

AMENDMENTS TO THE RULES OF PRACTICE OF THE SUPREME COURT OF OHIO

The following amendments to the Rules of Practice of the Supreme Court of Ohio (S.Ct.Prac.R. 2.03, 3.02, 3.10, 3.11, 3.13, 3.14, 4.04, 5.08, 7.06, 12.02, 12.06, 12.08, 14.01, 14.03, 16.02 to 16.05, and 21.01) were adopted by the Supreme Court of Ohio. The history of these amendments is as follows:

July 22, 2022	Initial publication for public comment
October 4, 2022	Final adoption by conference
January 1, 2023	Effective date of amendments

Key to Adopted Amendments:

1. Unaltered language appears in regular type. Example: text
2. Language that has been deleted appears in strikethrough. Example: ~~text~~
3. New language that has been added appears in underline. Example: text

RULES OF PRACTICE OF THE SUPREME COURT OF OHIO

INTRODUCTION

The Supreme Court is the highest court in the State of Ohio. The court consists of a Chief Justice and six Justices who are elected by the citizens of the state of Ohio to six-year terms. A majority of the Supreme Court is necessary to constitute a quorum or to render a judgment.

The jurisdiction of the Supreme Court is ~~outlined~~ established in Article II, Section 1g; Article IV, Section 2(B); Article XI, Section 9; and Article XIX, Section 3 of the Ohio Constitution as summarized below.

The Supreme Court has original jurisdiction in the following types of cases:

- (1) Quo warranto;
- (2) Mandamus;
- (3) Habeas corpus;
- (4) Prohibition;
- (5) Procedendo;
- (6) Initiative, supplementary, or referendum petition challenges;
- (7) General assembly and congressional redistricting;
- (8) Any cause on review as may be necessary to its complete determination;
- ~~(7)~~(9) Admission to the practice of law, the discipline of persons admitted to the practice of law, and all other matters relating to the practice of law.

[Existing language unaffected by the amendments is omitted to conserve space]

S.Ct.Prac.R. 2.03. Designation of Counsel of Record.

[Existing language unaffected by the amendments is omitted to conserve space]

(B) Notification

(1) The Clerk of the Supreme Court shall send notices and orders in a case to counsel of record at the office address that counsel has registered with the Office of Attorney Services of the Supreme Court under Gov.Bar R. VI. If no office address is registered, the Clerk will send notices and orders to the residence address that counsel has registered with the Office of Attorney Services. If counsel of record changes the address that counsel has registered with the Office of Attorney Services, counsel shall file a notice of change of address with the Clerk.

(2) Counsel of record may request that the Clerk send notices and orders in a case to an address other than one registered with the Office of Attorney Services by filing a notice with the Clerk designating the address to be used in that case.

Effective Date: June 1, 1994

Amended: April 1, 1996; June 1, 2000; July 1, 2004; January 1, 2008; January 1, 2010; January 1, 2013; January 1, 2023

S.Ct.Prac.R. 3.02. Filing with the Supreme Court.

(A) Filing

[Existing language unaffected by the amendments is omitted to conserve space]

(4) Audio and video exhibits and files that cannot be converted into PDF format

(a) Audio and video exhibits and files that cannot be converted into Portable Document Format (“PDF”) shall be submitted by mail, delivery service, or in-person. The exhibits and files shall be presented for filing on a compact disc, DVD, or USB drive and attached to a paper “Notice of filing.”

(b) If the Clerk deems it necessary, the Clerk may request that the filing party provide copies. The copies shall be identical to the filed version and shall comply with the provisions of this rule.

(5) Consideration for filing

Documents submitted by mail, delivery service, or through the E-Filing Portal shall not be considered for filing until received by the Clerk’s Office.

~~(5)~~(6) Confirmation of delivery and filing deadlines

(a) Confirmation of delivery by any source other than the Clerk’s Office or the E-Filing Portal does not verify actual receipt by the Clerk’s Office.

(b) The alteration of hours or procedures by any delivery service, including but not limited to the United States Postal Service, shall not affect the filing deadlines and requirements imposed by these rules.

(B) Prohibition against untimely filings

No document may be filed after the filing deadlines imposed by these rules, set by Supreme Court order, or as extended in accordance with S.Ct.Prac.R. 3.03(B)(2) or 11.04(C). The Clerk shall refuse to file a document that is not timely received in accordance with S.Ct.Prac.R. 3.02(A) division (A) of this rule. Motions Except as provided in S.Ct.Prac.R. 3.13, S.Ct.Prac.R. 12.06, or S.Ct.Prac.R. 12.08, motions to waive this rule are prohibited and shall not be filed.

