

## **Rule 9**

### **LOCATION OF COURT RECORDS**

(A) In accordance with Ohio Revised Code, Section 1901.31(E), the clerk of court shall file and safely keep all journals, records, books, and papers of the court, except as provided in section (B). As a result of this statutory responsibility, no affidavits, civil jackets, court transcripts, or any other court records shall be taken from the building by any person.

(B) Any authorized person wishing to obtain a criminal, traffic or civil case from the clerk's office or the assignment commissioner must have the case electronically scanned prior to taking the case. Authorized persons include attorneys, court personnel and all others authorized by journal entry.

(C) Any person who removes and conceals any official court record may be referred to the proper legal authorities for evaluation of criminal charges, and may further be referred to the Toledo Bar Association Grievance Committee.

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