

IN THE COURT OF COMMON PLEAS, CHAMPAIGN COUNTY, OHIO
DOMESTIC RELATIONS – JUVENILE – PROBATE DIVISION

IN THE MATTER OF THE JOINT
ADMINISTRATIVE ORDER ESTABLISHING
THE ELECTRONIC CASE FILING SYSTEM

CASE NO.: 2026 MI 5500

The Champaign County Court of Common Pleas, Domestic Relations, Juvenile, and Probate Divisions hereby institute an electronic case filing system (“ECF”), through which registered users can utilize web-based electronic filing (“e-filing”) to submit documents to the Court, as set forth within the attached.

The ECF will be available to all attorneys, pro se litigants, and community partners for optional use, effective April 20, 2026.

E-filing is not mandatory. The Court will continue to accept documents conventionally on paper, via email and facsimile.

IT IS SO ORDERED.



BRETT A. GILBERT
Administrative Judge



LORI L. REISINGER
Judge

CHAMPAIGN CO., OHIO
COURT OF COMMON PLEAS
DOMESTIC RELATIONS-JUVENILE-PROBATE

APR 14 2026

BRETT A. GILBERT, JUDGE
LORI L. REISINGER, JUDGE

Administrative Order – Electronic Case Filing System

(A) Registration Requirement.....page 1

(B) Document Formats, Contents.....page 3

(C) Document Digital Formats.....page 3

(D) ePayment of Deposit for Costs, Fees.....page 3

(E) Clerk Review.....page 4

(F) Electronic File Stamp.....page 4

(G) Filing Deadlines.....page 4

(H) Conformed Electronic Signature.....page 4

(I) Service, E-service.....page 5

(J) Prohibitions and Exceptions to E-filing.....page 6

(K) ECF System Availability.....page 6

Exhibit A – Terminology and Definitions.....page 7

Exhibit B – Domestic Relations Prohibitions and Exceptions to E-filing.....page 9

Exhibit C – Probate Division Prohibitions and Exceptions o E-filing.....page 11

Exhibit D – Juvenile Division Prohibitions and Exceptions to E-filing.....page 13

(A) Registration Requirements

(1) **Access Limited to Registered eUsers.** Only Electronic Case Filing System (ECF) Registered eUsers (eUsers) are permitted to use the ECF to file, serve, receive, review, and access cases in which they are counsel of record or a party. eUsers shall abide by this Order, as effective on the date of filing or access and as may be amended.

(2) **Attorneys: Registration Optional.** Beginning **April 20, 2026**, attorneys of record may apply to become a Registered eUser in their cases(s). If an attorney of record chooses to not become a Registered eUser, the Court will accept conventional filings (e.g., physically filed at the Court, via U.S. mail, email, or facsimile) from any attorney. If an attorney of record chooses to become a Registered eUser, that attorney shall file exclusively through the ECF.

CLERK OF COURT
COURT OF COMMON PLEAS
DOMESTIC RELATIONS-JUVENILE-PROBATE

APR 14 2026

BRETT A. GILBERT, JUDGE
LORI L. REISINGER, JUDGE

(3) **Self-Represented Litigants: Registration Optional.** Beginning **April 20, 2026**, self-represented (pro se) litigants may apply to become a Registered eUser in their case(s). Once a self-represented litigant is granted eUser status, they shall submit their filings exclusively through the ECF. Individuals previously declared vexatious litigators pursuant to R.C. 2323.52 shall not be granted an eUser account. If not an eUser, self-represented litigants will be permitted to file conventionally, subject to local rules and Court procedures.

(4) **Registration constitutes consent to accept E-service.** Upon registration, the eUser consents to receive service notices of filings via email and through the ECF and waives the right to receive service via first-class mail, Court mailbox delivery, or other forms of personal service of documents e-filed in the Court's Electronic Record (excluding and subsequent to service of an original complaint).

(5) **Registration constitutes consent to adhere to ECF eUser Guide.** Upon registration, the eUser agrees to adhere to the instructions set forth in the ECF eUser Guide, as amended from time to time.

