

## **RULE 3 - REMOVAL OF FILES, PLEADINGS OR OTHER DOCUMENTS, STATISTICAL REPORTING**

- 3.1** No files, pleadings or other documents on file in this Court shall be removed from the Clerk of the Court, except with the permission of the Clerk and under such rules as the Clerk may from time to time prescribe. Provided, however, this Rule shall not apply to:
- (A) The use of such files, pleadings or other documents in Open Court or Judge's Chambers during any Argument, Hearing, Trial or other proceeding in the case to which such files, pleadings or other documents pertain or in which they may be used; and
  - (B) Any removal made pursuant to law.
- 3.2** Notwithstanding anything in Rule 3.1 to the contrary, no file shall be removed from the Clerk of the Court with respect to and involving any case within seven (7) days prior to its scheduled Trial date.
- 3.3** The Clerk of the Court shall document the removal of each file and shall provide the name of the individual who has removed said file, its location and the date of its removal.
- 3.4** Unauthorized removal of files from the Office of the Clerk shall subject the offending party to Contempt of Court and/or the imposition of appropriate sanctions.
- 3.5** Statistical Caseload Report Form D and Form C shall be submitted electronically monthly and quarterly respectfully by the Juvenile Chief Deputy Clerk and by Probate Chief Deputy Clerk, Court Administrator, or assigned deputy clerk. Permission is granted for said individuals to share the login credentials assigned to the Belmont County Juvenile and Probate Court for the submission of said forms to the Supreme Court of Ohio. The Court Administrator shall address any issues pertaining to the sharing of the credentials with any other individuals, shall maintain and update the Court of Ohio.