

**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. 3.02, 3.03, 3.07 through 3.11, 6.02, 7.02, 15.03, and 16.02 and new 21.01 through 21.04) were adopted by the Supreme Court of Ohio. The history of these amendments is as follows:

August 27, 2018	Publication for public comment
January 8, 2019	Final adoption by conference
March 1, 2019	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

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

(A) Filing

(1) Definition and filings treated as public records

(a) Filing is effectuated when the Clerk's Office file-stamps a document and docket it in a case.

(b) Documents filed with the Supreme Court shall be available for public access pursuant to Sup.R. 44 through 47. A document that has been sealed pursuant to a court order, administrative agency order, or board order, or is the subject of a motion to seal pending in the Supreme Court, shall remain under seal and not be made available for public access unless ordered by the Supreme Court.

(c) The electronic version of documents, whether filed through the E-Filing Portal in the first instance or received by the Clerk's Office in paper format and subsequently scanned into electronic format, constitutes the official record in the case.

[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; April 14, 2015; July 22, 2015; January 1, 2017; March 1, 2019

S.Ct.Prac.R. 3.03. Computation and Extension of Time.

(A) Computation of time

(1) In computing any period of time prescribed or allowed by these rules or by an order of the Supreme Court, the day of the act from which the designated period of time begins to run shall not be included, and the last day of the period shall be included. If the last day of the period is a Saturday, Sunday, or legal holiday, the period runs until ~~the end of the~~ 5:00:00 p.m. local observed time in Columbus, Ohio on the next day that is not a Saturday, Sunday, or legal holiday.

(2) Notwithstanding Civ.R. 6(A), when the period of time prescribed or allowed is less than seven days, as in expedited election cases under S.Ct.Prac.R. 12.08, intermediate Saturdays, Sundays, and legal holidays shall be included in the computation.

(3) When the Clerk's Office of the Supreme Court is closed to the public for the entire day that constitutes the last day for doing an act, or is closed before the usual closing time

on that day, then that act may be performed on the next day that is not a Saturday, Sunday, or legal holiday.

(B) Extension of time

(1) General prohibition against extensions of time

Except as provided in division (B)(2) of this rule, the Supreme Court will not extend the time for filing a document as prescribed by these rules or by court order, and the Clerk of the Supreme Court shall refuse to file requests for extension of time.

(2) Extension of time to file certain documents

(a) (i) Except in expedited election cases under S.Ct.Prac.R. 12.08, parties may stipulate to extensions of time to file merit briefs, including reply briefs, under S.Ct.Prac.R. 16.02 through 16.05; merit briefs, including reply briefs, under S.Ct.Prac.R. 11.05; or the response to a complaint ~~or evidence~~ under S.Ct.Prac.R. 12.04 ~~and 12.06~~. A stipulated extension of time shall be effective only if it is filed with the Clerk within the time prescribed by these rules for filing the brief or other document that is the subject of the stipulation. The stipulation shall state the new date for filing agreed to by the parties.

(ii) Each party may obtain in a case only one stipulated extension of time not to exceed twenty days, provided the party has not previously obtained an extension of time from the Supreme Court under division B(2)(b) of this rule. The Clerk shall refuse to file a stipulation to an extension of time that is not tendered timely in accordance with this rule, or if a request for extension of time has already been granted to the party filing the stipulation under division (B)(2)(b) of this rule.

(b) (i) In an expedited election case or any other case where a stipulation to an extension of time cannot be obtained, a party may file a request for extension of time to file a merit brief, including a reply brief, or the response to a complaint, ~~or evidence~~. The Supreme Court will grant a party only one extension of time, not to exceed ten days, provided the request for extension of time states good cause for an extension and is filed with the Clerk within the time prescribed by the rules for filing the brief or other document that is the subject of the request.

(ii) The Clerk shall refuse to file a request for extension of time that is not tendered timely in accordance with this rule or if a stipulation to an agreed extension of time has already been filed under division (B)(2)(a) of this rule by the party filing the request.

(3) Effect of extension of time upon other parties on the same side

When one party receives an extension of time under division (B)(2) of this rule, the extension shall apply to all other parties on that side.

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S.Ct.Prac.R. 3.07. Cover Page.

