

**Rule 10**  
**ORDERS OF COURT**

(A) Any order, decree, finding, or judgment shall be entered by the judge or magistrate upon the Court Proceedings Page in all cases. Any order pursuant to Ohio Rule of Civil Procedure 53(C)(3) or any decision shall be entered by the magistrate upon the complaint (affidavit in criminal or traffic case and upon the jacket in a civil case). The required service of notice of such journal entries shall be upon the parties by the clerk of court. Any appealable order shall also be prepared on a separate sheet and upon filing with the clerk for journalization will constitute the order in the case.

(B) The judgment specified in Rule 58 of the Ohio Rules of Civil Procedure shall be journalized within 30 days of the judgment. If the entry is not prepared by counsel, it shall be prepared by the court and filed with the clerk of court for journalization.

(C) If a judge's term expires, any unsigned judgments on the judge's assigned cases shall be presented to the administrative judge for approval. If any decision is so indefinite that the terms of the decree cannot be ascertained, the administrative judge may reassign the case for retrial.

[Table Of Contents](#)