(C) Rejection of noncomplying documents

The Clerk may reject documents that are not clearly legible or that fail to comply with the requirements of these rules.

Effective Date: June 1, 1994

Amended: April 1, 1996; April 28, 1997; July 1, 2004; October 1, 2005; January 1, 2008; January 1, 2010; January 1, 2013; January 1, 2015; April 14, 2015; July 22, 2015; January 1, 2017; March 1, 2019; January 1, 2021; January 1, 2023

S.Ct.Prac.R. 3.10. Number and Form of Copies.

(A) ~~Applicability to filing through the E-Filing Portal~~ Requirements for copies

~~Generally, this rule does not apply to documents submitted through the E-filing Portal. (1) If, however, the Clerk deems it necessary, the Clerk may request that the filing party provide copies of documents filed through the E-Filing Portal. The copies shall be identical to the filed version and shall comply with the provisions of this rule.~~

(2) Copies of documents shall be on opaque, unglazed, 20 to 22-pound weight white paper, 8 1/2 by 11 inches in size.

(3) Copies shall be secured firmly by a single staple in the upper-left hand corner of the document or shall be spiral bound.

(4) With the exception of jurisdictional memoranda and merit briefs, which shall be single-sided, both sides of the paper may be used as long as the document is clearly legible.

(5) Copies shall not be enclosed in notebooks or binders and shall not have plastic cover pages.

(B) Number of copies

~~The original of a document filed in the Supreme Court shall be accompanied by an appropriate number of copies as follows, unless otherwise provided by S.Ct.Prac.R. 3.02(A)(3)(b) or 3.02(A)(4)(c):~~

Notice of appeal	1
Notice of cross appeal	1
Præcipe filed in death penalty appeal	1
Jurisdictional memorandum	5
Waiver of memorandum in response	0
Brief in an appeal or original action	9
List of additional authorities filed pursuant to S.Ct.PracR. 17.08	9

Supplement to a merit brief filed pursuant to S.Ct.Prac.R. 16.09	0
Complaint in an original action	4 plus an additional copy for each named respondent
Evidence in an original action	5
Request for extension of time	0
Stipulation to an agreed extension of time	0
Notices related to attorney representation under S.Ct.Prac.R. 2.01 through 2.03	0
Affidavits of compliance	1
Application for dismissal filed pursuant to S.Ct.Prac.R. 4.05	1
Any other document	5

(C) Date-stamped copy

Any party wishing to receive a date-stamped copy of a document submitted for filing with the Clerk of the Supreme Court shall provide the Clerk with ~~an extra~~ a copy of the document and an appropriately sized, self-addressed, postage-paid envelope.

(D) Form of copies

~~(1) Copies of documents shall be on opaque, unglazed, 20 to 22 pound weight white paper, 8 1/2 by 11 inches in size.~~

~~(2) Copies shall be secured firmly by a single staple in the upper left hand corner of the document or shall be spiral bound.~~

~~(3) With the exception of jurisdictional memoranda and merit briefs, which shall be single sided, both sides of the paper may be used as long as the document is clearly legible.~~

~~(4) Copies shall not be enclosed in notebooks or binders and shall not have plastic cover pages.~~

Effective Date: April 1, 1994

Amended: April 1, 1996; June 1, 2000; February 1, 2001; July 1, 2004; February 1, 2007; January 1, 2008; January 1, 2010; October 1, 2011; January 1, 2013; January 1, 2015; September 29, 2017; September 18, 2018; March 1, 2019; January 1, 2023

S.Ct.Prac.R. 3.11. Service of Documents; Notice When Documents Are Rejected for Filing.

[Existing language unaffected by the amendments is omitted to conserve space]

(B) Service requirement

(1) (a) Except as provided by division (B)(1)(b) of this rule, when a party or an amicus curiae files any document with the Clerk of the Supreme Court, that party or amicus curiae shall also serve a copy of the document on all parties to the case. Service on a party represented by counsel shall be made on counsel of record.

(b) A party is not required to serve a copy of a complaint filed to institute an original action, any documents that are submitted with a complaint filed to institute an original action, a form containing omitted personal identifiers as required by Sup.R. 45(D), or an affidavit of indigency or entry appointing counsel submitted in lieu of a filing fee. This division shall not apply to an amended complaint filed under S.Ct.Prac.R. 3.13 and Civ.R. 15(A) in an original action.

