

RULE 7.1. ELECTRONIC FILING OF DOCUMENTS (E-FILING). [Effective 4-24-19]

[NOTE: As of May 17, 2019, this rule replaces former Local Rule 7.1 which dealt with filings by facsimile transmission]

A. Official Court Record.

1. As of the effective date, this rule pertains to the electronic filing (“E-filing”) of documents and pleadings and shall apply to custody, visitation, paternity, and support actions filed in the Wood County Juvenile Court. All other cases – including delinquency, unruly, traffic, abuse, neglect, and dependency related matters -- are not impacted by this rule at this time.
2. Electronically filed, accepted and docketed documents are the official record of the Common Pleas Court of Wood County, Juvenile Division (“court”). E-filed documents have the same force and effect as those filed by traditional means.
3. The court’s electronically filed hearing notices, schedules, orders, decisions, judgments, and other documents are the official court record. The digital signature of a judge or magistrate has the same force and effect as a handwritten signature on a paper document.
4. All parties and persons of interest in court proceedings may access filed and accepted documents electronically via the internet through the Wood County Juvenile Court’s public portal and in person at the Wood County Juvenile Court.
5. This local rule shall be read in conjunction with an Administrative Order as to E-Filing Procedures. A copy of the order will appear at the end of this local rule.

6. As of May 17, 2019, former Local Rule 7.1 – dealing with filing by facsimile transmission—is no longer in effect.

B. Registered E-Filers.

1. All counsel of record shall register with the court's E-File system. The registration link may be accessed through the public access link in the court's website -- <https://www.co.wood.oh.us/juvenilecourt/>.
2. Pro se parties may not register with the E-File system, and are required to file by traditional means.
3. The court may revoke e-filing registration in its sole discretion.
4. By registering as an e-filer, the attorney agrees to file documents electronically and consents to the rules surrounding service of pleadings, motions, and documents as provided for in section E of this rule.
5. A user guide and instructions for the court's E-file system can be found through the public access link in the court's website - <https://www.co.wood.oh.us/juvenilecourt/>.

C. Fees

1. Registered e-filers must pay all required filing fees and other costs or fees by credit card when prompted by the e-filing system. Any document filed electronically that requires a filing fee may be rejected by the clerk unless the e-filer has paid the appropriate fee.

D. Electronically Submitting Documents.

1. Except as otherwise provided in this rule, all pleadings, motions, briefs, memoranda of law, orders or other documents submitted in designated e-file

- case types shall be filed electronically through the court's authorized electronic filing system. The clerk shall not accept or file any document in paper form in e-file cases from litigants represented by counsel.
2. Litigants not represented by counsel shall file documents in paper form with the clerk in person, or by U.S. Mail. These pro se paper documents will then be placed into the electronic file system.
 3. At all times, the court reserves the right to accept documents for electronic filing or in paper format as may be necessary for the orderly conduct of business.

E. Filing and Service.

1. COMPLAINT AND RELATED DOCUMENTS. Upon electronically filing the original complaint, third party complaint, a pleading which initiates or reopens a case, or any pleading that adds a new party, the filing party shall also electronically file instructions for service of process. The clerk shall issue a summons and process by the designated method of service in accordance with the party's instructions and the Rules of Civil Procedure. Summons and service cannot be issued or completed electronically and must be accomplished as required by the applicable rule or statute.
2. SERVICE OF DOCUMENTS AFTER THE COMPLAINT.
 - a. E-SERVICE. Unless another form of service is required by rule or statute, all documents filed after initial service has been completed shall be served by the E-File system on registered e-filers. The electronic service of a subsequent pleading, filing or other document in E-file cases shall be

considered valid and effective service on all parties and shall have the same legal effect as an original paper document served under former rules. Parties not registered with the court's E-File system shall be served a paper copy by the filing party, not the court or clerk, in accordance with the applicable Rules of Civil Procedure.

- b. CERTIFICATE OF SERVICE. A certificate of service on all parties entitled to service is still required when a party files a document electronically. The certificate must state the manner in which service was accomplished on each party so entitled.

F. Time, Effect and Process of E-Filing through the Justice E-File System.

1. Any document may be submitted remotely with the clerk through the E-File system 24 hours a day, 7 days a week.
2. Upon electronic receipt, the court's E-File system shall issue a confirmation to the e-filer that the submission has been received. The confirmation shall include the date and time of receipt and serve as proof of receipt. The date and time of receipt is NOT the date and time of filing, as all received documents are subject to clerk review.
3. Clerk Review: After clerk review, an e-filer will receive notification from the clerk that the submission has been accepted or rejected by the clerk.
 - a. Documents that are submitted electronically and do not comply with these rules or any associated administrative order may be rejected by the clerk. If the submission is rejected, the document shall not become

part of the court record and the filer shall be required to re-submit the document to meet requirements.

