

Filing at the Pickaway County Common Pleas Court

This document highlights procedures for 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, or by e-mail. E-mail service has specific identification requirements and time requirements that are outlined in Local Rule 4.02. E-Filing is also available for registered users submitting CIVIL filings only.
- 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 must be marked as a courtesy copy, so it does not get filed as a duplicate. Courtesy copies can be submitted via e-mail by case type as follows:

<u>Civil Cases:</u>	Beth Kowalski	bkowalski@pickawaycountyohio.gov
<u>Criminal Cases:</u>	Anna Williams	awilliams@pickawaycountyohio.gov
<u>Domestic Cases:</u>	Valerie Travis	vtravis@pickawaycountyohio.gov

Courtesy copies can be mailed to:

Pickaway County Common Pleas Court
207 South Court Street
Circleville, OH 43113

Courtesy copies can be hand delivered to: Judge Matthew H. Chafin
Via his box in the Clerk of Court's Office

- 4) Any motion that requires action from this Court must 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. E-filings are excepted from this rule, as service is automatic.