(6) **Initial Registration.** To receive an eUser account, registration is required. Attorneys can register online through the ECF Portal, though attorneys who have not appeared previously before the Champaign County Family Court must first call the Court to pre-register. Attorneys shall be in good standing and actively licensed by the Supreme Court of Ohio. Applicants will receive notice of approval or denial via email. Self-represented litigants who wish to register for an eUser account must personally appear in the Court to pre-register, provide satisfactory personal identification, file their initial pleadings, and pay any required deposit.

(7) **Account Security.** The eUser shall be responsible for the security of their account credentials (username and password). If an eUser believes their account has been compromised, they shall immediately change their password through the ECF. All documents submitted with the eUser's account are deemed to be made with the authorization of the eUser, unless the eUser files a motion to strike the e-filing and proves the contrary by clear and convincing evidence.

(8) **Account Removal, Suspension.** The Court may temporarily or permanently suspend an eUser's account without prior notice upon information or belief that: the eUser is not complying with local rules, order, or instructions regarding use of the ECF; violations of law, the Ohio Rules of Court, the Ohio Revised Code, or ECF Terms and Conditions of Use; or violations of public records policies. eUsers shall not display, reproduce, and/or distribute for or to non-attorneys or non-parties certain protected documents and case information stored within the Court Electronic Record (e.g., Sup.R. 48 et seq., regarding the written reports of Guardians ad litem) in accordance with the Ohio Revised Code, Ohio Rules of Court, and local rules. If the eUser is an attorney, the eUser's account will be suspended if the attorney is no longer licensed to practice law by or otherwise in good standing with the Supreme Court of Ohio. The Court will provide prompt notification of the suspension to the eUser. Upon notice and opportunity for hearing, the Court may enter an order to revoke or to reinstate the account for good cause shown.

CHAMPAIGN CO., OHIO
COURT OF COMMON PLEAS
DOMESTIC RELATIONS-JUVENILE-PROBATE

APR 14 2026

BRETT A. GILBERT, JUDGE
LORI L. REISINGER, JUDGE

APR 14 2026

(B) Document Formats, Contents

BRETT A. GILBERT, JUDGE
LORI L. REISINGER, JUDGE

(1) **Document Formats.** E-filed documents shall adhere to the local rules that govern the formatting of documents as to font size, line spacing, margins, and other filing standards. Failure to comply with the Court's formatting requirements may result in the rejection of a submission.

(2) **Confidential Information, Personal Identifiers.** Filers shall redact or omit protected, confidential personal identifiers and identifying information that appears within a source document prior to submission. Upon a separate document or form, the filer shall reflect any redacted or omitted information that is deemed not a case document and not subject to public access. This includes identifying information of a victim of crime and personal identifiers such as account numbers and social security numbers. Although the Court is not required to review each document for compliance, a submission may be rejected for filing if information therein is not redacted or omitted in compliance with Ohio law (e.g., R.C. 2930.04), specific Court orders, or applicable rules of procedure (e.g., Sup.R. 45).

(C) Document Digital Formats

(1) **Complaints, Pleadings, Motions.** Complaints, pleadings, and motions subsequent to the original complaint shall be uploaded to the ECF in the Portable Document Format (PDF or .pdf) with a resolution of no more than 300 dpi (dots per inch). Documents shall not contain live, external hyperlinks.

(2) **Proposed Entries, Orders.** Proposed entries or orders drafted by the filer shall be submitted in a Microsoft Word 2007 or higher compatible format (.docx). If submitted with a motion, within the "Filing Note" field, the proposed entry or order shall reference the specific motion to which it applies. Proposed entries or orders promulgated as a PDF by the Supreme Court of Ohio, a federal or state agency, or by the Court shall be submitted as a PDF.

(3) **Digital Size of Documents, Uploads.** The digital size of one document (and its exhibits or appendices, if any) is limited to 10 megabytes (10 MB), or 10,000 kilobytes (10,000 KB). The total size of all documents uploaded together shall not exceed 25 megabytes (25 MB).