- b. If the submission is accepted, the document shall be docketed and filed.
4. Upon acceptance, the submission shall be deemed filed and shall receive an electronic stamp that includes the date and time the document was electronically filed. Once accepted, the document will be deemed filed for purposes of Ohio law and relevant rules of court procedure.
5. E-filers must always be aware of the statute of limitations, the savings statute, and similar time limits. It is solely the e-filer's obligation to submit only documents which fully comply with court rules, policies, procedures, and practices. Documents which do not fully comply may be rejected, not docketed, and not filed. The e-filer must allow sufficient time for filing, clerk review, and any necessary re-submission. **ELECTRONIC FILING DOES NOT ALTER OR EXTEND APPLICABLE TIME LIMITS.**
6. If a submission is not received because of a system error, the court may, upon satisfactory proof, enter an order permitting the document to be filed nunc pro tunc to the date it was submitted and accepted.
7. Any signature on electronically transmitted documents shall be considered that of the attorney or party or magistrate or judge it purports to be for all purposes. If it is established that the documents were transmitted without authority, the court may order the filing stricken.

G. Personal Identifiers and Private Information

1. The E-filer is responsible for complying with all rules regarding the redaction of personal identifiers and private information. See Local Rule 31.
2. The inclusion of personal identifiers and/or private information may be cause for the clerk to reject the filing.

H. Exceptions to E-Filing

1. All documents relating to Civil Protection Orders, delinquency, dependency, abuse, neglect, traffic, unruly and adult cases shall be filed in paper form with the clerk.
2. Pro se parties shall file documents in paper form with the clerk in person, or by U.S. mail.
3. The following specific pleadings shall be filed in paper form with the clerk: Transcripts of proceedings prepared by the court's assigned court reporter; original exhibits; subpoenas which are to be issued by the clerk; deposition transcripts; a form 'Motion, Entry and Certification for Appointed Counsel Fees'; and Affidavits of Indigency. The court reserves the right to electronically scan any of these documents and include them in digital format in the official court record.

I. Court Access to Electronically Filed Documents.

1. Pro se litigants and the public lacking access to appropriate equipment may access records through a public access terminal located in the Wood County Juvenile Court during normal business hours. Registered attorneys may utilize the public access terminal to E-file documents and to view documents.

2. The clerk may charge a fee for printing copies of e-filed and other documents.

No fee is charged to view documents.

J. Terms and Definitions.

“Accepted” means an electronically filed document has been reviewed by the clerk, filed, and docketed.

“Clerk review” means an inspection of electronically filed documents by the clerk for compliance with court rules, policies, procedures, and practices made before creating a docket entry.

“Court electronic record” means documents received in electronic form, recorded in its case management system, and stored in its document management system. Electronically received documents include documents received in paper form and scanned into electronic format, but do not include physical exhibits and other things which cannot be fully captured as an electronic image.

“Court initiated filings” are documents, such as notices or orders, created by the court and entered into the case management system.

“Designated e-file case types” are cases or types of filings which must or may be filed electronically.

“Docketed” is the entry of an item into the official court record.

“Document management system” (“DMS”) is the scheme for receipting, indexing, storing, and retrieving electronic and scanned case documents.

“E-filer” is a person registered with the court and authorized to file and receive documents electronically.

“Electronic filing” (e-filing”) is the electronic transmission of documents to and from

the court for the purpose of creating a public record of requests and actions in a case. E-filing is complete when the document is docketed. Documents transmitted by facsimile or e-mail are not e-filed documents.

“E-File System” is the service provided by the court for e-filing and e-service of documents via the internet. The E-File system is an agent of the court for the purpose of electronic filing, receipt, service and retrieval of electronic documents. The service may be accessed at the courthouse using a public access terminal or any internet connected device.

“Electronic receipt” acknowledges transmission of a document to the e-filing system.

“Electronic service” (“e-service”) is the electronic transmission of a document to a party, attorney, or representative. Electronic service does not include facsimile or e-mail.

“Notice of receipt” is the notice sent by the E-file system after a document has been submitted to the court. Notice of receipt does not mean the document has been or will be accepted and docketed.

“Paper filings” include documents filed under seal, presented for in camera review, and other documents as required by the Court.

“Personal identifiers and private information” include the first five digits of a social security number, driver’s license numbers, bank and other financial account numbers, medical records, information protected by law from public disclosure, and any information ordered sealed, private, or non-public by the court.

“Public access terminal” is the e-computer equipment located in the lobby at the

Wood County Juvenile Court. No fee is charged to view or upload documents. The clerk may charge a fee for printing copies of e-filed and paper documents.

“Rejected documents” are e-filed documents which have not been accepted and docketed by the clerk.

“Time of filing” is the date and time shown on the clerk’s confirmation notice and reflected on the e-filed document after clerk review.