

# The Supreme Court of Ohio

---

## ADMINISTRATIVE ACTIONS

October 13, 2014

[Cite as *10/13/2014 Administrative Actions #2, 2014-Ohio-4515.*]

---

### **In re E-Filing Pilot Group.**

In order to facilitate the testing of the Supreme Court of Ohio's E-Filing Portal, it is hereby ordered by the court that the following shall be applicable to all members of the pilot group participating in the testing of the E-Filing Portal.

- Unless expressly exempted by this order, all requirements of the Supreme Court Rules of Practice apply to documents filed through the E-Filing Portal, including the service requirements of S.Ct.Prac.R. 3.11.
- Only persons who are attorneys qualified pursuant to S.Ct.Prac.R. 2.01(A)(1) may file documents on behalf of another person or entity using the E-Filing Portal.
- Filing electronic documents shall be made by submitting the documents through the E-Filing Portal at the following address: [www.efilingportal.com](http://www.efilingportal.com). Confirmation of receipt by the E-Filing Portal is only a confirmation of receipt of the documents, not a confirmation that the documents were accepted for filing.
- The time of receipt of a document is the time-stamp provided by the Supreme Court's E-Filing Portal, and the time-stamp provided by any other computer system shall not alter the time of receipt.
- A document filed through the E-Filing Portal shall be submitted as a Portable Document Format ("PDF") file and multiple copies of a document are not required, unless requested by the Clerk.

- Filing documents through the E-Filing Portal does not alter any filing deadlines imposed by the Rules of Practice of the Supreme Court of Ohio and documents received after 5:00:00 p.m. Eastern Standard Time through the E-Filing Portal shall not be considered for filing until the next business day.
- The clerk of this court may accept for filing a document on the next business day after the due date of the document, if the clerk determines that the document was unable to be timely filed as a result of a complication related to participation in the Pilot Group for E-Filing.
- The clerk of this court may accept for filing a document on the next business day after the due date of the document, if the clerk determines that the document was unable to be timely filed as a result of a complication related to participation in the Pilot Group for E-Filing.