(4) **Documents with Original Signatures, Seals.** Original documents that require and feature an original signature (e.g., affidavit with a notary signature and seal), shall be scanned (resolution not to exceed 300 dpi) and uploaded as a PDF. Some original documents must also be filed with the Court in their original form. The filer shall retain the original document until the case is closed, the time for appeal has expired or appeals have been heard or denied, and all opportunities for post-judgment relief are exhausted. The filer shall produce any original document upon order of the Court. Failure to maintain and preserve the original document may subject the filer to contempt of court.

(5) **ePayment of Deposits, Costs, Fees.** All required deposits for costs and/or fees required for the initiation of a case, document costs, or subsequent filings shall be paid at the time a submission is uploaded. The ECF accepts payment of deposits and fees electronically. Additional processing fees will apply. Any submissions uploaded without payment of the

required deposit, cost, or fee may be rejected, subject to R.C. 2323.311. Payment by credit card is processed through Lexis Nexis. Payment for any submission will be on hold until the submission is accepted after Clerk Review. If at any time the ePayment suite is not functioning, filers shall pay required deposits or costs directly to the Court not later than three days after their submission is e-filed.

(6) **Clerk Review.** Although the ECF can receive uploads 24 hours a day, seven days a week, submissions will not be officially e-filed until accepted following Clerk Review. Clerk Review takes place during regular Court business days (Monday through Friday, 8:00 a.m. to 4:00 p.m., excepting scheduled or emergency closures).

(7) **Clerk Review Response Periods.** Submissions uploaded prior to 4:00 p.m. during any Court business day will be reviewed (and either accepted or rejected) that same day. Submissions uploaded after 4:00 p.m. on any Court business day or on days the Court is closed will be reviewed prior to the end of the next Court business day.

(8) **Clerk Review Actions.**

(a) **Submission Accepted.** If the Court accepts a submission, it will receive the Court's electronic file stamp as of the date and time of acceptance. Any payments on hold will be processed and the Court will docket the e-filing. The ECF will issue a "Notice of Electronic Filing" to all eUsers associated with the action and service by the Court will be complete as to those eUsers. Once e-filed, the submission cannot be altered. Filings may only be stricken from the Court Electronic Record upon motion and by order of the Court. If the e-filing was submitted without authority, the Court will order the e-filing stricken.

(b) **Submission Rejected.** If the Court rejects a submission, the eUser will be notified via email and through the ECF. The filer must log into the ECF, view the Court's notations regarding the specific deficiency, error, or issue, then correct and resubmit the filing. Reasons for rejection include but are not limited to: failure to include instructions for service or a complete certificate of service; failure to abide by the Court's local rules as to document formatting; and, missing e-signatures, original signatures, or notarized signatures.

(9) **Electronic File Stamp.** Upon acceptance following Clerk Review, a submission shall receive the Court's e-file stamp as of the time and date of acceptance.

(10) **Filing Deadlines.** Nothing herein shall be deemed to alter the computation of time found within the applicable provisions of the Ohio Revised Code and the Ohio Rules of Court, which set forth that filing deadlines that fall upon a Saturday, Sunday, or a legal holiday will run to the end of the succeeding day that is not a Saturday, Sunday, or a legal holiday.

(11) **Conformed Electronic Signature.** A conformed e-signature upon an e-filed document is deemed to constitute the signature of the signing party for all purposes, including pursuant to the Ohio Rules of Court and any other controlling law or rules. If utilizing an e-signature, the signature of an attorney shall appear as "/s/ Attorney A. Name" and the signature of a party and/or self-represented litigant shall appear as "/s/ Party B. Name".

DOMESTIC RELATIONS-JUVENILE-PROBATE
COMMON PLEAS
OHIO

APR 14 2026

BRETT A. GILBERT, JUDGE
LORI L. REISINGER, JUDGE

(a) **Multiple E-signatures.** When a document requires two or more e-signatures, the filer shall: confirm that the document is acceptable to all persons required to sign the document; indicate the agreement of other counsel or parties at the appropriate place in the document, usually on the signature line; and, submit the document, indicating the signatories and their status as counsel or party, e.g., “Approved as to Form: /s/ Attorney Name”, “Approved: /s/ Party Name”, etc. E-filing a document with multiple e-signatures constitutes certification by the filing attorney or party that all persons have authorized use of their e-signature and that the filer can demonstrate proof of their consent if the Court requires.

