

**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 11 - PLEADINGS AND MOTIONS

11.01 Every pleading, motion, and memorandum filed shall have typed or printed on it the name, Ohio Supreme Court attorney registration number, address, and telephone number of counsel filing the same, and when the counsel is a firm of attorneys, a particular attorney within the firm having primary responsibility for the case and his or her Ohio Supreme Court attorney registration number shall be indicated thereon.

11.02 When a new party plaintiff or defendant is added to a case after its commencement, the caption of subsequent pleadings shall contain the name and address of the new party, followed by the specific designation of "new party plaintiff" or "new party defendant" as is applicable.

11.03 Counsel shall file with the assignment office written notice of any change of address. The notice shall include the Ohio Supreme Court attorney registration number for each attorney.

11.04 All motions, briefs and memoranda, pro, contra, and reply shall be filed in duplicate.

11.05 All motions, memoranda contra and replies shall be titled in the following manner:

MOTION:

MOTION OF [plaintiff/defendant] [party name]
[to/for] [type of motion]

MEMORANDUM CONTRA:

MEMORANDUM CONTRA OF [plaintiff/defendant] [party name]
TO [plaintiff/defendant] [party name]'S
MOTION [to/for] [type of motion] FILED [date of motion]

REPLY:

REPLY OF [plaintiff/defendant] [party name]
TO [plaintiff/defendant] [party name]'S
MEMORANDUM CONTRA TO MOTION FILED [date of motion]

11.06 All pleadings and motions shall be typewritten or printed, double spaced, on 8 ½ by 11 paper, and in at least 12 point type. The caption shall identify the plaintiff(s) and defendant(s) by name and complete address, including zip code. Post office box numbers shall not be used as a complete address. The plaintiff(s) shall file a sufficient number of copies of the complaint to permit the clerk to retain one copy and to serve a copy of the complaint upon each named defendant.