

LOCAL RULE 8

PLEADINGS AND MOTIONS

- 8.1** All pleadings and motions 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, if required. No additional file copies shall be accepted by the clerk. The caption in every Complaint shall state the name and address, if known of each party. Unless otherwise provided herein, the original pleading and/or motion shall have an original signature in blue ink. Subsequent pleadings and motions shall state the number of the case, 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 have printed or typewritten thereon the name, permanent registration number, address and telephone number of counsel filing same and when the counsel is with a firm of attorneys, a particular attorney within the firm having primary responsibility for the case and his or her permanent registration number shall be indicated thereon. If proceeding pro se, then the name, address and telephone number of the party filing the same shall be printed or typewritten thereon.
- 8.2** The Complaint shall state in the caption the general nature of the action.
- 8.3** Civ. R. 12, prescribing timing and manner for pleadings, will be strictly 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 such prior extension has been granted, by filing with the clerk a written stipulation approved by all counsel for such extension. The stipulation shall affirmatively state that no prior extension has been granted. Neither the stipulation nor any entry to that effect need be submitted to the Court for the initial extension. If no such stipulation is obtained, or if an additional extension beyond the initial extension is requested, the party desiring an extension must obtain the approval of the Court.
- 8.4** Pleadings and motions may be amended as provided in Civ. R. 15, but no pleadings or motion shall be amended by interlineation or obliteration except upon leave of Court first obtained; upon the filing of an amended pleading or motion the original or any prior amendment thereof shall not be withdrawn from the files except upon leave of Court.
- 8.5 Protection of Personal and Private Information in Court Records**

The following information is deemed personal and private and may not be included in a public record:

1. Social Security Number
2. Full financial account number (the last four digits of an account number may be listed, i.e. xxxx-xxx-1234)
3. Any other information deemed personal and private by any other federal or state statute, regulation, executive order, or Court ruling.

It is the responsibility of the filing party and counsel to remove personal and private information from a document filed the Clerk of Court's Office (see Superintendent R. 45(D)). The responsibility of the filing party and counsel to remove personal and private information extends to, and includes, exhibits and addenda attached to filings, such as preliminary and final judicial reports; and personal information, such as may be found under R.C. 2907 Sex Offenses.

The Clerk of Courts and Deputy Clerks have no responsibility for the removal of any personal and private information filed in a public document in the Brown County Clerk of Courts office.

Any personal and private information contained in documents filed prior to the implementation of this rule is considered public. Any personal and private information in records or transcripts transmitted to this Court from another Court is considered public. A party or an attorney in a case, or any other person whose personal and private information is contained in the public record of this Court may petition the Court for the removal of personal and private information and, if the request is granted, the personal and private information will be redacted.

All public documents filed with the Clerk of Court's office are subject to imaging and may be placed on the Clerk of Court's website for viewing.