

# Geauga County Local Rules of Court

## Common Pleas Rules

### **RULE 6. PLEADINGS AND MOTIONS**

- A. Every pleading, motion, brief, or other paper filed in a case shall be identified by title and shall bear the name of the individual attorney, his registration number issued by the Supreme Court, his firm, if any, office address and telephone number of counsel filing the same, or, if there is no counsel, then of the party filing same. Each such paper and any attachments thereto shall be on 8 1/2" x 11" paper.
- B. Every petition or complaint shall contain in the caption thereof the address of the plaintiff or plaintiffs and the address of the defendant or defendants where the same is known, or can with reasonable diligence be ascertained.
- C. Subsequent pleadings and motions shall state the number of the cause and the name of the first party plaintiff and the first party defendant on each side, and the name of the judge to whom the case has been assigned.
- D. The complaint shall state in the caption the general nature of the action. The clerk may refuse to accept for filing any case that does not contain a case designation indicating the category of the cause as set forth in Part H of this rule.
- E. Pleadings and motions may be amended as provided in Civil Rule 15, but no pleading or motion shall be amended by interlineation or obliteration except upon leave of court.
- F. An action for divorce or spousal legal separation may be converted to an action for dissolution of marriage and/or vice versa as provided by R.C. '3105.08, '3105.62, '3105.64 and '3105.65.
- G. In accordance with Ohio Civil Rule 5(D), depositions upon oral examination, interrogatories, requests for documents, or requests for admissions and answers and responses thereto shall not be filed with the court unless so ordered; unless for use as evidence; or unless for consideration of a motion in the proceeding. Whenever a party files a motion with the court that relates to or involves such items which have not been filed with the court, they shall be attached to the motion.

H. Case Designation

1. Each case filed shall be consecutively numbered by year and case designator, e.g. 90 P 100.
2. Case designators shall be assigned by the Clerk of Courts with the advice of the judges, if needed, as follows:

Medical Malpractice	PTM
Dental Malpractice	PTD
Optometric Malpractice	PTO
Chiropractic Malpractice	PTC
Professional Tort	PT
Product Liability	PL
Other Torts	P
Workers' Compensation	W
Foreclosure	F
Administrative Appeal	A
Complex Litigation	X
Other Civill	M
Criminall	C
Divorce with children	DC
Divorce without children	D
Dissolution with children	DK
Dissolution without children	DM
Domestic violence	DV
Stalking	SP
URESА	U
All others (Domestic)	Z

- I. No pleadings or papers filed with or in any case shall be removed from the office of the Clerk of Courts except by authorized court personnel or upon court order.
- J. Discovery and requests therefore in criminal cases shall be had and made in accordance with Criminal Rule 16; and shall not be filed with the court unless so ordered, or unless for consideration of a motion in the proceeding. Whenever such discovery is made or requested, notice thereof shall be filed with the court. Whenever a party files a motion with the court that relates to or involves such items which have not been filed with the court, they shall be attached to the motion.