**Lorain County Court Of Common Pleas**

Juvenile Division

Lorain County Justice Center (440) 329-5360 Elyria

225 Court Street, 4th Floor (440) 329-5232 Fax

Elyria, Ohio 44035

April 2, 2020 AMENDED 20JA58702

Pursuant to Sup.R. 5(A)(2), the Court finds that due to the national, state, and local declarations of emergency because of the Coronavirus disease (COVID-19) pandemic, there is an immediate need to temporarily amend the following local rules without prior notice and opportunity for comment. Consistent with the Court’s Administrative Orders, The Lorain County Domestic Relations Court, Juvenile Division, herewith temporarily amends the following Local Rules of Court as noted effective Monday, April 6, 2020. A copy of this Rule will be filed with the Supreme Court of Ohio in accordance with Superintendence Rule 5. The court will provide appropriate notice and an opportunity to comment on this rule pursuant to Superintendence Rule 5 contemporaneously with this adoption.

**Local Rule 6: ELECTRONIC FILINGS**

The following sections are amended as noted:

2. Filings Not Accepted

Except for Journal Entries which must be signed by a Judge or Magistrate, this rule authorizes the filing of facsimile or email transmissions of pleadings, motions, and other documents that may otherwise be filed with the Clerk of Courts.

1. Commencement of an Action

Any filing commencing an action (e.g., a complaint, a third party complaint, a post-decree motion, a motion for injunctive relief) for which the Clerk of Courts must collect an initial case deposit against costs or a specific filing fee and/or for which the Clerk of Courts is required to effectuate service or summons will not be registered until the Clerk has received payment for the appropriate cost deposit or a waiver thereof. Filings that require service will be charged an additional fee commensurate with the cost to copy and serve. ***If payment or waiver is not received by the close of the next business day, the filing will be discarded and treated as not having been received.***

6. Email

The email address available for receiving email filing for Juvenile Court Cases is **juvenileclerk@lcfct.org**. This address is available twenty-four hours per day, seven days per week. Email filings may not be sent directly to the Court for filing but may only be transmitted through the Clerk of Courts. Transmissions sent to any other location are neither covered by nor permitted under this rule. However, copies of filings otherwise properly filed with the Clerk of Courts, such as courtesy copies for the Court, may with Court approval be sent by email directly to the Court. Emails sent directly to the Court shall not be considered as having been filed thereby.

7. Document Restrictions

A fax or email transmission may contain more than one document but may not apply to more than one case number per transmission. 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 file. If exhibits are impossible or burdensome to send by facsimile or email the original exhibits may be separately filed if done so within forty-eight hours of the related transmission. If the exhibits are filed separately, then an insert page describing the exhibit must be included in the facsimile or email transmission. Facsimile or email transmissions must comply with the filing requirements as otherwise stated in this rule. Facsimile transmissions may not exceed twenty pages regardless of the number of documents being sent.

8. Date and Time

Subject to the other provisions of the rule, and with the exception of documents commencing an action, documents filed by fax or email shall be considered filed with the Clerk of Courts as of the date and time that the fax or email transmission has been received by the Clerk of Courts. For purposes of this provision and for entering such filings into the docket system, a facsimile or email filing shall be deemed to have been received by the Clerk of Courts as of the date and time printed at the top of each page of the incoming fax as printed out by the Clerk of Courts’ facsimile equipment or by the date indicated on the email when sent. There shall be no other date and time stamp required for the filing of a fax or document with the Clerk of Courts. The risks of transmitting a document by fax or email to the Clerk of Courts shall be borne entirely by the sender.

9. Original Filing

A document filed by fax or email shall be accepted as the original filing provided all the requirements set forth in this rule are satisfied. The source document shall not be filed with the Clerk of Courts. However, until the case is closed and all opportunities for post-judgment relief are exhausted, any source documents filed via facsimile or email shall be retained and available for production at the Court’s request.

10. Signatures

Facsimile and email filings shall contain a signature or an /s/ notation followed by the name of the person signing the source document.

11. Acceptance or Rejection

**The Clerk of Courts is hereby authorized to reject and will not docket any facsimile or email transmission which fails to comply with these rules.**

**Local Rule 9: PARENTING SEMINAR**

(A)All parties filing initial actions relating to paternity or the allocation of parental rights and responsibilities shall attend an educational seminar for parents sponsored or approved by the court. The court is requiring all parties to complete the on-line parenting course at this time due to the public health emergency.

**Local Rule 13: INVESTIGATION**

Due to the public health emergency because of the coronavirus pandemic, Family Court Services will not be entering any homes to conduct home inspections or investigations.

**Local Rule 20: EX PARTE ORDER PRACTICE**

The court temporarily suspends Rule 20(A), (D) and (E). Any ex parte motion filed during this time shall comply with the Ohio Revised Code and the Ohio Rules of Juvenile Procedure.

**Rule 21: CONTINUANCES**

The court temporarily supplements this rule to include the following; The public health emergency, due to the coronavirus pandemic, may be considered a finding of “just cause” for continuances deemed necessary by the assigned judge on a case-by-case basis.

Frank J. Janik, Administrative Judge

Lorain County Domestic Relations Court

Lisa I. Swenski, Judge

Lorain County Domestic Relations Court

Sherry L. Glass, Judge

Lorain County Domestic Relations Court