IN THE COMMON PLEAS COURT OF FRANKLIN COUNTY, OHIO
DOMESTIC RELATIONS DIVISION

IN RE: ELECTRONIC FILING OF COURT DOCUMENTS

ADMINISTRATIVE ORDER

I. APPLICATION AND SCOPE OF ADMINISTRATIVE ORDER

On March 14, 2012, the Franklin County Clerk of Courts and the Franklin County Common Pleas Court Division of Domestic Relations began a phased implementation of a new electronic filing system ("the e-Filing System"). The phased implementation began with a pilot project that included select participants and case types.

On May 31, 2012, the Franklin County Clerk of Courts and the Franklin County Common Pleas Court Division of Domestic Relations begins "go-live" e-Filing for all domestic relations and civil protection order case types. Also on May 31, 2012, the Franklin County Clerk of Courts and the Franklin County Common Pleas Court Division of Domestic Relations begins mandatory e-Filing for all divorce case types (with and without children).

The Franklin County Common Pleas Court Division of Domestic Relations will begin mandatory e-Filing for the following remaining case types as outlined below (note, Pro Se litigants will not be subject to mandatory e-Filing until June 27, 2012):

Case Type	Mandatory e-File "Go-Live" Date
Divorce Cases – with and without children	May 31, 2012
Dissolutions	June 6, 2012
Legal Separations	June 13, 2012
Annulments	June 20, 2012
Civil Protection Orders	June 27, 2012
All Pro Se filings	June 27, 2012

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CLERK OF COURTS

Consistent with Ohio Sup.R. 27, Ohio Civ.R. 5(E), Ohio Civ.R. 2, , the Ohio Supreme Court Advisory Committee on Technology and the Court's draft Standards for Electronic Filing Processes, the Franklin County Clerk of Courts ("the Clerk") and the Franklin County Common Pleas Court Division of Domestic Relations ("the Court") hereby adopt the following Administrative Order governing electronic filing ("e-Filing").

If necessary, the Court may issue additional administrative orders or adopt local rules that supplement this Order or change the mandatory e-File case types. Case types so designated shall be filed electronically after the effective date of such supplemental order or local rule.

This Administrative Order applies to all filers (party filers and non-party filers). Any and all persons or entities who need to file anything in a mandatory e-File case type, unless specifically excluded from that requirement elsewhere in this Order, shall file their documents electronically, as outlined herein.

II. DEFINITION OF TERMS

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

A. **Case Type.** A case type that has been designated by the Administrative Order or Local Rule as being a mandatory e-File case.

B. **Clerk.** The Clerk of Courts for the Franklin County Common Pleas Court, as defined by the Ohio Revised Code.

C. **Clerk Review.** A preliminary review of electronically submitted documents by the Clerk in accordance with Court rules, policies, procedures and practices. Court clerks will preliminarily review the data and documents to ensure their compliance with Court rules, policies and procedures prior to accepting the documents and sending them to the Case Management System and Document Management System. If the submitted documents comply with the applicable Court rules, policies and procedures, they will be accepted by the Clerk for e-Filing. If the submitted documents do not comply with the applicable Court rules, policies and procedures, they will not be accepted for e-Filing and the Clerk shall notify the filer of the deficiency or problem with the submission.

D. **Case Management System ("CMS").** A system that manages the receipt, processing, storage and retrieval of data associated with a case and performs actions on the data.

E. **Confidentiality or Confidential.** All documents submitted for e-Filing shall be confidential until accepted by the Clerk.

F. **Court Electronic Record.** Any document received in electronic form, recorded in the Court's Case Management System and stored in the Document Management System. "Court Electronic Record" will include notices and orders created by the Court, as well as pleadings, other documents and attachments created by practitioners and parties. "Court Electronic Record" will not include physical evidence or exhibits that are not able to be captured in electronic format.

G. **Document.** A filing made with the Court or by the Court in either electronic format or in paper format that is then converted to an electronic record, not to include electronic media.

H. **Document Management System ("DMS").** A system that manages the receipt, indexing, storage and retrieval of electronic documents associated with a case.

