**STANDING ADMINISTRATIVE ORDER**:

**ELECTRONIC FILING (E-FILING) April 22, 2025**

1. Definitions
   1. Original Document: the electronic document received by the clerk from the filer.
   2. Electronic Filing (e-filing): the process by which an attorney or self- represented individual submits documents with the Court by means of an online electronic transmission of the document through a portal operated by an electronic filing manager designated by the Court.
   3. Electronic Signature: an electronic identifier intended by the person using it to have the same force and effect as a manual signature. An electronically submitted document issued or received by the Court is considered signed if an electronic signature is included on the document. An electronic signature must include at least one of the following:
      1. “/s/” and the name typed in the space where the signature would otherwise appear (this form of electronic signature may be used only by attorneys licensed to practice law in the State of Ohio); or
      2. an electronic image or scanned image of the individual’s signature.
   4. E-services platform: the program used by the Juvenile Court to support its electronic filings and other electronic services, including e-pay.
   5. Filer: an individual or authorized agent who e-files. Registration as a filer constitutes consent to accept electronic service of any pleadings filed by other registered filers as well as any orders issued by the Court.

6) Technical failure: a malfunction of the e-services or any county-owned or leased hardware, software, or telecommunications equipment, plus any other issue under control of the Court or the Delaware County Information Technology Department that results in the inability of a filer to file a document.

1. Electronic Filing Policy

In conformity with the Ohio Revised Code and Rule 5(E) of Ohio Rule of Civil Procedure 5(E), pleadings and other papers may be filed electronically with this Court, subject to the provisions in this rule. Unless otherwise modified by approved stipulation or court order, all Ohio Rules of Civil Procedure and Local Rules and orders of the Court apply to all documents electronically filed.

1. Registration

Any individual who wants to file electronically must first register with the e-services platform in order to e-file. Upon approval or denial of the request for access to the e- services platform, the filer will receive an email indicating the registration status.

Registration as a filer constitutes consent to accept electronic service of any pleadings filed by other registered filers as well as any orders issued by the Court.

1. Signatures

All electronically filed pleadings must be signed by an attorney admitted to practice in the State of Ohio or by any parties representing themselves. Any signature on an electronically transmitted document will be considered that of the attorney or party under Rule 5(E)(1) of the Ohio Rules of Civil Procedure.

1. Acceptance or Rejection of Filing
   1. Each electronic filing will be assigned a confirmation number, which will be displayed on the screen of the filer’s computer upon successful transmission of the filing. The document is deemed filed pursuant to Rule/Statute at the date/time of that confirmation notice.
   2. After an e-filing has been submitted, the Court will review the submission and notify the filer by email if filing is rejected for any reason.
   3. After a document receives a confirmation number and has been accepted by the Clerk, the document cannot be altered.
   4. If the document contains a minor error that does not affect the substance of the document and is rejected as result of that error, the filer will have until midnight on the business day after the day on which they are informed of such error to correct the error and resubmit the document and the document will be deemed filed as of the date of the original filing.
2. Document Format, Attachments, and Exhibits
   1. Documents must be submitted in Portable Document Format (PDF).
   2. All attachments and exhibits to pleadings or motions should comply with data format for the e-services portal and, where possible, be contained in one PDF file. If the file size is too large to upload, the attachments or exhibits can be filed in multiple parts.
   3. Deposition transcripts must be filed in hard format pursuant to the local rules and may not be filed electronically.
3. Service of Documents

Any documents filed electronically must be served in accordance with local rule. If there are other filers of record, service will be made electronically

1. Technical Failures

All filers are responsible for any delay, disruption, interruption of electronic signals, and readability of the document and accept the full risk that the document may not be properly filed with the Court as a result.

1. Hours of Operation

The Court receives electronic documents 24 hours per day, seven days per week, regardless of whether or not the Court is actually open. The Eastern Time Zone governs the time of filing, rather than the time zone from which the filing is made.

1. Fees

The Court will assess normal filing fees, and case deposits will be collected via a financial transaction device at the time the filing is processed. Under Section 301.28(E) and (F) of the Ohio Revised Code, a surcharge for using a financial transaction device use may be assessed in an amount to be determined by the Court. The Court will document the receipt of fees on the docket with a text-only entry. The Court will not maintain electronic billing or debit accounts for lawyers or law firms.