

**8.0 ALL PLEADINGS AND MOTIONS SUBMITTED FOR FILING IN CIVIL & CRIMINAL CASES**

- (A) All pleadings and motions shall be typewritten or legibly printed on white paper approximately 8-1/2 x 11 inches, double-spaced, 12 pt font, securely bound at the top and unfolded. Copies produced by facsimile machines and the like, if offered as the original, will, sua sponte, be ordered stricken from the files, except as provided in (E), except for documents described in (F), and except for any indictment or criminal complaint with an electronic signature that is submitted by the County Prosecutor's Office to the Clerk of Courts in accordance with procedures adopted by the Court. The caption in every complaint shall state the name and address, if known, of each party. Subsequent pleadings and motions shall state the number of the case, the name of the Judge to whom the case is assigned, the name of the first party plaintiff and the first party defendant on each side. Every pleading, motion, brief or other paper filed in a cause shall be identified by title and shall bear the name of the individual attorney, the attorney's Supreme Court registration number, and e-mail address, if available, the firm, if any, office address and telephone number of counsel, or if there be no counsel, then of the party filing the pleading.
- (B) The complaint shall state in the caption the general nature of the action. The Clerk is authorized to refuse to accept for filing any case that does not contain a Case Designation Form indicating the category of the cause and any related cases, pending or closed, or if the case has been previously filed and dismissed.
- (C) Civil Rule 12, prescribing time requirements for pleadings, will be enforced. However, parties may obtain an extension of time, not to exceed thirty (30) days in which to answer, plead or otherwise move, when no prior extension has been granted, by filing with the Clerk a written stipulation approved by all counsel providing for an extension. The stipulation shall affirmatively state that no prior extension has been granted. Neither the stipulation nor any entry shall be submitted to the Court for the initial extension. If no stipulation is obtained or if an additional extension beyond the initial stipulated period is requested, the party desiring an extension must obtain the approval of the Court.
- (D) Pleadings and motions may be amended as provided in Ohio Civil Rule 15, but no pleadings or motion shall be amended by interlineation or obliteration except upon leave of Court. A motion to amend any pleading shall state with particularity the substance of the proposed amendment, as well as the grounds therefore, and a copy of the proposed amended pleading shall be attached as an exhibit to said motion. Upon the filing of an amended pleading or motion, the original or any prior amendment shall not be withdrawn from the files except upon leave of Court.
- Upon granting a motion pursuant to this Rule, the amended pleading shall be served on all parties as provided in Civil Rule 5.
- (E) In accord with Civil Rule 5(D), neither notices for interrogatories, depositions or other discovery requests, nor interrogatories, requests for admissions or the response shall be filed with the Court unless ordered. Whenever a party files a motion with the Court that relates to or involves interrogatories or requests for admissions, they shall be attached to the motion.
- (F) In accordance with procedures adopted by the Court, documents electronically submitted by the Prosecutor's Office to the Clerk of Courts that are created by the Prosecutor as part of an internet-

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based criminal case discovery system to confirm defense counsel's electronic request for discovery from the state under Crim. R. 16 or otherwise and that are created by the prosecutor giving notice of the provision of initial discovery to the defendant and requesting reciprocal discovery from such defense counsel in the same case.