Each document filed in the Supreme Court shall contain a cover page, which shall be white. The cover page shall contain only the following information:

(A) The case name and the case number assigned when the case was filed in the Supreme Court;

(B) The nature of the proceeding in the Supreme Court (e.g., appeal, original action in mandamus);

(C) If the proceeding is an appeal, the name of the court or the administrative agency from which the appeal is taken;

(D) The title of the document (e.g., notice of appeal, appellant's merit brief, memorandum in support of jurisdiction);

(E) The volume number if the document is split into multiple volumes;

(F) An identification of the party on whose behalf the document is filed;

~~(F)~~(G) The name, attorney-registration number, address, telephone number, facsimile number, and e-mail address, if available, of each attorney who has filed an appearance in the case; an indication as to which party each attorney represents; and, where two or more attorneys represent a party, designation of counsel of record in accordance with S.Ct.Prac.R. 2.03. A party who is not represented by an attorney shall indicate the party's name, address, and telephone number.

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S.Ct.Prac.R. 3.08. Signature.

(A) Paper documents

The original of every paper document filed in the Supreme Court shall be signed by an attorney representing the party on whose behalf the document is filed. A party who is not represented by an attorney shall sign the document being filed.

(B) Electronic documents

A document that is filed ~~by e-mail or~~ through the E-Filing Portal pursuant to S.Ct.Prac.R. 3.02 shall include a scanned version of the person's original signature or a signature line with a forward slash followed by an "s" followed by the person's name in print (e.g., /s "John T. Smith").

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S.Ct.Prac.R. 3.09. Mechanical Requirements.

(A) Applicability to paper and electronic documents

The requirements of this rule apply to both paper documents and electronic documents submitted through the E-Filing Portal ~~or by e-mail~~, unless a provision is clearly inapplicable to electronically filed documents.

(B) General

(1) Typeface

(a) Every original document filed with the Supreme Court shall be single-sided, shall be typewritten or prepared by computer, word processor or other standard typographic process, and shall comply with the requirements of this rule.

(b) The text of all documents shall be at least 12-point type and in one of the following typefaces:

(i) Times New Roman;

(ii) Cambria;

(iii) Calibri;

(iv) Arial Standard (i.e., not Black, Rounded, Unicode, or Narrow);

(v) Palatino Linotype.

(c) If one of the typefaces specified by division (B)(1)(b) of this rule is not available, the filing party shall use a typeface that is substantially equivalent to the typefaces listed in that division and that has no more than eighty characters to a line of text.

(d) Italic type may be used only for case citations and emphasis.

(e) The Clerk of the Supreme Court may accept a handwritten document for filing only in an emergency, provided the document is legible.

(f) The text of all documents must be sufficiently dark to be legible when scanned.

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

(E) Volumes

(1) Paper documents

Any paper document filed with the Supreme Court that exceeds two inches in thickness shall be bound and numbered in two or more parts, with each part containing a cover page and a certificate of service.

(2) Electronic documents

Any electronic document filed with the Supreme Court that exceeds three-hundred pages shall be submitted as two or more Portable Document Format (“PDF”) files, with each PDF file containing a cover page and a certificate of service.

(3) Cover page

When a document is submitted in multiple volumes, all volumes shall contain a cover page as required by S.Ct.Prac.R. 3.07.

(F) Failure to comply

Documents that fail to comply with the requirements of this rule may be stricken by the Supreme Court.

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

(A) Applicability to filing through the E-Filing Portal

Generally, this rule does not apply to documents submitted through the E-Filing Portal ~~or by e-mail~~. 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.

(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
Praecipe filed in death-penalty appeal	1
Jurisdictional memorandum	8 <u>5</u>
Waiver of memorandum in response	0
Brief in an appeal or original action	16 <u>9</u>
List of additional authorities filed pursuant to S.Ct.Prac.R. 17.08	16 <u>9</u>
Supplement to a merit brief filed pursuant to S.Ct.Prac.R. 16.09	2 <u>0</u>
Complaint in an original action	10 <u>4</u> plus an additional copy for each named respondent
Evidence in an original action	10 <u>5</u>
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	10 <u>5</u>

(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 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.

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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 13, 2018; March 1, 2019

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

(A) Applicability to paper and electronic documents

The requirements of this rule apply to both paper documents and electronic documents submitted through the E-Filing Portal ~~or by e-mail~~.

(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 indigence or entry appointing counsel submitted in lieu of a filing fee.
- (2) Service of a copy of a notice of appeal from a decision of the Public Utilities Commission or the Power Siting Board shall be made pursuant to R.C. 4903.13. In an appeal or a cross-appeal from the Public Utilities Commission or the Power Siting Board, a copy of the notice of appeal or cross-appeal shall also be served upon all parties to the proceeding before the Public Utilities Commission or the Power Siting Board that is the subject of the appeal or cross-appeal.

