

**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 25 - ENTRIES**

**25.01** Unless the Trial Judge otherwise directs, counsel for the party in whose favor a decision, order, decree, or judgment is rendered, shall within five days thereafter prepare the proper journal entry and submit it to the counsel for the adverse party, who shall approve or reject the entry within three days after receipt. Name of the counsel and of the Trial Judge shall be typed or printed upon the entry. When the entry is approved by counsel, it shall be signed and presented to the Trial Judge for approval, and if signed by the Trial Judge, shall then be filed with the Clerk. If counsel are unable to agree upon the entry, the dispute shall be submitted to the Trial Judge, who will direct what entry shall be made.

**25.02** If counsel fails to present any entry within 20 days after the decision, order, decree, or judgment is rendered, the Trial Judge shall cause the proper entry to be prepared and filed without submission or notice to counsel or take such other action as may be appropriate under the circumstances.

**25.03** Counsel shall promptly submit an entry of dismissal to the Trial Judge following settlement of any case. If counsel fails to present such an entry to the Trial Judge within 20 days after representation to the Trial Judge that a case has been settled, the Trial Judge may order the case dismissed for want of prosecution.

**25.04** Contents of the Entry (**Amended 5-23-02**) All entries should: (1) state the reason for the entry; or (2) relate the entry to the motion decided and the date of the decision; and (3) indicate whether or not it is a final entry. If the entry does not dispose of all claims, counterclaims and/or cross-claims, it shall specify what claims remain pending.