I. **Electronic.** Relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic or similar capabilities. "Electronic" is not meant to encompass activities involving facsimile transmission.

J. **Electronic Filing (e-Filing).** The electronic transmission, acceptance and processing of data, one or more documents and/or images. This definition of electronic filing does not apply to facsimile or email.

K. **Electronic Service (e-Service).** The electronic transmission of notice of a filing to all other electronically registered case participants via the e-Filing System.

L. **Electronic Signature.** An electronic sound, symbol or process that is attached to, or logically associated with, an electronic record and executed or adopted by a person with the intent to sign the electronic record.

M. **Electronic Record.** A record created, generated, sent, communicated, received or stored by electronic means.

N. **Filer/Filing Party.** Any person, agency or entity that is filing a document in a case pending in the Franklin County Common Pleas Court. The use of the words "filer" and "filing party" shall include party and non-party filers.

O. **Mandatory Case Types.**

All domestic relations and civil protection order case types pursuant to the schedule contained in this Order.

P. **Original Document.** A document that becomes part of the Court record.

Q. **Registered User.** A person who has read and agreed to the terms of the e-Filing System's User Agreement, has provided his/her credentials through the e-Filing System proving his/her identity, and has been provided with a user name and password through the e-Filing System.

III. ELECTRONIC FILING IN MANDATORY E-FILE CASE TYPES

Pursuant to the schedule listed in Section I and as of the "go-live" dates listed therein, all pleadings, motions, briefs, memoranda of law, deposition transcripts, transcripts of proceedings, orders and other documents submitted in designated mandatory e-File case types shall be filed electronically through the e-Filing System. Subject to the exceptions listed in Section XI, the Clerk shall not accept for filing or file any documents in paper format in mandatory e-File case types.

Parties (and non-party filers) shall electronically file their documents by registering to use the Court's e-Filing System. If a filer does not have internet access, the filer can use the Clerk's public access computer stations to register to use the e-Filing System and to then file his/her/its documents electronically.

As of the dates listed below, the Clerk shall no longer accept for filing or file any documents via facsimile in these case types:

Case Type	Last Date for Facsimile Filings
Divorce Cases – with and without children	May 31, 2012
Dissolutions	June 6, 2012
Legal Separations	June 13, 2012
Annulments	June 20, 2012
Civil Protection Orders	June 27, 2012
All Pro Se filings	June 27, 2012

IV. REGISTERED USERS AND AUTHORIZATION IN MANDATORY E-FILE CASE TYPES

All persons filing documents in case types designated as mandatory e-File case types shall be registered as users in the e-Filing System.

A. Documents Submitted in Person. If a pro se party, an attorney representing a party, or any other person/filer presents a document in person to the Clerk's office for filing in hard-copy/paper format, and that person/filer is not a registered user of the e-Filing System, the filer shall be directed to a computer station in the Clerk's office for registration purposes. The Clerk shall provide assistance to the filer during the registration process, if needed, but the Clerk shall not be designated as a filer of any of these documents. Once the filer is a registered user of the e-Filing System, his/her document(s) will be submitted through the e-Filing System.

B. Documents Received by Mail from Attorneys.

1. If the Court or Clerk receives, via mail, documents to be filed from a licensed attorney, the documents will be returned to the filer with instructions on how to register as a user of the e-Filing System and how to submit the documents electronically.

2. However, the Clerk may process, subject to Clerk Review, Notices of Appeals to initiate an appeal, provided that the required deposit and /or filing fees have been paid. All subsequent filings in any case so initiated, where the case is a mandatory e-File case type, must be e-Filed.

C. Documents Received by Mail From Paying Pro Se Litigants.

1. If the Court or Clerk receives, via mail, documents to be filed from a pro se party, the Clerk's office will first register the party as a user in the e-Filing System, noting that this party will not receive electronic notification. However, in the event the pro se litigant has provided an e-mail address for himself/herself, the pro se litigant will receive electronic notification and service.

2. The Clerk will then scan-in and upload in PDF format the submitted documents on the pro se party's behalf.

3. Provided that the required deposit and /or filing fees have been paid, the Clerk will then e-File the same through the e-Filing System, listing the pro se party as the filer.