(b) **Judicial Officer, Court Staff E-signatures.** Electronic documents may be e-signed by a Judge, Magistrate, or Court staff member. The e-signature or image of the person’s signature shall have the same force and effect as if an original signature was applied to the document.

(12) **Service, E-service**

(a) **Instructions for Service.** For all filings that require service by the Court or for which a filer requests service by the Court, written instructions for service shall be submitted with the filings. The instructions shall state with specificity the documents to be served and the method of service. The Court will generate service copies of the documents specifically listed by the filer within the instructions. The cost to generate service copies will be assessed as costs to the case in accordance with local rules and the order of the Court.

(b) **Proof of Service.** A certificate of service, endorsed thereon by the filer, and stating the date and manner of service, shall be included with any document submitted for e-filing and in accordance with the applicable Rules of Procedure.

(c) **E-service upon eUsers.** The ECF emails a “Notice of Electronic Filing” to all eUsers associated with a case upon acceptance of any e-filing or docketing of any Court-issued notice, entry, or order. Transmission of the notice via email constitutes service upon all eUsers associated with that case, and service is deemed complete upon transmission. If the ECF fails to generate a “Notice of Electronic Filing,” the counsel or party to be served may move the Court for an order extending the date for any response. eUsers should routinely verify that ECF emails are not blocked by a spam filter or otherwise re-directed. The Court will not contact an eUser if emails are undeliverable. No notification of receipt of e-service will be sent. eUsers can confirm service through the ECF. eUsers are responsible for checking the ECF for notices pertaining to recent e-filings and advised not to rely solely upon receipt of the courtesy emails.

(d) **Service upon parties who are not Registered eUsers.** The filer shall serve any party who is not a Registered eUser with a paper copy of their e-filing in accordance with the applicable rules of procedure. Parties served by regular U.S. mail may have additional time to respond, if provided by the applicable rules of procedure.

(e) **Service of Court Orders, Entries.** After the Court files an order or entry, the ECF will serve all eUsers with a “Notice of Electronic Filing” email and serve all non-registered parties via ordinary U.S. mail, unless the Court directs service to be completed in another manner.

OHIO
CHAMBERLAIN CO., OHIO
COURT OF COMMON PLEAS
DOMESTIC RELATIONS-JUVENILE-PROBATE

APR 14 2026

BRETT A. GILBERT, JUDGE
LORI L. REISINGER, JUDGE

Parties served by regular U.S. mail may have additional time to respond, if provided by the applicable rules of procedure.

(13) Prohibitions and Exceptions to E-filing

(a) New Case Prohibitions: Initiation by E-filing Not Permitted. Certain case types or actions shall not be initiated through the ECF and must be filed conventionally with the Court. After the case is open, subsequent e-filing is permissible for both attorneys and self-represented litigants. See the “New Case Prohibitions” sections of Exhibit B (Domestic Relations Division), Exhibit C (Probate Division), and Exhibit D (Juvenile Division).

(b) Document Prohibitions: E-filing Not Permitted. Certain documents shall not be filed through the ECF and shall be filed conventionally, unless otherwise permitted by Court order. The original will be received, scanned, and uploaded to the Court Electronic Record and will be retained in the record of the matter, in accordance with the Court’s usual practices. See the “Document Prohibitions” sections of Exhibit B (Domestic Relations Division), Exhibit C (Probate Division), and Exhibit D (Juvenile Division).

(c) Document Exceptions: E-filing Permitted, Original Documents Required. Certain documents may be e-filed through the ECF and also shall be filed conventionally with the Court within three business days of the acceptance of the e-filed document into the Court Electronic Record, unless otherwise permitted by Court order. See the “Document Exceptions” sections of Exhibit B (Domestic Relations Division), Exhibit C (Probate Division), and Exhibit D (Juvenile Division).