[Existing language unaffected by the amendments is omitted to conserve space]

Effective Date: June 1, 1994

Amended: April 1, 1996; April 28, 1997; July 1, 2004; October 1, 2005; January 1, 2008; January 1, 2010; January 1, 2013; January 1, 2015; September 29, 2017; September 13, 2018; March 1, 2019; January 1, 2021; January 1, 2023

S.Ct.Prac.R. 3.13. Corrections or Additions to Previously Filed Documents.

(A) General

A party who wishes to make corrections or additions to a previously filed document shall file a revised document and copies that completely incorporate the corrections or additions.

(B) Time to file

(1) The revised document shall be filed within the time permitted by these rules for filing the original document, except that corrections or additions shall not be made to a motion if a memorandum opposing the motion has already been filed. Except as provided in division (B)(3) of this rule, the Clerk of the Supreme Court shall refuse to file an untimely revised document.

(2) Time permitted by these rules for filing any responsive document shall begin to run when the revised document is filed.

(3) When the time permitted by these rules to file the original document has expired, a party may file a motion for leave to file a revised document. The revised document shall

be attached to the motion for leave. The Clerk shall refuse to file a motion for leave that is not accompanied by the revised document, and motions to waive this rule are prohibited and shall not be filed.

[Existing language unaffected by the amendment is omitted to conserve space]

Effective Date: June 1, 1994

Amended: April 1, 1996; June 1, 2000; February 1, 2001; July 1, 2004; February 1, 2007; January 1, 2008; January 1, 2010; January 1, 2013; January 1, 2015; January 1, 2021; January 1, 2023

S.Ct.Prac.R. 3.14. Name of Case.

[Existing language unaffected by the amendment is omitted to conserve space]

(B) Original actions, petition challenges, election contests, and apportionment redistricting cases

Unless rule, statute, or the discretion of the Clerk requires otherwise, an original action, petition challenge, election contest or apportionment redistricting case shall be docketed as provided on the initial document that is filed to institute the case.

[Existing language unaffected by the amendment is omitted to conserve space]

Effective Date: June 1, 1994

Amended: April 1, 1996; April 1, 2000; June 1, 2000; July 1, 2004; August 1, 2004; January 1, 2008; January 1, 2010; January 1, 2013; January 1, 2023

S.Ct.Prac.R. 4.04. Recusal or Disqualification of a Justice.

[Existing language unaffected by the amendment is omitted to conserve space]

(B) Request to recuse

[Existing language unaffected by the amendments is omitted to conserve space]

(4) The Clerk shall refuse to file a request for recusal if it is illegible ~~and~~ or fails to comply with the requirements of this rule.

[Existing language unaffected by the amendment is omitted to conserve space]

Effective Date: April 1, 2011

Amended: January 1, 2013; January 1, 2023

S.Ct.Prac.R. 5.08. Petition Challenges, Election Contests, and ~~Apportionment~~ Redistricting Cases.

(A) Definitions

As used in these rules:

- (1) A “petition challenge” case is a case that invokes the jurisdiction of the Supreme Court as provided for in Article II, Section 1g of the Ohio Constitution.
- (2) An “election contest” case is a case filed pursuant to R.C. 3515.08(B).
- (3) ~~An “apportionment”~~ A “redistricting” case is a case that invokes the jurisdiction of the Supreme Court as provided for in Article XI, Section 9 or Article XIX, Section 3 of the Ohio Constitution.

(B) Procedure

- (1) A petition-challenge case shall be filed as provided in S.Ct.Prac.R. 14.01.
- (2) An election-contest case shall be filed as provided in S.Ct.Prac.R. 14.02.
- (3) ~~An apportionment~~ A redistricting case shall be filed as provided in S.Ct.Prac.R. 14.03.

Effective Date: January 1, 2013

Amended: September 24, 2021; January 1, 2023

S.Ct.Prac.R. 7.06. Jurisdictional Memorandum of Amicus Curiae.

[Existing language unaffected by the amendments is omitted to conserve space]

(B) Deadline for filing

- (1) An amicus memorandum in support of jurisdiction shall be filed ~~by~~ no later than one day after the appellant’s deadline for perfecting an appeal to the Supreme Court or ~~by~~ no later than one day after the appellant’s deadline for filing a memorandum in support of jurisdiction, whichever is later.
- (2) An amicus memorandum in response shall be filed by the appellee’s deadline for filing a memorandum in response.
- (3) The Clerk of the Supreme Court shall refuse to file an amicus memorandum that is not timely received.

