

## **Rule 8**

### **CLERK OF COURT AND COURT RECORDS**

(A) The clerk of court shall maintain separate civil and criminal records and dockets as required by Ohio Revised Code Section 1901.31(E). Nothing in this rule prohibits recording and storage of the court's dockets and records by microfilming or computerization. The official court record shall be the data stored on the electronic systems.

(B) The orders of the court in the dockets shall be validated by the original or facsimile signature of the judge. The automated/computerized dockets and the original papers filed shall be the final record of the cases of this court. The administrative judge, or his or her designee, and the clerk of court, shall authenticate records with their signatures, with the court's seal attached. Any forms and stamps used shall be authorized by the court.

(C) The clerk of court may dispose of files of cases in accordance with the Supreme Court of Ohio Rules of Superintendence 26, 26.01, and 26.05. The Clerk shall notify the Court 30 days in advance of any record destruction.

(D) The Court Administrator shall have the authority to promulgate a retention schedule for all administrative records of the Court including records of the Probation Department. The Court Administrator may extend the retention period for a record, but shall not reduce the retention period below the standard set forth in the Rules of Superintendence 26, 26.01, and 26.05 for any record listed therein. Court reporters may dispose of their official transcripts and exhibits held pending appeal after 5 years.

[Table Of Contents](#)