4. **All subsequent filings** in any case so initiated, where the case is a mandatory e-File case type, must be e-Filed.

D. Documents Received From Indigent Litigants. Please refer to Section XVII.

E. Authorization. Parties to an assigned e-File case, who are represented by counsel, shall promptly take steps to allow their counsel to file, serve, receive, review and retrieve copies of the pleadings, orders and other documents filed in the case(s) electronically. By definition, parties filing electronically or receiving electronic service of any documents filed shall become participants in the e-Filing System.

V. CONFIDENTIAL AND UNIQUE ELECTRONIC IDENTIFIER

Upon registration, the e-Filing System shall assign to the party and/or the party's designated representative(s), who will now become registered user(s) of the system, a confidential and unique electronic identifier, i.e., a user name. Registered users will also choose a password that will be used, along with the user name, to file, serve, receive, review and retrieve electronically filed pleadings, orders and other documents filed in the assigned case.

Each person who is a registered user of the e-Filing System shall be responsible for the security, use and confidentiality of his/her unique user name and password.

All documents filed electronically will be deemed to be made with the authorization of the party who is assigned to the specific unique electronic identifier, unless the party demonstrates to the Court otherwise, by clear and convincing evidence.

VI. PRO SE LITIGANTS

Pro se litigants who present to the Clerk in person, for filing purposes, documents in hard-copy/paper format, shall be accommodated as follows:

A. The Clerk shall first provide and direct the pro se party to a secured public access computer station, from which the pro se litigant (and any other litigant or filer) will be permitted to register to use the e-Filing System.

B. The Clerk shall then scan the paper documents except proposed orders/entries (see C below), save them in a PDF format, and return the paper copies to the pro se litigant.

C. The pro se party must present proposed orders/entries in a Microsoft Word compatible format and shall reference the specific motions to which they apply.

D. The pro se litigant can then e-File his/her documents, now scanned in and saved in a PDF format, through the e-Filing System. Any proposed orders/entries can then be uploaded to the e-Filing System in a Microsoft Word compatible format.

E. If the pro se litigant has not provided an e-mail address for himself/herself, they will not receive email notifications, however they will receive electronic notification if they log into their account. If the pro se litigant has provided such an e-mail address, the pro se litigant will receive electronic service and notification.

VII. FORMAT OF DOCUMENTS ELECTRONICALLY FILED

All electronically filed documents shall, to the extent practicable, be formatted in accordance with the applicable rules governing formatting of paper pleadings and in any other format as the Court may require. All electronically filed documents, pleadings and papers shall be filed with the Clerk in Portable Document Format (PDF) with the exception of proposed orders/proposed entries. Proposed orders/proposed entries shall be submitted in a Microsoft Word compatible format and shall reference the specific motions to which they apply. The e-Filing System will electronically transmit the proposed orders to the assigned Judge or Magistrate.

A. Size of Filing. Submissions shall be limited to five megabytes (5MB) in size. No combination of PDF files in one transmission may accumulate to more than 25 megabytes (25MB) in size.

B. Font Style and Size. Documents created for e-Filing shall be double-spaced, in either Times New Roman or Arial font style and at least 12 point type. An exception is made for state-mandated CSEA forms, civil protection order forms, or any other mandated court forms.

C. Signatures.

1. **Attorney's/Filer's Signature.** Documents filed electronically with the Clerk that require an attorney's or a filer's signature shall be signed with a conformed signature of "/s/ (name)." The correct format for an attorney's signature is as follows:

/s/Attorney Name
Attorney Name
Supreme Court ID Number 1234567
Attorney for (Plaintiff/Defendant) XYZ Corporation
ABC Law Firm
Address
Telephone
Email
Fax

The conformed signature on an electronically filed document, submitted through the use of the attorney's/filer's unique username and password, is deemed to constitute a legal signature on the document for purposes of the signature requirements imposed by the Ohio Rules of Superintendence, Rules of Civil Procedure, and/or any other law.

