

## **LOCAL RULE 14**

### **ENTRIES**

- 14.1** All Entries shall be legibly typewritten or printed on paper securely bound at the top and unfolded on 8 ½ “ by 11” white paper with a minimum head margin of one and one-half inches. In addition to the original, sufficient copies shall be filed with the clerk to accomplish service of process on all parties, if required. No additional file copies shall be accepted by the clerk.
- 14.2** Unless the Judge otherwise directs, counsel for the party in whose favor an Order, Decree or Judgment is rendered, shall within fourteen (14) days of the Court’s decision prepare the proper Journal Entry, and submit it to the counsel for the adverse party, who shall approve or reject the same. When the entry is approved by counsel, it shall be so endorsed and presented to the Judge for approval, and if signed by him, shall then be filed with the clerk.
- 14.3** If counsel to whom a Journal Entry is submitted does not agree with the entry as submitted, such counsel shall request a hearing before the Court within seven (7) days after the proposed entry is mailed or otherwise submitted to him. At such hearing the Judge shall direct what entry will be made. On the failure of opposing counsel to request a hearing as provided herein, the Judge may approve the entry as originally submitted without the endorsement of such opposing counsel and, if signed by him, such entry shall then be filed with the clerk.
- 14.4** Notwithstanding the above, the Judge may cause a proper entry to be prepared and filed without submission or notice to counsel or take such other action as the Judge deems appropriate under the circumstances, and in the event counsel fails to present an entry within fourteen (14) days after the Order, Decree of Judgment is rendered (no request for a hearing as provided in Local Rule 14.2 having been made), the Judge shall cause the proper Entry to be prepared and filed without submission or notice to counsel.
- 14.5** When a request for Findings of Fact and Conclusions of Law is made, the Trial Judge shall direct the party making the written request to prepare, within five (5) days, proposed Findings of Fact and Conclusions of Law and submit them to the opposing counsel. Within ten (10) days after its receipt by the opposing counsel, the proposed findings shall be submitted to the Court with objections and counter proposals, if any, in writing; however, only those Findings of Fact and Conclusions of Law made by the Court shall form a part of the record.
- 14.6** The Court shall not approve a Nunc Pro Tunc Entry unless there is a motion filed requesting the issuance of a Nunc Pro Tunc Entry that specifically sets forth the date of the prior entry being modified, the error in the prior entry, and any other information necessary for the Court to determine whether to approve the entry.