(14) ECF System Availability. The ECF is available to receive submissions 24 hours a day, seven days a week. Notice of scheduled upgrades will be posted on the ECF Portal homepage. Notice of ECF technical failures or system outages will be posted on the ECF Portal or the Court’s website, if possible. If a submission is not received through ECF due to an error or outage, the Court may, upon motion and satisfactory proof, enter an order permitting the submission to be deemed filed as of the date and time submission was attempted. Filers should not assume that such relief will satisfy or expand jurisdictional time limits, deadlines for appeal, or statutes of limitation. Documents may be conventionally filed or emailed to the appropriate Court during periods of technical failure or system outage. Required deposits, costs, or fees shall be paid in full to the Court within three (3) business days, or the filing will be stricken.

CHAMPAIGN CO., OHIO
COURT OF COMMON PLEAS
DOMESTIC RELATIONS-JUVENILE-PROBATE

APR 14 2026

BRETTA A. GILBERT, JUDGE
LORI L. REISINGER, JUDGE

Exhibit A – Terminology and Definitions

- (1) **Case Management System (CMS).** The system that manages the docketing, receipt, processing, storage, and retrieval of data associated with the record of cases and performs actions upon data stored therein.
- (2) **Clerk Review.** The preliminary review of documents uploaded and submitted through the ECF, conducted by a clerk, prior to acceptance for e-filing within the Court Electronic Record.
- (3) **Conventional Filing.** Filings on paper, featuring original signatures, that are submitted directly to the Court (i.e., in person, via U.S. Mail) and not through the ECF.
- (4) **Court Electronic Record.** Any e-filed document, information, or data that is recorded digitally in the Case Management System and stored in the Document Management System.
- (5) **Document Management System (DMS).** The system that manages the receipting, indexing, storage, and retrieval of electronic documents held within the Court’s records.
- (6) **ECF eUser Guide.** A document containing directions to utilize the ECF.
- (7) **E-file ID Number.** A unique number assigned to a submission upon upload to the ECF.
- (8) **Electronic Case Filing System (ECF).** The appointed agent of the Court for purposes of electronic filing, receipt, service, and retrieval of documents. The ECF encompasses the Case Management System, the Document Management System, and all orders, rules, instructions, and procedures utilized to effectuate electronic submission, filing, docketing, service, viewing, and retrieval of such records. The ECF is web-based and can be accessed remotely via the Internet.
- (9) **Electronic File Stamp (e-file stamp).** The official electronic file stamp of the Court, affixed to any document entered upon the Court’s record, which states the date and time the document was accepted by the Court for e-filing.
- (10) **Electronic Filing (e-filing).** The electronic transmission, acceptance, and processing of data and/or documents through the ECF that are approved and accepted by the Court for filing upon the Court Electronic Record. E-filing does not apply to submissions sent to the Court via email, facsimile, or other electronic means. E-filed documents have the same force and effect as those filed by traditional means.
- (11) **Electronic Service (e-service).** The issuance of service to Registered eUsers by the ECF upon the acceptance of any e-filing or issuance of any order or entry by the Court.
- (12) **Electronic Signature (e-signature).** An electronic image, symbol, words, or process that constitutes, for all purposes, the signatory’s actual signature.
- (13) **Judicial Officer.** A judge or duly appointed magistrate.

CHAMPAIGN CO., OHIO
COURT OF COMMON PLEAS
DOMESTIC RELATIONS-JUVENILE-PROBATE

APR 14 2026

BRETT A. GILBERT, JUDGE
LORI L. REISINGER, JUDGE

(14) **Notice of Electronic Filing.** A notice, electronically issued by the ECF to all eUsers associated with a matter that serves as service of notice of an e-filing in that matter. No submission will be considered officially e-filed until the notice is sent. E-service is complete upon transmission of the notice.

(15) **Official Court Record.** The Court's official record is the sum of: the digital contents of the Court Electronic Record, any original documents, and all physical exhibits or information held by the Court. The electronic version of any document stored in the Court Electronic Record shall constitute the original document, exclusive of original documents required to be filed with the Court by local rules or law.