Effective Date: June 1, 1994

Amended: April 1, 1996; April 1, 2000; April 1, 2002; July 1, 2004; January 1, 2008; January 1, 2010; January 1, 2013; January 1, 2023

S.Ct.Prac.R. 12.02. Institution of an Original Action.

(A) General

(1) An original action shall be instituted by the filing of a complaint. The cover page of the complaint shall contain the nature of the proceeding and the name, title, and address of the respondent.

(2) The Clerk of the Supreme Court shall issue a summons and serve the summons and a copy of the complaint filed to institute the proceeding by certified mail sent to the address of the respondent as indicated on the cover page of the complaint. The summons shall inform the respondent of the time permitted to respond to the complaint pursuant to S.Ct.Prac.R. 12.04, 12.08, or 12.09.

(3) If an amended complaint is filed, relator shall serve the amended complaint in accordance with S.Ct.Prac.R. 3.11.

[Existing language unaffected by the amendment is omitted to conserve space]

Effective Date: June 1, 1994

Amended: April 1, 1996; April 1, 2000; August 1, 2002; July 1, 2004; January 1, 2008; January 1, 2010; January 1, 2013; January 1, 2023

S.Ct.Prac.R. 12.06. Presentation of Evidence.

(A) General

To facilitate the consideration and disposition of original actions, counsel should submit, when possible, an agreed statement of facts to the Supreme Court. All other evidence shall be submitted by affidavits, stipulations, depositions, and exhibits. Affidavits shall be made on personal knowledge, setting forth facts admissible in evidence, and showing affirmatively that the affiant is competent to testify to all matters stated in the affidavit. Sworn or certified copies of all papers or parts of papers referred to in an affidavit shall be attached.

(B) Rebuttal evidence

Relator may file a motion for leave to file rebuttal evidence within the time permitted for the filing of relator's reply brief. Relator's rebuttal evidence shall be attached to the motion for leave.

Effective Date: June 1, 1994

Amended: April 1, 1996; April 1, 2000; August 1, 2002; July 1, 2004; January 1, 2008; January 1, 2010; January 1, 2013; January 1, 2023

S.Ct.Prac.R. 12.08. Expedited Election Cases.

(A) Procedure

(1) Because of the necessity of a prompt disposition of an original action relating to a pending election, and in order to give the Supreme Court adequate time for full consideration of the case, if the action is filed within ninety days prior to the election, the respondent shall file an answer to the complaint within ~~five~~ three days after service of the summons or within three days of filing of the amended complaint.

(2) Unless otherwise ordered by the Supreme Court, and pursuant to the provisions of S.Ct.Prac.R. 12.07, original actions governed by this rule shall proceed as follows:

(a) Relator shall file any evidence and a merit brief in support of the complaint within three days after the filing of the answer or, if no answer is filed, within three days after the answer was due;

(b) Respondent shall file any evidence and a merit brief within three days after the filing of relator's merit brief;

(c) Relator may file a reply brief within three days after the filing of respondent's merit brief;

(d) Relator may file a motion for leave to file rebuttal evidence within three days after the filing of respondent's merit brief. Relator's rebuttal evidence shall be attached to the motion for leave.

(3) Motions to dismiss and for judgment on the pleadings shall not be filed in expedited elections cases.

(4) If any motion is filed in an expedited elections case under this rule, any other party to the case shall have three days from the date of the filing of the motion to file a response.

[Existing language unaffected by the amendments is omitted to conserve space]

Effective Date: June 1, 1994

Amended: April 1, 1996; April 1, 2000; August 1, 2002; July 1, 2004; January 1, 2008; January 1, 2010; January 1, 2013; January 1, 2017; January 1, 2021; January 1, 2023

**SECTION 14. PETITION CHALLENGES; ELECTION CONTESTS;
APPORTIONMENT REDISTRICTING CASES.**

S.Ct.Prac.R. 14.01. Petition Challenges.

[Existing language unaffected by the amendments is omitted to conserve space]

(D) Procedure

The Clerk of the Supreme Court shall issue a summons and serve a copy of the challenge by certified mail sent to the address of the respondent as indicated on the cover page of the challenge. The summons shall inform the respondent of the time to respond to the challenge.

(E) Reference to a master commissioner; oral argument

(1) The Supreme Court may refer challenge actions to a master commissioner for any purpose, including resolution of discovery disputes, and to conduct a hearing for the presentation of evidence.