2. **Multiple Signatures.** When a stipulation or other document requires two or more signatures:

   a.) The filing party or attorney shall first confirm in writing that the contents of the document are acceptable to all persons required to sign the document. The filer will indicate the agreement of all other counsel and/or parties at the appropriate place in the document, along with the method they obtained the agreement (i.e. via email), usually on the signature line.

   b.) The filing party or attorney shall then file the document electronically, identifying all of the signatories, e.g., /s/ Jane Doe, /s/ John Smith, etc.

3. **Third-Party Signatures.** Documents containing signatures of third parties (i.e., affidavits, stipulations, etc.) shall be electronically filed only as scanned-in images.

4. **Judge/Judicial Officer Signature.** Electronic documents may be signed by a Judge or judicial officer via a digitized image of his or her signature superimposed over the Court seal. All decisions, orders, decrees, judgments and other documents signed in this manner, through the use of the Judge's or judicial officer's unique username and password, shall have the same force and effect as if the Judge or judicial officer had affixed his or her signature to a paper copy of the document. Because proposed orders and entries submitted via the Court's e-Filing System will be signed electronically, the signature line for the Court must have typed on it *Signature Page Attached* or the submittance will be rejected.

VIII. FILING DATE AND TIME OF ELECTRONICALLY FILED DOCUMENTS

1. The e-Filing System is hereby appointed the agent of the Clerk for purposes of electronic filing, receipt, service and retrieval of electronic documents. Any document submitted electronically to Domestic Court will not be considered filed until accepted at Clerk Review, however once accepted it will be deemed filed (except as provided in #3 below) and contain an electronic stamp of the date and time *it was submitted.*

2. Upon receipt of submitted documents the e-Filing System will issue a confirmation that the documents have been received unless the user has elected not to receive email confirmations in their profile. The confirmation shall include the date and time of receipt. An e-Filer will receive subsequent notification through the e-Filing System that the documents have been accepted or rejected for filing. When accepted each document will receive an electronic stamp. This stamp will include the date and time the document was submitted by the filer.

3. While electronic documents may be submitted to the Court twenty-four (24) hours a day, seven days (7) days a week, documents submitted on a Saturday, or Sunday, or Court holiday will be deemed filed on the following business day regardless of the electronic stamp. This does not in any way alter the provision of Civ.R. 6 that filing deadlines that fall on a Saturday, a Sunday or a legal holiday run until the end of the following day that is not a Saturday, a Sunday, or legal holiday.

4. In the event the Court rejects a submitted document following Clerk Review, the document shall not become part of the Official Court Record and the e-Filer will be required to re-submit the document to meet filing requirements.

IX. ELECTRONIC FILING AND ELECTRONIC SERVICE BY THE COURT OF COURT-CREATED DOCUMENTS

In all e-File case types, the Court shall issue, file and serve all notices, decisions, orders and other documents that are created by the Court electronically, through the Court's e-Filing System, subject to the applicable provisions in the Court's local rules. The Court shall serve pro se litigants and parties who are not registered users of the Court's e-Filing System with paper copies of all notices, decisions, orders and other documents that are created by the Court.

The electronic transmission of a document that has been electronically signed by a Judge or Magistrate in compliance with procedures adopted by the Court shall, upon the complete receipt of the same by the Clerk, constitute filing of the document for all purposes of the Ohio Civil Rules, Rules of Superintendence, and the Local Rules of this Court.

X. ELECTRONIC SERVICE OF FILINGS AND OTHER DOCUMENTS

Subject to the exceptions noted in Section A below, it shall be the responsibility of the filing party to serve all filings on all other parties in an e-File case. The filing party shall make service upon all other registered users of the e-Filing System electronically via the Court's authorized e-Filing System. Parties, or their designated counsel, shall receive all documents electronically filed and electronically served upon them via access to the e-Filing System.

A. Service of Original Complaint.

When submitting any Complaint or Third-Party Complaint for electronic filing, the filing party shall also submit a certificate of assignment and confidential disclosure of personal identifiers (per local domestic rule 39) and instructions for service as required by the Ohio Rules of Civil Procedure. The Clerk shall issue a summons and process the method of service requested in accordance with the applicable Rules of Procedure. E-Service shall not replace the methods of service of pleadings prescribed in the applicable Rules of Procedure.