(16) **Registered User (eUser).** A person who has applied for and provided a username and password to access the ECF. By virtue of their registration, the eUser expressly consents to receive electronic service of any e-filing by email and through the ECF as the default method of service for all documents except complaints, orders to show cause, and other actions that require personal service.

(17) **Rejected Filing.** Following Clerk Review, a submission that was deemed incomplete, inaccurate, improperly redacted, or otherwise not compliant with the applicable terms of the ECF system parameters, instructions, and/or Court rules, policies, or procedures.

(18) **Submission.** Documents or information successfully uploaded to the ECF and pending Clerk Review, acceptance for e-filing, and docketing upon the Court Electronic Record. Submissions shall not be a matter of public record until accepted by the Court for e-filing and shall remain confidential thereafter if otherwise protected by rule or law.

CHAMPAIGN CO., OHIO
COURT OF COMMON PLEAS
DOMESTIC RELATIONS-JUVENILE-PROBATE

APR 14 2026

BRETT A. GILBERT, JUDGE
LORI L. REISINGER, JUDGE

APR 14 2026

**Exhibit B – Domestic Relations Division
Prohibitions and Exceptions to E-Filing**

BRETT A. GILBERT, JUDGE
LORI L. REISINGER, JUDGE

(1) New Case Types Prohibited

The following case types shall not be initiated through the ECF and shall be filed conventionally with the Court. After the matter is initiated, eUsers may file through the ECF if the matter or issues remain pending before the Domestic Relations Division.

- (a) Appeals, Notices of Appeal;
- (b) Petitions for Civil Protection Orders;
- (c) Complaints or Petitions seeking a Civ.R. 65 temporary restraining order; and,
- (d) Transfers from another jurisdiction.

(2) Document Prohibitions: E-filing Not Permitted, File Originals with Court.

The following documents shall not be filed through the ECF and shall be filed conventionally, unless otherwise permitted by Court order. The original will be received, scanned, and uploaded to the Court Electronic Record by the Court. The original will be retained in the record of the matter, in accordance with the Court's usual practices.

- (a) **Deposition Transcripts.** Deposition transcripts shall be filed directly with the Court in paper form.
- (b) **Documents for In Camera Review.** Documents intended for in camera review by the Court shall be submitted directly to the Court and not through the ECF. If the Court orders that documents submitted for in camera review be filed, the filer may proceed to file through the ECF unless otherwise ordered.
- (c) **Documents Under Seal.** The Court shall not accept any document to be filed under seal unless a motion to permit the filing is filed first and a sealing order has been signed and journalized by the Court. The motion can be e-filed. The documents petitioned to be filed under seal shall not be attached to the motion because the motion will not be sealed. After the order to seal is granted, sealed documents shall be filed with the Court in their original paper form. Sealed documents shall not be uploaded to the Court's Electronic Record, though the filing will appear with the appropriate notation ("Documents Filed Under Seal"). The documents will be physically held, with a copy of the signed sealing order, at the Court.
- (d) **Physical Evidence or Exhibits.** Any evidence or exhibit shall be provided to the Court in its original form.
- (e) **Medical Records.**
- (f) **Written Transcripts of the Record.** Written transcripts of the Court's Record shall be filed directly with the Court in paper form by the designated Court Reporter.

(3) **Document Exceptions: E-filing Permitted, Original Documents Required.**

The following documents may be e-filed through the ECF and also shall be filed conventionally within three (3) business days from the date the e-filed document is accepted into the Court Electronic Record, unless otherwise permitted by Court order.

(a) **State-Issued Certified Documents.** Documents certified and issued by the State of Ohio, any Ohio county official or agency, or the agency of a foreign state or county, including, but not limited to:

(i) **Certified Certificates of Birth** issued by the Ohio Department of Health, Bureau of Vital Statistics, or a similar agency of a foreign state or country.

(ii) **Certified Acknowledgements of Paternity** issued by the Ohio Department of Health, Bureau of Vital Statistics, or a similar agency of a foreign state or country.