(2) The Supreme Court may also order oral argument before the court.

~~(E)~~(F) Power of Supreme Court

In a challenge to an initiative, supplementary, or referendum petition brought under Article II, Section 1g of the Ohio Constitution, the Supreme Court may do all things necessary for an efficient and timely ruling on the challenge. The Supreme Court may sua sponte, or on motion by a party, issue a procedural order to govern the receipt of evidence, filing of briefs, conduct of hearings, and manner for ruling on any challenges.

~~(F)~~(G) Service of documents

All documents filed under this rule, ~~including the challenge~~ except those filed to institute a case, shall be served by personal service, facsimile transmission, or e-mail on the date of the documents' submission for filing.

Effective Date: January 1, 2010

Amended: January 1, 2013; September 24, 2021; January 1, 2023

S.Ct.Prac.R. 14.03. ~~Apportionment~~ Redistricting Cases.

(A) General

To invoke the original jurisdiction of the Supreme Court pursuant to Article XI, Section 9 or Article XIX, Section 3 of the Ohio Constitution, a party shall file a complaint with the Clerk of the Supreme Court. The complaint shall clearly identify that the case involves a

challenge to ~~apportionment~~ redistricting or a plan of ~~apportionment~~ redistricting promulgated pursuant to Article XI or Article XIX.

(B) Procedure

(1) The Clerk shall issue a summons and serve a copy of the complaint by certified mail sent to the address of the respondent as indicated on the cover page of the complaint. The summons shall inform the respondent of the time to respond to the complaint.

(2) After a complaint is filed pursuant to division (A) of this rule, the Supreme Court shall issue an order setting a schedule for the filing of answers or motions to dismiss, briefs, and evidence in the case.

(C) Service

All documents filed under this rule, except those filed to institute a case, shall be served by the parties by personal service, facsimile transmission, or e-mail on the date of the documents' submission for filing.

(D) Reference to a master commissioner; oral argument

(1) The Supreme Court may refer ~~apportionment~~ redistricting cases to a master commissioner for any purpose, including resolution of discovery disputes, and to conduct a hearing for the presentation of evidence.

(2) The Supreme Court may also order oral argument before the court.

Effective Date: January 1, 2013.

Amended: September 24, 2021; January 1, 2023

S.Ct.Prac.R. 16.02. Appellant's Brief.

[Existing language unaffected by the amendments is omitted to conserve space]

(C) Page limit

(1) Except in death-penalty appeals of right and in postconviction death-penalty appeals, the appellant's brief shall not exceed fifty numbered pages, exclusive of the table of contents, the table of authorities cited, the certificate of service, and the appendix.

(2) In a death-penalty ~~appeal~~ appeals of right filed pursuant to S.Ct.Prac.R. 5.01(A)(1), (2), (4), or (6) and in postconviction death-penalty appeals filed pursuant to S.Ct.Prac.R. 7, the appellant's brief has no page limitation.

Effective Date: June 1, 1994

Amended: April 1, 1996; April 1, 2000; June 1, 2000; July 1, 2004; January 1, 2008; January 1, 2010; January 1, 2013; June 1, 2017; March 1, 2019; January 1, 2023

S.Ct.Prac.R. 16.03. Appellee's Brief.

[Existing language unaffected by the amendments is omitted to conserve space]

(C) Page limit

(1) Except in death-penalty appeals of right and in postconviction death-penalty appeals, the appellee's brief shall not exceed fifty numbered pages, exclusive of the table of contents, the table of authorities cited, the certificate of service, and the appendix.

(2) In a death-penalty ~~appeal~~ appeals of right filed pursuant to S.Ct.Prac.R. 5.01(A)(1), (2), (4), or (6) and in postconviction death-penalty appeals filed pursuant to S.Ct.Prac.R. 7, the appellee's brief ~~shall not have a~~ has no page limitation.

Effective Date: June 1, 1994

Amended: April 1, 1996; April 1, 2000; June 1, 2000; July 1, 2004; January 1, 2008; January 1, 2010; January 1, 2013; June 1, 2017; January 1, 2023

S.Ct.Prac.R. 16.04. Appellant's Reply Brief.

[Existing language unaffected by the amendments is omitted to conserve space]

(B) Page limit

(1) Except in death-penalty appeals of right and in postconviction death-penalty appeals, the reply brief shall not exceed twenty numbered pages, exclusive of the table of contents, the table of authorities cited, the certificate of service, and the appendix.