B. Service Copies.

When serving a pleading as outlined in Section A above, or if directed by Court Order, Rule or service instructions to serve paper copies of any other court documents, the Clerk shall cause service copies to be produced in lieu of service copies being furnished by the parties. In those situations, the Clerk shall charge a fee of $1.00 per service copy produced and shall assess those fees as costs against the funds on deposit.

C. Service of Filings Subsequent to the Complaint.

1. When a document (other than and subsequent to a Complaint) is filed electronically in accordance with these procedures, the e-Filing System will generate a "Notice of Electronic Filing" to the filing party and to any other party who is a registered user of the e-Filing System who has also requested electronic service. If the recipient is a registered user, the "Notice of Electronic Filing" delivered to the user's e-Filing account shall constitute service of that document upon that party in accordance with the applicable rules of the Court.

2. A Certificate of Service is still required when a party files a document electronically. The Certificate of Service shall state the manner, including by e-Service if applicable, in which service or notice was accomplished on each party entitled to service. The Certificate of Service shall set forth the date on which the attached document is being submitted for e-Filing, and shall designate that date as the date of service of said document.

3. A party who is not a registered user of the e-Filing System is entitled to a paper copy of an electronically filed document. <u>The filing party shall serve the non-registered party with the document in accordance with the applicable rules of the Court</u>. Upon notification that its document has been accepted for e-Filing, the filing party shall print out a copy of the e-Filed document and mail it to the non-registered user at said user's last known address.

4. The filing party is also responsible for the service of any proposed orders and entries submitted to the Court through the e-Filing System. Upon notification that its proposed order or entry has been approved by the Court and e-Filed, the party who submitted that proposed order or entry shall print out a copy of the e-Filed order or entry and mail it to all non-registered parties on that case, at those parties' last known addresses. The "Notice of Electronic Filing" delivered to all registered users' e-Filing accounts shall constitute service of that order or entry upon those parties in accordance with the applicable rules of the Court.

5. Currently, according to the Rules of Civil Procedure, parties served electronically are entitled to the same three-day extension of time to respond as if they had been served by mail.

6. A filer who brings a document to the Clerk's office for scanning and uploading to the e-Filing System shall serve paper copies on all non-registered parties in the case. Such a filer will have to print out (via the Clerk's print services and at a rate set by the Clerk, or via any other computing and/or print station) a copy of the e-Filed document and mail it to the non-registered parties. However, such a filer shall serve all registered users on that case electronically via the e-Filing System (e-Service).

7. Documents shall be filed under seal only with prior Court order.

D. Service on Parties: Time to Respond or Act.

1. E-Service of an electronically filed document shall be deemed complete when the registered user receives the "Notice of Electronic Filing" through the e-Filing System, notifying said user that the specific document has been e-Filed.

2. Service of a paper copy of an electronically filed document on a non-registered user shall be deemed complete on the date set forth on the Certificate of Service attached to said document, i.e., the date on which the attached document was submitted to the e-Filing System for e-Filing.

3. The time to respond to documents received via e-Service or otherwise shall be computed in accordance with the applicable rules of the Court.

E. Failure of Electronic Service. If e-Service on a party does not occur, the party to be served may, upon motion, be entitled to an order extending that party's response deadline or the period within which any right, duty or act shall be performed.

XI. CONVENTIONAL FILING OF DOCUMENTS

Notwithstanding the foregoing, the following types of documents shall be filed conventionally, unless expressly required to be filed electronically by the Court.

A. **Documents Filed Under Seal.** A party shall file a document to be sealed only after an order sealing that document has been signed and journalized. The sealed documents will not be e-Filed, but physically presented to the Clerk's office along with a copy of the signed order.

B. **Documents to be presented to the Court for in camera review.** Any documents submitted for in camera inspection shall be submitted to the assigned Judge (or Magistrate if appropriate) outside the e-Filing System.

C. **Exhibits.**
Exhibits or other items that cannot be captured or stored in an electronic format may be filed and served conventionally.

