

**Proposed Amendments to the  
Court of Common Pleas  
Domestic Relations Division  
Medina County, Ohio**

New Local Rule 10.0 regarding Electronic Filing, and Electronic Submission of Confidential Records:

Pursuant to Ohio Rules of Superintendence 5(A), the Court has determined that there is an immediate need for this rule, and is adopting this rule, effective immediately, subject to any changes after the public comment period has expired.

The Medina County Domestic Relations Court will accept public comments until September 15, 2022, on the attached proposed amendments to the Rules of Practice and Procedure of the Court of Common Pleas Domestic Relations Division.

No later than Friday, September 15, 2022, at 4:00 p.m., comments on the proposed amendments should be submitted in writing to:

Courtney E. Bailey, Judicial Attorney  
Honorable Julie A. Schafer  
Medina County Domestic Relations Court  
99 Public Square, Second Floor  
Medina, Ohio 44256

Or

[cebailey@medinaco.org](mailto:cebailey@medinaco.org)

Proposed Local Rule 10.0 is adopted effective August 29, 2022, pursuant to Sup.R. 5(A)(2), subject to public comment.

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## LOCAL RULE 10 -ELECTRONIC FILING TRANSMISSIONS

### 10.01 Definitions in the Rule shall be as follows:

- A. Source document: The document to be filed. This document shall be transmitted to the Medina County Clerk of Courts by e-mail in PDF format unless it is a Proposed Order which shall be submitted in WORD format.
- B. Original document: The e-mail copy of the source document received by the Clerk and maintained as the “original” document in the case file. A document filed by e-mail shall be accepted as the original filing if the sender complies with all of the requirements set forth in this Local Rule. The sender need not file any other document.

### 10.02 Filings Not Accepted: The following documents may NOT be filed by e-mail transmission:

- A. Any proceedings deemed confidential pursuant to Ohio Law.
- B. Any document which is maintained in the Court’s confidential Family Court Services File and Confidential Financial Records File. See R. 10.04 below.

### 10.03 Electronic Filing Cover Page: All filings by e-mail shall be accompanied by a Clerk Approved cover page as set forth in Appendix “A”, attached hereto, which sets forth:

- A. Date of transmission;
- B. Name, address, e-mail address, telephone number, and fax number of the sender;
- C. Case number and caption of the case in which the document is to be filed;
- D. Title of the document(s) to be filed; and
- E. Number of pages being transmitted.

### 10.04 Electronic Filing E-Mail Address: The e-mail address available for receiving filings for the Clerk is [DRefiling@medinaco.org](mailto:DRefiling@medinaco.org). This e-mail address is available twenty-four (24) hours per day seven (7) days per week for e-mail filings ONLY. E-mails sent to any other address are not covered by or permitted under this Local Rule and will not be considered filed. All e-mail filings shall state the Case Number and Case Caption in the subject line of the e-mail. **See R. 10.06 below regarding the date and time a document will be time-stamped.**

### 10.05 Confidential Records: Any records which are filed in the Court’s Confidential Family Court Services File or in the Confidential Financial Records File shall be submitted to the Court via email at [medinadr@medinaco.org](mailto:medinadr@medinaco.org). A Notice of Submission must be filed with the Clerk at the Electronic Filing Email Address [DRefiling@medinaco.org](mailto:DRefiling@medinaco.org).

- A. DO NOT FILE the confidential records with the Clerk of Courts.
- B. Any confidential filing must include the Court approved Confidential Record Filing Cover Page, attached hereto as Appendix “B” which indicates that the filing is confidential, and that a notice of submission has been filed with the Clerk of Court, as well as the information contained in R. 10.03, above.

### 10.06 Date and Time: For purposes of this rule and for entering such filings into the electronic Case Docket system, electronically transmitted documents may be received during

the regular business hours of the Clerk. **ANY DOCUMENTS RECEIVED AFTER 3:00 PM ON A REGULAR BUSINESS DAY MAY BE FILED AND DOCKETED THE FOLLOWING BUSINESS DAY. ANY DOCUMENTS RECEIVED ON WEEKENDS OR OTHER LEGAL HOLIDAYS MAY BE FILED AND DOCKETED THE NEXT BUSINESS DAY.**

- A. If the document being filed is time sensitive, contact the Clerk ensure it is time stamped on the date it is submitted, or file the document in person at the Medina County Clerk of Courts, Domestic Relations Division.
- B. It is the responsibility of the attorney or party filing the document to ensure it is accepted by the clerk and time-stamped.

**10.07 Document Restrictions:** An e-mail transmission may contain more than one document but may not apply to more than one case number per transmission.

- A. Motions and other filings making reference to or incorporating other documents attached to the motion or other filing as an exhibit thereof shall be considered as part of a single filing for purposes of this rule.
- B. Each document attached shall be listed on Electronic Filing Cover Page by file name.
- C. Each document shall be attached as a separate file with a descriptive file name.
- D. Each document shall be identified as confidential or not confidential.

**10.08 Fees:** For any original filing, or filing which requires a deposit, the Clerk of Courts will notify the filer of the amount due, along with a time-stamped copy of the document(s). The person filing said document shall promptly remit payment to the Clerk of Courts for said filing fee.

