

COMMON PLEAS COURT
FILED

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IN THE COURT OF COMMON PLEAS OF ALLEN COUNTY, OHIO

CLAYTON S. STALEY-BURLEIGH
CLERK OF COURT
ALLEN COUNTY, OHIO

In the Matter of :

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Judgment Entry

Local Rules of Court

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Amendments to Local Rules of Court
(Allen County, Ohio)
And
NOTICE

Pursuant to Rule 5(A)(1)&(2) of the Rules of Superintendence for the Courts of Ohio (Local Rules) the Court has determined that there is an immediate need for amending Local Rule 2.11 and 2.12 (Special Projects Fund and Copying Fees) without prior notice.

Therefore, the attached amendments (2.11 – Special Projects Fund and 2.12 – Copying Fees) supersede and replace all prior Local Rules relative thereto.

Notice and opportunity for comment is provided for 30 days, however. Notice shall be published by posting in: (1) Allen County Recorder's Office, (2) Allen County Clerk of Court's Office, (3) Allen

County Sheriff's Office and dissemination to all Allen County bar members to their respective e-mail addresses.

A copy of the new amended Rule shall be filed with the Clerk of the Ohio Supreme Court forthwith.

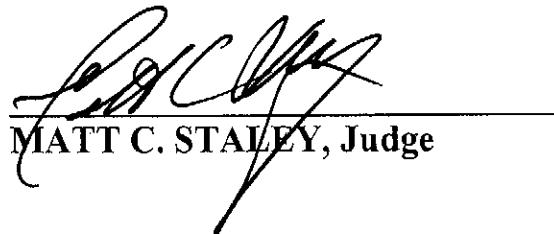
Comment shall extend to December 23, 2009. Comments shall be directed to the undersigned judges personally, by regular U.S. Mail or by e-mail at rwarren@allencountyohio.com; jreed@allencountyohio.com or mstaley@allencountyohio.com.

IT IS SO ORDERED.

Dated: November 20, 2009


RICHARD K. WARREN, Judge


JEFFREY L. REED, Judge


MATT C. STALEY, Judge

2.11 Special Projects Fund (Amended effective 1/1/10)

- (A) **Pursuant to O.R.C. 2303.201(A), the Court authorizes and directs the Clerk of the Common Pleas Court to charge one additional fee, of three (3) dollars, on the filing of each cause of action or appeal. Such fees collected shall be paid to the Allen County Treasurer who shall place said fees in a separate fund to be disbursed, upon Order of this Court, in an amount not greater than the actual cost to the Court of procuring and maintaining computerization of the Court, computerized legal research services, or both. If the Court determines that there are sufficient funds to satisfy the actual costs as above, the Court may declare a surplus in the fund and expend those surplus funds for other appropriate technological expenses of the Court.**
- (B) Pursuant to the authority of O.R.C. 2303.201(B) it is determined that, for the efficient operation of the Civil, Criminal and Domestic Relations Divisions of this Court, additional funds are required to computerize the office of the Clerk of Court of Common Pleas.

The Clerk of this Court is directed and hereby authorized to charge an additional fee of ten dollars (\$10.00) upon the filing of each cause of action, appeal, certificate of judgment, or the docketing and indexing of each aid in execution or petition to vacate, revive, or modify a judgment under R.C. 2303.20 (A), (P), (Q), (T), and (U).

All funds collected pursuant to this rule shall be paid to the County Treasurer and maintained by the County Auditor in a separate account, to be disbursed, upon an order of the Court of Common Pleas and subject to appropriation by the Board of County Commissioners, in an amount no greater than the usual cost to the court of procuring and maintaining computer systems for the office of the Clerk of the Court of Common Pleas.

- (C) Pursuant to the authority of R.C. 2303.201(E)(1) it is determined that for the efficient operation of the Court, the fee of \$50.00 shall be charged at the commencement

and re-openings of all civil, domestic relation and criminal cases.

2.12 Copying Fees - Other than Fax

The Clerk is authorized to charge a fee for the copying of any records or documents requested by parties or public at large which are maintained in office.

Said fees shall be calculated at the cost for each page copied.

Said fees shall be paid in advance as much as practicable and shall not be charged as costs in any action. Said fees shall be paid into the Treasury of Allen County as provided by law for such Miscellaneous collections.

Pursuant to the authority of O.R.C. 2303.20(Z) the fees for certified copies shall be \$1.00 per page.

LOCAL RULE 3

CIVIL ACTIONS: PLEADINGS, MOTIONS, HEARINGS

3.01 Documents

All pleadings, motions and other litigation documents shall be typewritten or legibly printed on paper securely bound at the top.

The caption in every complaint shall state the name and address, if known, of each party.

Each civil complaint or petition shall state in the caption the nature of the action in one of the following categories: (1) Professional Torts; (2) Product Liability; (3) Other Torts; (4) Workers' Compensation; (5) Administrative Appeal; (6) Foreclosure; (7) Complex Litigation; or (8) Other Civil.

All filings shall comply with the Rules of Superintendence for the Courts of Ohio particularly including, but not limited to, Rules 44 through 47 regarding Court Records and exclusion of personal identifiers.

Subsequent pleadings, motions, briefs, or other litigation documents shall set forth the case number, the name of the judge to which the case has been assigned, the name of the first party plaintiff and the first party defendant.

The Clerk shall not accept for filing any document which does not comply with this rule.

3.02 Rule Day Extensions

Civil Rule 12 prescribing Rule Day for Pleadings will be strictly enforced. Extensions of time will be granted only by written order of the Court.

CHANGES TO APPENDIX

RULE 20 -

- DR-1 - Domestic Affidavit
- DR-1A - Domestic Affidavit (Short Form)
- DR-2 - Custody Affidavit O.R.C. 3127.23
- DR-3 - Waiver of Counsel
- DR-4 - Child Healthcare Information Form
- DR-5 - Health Insurance Affidavit
- DR-6 - Uniform Affidavit of Property