

8.0 PLEADINGS AND OTHER FILINGS

(A) Document Format

- (1) **Paper, Spacing and Font.** All pleadings, motions and other filings, e-filed or otherwise, must be typewritten or legibly hand-written on letter sized (8.5" x 11") white paper. Typed documents must be double-spaced with 12 point font. Where stylistically appropriate, such as in block quotations and in footnotes, the spacing and font size may vary from this standard.
- (2) **Case Caption in the Complaint.** The caption in every complaint must state the name and address, if known, of each party. The complaint should be titled as such and should state in the caption the general nature of the action.
- (3) **Case Caption in Filings Subsequent to the Complaint.** All filings subsequent to the complaint must state the case number, the assigned judge's name, the assigned magistrate's name, if any, the name of the first plaintiff, the name of the first defendant and the title of the filing.
- (4) **Case Caption after Substitution of a Party.** The case caption does not change with the substitution of a party. With the substitution of one of the parties named in the caption, the caption retains the name of the original party.
- (5) **Filing Party Information.** All filings must include the filing party's name, address, telephone number and e-mail address. If the filing party is an attorney, the filing must also include the attorney's Ohio Supreme Court registration number.
- (6) **Change of Address.** Self-represented parties or counsel of record must file any notice of change of address with the clerk.
- (7) **Filing Hardcopies.** To permit easy scanning of documents, any filing submitted as a hardcopy may be bound only by a paper clip, binder clip or three-ring binder. A filing bound in any other manner may be rejected by the clerk.
- (8) **Fax Submissions.** Documents may not be submitted for filing via fax. The only permissible method for submitting filings electronically is detailed in the court's e-filing rule. See Local Rule 39.0.
- (9) **Failure to Comply.** The Court may strike any filings that do not comply with this rule.

(B) Case Designation Sheet

- (1) A case designation sheet must be filed with every complaint.
- (2) The case designation sheet must indicate the appropriate category of the case, disclose any related cases, pending or closed, and must indicate if the case has been previously filed and dismissed.
- (3) In mortgage foreclosure cases, the case designation sheet must also provide the name and telephone number, or other contact information, for the property's field service representative, if any.
- (4) The clerk may reject any complaint that is not accompanied by a case designation sheet.

Cuyahoga County Common Pleas Court Local Rules

(C) Amended Pleadings

- (1) A motion to file an amended pleading must indicate the substance of the proposed amendment and the grounds for the amendment.
- (2) The proposed amended pleading must be submitted as an exhibit to the motion.
- (3) No pleadings may be amended by interlineation or obliteration.
- (4) While an amended pleading supplants any prior pleadings, the prior pleadings remain part of the record and cannot be withdrawn.

(D) Leave to Plead

- (1) When no prior extension to plead has been granted, parties may obtain an extension of time to answer, plead or otherwise move by filing a stipulation providing for an extension.
 - (a) The stipulation must be approved by the party who filed the pleading to which the extension to plead applies.
 - (b) This extension may not exceed 30 days.
 - (c) The stipulation must affirmatively state that no prior extension has been granted.
 - (d) The stipulation need not be approved by the court.
- (2) If no stipulation is obtained or if an additional extension beyond the initial stipulated period is requested, the party seeking an extension must request and obtain leave of court for an extension of time to plead.

(E) Discovery Requests and Motions

- (1) Unless otherwise ordered by the court, discovery requests, notices of discovery requests and responses to discovery requests should not be filed with the Court.
- (2) All motions related to discovery disputes must include a copy of the disputed discovery request and any responses to the request.

Effective 06/02/2021.