) **Availability of E-Service.** E-service is available in all case types where e-filing is accepted, except for confidential cases.

(1) **Registered Users Who Can Receive E-Service.** In case types where e-service is available, a case participant who is an attorney can receive e-service if they (a) are a registered user of the e-filing system, (b) have an email address associated with their e-filing account, and (c) have not opted out of receiving electronic service. To be able to receive e-service, a case participant who is not an attorney may need to submit a "Notice of Case Association" through the e-filing system in order to receive e-service.

(2) **Automatic Notice of E-Filing.** When a document is e-filed in a case type where e-service is available, the e-filing system will automatically send a notice of electronic filing to the filer and any other case participant who can receive e-service. Delivery of the notice

of filing to a registered user's e-filing account shall constitute service by the filer upon the registered user in accordance with any applicable rules.

(3) **Ongoing E-Service.** Please note that if an unrepresented case participant who receives e-service later becomes represented by counsel with a separate e-filing account, the original case participant will continue to receive e-service unless they chose to opt out of e-service.

(B) **Court-Created Documents.** Documents created by the court shall be served on case participants who can receive e-service via e-service wherever possible, unless otherwise required.

(C) **Documents Not Court-Created.**

(1) **Pleadings Requiring Service of Summons.** When submitting a pleading which requires service of summons, the filer shall also submit Form e1.P (Request for Issuance of Summons in Civil Action), requesting service of summons as permitted by the Rules of Civil Procedure. The clerk shall perform service as requested. If the clerk's return of service indicates that service of summons on a case participant has failed, the clerk will make no further attempts at service until the filer submits a new Form e1.P requesting that the clerk reattempt service or attempt service by other means or at another address.

(2) **Documents Not Requiring Service of Summons.**

(a) A filer is responsible for service of all their filings upon all other case participants, except as provided by Civ.R. 5(B)(1). Wherever possible, service shall take place via e-service unless otherwise required. However, a case participant entitled to notice remains entitled to notice even when e-service is unavailable. If the court is not satisfied that the filer has provided adequate service, the court may order the filer to make supplemental attempts at service.

(b) **Certificates of Service.** The filer shall submit a certificate of service for each document filed, indicating the date and method of service for each case participant. When the method of service is e-service, the date of service on a case participant may be listed as "the date the document was accepted for filing" or an equivalent. **A certificate of service is required even when all case participants receive automatic e-service.**

(3) **Proposed Entries and Orders.** Proposed entries and orders submitted to the court are not deemed court-created documents to be served by the court. Once a filer's proposed entry or order has been signed by a judicial officer and e-filed, the filer remains responsible for service as provided above.

(4) **Documents Submitted in Paper Format.** When the clerk accepts a paper document for filing pursuant to an e-filing exception under section II(C), because the document will ultimately be e-filed, e-service on case participants may take place. However, the original filer ultimately remains responsible for service of the document by any means permitted.

(D) **E-Service Complete; Time to Respond or Act.**

(1) **E-Service Deemed Complete.** E-service of a document shall be deemed complete when the recipient receives notice through the e-filing system that the specific document has been filed.

(2) **Extension of Time.** In keeping with Civ.R. 6(D), whenever a case participant has a period of time to act based on a date of service (other than the date of service of summons), the deadline to act shall be automatically extended by three days **only if** the case participant is served by U.S. mail or commercial carrier. No such extension shall be provided to a document received via e-service.

(3) **Failure of Electronic Service.** Upon satisfactory proof that anticipated e-service on a case participant failed to occur because of an e-filing system technical failure rather than user error, the affected case participant may move the court to extend any deadline as, upon motion, be entitled to an order extending a relevant deadline to respond or otherwise act.

**VI. FILING ERRORS.**

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**(A) User Filing Errors.**

(1) **Corrections by Clerk.** Once a document is submitted for filing, any possible corrections to the docket can only be made by the clerk. A filer may submit subsequent amended documents, but cannot make changes to any document once it has been accepted for filing.

(2) **Notification of Clerk.** If a filer discovers an error in their submission that may be corrected by the clerk (e.g., having selected the incorrect document type), the filer shall contact the court as soon as possible after the error is discovered, identifying the case number and document for which a correction is being requested.

(3) **Error Discovered During Clerk Review.** If the clerk discovers during clerk review that a document has been incorrectly submitted for e-filing (e.g., the wrong case number was entered, the wrong file was submitted, or a corrupted or unreadable file was submitted), the clerk may reject the document. The filer will be notified of the problem and the need to resubmit.

**(B) Technical Failures.** When the attempted filing of a document fails because of a technical error on the filer's end or a technical failure of the e-filing system, the filer may, upon satisfactory proof, move the court for an order deeming the document filed as of the date the filer attempted to submit the document. Case participants shall not assume that such relief is available for jurisdictional time limits (such as statutes of limitation or deadlines for appeal).

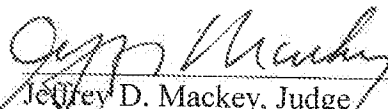
**VII. PAYMENT OF FILING FEES AND DEPOSITS.**

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**(A) Method of Payment.** Payment of filing fees and deposits for e-filed documents shall take place through the e-filing system, using credit card or prepaid debit card.

**(B) Payment Made at Time of Filing.** Pursuant to Civ.R. 5(E)(3) and Civ.R. 73(J)(3), unless sufficient funds are on deposit for a case, any applicable filing fees shall be paid at the time a document is submitted for e-filing. Each filer shall be responsible for the costs of their own filings.

**IT IS SO ORDERED.**

  
Jeffrey D. Mackey, Judge