

Filing at the Pickaway County Common Pleas Court

This document highlights procedures of filing at the Pickaway County Common Pleas Court that are frequently misunderstood or overlooked. Please refer to the entire Local Rules for complete filing instructions. Local Rules can be found on our website at <https://pickaway.org/offices/common-pleas/index.html>

- 1) Filing may be done in person, by delivery service, by US mail, by facsimile, or by e-mail. Facsimile and e-mail service have specific identification requirements and time requirements that are outlined in Local Rule 4.02. Please be aware, as outlined in the same Rule, that facsimile and e-mail delivery entails additional costs to the filing party.
- 2) All filings must pertain to only one case. Multiple case numbers shall not be listed in any case caption.
- 3) Any motion that requires action from this Court must be filed with the Clerk and an additional courtesy copy must be submitted directly to the Court. See Rules 4.01(A) and Rule 8.05(G). Courtesy copies may be hand-delivered to the Court Secretary, faxed to Chambers at 740-420-5421, e-mailed to amalott@pickawaycountyohio.gov or mailed to Pickaway County Common Pleas Court, 207 South Court St., Circleville, Ohio 43113.
- 4) Any motion that requires action from this Court must also be accompanied by a proposed entry for the judge to sign. See Local Rule 8.05(F).
- 5) All entries must have Instructions for Service attached. See Local Rule 9.02. If Instructions for Service are not attached, the Clerk of Courts will not mail out the signed entry.