D. **Notices of Appeal.** In light of *Louden v. A.O. Smith Corporation*, 121 Ohio St.3d 95, 2009-Ohio-319, 902 N.E.2d 458, and until such time as the Franklin County Court of Appeals amends its local rules to expressly provide for the electronic filing of notices of appeal, notices of appeal shall be filed in paper copy with the Franklin County Clerk of Courts Division of Domestic Relations pursuant to App.R. 3.

XII. DEPOSITION TRANSCRIPTS

If a party reasonably believes that deposition transcripts will be needed as evidence pertaining to any motions or other proceeding, those deposition transcripts shall be filed electronically. All deposition transcripts filed with the Clerk must include a witness signature page and statement of changes in form or substance made by the witness pursuant to Civ.R. 30(E).

XIII. NON-PARTY FILERS

If a non-party entity receives an electronic document from the Court or the Clerk, and is asked to perform an act with respect to the same (serve it, obtain a signature, fill it out and submit it back to the Court/Clerk, etc.), it is that entity's responsibility to carry out the requested act, make the appropriate notations on the document/form, and then scan-in and upload the same for electronic filing back to the Court/Clerk. Once the paper document has been scanned in and submitted electronically through the e-Filing System pursuant to the procedures identified herein, the electronic document becomes a part of the Court's official electronic record. Notwithstanding any entity-specific rules or statutes pertaining to records retention that may state otherwise, the non-party filer need not keep a paper copy of the electronically submitted document once the non-party filer received confirmation from the Clerk that the document has been reviewed and accepted for e-Filing.

XIV. CIVIL PROTECTION ORDERS

The civil protection order clerks will continue to aid Petitioners when filing for a civil protection order. Pro se litigants will not remotely e-File the Petition for Civil Protection Order and related necessary documents. The civil protection order clerks will direct Petitioners to the Clerk's office as outlined in Section IV. as necessary.

Should an attorney desire to e-File the Petition and other required documents for issuance of a Civil Protection Order, they may do so, however, they must present themselves and their client at the Domestic Clerk's office by 3:00PM on the date that they file the Petition. Failure to appear by 3:00PM on said date will result in the dismissal of the Petition.

XV. OFFICIAL COURT RECORD

For a document that has been electronically filed, or a document that has been presented in paper format that has then been scanned-in and uploaded to the e-Filing System, the electronic version of that document constitutes the official Court record.

XVI. USER FILING ERRORS AND TECHNICAL PROBLEMS

A. User Filing Errors

Once a document is submitted and becomes part of the case docket, corrections to the docket are made only by the Clerk's office. A filer cannot make changes to any document once it has been submitted and accepted for filing.

A document that is incorrectly submitted for e-Filing (e.g., as a result of entering a wrong case number, selecting an incorrect document type, attaching an incorrect PDF file to a submission for e-Filing, or where the electronic file is corrupt or unreadable) may be deleted from the e-Filing System as long as the document has not been accepted for filing by the Clerk's office.

In the event of an incorrect case number or an electronic file that is corrupt or unreadable, the Clerk will reject the submission and notify the filer of the error(s) and of the need to re-submit. However, where the error consists of something other than a wrong case number or a corrupt file, the filer should, as soon as possible after the error is discovered, contact the Clerk's office and provide the case number and document number for which a correction is being requested. The Clerk may then delete the document from the e-Filing System. The Clerk shall immediately notify the filer of the error and the need to resubmit, if appropriate. The Clerk will not delete the relevant docket text, but will annotate the docket with a Notice of Correction to show the deletion, the reason for deletion, and that the filer has been notified. If appropriate, the Court will make an entry indicating that the document was filed in error.

However, once a document has been accepted for e-Filing by the Clerk, only a Judge can strike the document in the event it has been filed in error.

B. Technical Failures

The Clerk shall deem the e-Filing System to be subject to a technical failure on a given day if the site is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour after 10:00 a.m. that day. Known system outages will be posted on the web site, if possible.

