

**RULES OF PRACTICE  
OF THE  
COURT OF COMMON PLEAS**

**STATEMENT OF PURPOSE**

Delay in criminal and civil cases in the Courts of Common Pleas throughout the state of Ohio is a serious problem in the administration of justice. Constitutional courts were created to serve the litigants and the interest of the public at large, not for the convenience or benefit of judges and lawyers. Unnecessary delay erodes the public's confidence in the judicial system.

It is the obligation of the judges of the Court of Common Pleas, Franklin County, Ohio, to operate the Court in a manner that is lawful, fair, just, and efficient for the benefit of the citizens of Franklin County and all other litigants that come before it. To that end, the following rules are designed (1) to expedite the disposition of both criminal and civil cases in this Court, while at the same time safeguarding the rights of litigants to the just processing of their cases; (2) to expedite and make consistent the disposition of cases in the general branch of the Court; and (3) to serve the public interest which mandates the prompt disposition of all cases before this Court.

**RULE 108 FACSIMILE FILING ACCOUNTS**

**108.01** For the convenience of persons filing documents with the Clerk of Courts, the Court has established Loc. R. 109, which governs facsimile filing. Persons wishing to take advantage of Loc. R. 109 must establish in advance a facsimile filing account. The procedure for establishing a facsimile account is set forth in Part A of this Local Rule. The procedure to be followed when filing a civil complaint is set forth in Part B.

A. To establish a facsimile filing account, a person must execute and deliver to the Clerk an Authorization Agreement for the Automatic Withdrawal (Debits) an Deposit (Credits) on a form furnished by the Clerk. Upon receipt of the authorization agreement and confirmation from the designated banking authority the clerk shall establish a debit account in the name of the account holder. The Clerk shall debit the account of the account holder for those facsimile transmitted documents received by the clerk for filing. The Clerk shall terminate the account when notified in writing by the account holder.

B. A person with a pre-existing facsimile filing account may file by facsimile a complaint that otherwise complies with Loc. R. 109.01-.09 provided the person complies with Loc. R. 108.01 (A). The Clerk shall debit the facsimile filing account for the fees associated with filing by facsimile, filing the complaint, the fees for making service copies of the complaint and any associated documents and the postage for mailing a return copy to the account holder. Once these provisions have been complied with the complaint will be deemed filed in accordance with Loc. R. 109.06. A complaint is the initial document filed to initiate a civil proceeding. This section does not apply to any criminal proceedings.