

RULE 3 PLEADINGS

3.1 Any attorney seeking to appear in any matter in the general division of the Clermont County Common Pleas Court shall be admitted to the practice of law in Ohio by the Ohio Supreme Court. An out-of-state attorney not admitted to practice in this state may seek admission, Pro Hac Vice, only as permitted by the Ohio Supreme Court and in accordance with Gov. Bar R. XII.

3.2 All pleadings, entries and other documents filed in any matter pending in the Clermont County Common Pleas Court, shall be filed flat, on 8-1/2" by 11" white paper, with no backing and with a head or top margin on the first page only, of not less than two inches. In addition to the original, sufficient copies shall be filed with the Clerk for service, as may be required. Surplus copies will be discarded by the Clerk.

3.3 No civil action shall be accepted for filing unless accompanied by the Court's Case Classification Form, which clearly identifies the nature of the action being filed and the designation of the trial attorney filing the action or the pro se party filing the action.

3.4 The attorney or party completing the classification form upon the filing of a complaint shall certify as to whether the case had been filed previously and dismissed. If the case was dismissed under Civ. R. 41, then, under the case number, the re-filed complaint shall contain the statement: "This is a refiled case," and the name of the judge to whom the case was previously assigned.