



Ohio Administrative Code

Rule 4906-2-03 Form of pleadings and other papers.

Effective: December 11, 2015

(A) Except as provided by rule 4906-2-04 of the Administrative Code, all pleadings or other papers to be filed with the board shall contain a caption or cover sheet setting forth the name of the board, the title of the proceeding, and the nature of the pleading or paper. All pleadings or papers filed subsequently to the original filing or board 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 email address if the party is willing to accept service of pleadings by fax or email. 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 email shall include the following phrase next to or below its email address: (willing to accept service by email).

(B) All pleadings or other papers to be filed with the board shall be printed, typewritten, or legibly handwritten on eight and one-half by eleven-inch paper. Widths of the margins shall be no less than one inch. The impression may be printed on both sides of the page, and shall have at least one and a half line spacing, except that quotations in excess of five typewritten lines shall be single spaced and indented. 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 board.

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



otherwise meet the requirements of that paragraph.

(D) Maps and exhibits that are printed on large format paper (greater than eleven inches by seventeen inches) should be provided in a roll or tube, and not folded.