



Ohio Administrative Code

Rule 4901-1-03 Form of pleadings and other papers.

Effective: June 15, 2014

(A) All pleadings or other papers to be filed with the commission shall contain a caption or cover sheet setting forth the name of the commission, the title of the proceeding, and the nature of the pleading or paper. All pleadings or papers filed subsequently to the original filing or commission entry initiating the proceeding shall contain the case name and docket number of the proceeding. Such pleadings or other papers shall also contain the name, address, and telephone number of the person filing the paper, or the name, address, telephone number, and attorney registration number of his or her attorney, if such person is represented by counsel. The party making a filing should include a fax number and/or an e-mail address if the party is willing to accept service of pleadings by fax or e-mail. An attorney or party who is willing to accept service of filed documents by fax shall include the following phrase next to or below its fax number: (willing to accept service by fax). An attorney or party who is willing to accept service of filed documents by e-mail shall include the following phrase next to or below its e-mail address: (willing to accept service by e-mail).

(B) All pleadings or other papers to be filed with the commission shall be printed, typewritten, or legibly handwritten on eight and one-half by eleven-inch paper. This requirement does not apply to:

(1) Original documents to be offered as exhibits.

(2) Copies of original documents to be offered as exhibits, where compliance with this requirement would be impracticable.

(3) Forms approved or supplied by the commission.

(C) Nothing in paragraph (B) of this rule prohibits the filing of photocopies of documents that otherwise meet the requirements of that paragraph.