(iii) **Certified Administrative Orders** issued by an Ohio Child Support Enforcement Agency or a similar agency of a foreign state or country.

(iv) **Certified Court Orders or Authenticated Records or Transcripts** issued by an Ohio court or a court of record of a federal court or any foreign state or foreign country or any governmental entity or political subdivision in relation to an administrative appeal.

CHAMPAIGN CO., OHIO
COURT OF COMMON PLEAS
DOMESTIC RELATIONS-JUVENILE-PROBATE

APR 14 2026

BRETT A. GILBERT, JUDGE
LORI L. REISINGER, JUDGE

**Exhibit C – Probate Division
Prohibitions and Exceptions to E-Filing**

(1) New Case Types Prohibited

The following case types shall not be initiated through the ECF and shall only be initiated conventionally with the Court. After the matter is initiated, eUsers may file through the ECF if issues remain pending before the Probate Division.

- (a) Adult Protective Services Complaints.
- (b) Appeals, Notices of Appeal.
- (c) Emergency Guardianships.
- (d) Involuntary Commitments/Mental Illness.
- (e) Ancillary Estates.

CHAMPAIGN CO., OHIO
COURT OF COMMON PLEAS
DOMESTIC RELATIONS-JUVENILE-PROBATE

APR 14 2026

BRETT A. GILBERT, JUDGE
LORI L. REISINGER, JUDGE

(2) Document Prohibitions: E-Filing Not Permitted, File Originals with Court

The following documents shall not be filed through the ECF and shall be filed conventionally, unless otherwise permitted by Court order. The original will be received, scanned, and uploaded to the Court Electronic Record by the Court. The original will be retained in the record of the matter, in accordance with the Court's usual practices.

(a) Adoption-related Filings.

(i) Certified Certificates of Birth issued by the Ohio Department of Health, Bureau of Vital Statistics, or a similar agency of a foreign state or country.

(b) **Deposition Transcripts.** Deposition transcripts shall be filed directly with the Court in paper form.

(c) **Documents for In Camera Review.** Documents intended for in camera review by the Court shall be submitted directly to the Court and not through the ECF. If the Court orders that documents submitted for in camera review be filed, the filer may proceed to file through the ECF unless otherwise ordered.

(d) **Documents Under Seal.** The Court shall not accept any document to be filed under seal unless a motion to permit the filing is filed first, and a sealing order has been signed and journalized by the Court. The motion can be e-filed. The documents petitioned to be filed under seal shall not be attached to the motion because the motion will not be sealed. After the order to seal is granted, sealed documents shall be filed with the Court in their original paper form. After the order to seal is granted, sealed documents shall be filed with the Court in their original paper form. The documents and a copy of the signed sealing order will be physically held in the Court.

(e) **Physical Evidence or Exhibits.** Any evidence or exhibit shall be provided to the Court in its original form.

(f) **Medical Records.**

(g) **Written Transcripts of the Record.** Written transcripts of the Court's Record shall be filed directly with the Court in paper form by the designated Court Reporter.

(h) **Fiduciary Bonds.**

(3) **Document Exceptions: E-Filing Permitted, Original Documents Required.**

The following documents may be e-filed through the ECF and also shall be filed conventionally within three (3) business days from the date the e-filed document is accepted into the Court Electronic Record, unless otherwise permitted by Court order.

(a) **Fiduciary Bonds.**

(b) **State-Issued Certified Documents.** Documents certified and issued by the State of Ohio, any Ohio county official or agency, or the agency of a foreign state or county, including, but not limited to:

(i) **Certified Acknowledgements of Paternity** issued by the Ohio Department of Health, Bureau of Vital Statistics, or a similar agency of a foreign state or country.

(ii) **Certified Administrative Orders** issued by an Ohio Child Support Enforcement Agency or a similar agency of a foreign state or country.

(iii) **Certified Court Orders or Authenticated Records or Transcripts** issued by an Ohio court or a court of record of a federal court or any foreign state or foreign country or any governmental entity or political subdivision in relation to an administrative appeal.

