

**IN THE COURT OF COMMON PLEAS, WOOD COUNTY, OHIO  
JUVENILE DIVISION**

In The Matter Of:

Case No.

An Administrative Order  
For the Purposes of Electronic Filing

ORDER

This matter is before the court on the court's own motion. In order to allow for the electronic filing of certain documents, and as referenced in Wood County Juvenile Court Local Rule 7.1, the following orders are made. These orders are effective April 24, 2019. The court reserves the right to suspend these orders as may be necessary to allow for the filing of certain documents.

**IT IS THEREFORE ORDERED** as to the format of electronically submitted documents, the following rules are established.

A. Format.

- All electronically filed documents should be formatted according to applicable rules governing formatting of paper pleadings, motions, and documents. Wood County Juvenile Court's paper format requirements are found in Local Rule 7. The filer is

solely responsible for removing all metadata and non-public data from documents submitted for e-filing.

- Original complaints, counter claims, cross claims, or pleadings which re-open proceedings must be in searchable portable document format (“PDF”).
- Documents must not exceed twenty megabytes (“20MB”). Larger submissions must be broken into additional documents of 20MB or less.
- Image resolution must be at least 300 dots per inch (“DPI”).
- Cannot contain links to other material.
- Must be in black and white – no color copies.
- Must be electronically signed.
- Must include a certificate of service.

**IT IS FURTHER ORDERED** as to personal identifiers and other documents bearing confidential or private financial matters, the following rules are established.

B. Personal Identifiers and Confidential or Private Information.

Before e-filing, counsel must make sure the first five digits of a social security number, financial account numbers, medical records, driver’s license numbers, and similar private information as defined in Local Rule 7.1 , Section J, are removed from the pleading, motion, or document.

Redaction of personal, confidential, or private information is solely the responsibility of the party filing the document.

**IT IS FURTHER ORDERED** as to electronic signatures, the following orders are put in place:

C. Electronic Signatures.

Every electronically filed pleading, motion, order, judgment or document is deemed signed by the judge, magistrate, clerk, attorney, party, or person who submitted it.

Signatures from attorneys shall be in this format:

- /s/ Attorney Name
- Typed attorney name.
- Attorney registration number (unless self-represented litigant).
- Firm name.
- Identify the party represented.
- Address.
- Telephone number.
- Facsimile number.
- E-mail address.

A document bearing more than one signature requires the filer to confirm agreement of the other signers before filing.

The confirmed signature on an E-filed document is deemed to constitute a signature on the document for the purposes of signature requirements imposed by the Ohio Rules of Superintendence, Rules of Civil Procedure, Rules of Criminal Procedure, Rules of Juvenile Procedure, and any other law.

Documents bearing a required original signature shall be e-filed in portable document form ("PDF"). The filing party shall keep the original document until the case is closed and the time for appeal has expired or the appeals have been heard or denied and all opportunities for post judgment relief have been exhausted.

**IT IS FURTHER ORDERED** this administrative order may be modified from time to time as the court deems necessary in order to ensure the effective receipt of, processing of, and preserving of electronically filed documents

/s/ David E. Woessner

Judge David E. Woessner