Problems on the filer's end, such as phone line problems, problems with the filer's Internet Service Provider (ISP), or hardware or software problems, may also prevent timely filing. A filer who cannot file a document electronically because of a problem on the filer's end must file the document, through the public access computer stations in the Clerk's office.

If a document submitted electronically for filing is not filed with the Court because of an error in the transmission of the document to the e-Filing System, whether that error originates with the e-Filing System or at the filer's end, the Court may, upon satisfactory proof, enter an order permitting the document to be deemed filed as of the date it was electronically submitted. The Court may specify by local rule, or otherwise, a procedure for seeking relief under this provision. Counsel and parties should not assume that such relief is available on jurisdictional time limits (such as statutes of limitation or deadlines for appeal).

XVII. METHOD OF PAYMENT

In all mandatory e-File case types, deposits as security for costs, filing fees and all other costs shall be paid by credit card at the time a document is submitted for e-Filing.

Prisoners and some pro se filers, who qualify for indigent status, along with some government agencies, will need to have their costs deferred, and the Clerk and/or the Court will need to validate that those parties are in fact indigent or that they represent a qualifying government agency.

A. Approval of Affidavit of Indigence:

1. In-Person Presentation of Affidavit of Indigence

a.) When an indigent party presents to the Clerk, in person, documents to be filed, and those documents are accompanied by an affidavit of indigence, the Clerk will direct said party to a public access computer station to register as a user of the e-Filing System. If necessary, the Clerk will assist said party with the registration process. The Clerk will scan in and

upload in PDF format the documents to be e-Filed. The indigent party will then e-File his/her documents, including the affidavit of indigence.

b.) Unless the indigent party has provided an e-mail address for himself/herself, the indigent party will not receive electronic notification.

c.) The affidavit of indigence will then be reviewed by the duty judge or duty magistrate if duty judge is unavailable.

d.) In the event the affidavit of indigence is rejected by the duty judge or duty magistrate the party will have to resubmit the filing and pay the applicable filing fees and deposit as security for costs.

2. When Affidavit of Indigence is Mailed to the Clerk

a.) When an indigent party mails to the Clerk documents to be filed, and the documents are accompanied by an affidavit of indigence, the Clerk shall: 1.) register the indigent party as a user of the e-Filing System; 2.) scan-in and upload in PDF format the submitted documents on the indigent party's behalf; and 3.) e-File the same through the e-Filing System on the indigent party's behalf, listing the indigent party as the filing party.

b.) Unless the indigent party has provided an e-mail address for himself/herself, the indigent party will not receive electronic notification.

c.) The affidavit of indigence will then be reviewed by the duty judge or duty magistrate if duty judge is unavailable.

d.) In the event the affidavit of indigence is rejected by the duty judge or duty magistrate the filing will be rejected and the party will have to resubmit the filing and pay the applicable filing fees and deposit as security for costs.

B. Fee Deferral for Certain Government Agencies. If a filer is a government agency or other entity from which pre-payments are not required by statute, rule or practice, the documents submitted for e-Filing by that filer must include a clear indication that they are filed by, or on behalf of, an agency or entity entitled to deferral of, or exemption from, the payment of deposits as security for costs or pre-payments that would otherwise be required in connection with the filing.

XVIII. COLLECTION OF FILING DEPOSITS AND FEES

The authorized e-Filing System will establish a method for accepting payments of deposits and fees electronically, including the process for filing an affidavit of indigence.

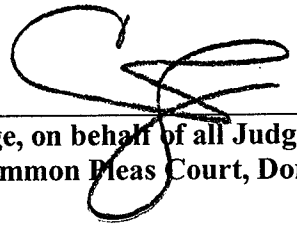
XIX. PUBLIC ACCESS COMPUTER STATIONS AND PRINT CHARGES

The public can view and print e-Filed documents on public access computer stations located in the Clerk's office. Users shall be charged for printed copies of documents at rates established by the Clerk.

XX. EFFECTIVE DATE OF ADMINISTRATIVE ORDER

This Administrative Order shall become effective immediately.

SO ORDERED:



Administrative Judge, on behalf of all Judges of the
Franklin County Common Pleas Court, Domestic Division