

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

LOCAL RULE 11 (2-18-14) Form of Court Documents.

11.01 Every pleading, motion, memorandum, indictment or other filing (hereinafter “court document”) shall identify by name, Ohio Supreme Court attorney registration number, mailing address, email address, and telephone number the counsel filing the same. In civil cases, when counsel is a firm of attorneys one particular attorney within the firm having primary responsibility for trying the case shall be designated as “Trial Attorney” pursuant to Sup. R. 36(A).

11.02 When a new party plaintiff or defendant is added to a case after its commencement, the caption of subsequent court documents shall contain the name 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 Prior to being granted permission to appear *pro hac vice*, out-of-state counsel must comply with Gov. Bar. R. XII.

11.05 Court documents shall be titled in substantially 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 (A) All court documents filed in civil cases must be double-spaced, except that (1) footnotes; (2) quotations more than two lines long and indented; and (3) headings may all be single-spaced.

11.06 B) All court documents filed in criminal cases other than the indictment shall, whenever possible, be double spaced and comply with the other provisions of this local rule. Indictments may be single spaced when required by computer systems used by the prosecutor.

11.06 (C) Margins on all documents filed with the court must be at least one inch on all four sides. Whenever possible page numbers shall be placed in the margin, but no text may appear therein. Typeface on all court documents shall be at least 12-point, except for footnotes which may be no less than 10-point.

11.07 (A) Foreclosure Cases (7/1/16) - In all real property foreclosure cases in this court in which the Franklin County Treasurer is named as a party defendant, the Treasurer shall be served with summons but thereafter need not move or plead to the complaint in order to preserve the statutory right to claim unpaid taxes, penalties, or other relief as the first and best lien (hereinafter collectively called "Taxes"). This Local Rule applies to all real property foreclosure actions filed in this court even if the Treasurer is not named as a party. The only exception requiring the Treasurer to move or plead exists when the Treasurer deems service insufficient, or seeks relief not otherwise apparent from publicly available records showing Taxes for the real property.

(B) Ordinarily, the Treasurer's counsel need not be served by any other party with answers, motions, cross-claims or other documents subsequent to the original complaint (except for the proposed final Judgment) unless the Treasurer asserts, or another party to the case challenges, Taxes inconsistent with publicly available records. Claims by or against the Treasurer that deviate from Taxes shown on publicly available records, whether in amount, validity, or priority, must be addressed in pleadings or motions to preserve such claims or issues.

(C) Every final Judgment for confirmation of sale and distribution of proceeds of foreclosure shall include as an attachment a certificate of the Franklin County Treasurer, obtained through the delinquent tax section of that office, certifying that all Taxes due have been paid or will be discharged out of the proceeds of sale pursuant to R.C. 323.47.

(D) This Local Rule 11.07 is effective on July 1, 2016, and is applicable in all ongoing cases and in all cases filed thereafter, unless otherwise ordered in a specific case by the trial judge assigned to that individual case.