



Ohio Administrative Code Rule 3746-5-18 Electronic filing.

Effective: [October 24, 2025](#)

(A) Except as otherwise provided in this rule, any person may electronically file documents through the commission's electronic filing system. New appeals shall be filed with the commission in accordance with rule 3746-5-03 of the Administrative Code.

(B) Documents submitted to the electronic filing system on or before eleven fifty-nine p.m. EST shall be deemed filed on the day submitted.

(C) Documents for which privileged, protective, or confidential status is asserted shall not be filed through the electronic filing system. Such documents shall be filed as paper documents by mail or in person at the offices of the commission.

(D) Any document filed through the electronic filing system shall comply with applicable formatting requirements contained in Chapter 3746-5 of the Administrative Code.

(E) Signatures:

(1) Documents filed through the electronic filing system that require a signature shall contain a scanned version of the filer's original signature or an electronic signature in the following format: "/s/ (name)".

(2) Documents containing signatures of third-parties (e.g., affidavits) shall be filed only as scanned documents (e.g., PDF).

(F) The Commission may reject any document filed through the electronic filing system deemed inappropriate, including but not limited to: pornographic material, spam or junk mail, illegally reproduced material, material containing confidential personal information such as social security numbers, and material that is otherwise unlawful.



(G) Unless otherwise agreed upon by the parties, the filer shall be responsible for serving copies of the document upon the parties to the appeal in accordance with rule 3746-5-16 of the Administrative Code.

(H) The person making an e-filing shall bear all risk of transmitting a document, including but not limited to, all risk of equipment, electric, or internet failure.