- A. There are no specific costs related to Electronic Filings except to the extent that the filings are taxed as costs to any case. Filings in excess of ten pages may be assessed a copying charge, if necessary, at the rate of ten cents per page.
- B. It is the sender's responsibility to ensure that there are sufficient funds deposited with the Clerk with which to satisfy the cost relating to the filing.

**10.09 Filing Acceptance or Rejection:** The Court is authorized to reject any electronic filing if it fails to comply with any of the requirements of this rule. The Court shall notify sender of said rejection.

**10.10 Signatures:** Any signature on documents transmitted by e-mail shall be considered as that of the attorney or other person that it purports to be for all purposes.

- A. If it is established that the documents were transmitted without authority, the Court may order the filing stricken
- B. Any electronic filings shall contain a signature and must be followed by the printed name of the person signing the source document.

**10.11 Verification of Receipt for e-mail filings:** The Clerk shall send a Delivery Receipt. Once the

document has been filed the Clerk shall confirm said filing via email by returning to sender the time stamped documents.

**COMMENTS:**

E-mail Filings: Under Civil Rule 5(E), pleadings, motions, applications and other filings may be filed with the Clerk by e-mail transmission subject to conditions in the rule. This Local Rule is adopted for the convenience of those filing documents with the Clerk but the Clerk; however neither the Clerk nor the Medina County Domestic Relations Court assumes any new or additional responsibilities, obligations or liabilities by virtue of this Rule. The filer remains responsible for any requirements pertaining to time, costs or otherwise when using this method of filing. This Local Rule pertains only to the method of filing and does not change any other requirements in the Local or Civil Rules or Ohio Statutes such as obtaining the consent of parties or counsel or obtaining signatures or the authorization to sign for opposing counsel.

**MEDINA COUNTY DOMESTIC RELATIONS COURT  
ELECTRONIC FILING COVER PAGE  
Local Rule 10.03**

Date of Transmission \_\_\_\_\_

**Case Information**

Case Number \_\_\_\_\_

This is a new case filing

Case Caption \_\_\_\_\_

**Sender Information:**

Name \_\_\_\_\_

I am the \_\_\_\_\_ in this Case

I am the Attorney for \_\_\_\_\_ the \_\_\_\_\_  
in this case. My Supreme Court Registration Number is \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Fax Number \_\_\_\_\_

**Document Information:**

Title of Document to be Filed \_\_\_\_\_

Number of Pages (including this cover sheet) \_\_\_\_\_

Document File Name (if different than Document Title)

**Sender Acknowledgments**

- I acknowledge that **any document emailed after 3:00 p.m. EST may not be time stamped and docketed until the next business day**, & it is my responsibility to make sure any document is timely filed.
- Service will be performed pursuant to the Ohio Civil Rules.
- If there is a filing fee/deposit required by the Clerk for this document, the Clerk will notify me and I will remit payment immediately.
- I am emailing this to [DRefiling@medinaco.org](mailto:DRefiling@medinaco.org)

\_\_\_\_\_  
Signature of Attorney or Self Represented Person

**MEDINA COUNTY DOMESTIC RELATIONS COURT  
CONFIDENTIAL RECORD FILING COVER PAGE  
Local Rule 10.05**

Date of Transmission \_\_\_\_\_

**Case Information**

Case Number \_\_\_\_\_

Case Caption \_\_\_\_\_

**Sender Information:**

Name \_\_\_\_\_

- I am the \_\_\_\_\_ in this Case
- I am the Attorney for \_\_\_\_\_ the \_\_\_\_\_  
in this case. My Supreme Court Registration Number is \_\_\_\_\_
- Other \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

**Document Information:**

Number of Pages (including this cover sheet) \_\_\_\_\_

I am submitting:

- |   |   |
|---|---|
| <input type="checkbox"/> Financial Records                        | <input type="checkbox"/> Application for Child Support Services |
| <input type="checkbox"/> Income/Expense Affidavit                 | <input type="checkbox"/> Property/Health Insurance Affidavit    |
| <input type="checkbox"/> Affidavit in Support of Temporary Orders | <input type="checkbox"/> Responsive Temporary Support Affidavit |
| <input type="checkbox"/> Guardian ad Litem Report                 | <input type="checkbox"/> Psychological/Custody Evaluation       |
| <input type="checkbox"/> Drug Test Results                        | <input type="checkbox"/> Drug/Alcohol Assessment                |
| <input type="checkbox"/> Parenting Time Coordinator Report        | <input type="checkbox"/> Paternity Test Results                 |
| <input type="checkbox"/> Other _____                              |   |

**Sender Acknowledgements**

- I have filed a Notice of Submission with the Clerk of Courts
- I am emailing this to [medinadr@medinaco.org](mailto:medinadr@medinaco.org)
- I will provide a copy of this record to opposing counsel, counsel for the parties, or unrepresented parties, as required by the Ohio Rules or Local Rules

\_\_\_\_\_  
Signature of Attorney or Self Represented Person