

5.0 DOCKETS AND CALENDARS

The Clerk of the Courts shall prepare and maintain for the use of the General Division Judges the following dockets and calendars:

- (A) A general Appearance Docket consisting of Civil, Domestic Relations and Criminal parts.
- (B) A journal consisting of Civil and Criminal parts.
- (C) A separate Execution Docket.
- (D) A separate Special Cases Docket.
- (E) The Clerk shall keep an index to the Appearance and Execution Dockets direct and reverse and to all other books direct.
- (F) In addition to the above mentioned items, the Clerk of Courts in the performance of his duties he shall be under the direction of the Court.
- (G) All attorneys filing cases in Cuyahoga County Common Pleas Court shall provide the Clerk of Courts with a business e-mail address on the case designation form and within the signature block of all pleadings. All attorneys entering an appearance within the case thereafter shall also be required to provide the clerk with a business e-mail address. All subsequent Court notifications shall be sent to the e-mail address provided to the Court. All pro se litigants shall continue to receive postcard notifications by mail unless the litigant specifically requests e-mail notification.

Effective 7/1/08