



Ohio Administrative Code

Rule 3746-5-25 Form of motions, memoranda, and other filings.

Effective: January 1, 2018

(A) Motions, memoranda, and other filings shall be either typewritten or printed by standard typographic or other mechanical printing process that produces a clear black image on single-sided white paper, although exception may be made for parties allowed to proceed pro se.

(B) Motions, memoranda, and other filings shall be bound and consist of pages of eight and one-half by eleven inches. Filings shall be double-spaced except quoted matter which shall be single-spaced. Where necessary, documents attached to the filing may exceed eight and one-half by eleven inches, but in no event shall such documents exceed eight and one-half by fourteen inches. Where documents accompanying a filing exceed eight and one-half by fourteen inches unfolded, such documents shall not be attached to the filing, but shall accompany it and shall be clearly marked for reference.

(C) All filings shall be produced in the manner prescribed in paragraph (A) of this rule. Motions, memoranda, and other filings shall contain a caption setting forth the name of the commission, the parties to the appeal, the case number, and a brief title.