(2) In a death-penalty ~~appeal~~ appeals of right filed pursuant to S.Ct.Prac.R. 5.01(A)(1), (2), (4), or (6) and in postconviction death-penalty appeals filed pursuant to S.Ct.Prac.R. 7, the reply brief has no page limitation.

Effective Date: June 1, 1994

Amended: April 1, 1996; April 1, 2000; June 1, 2000; July 1, 2004; January 1, 2008; January 1, 2010; January 1, 2013; June 1, 2017; January 1, 2023

S.Ct.Prac.R. 16.05. Merit Briefs in Case Involving Cross-Appeal.

[Existing language unaffected by the amendments is omitted to conserve space]

(B) First brief

[Existing language unaffected by the amendments is omitted to conserve space]

(2) (a) Except in death-penalty appeals of right and in postconviction death-penalty appeals, ~~this~~ the first brief shall not exceed fifty numbered pages, exclusive of the table of contents, the table of authorities cited, the certificate of service, and the appendix.

(b) In a death-penalty ~~appeal~~ appeals of right filed pursuant to S.Ct.Prac.R. 5.01(A)(1), (2), (4), or (6) and in postconviction death-penalty appeals filed pursuant to S.Ct.Prac.R. 7, the first brief has no page limitation.

(C) Second brief

[Existing language unaffected by the amendments is omitted to conserve space]

(2) (a) Except in death-penalty appeals of right and in postconviction death-penalty appeals, the second brief shall not exceed fifty numbered pages, exclusive of the table of contents, the table of authorities cited, the certificate of service, and the appendix.

(b) In a death-penalty ~~appeal~~ appeals of right filed pursuant to S.Ct.Prac.R. 5.01(A)(1), (2), (4), or (6) and in postconviction death-penalty appeals filed pursuant to S.Ct.Prac.R. 7, the second brief has no page limitation.

(D) Third brief

[Existing language unaffected by the amendments is omitted to conserve space]

(2) (a) Except in death-penalty appeals of right and in postconviction death-penalty appeals, the third brief shall not exceed fifty numbered pages, exclusive of the table of contents, the table of authorities cited, the certificate of service, and the appendix.

(b) In a death-penalty ~~appeal~~ appeals of right filed pursuant to S.Ct.Prac.R. 5.01(A)(1), (2), (4), or (6) and in postconviction death-penalty appeals filed pursuant to S.Ct.Prac.R. 7, the third brief has no page limitation.

(E) Fourth brief

[Existing language unaffected by the amendments is omitted to conserve space]

- (2) (a) Except in death-penalty appeals of right and in postconviction death-penalty appeals, the fourth brief shall not exceed twenty numbered pages, exclusive of the table of contents, the table of authorities cited, the certificate of service, and the appendix.
- (b) In a death-penalty ~~appeal~~ appeals of right filed pursuant to S.Ct.Prac.R. 5.01(A)(1), (2), (4), or (6) and in postconviction death-penalty appeals filed pursuant to S.Ct.Prac.R. 7, the fourth brief has no page limitation.

Effective Date: June 1, 1994

Amended: April 1, 1996; April 1, 2000; June 1, 2000; July 1, 2004; January 1, 2008; January 1, 2010; January 1, 2013; June 1, 2017; January 1, 2023

S.Ct.Prac.R. 21.01. Affidavits of Disqualification.

[Existing language unaffected by the amendments is omitted to conserve space]

(D) Mechanical Requirements

- (1) In addition to the requirements imposed by R.C. 2701.03 and S.Ct.Prac.R. 21.01(C), the affidavit of disqualification shall include the following:
- (a) The case caption, case number, and court for the underlying case in which the affiant is seeking disqualification of a judge;
 - (b) The affiant's full name and address;
 - (c) If the affiant is represented by counsel, the name of the affiant's attorney;
 - (d) If the affiant is an attorney, the name and party status of the affiant's client; and
 - (e) The name(s) and address(es) of all other parties to the underlying case.
- (2) When an affidavit is presented for filing in person, by delivery service, or by mail, the affiant shall file an original and three copies of the affidavit of disqualification with the Clerk of the Supreme Court.
- (3) When an affidavit is presented for filing by email, the affiant shall present the affidavit as a Portable Document Format ("PDF") file.
- (4) An affidavit of disqualification shall not exceed fifteen numbered pages, exclusive of the certificate of service and any exhibits.

[Existing language unaffected by the amendments is omitted to conserve space]

Effective Date: March 1, 2019

Amended: January 1, 2023