

**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 7 - FILES

7.01 The Clerk shall file together and carefully preserve all papers delivered to the Clerk's office in every case or proceeding.

7.02 In cases pending where the parties or their counsel deem it necessary to have copies of pleadings, the Clerk shall on request furnish copies, and the expenses of one copy for the opposing party shall be taxed in the bill of costs. Copies of all other papers, except bills of exceptions, belonging to the files of the Court, shall, on demand, be furnished by the Clerk to attorneys or parties interested upon payment of the usual fee.

7.03 The Clerk shall permit any party to a case or any party's attorney or agent to make a copy of any papers **in the files of the Court, except depositions and bills of exceptions.**

7.04 Categories of cases filed in the General Branch of this Court, shall be as follows: A - Professional Tort; B - Product Liability; C - Other Torts; D - Workers Compensation; E - Foreclosures; F - Administrative Appeal; G - Complex Litigation; H - Other Civil; CR - Criminal. The initial determination of the categories of cases being filed shall be made by the party filing the case and shall be indicated on the face of the complaint at the time of filing. Complex Litigation - G shall not be designated at the time of filing. Categories shall also be indicated on all subsequent filings, in all cases filed.

Changes in categories may be made only by the Trial Judge on forms provided by the Court, except for Complex Litigation - G, which must be made by the Administrative Judge. The party requesting and receiving a change of category shall notify all parties in the case and the Court's assignment office of the change by providing a copy of the signed change of category form.

7.05 Every pleading, document, or other paperwork filed in the Clerk's office shall be on 8-1/2" x 11" size paper.