(c) **Original Wills and Codicils,** even if filed for record only.

CHAMPAIGN CO., OHIO
COURT OF COMMON PLEAS
DOMESTIC RELAT CHS-JUVENILE-PROBATE

APR 14 2026

BRETT A. GILBERT, JUDGE
LORI L. REISINGER, JUDGE

**Exhibit D – Juvenile Division
Prohibitions and Exceptions to E-Filing**

(1) New Case Types Prohibited

The following case types shall not be initiated through the ECF and shall only be initiated conventionally with the Court. After the matter is initiated, eUsers may file through the ECF if issues remain open before the Champaign County Juvenile Court.

- (a) Appeals, Notices of Appeal.
- (b) Petitions for Juvenile Protection Orders.
- (c) Petitions for Judicial Bypass.
- (d) Applications for Court’s Consent for Minor to Marry.
- (e) Registration of Grandparent Powers of Attorney.
- (f) Registration of Grandparent Caretaker Authorization Affidavits.

(2) Document Prohibitions: E-Filing Not Permitted, File Originals with Court

Certain documents shall not be filed thorough the ECF and shall be filed conventionally unless otherwise permitted by Court order. The original will be received, scanned, and uploaded to the Court Electronic Record by the Court. The original will be retained in the record of the matter, in accordance with the Court’s usual practices.

- (a) **Deposition Transcripts.** Deposition transcripts shall be filed directly with the Court in paper form.
- (b) **Documents for In Camera Review.** Documents intended for in camera review by the Court shall be submitted directly to the Court and not through the ECF. If the Court orders that documents submitted for in camera review be filed, the filer may proceed to file through the ECF unless otherwise ordered.
- (c) **Documents Under Seal.** The Court shall not accept any document to be filed under seal unless a motion to permit the filing is filed first, and a sealing order has been signed and journalized by the Court. The motion can be e-filed. The documents petitioned to be filed under seal shall not be attached to the motion because the motion will not be sealed. After the order to seal is granted, sealed documents shall be filed with the Court in their original paper form. After the order to seal is granted, sealed documents shall be filed with the Court in their original paper form. The documents and a copy of the signed sealing order will be physically held in the Court.

CHAMPAIGN CO., OHIO
COURT OF COMMON PLEAS
DOMESTIC RELATIONS-JUVENILE-PROBATE

APR 14 2026

BRETT A. GILBERT, JUDGE
LORI L. REISINGER, JUDGE

(d) **Physical Evidence or Exhibits.** Any evidence or exhibit shall be provided to the Court in its original form.

(e) **Medical Records.**

(f) **Written Transcripts of the Record.** Written transcripts of the Court's Record shall be filed directly with the Court in paper form by the designated Court Reporter.

(3) **Document Exceptions: E-Filing Permitted, Original Documents Required**

The following documents may be filed through the ECF and also shall be filed conventionally within three (3) business days from the date that the e-filed document is accepted into the Court Electronic Record, unless otherwise permitted by Court order.

(a) **State-Issued Certified Documents.** Documents certified and issued by the State of Ohio, any Ohio county official or agency, or the agency of a foreign state or county, including, but not limited to:

(i) **Certified Certificates of Birth** issued by the Ohio Department of Health, Bureau of Vital Statistics, or a similar agency of a foreign state or country.

(ii) **Certified Acknowledgements of Paternity** issued by the Ohio Department of Health, Bureau of Vital Statistics, or a similar agency of a foreign state or country.

(iii) **Certified Administrative Orders** issued by an Ohio Child Support Enforcement Agency or a similar agency of a foreign state or country.

(iv) **Certified Court Orders or Authenticated Records or Transcripts** issued by an Ohio court or a court of record of a federal court or any foreign state or foreign country or any governmental entity or political subdivision in relation to an administrative appeal.

CHAMPAIGN CO., OHIO
COURT OF COMMON PLEAS
DOMESTIC RELATIONS-JUVENILE-PROBATE

APR 14 2026

BRETT A. GILBERT, JUDGE
LORI L. REISINGER, JUDGE