(3) In a case involving a felony, when a county prosecutor files a notice of appeal under S.Ct.Prac.R. 7.01 or an order certifying a conflict under S.Ct.Prac.R. 8.01, the county prosecutor shall also serve a copy of the notice or order on the Ohio Public Defender.

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

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S.Ct.Prac.R. 6.02. Ordering of the Record and Briefing.

(A) The record

Upon the filing of an appeal of right pursuant to S.Ct.Prac.R. 6.01, the Clerk of the Supreme Court shall issue an order for the transmittal of the record from the clerk of the court where the judgment on appeal was rendered. The record shall be transmitted as provided for by S.Ct.Prac.R. 15.03.

(B) Briefing

After the record is filed by the Clerk of the Supreme Court, briefing in an appeal of right shall proceed as provided for by S.Ct.Prac.R. 16.01 through 16.09.

Effective Date: January 1, 2013

Amended: March 1, 2019

S.Ct.Prac.R. 7.02. Memorandum in Support of Jurisdiction.

[See Appendix D following these rules for a sample memorandum.]

(A) Filing

In a jurisdictional appeal, unless otherwise provided in S.Ct.Prac.R. 7.01, the appellant shall file a memorandum in support of jurisdiction with the notice of appeal.

(B) Page limitation

(1) Except in postconviction death-penalty cases, a memorandum in support of jurisdiction shall not exceed fifteen numbered pages, exclusive of the table of contents and the certificate of service.

(2) In a postconviction death-penalty case there is no page limit for the memorandum in support of jurisdiction.

(C) Parts of the memorandum

A memorandum in support of jurisdiction shall contain all of the following:

- (1) A table of contents, which shall include numbered propositions of law arranged in order;
- (2) A thorough explanation of why a substantial constitutional question is involved, why the case is of public or great general interest, or, in a felony case, why leave to appeal should be granted;
- (3) A statement of the case and facts;
- (4) A brief and concise argument in support of each proposition of law.

(D) Required Attachments

(1) A date-stamped copy of the court of appeals' opinion and judgment entry being appealed shall accompany the memorandum in support of jurisdiction. If a delayed appeal was granted or if a copy of the court of appeals' opinion and judgment entry was previously attached to a motion for stay, then a date-stamped copy of the court of appeals' opinion and judgment entry is not required to accompany the memorandum in support of jurisdiction. For purposes of this rule, a date-stamped copy of the court of appeals' judgment entry shall mean a copy bearing the file stamp of the clerk of the court of appeals and reflecting the date on which the court of appeals filed its judgment entry for journalization with its clerk under App.R. 22.

(2) In postconviction death-penalty cases, the appellant shall also attach the findings of fact and conclusions of law issued by the trial court or a notice that no findings of fact or conclusions of law were issued by the trial court.

(3) The appellant may also attach any other judgment entries or opinions issued in the case, if relevant to the appeal. The memorandum shall not include any other attachments.

(E) Refusal to file

Except as otherwise provided in S.Ct.Prac.R. 7.01(A), if the appellant does not tender a memorandum in support of jurisdiction for timely filing along with the notice of appeal, the Clerk of the Supreme Court shall refuse to file the notice of appeal.

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Amended: April 1, 1996; April 1, 2000; April 1, 2002; July 1, 2004; January 1, 2008; January 1, 2010; January 1, 2013; January 1, 2015; March 1, 2019

S.Ct.Prac.R. 15.03. Certification and Transmission of Record from Court of Appeals.

(A) General

(1) Upon order of the Supreme Court, the clerk of the court of appeals or other custodian having possession of the record shall certify and transmit the record to the Clerk of the Supreme Court. Unless otherwise ordered by the Supreme Court, the record shall be transmitted within twenty days of the order.

(2) If the case involves termination of parental rights or adoption of a minor child, or both, preparation and transmission of the record shall be expedited and given priority over preparation and transmission of the records in other cases.

(B) Index

The clerk of the court of appeals shall number the documents, transcripts, and exhibits comprising the record. The record shall be transmitted along with an index that is numbered and that lists all items included in the record. All items and exhibits listed in the index, regardless of whether they are transmitted, shall be briefly described. The clerk of the court of appeals or other custodian transmitting the record shall send a copy of the index to all counsel of record in the case. The Clerk of the Supreme Court shall notify counsel of record when the record is filed in the Supreme Court.

Effective Date: June 1, 1994

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

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

[See Appendix F following these rules for a sample brief.]

(A) Time to file

(1) In every appeal involving termination of parental rights or adoption of a minor child, or both, the appellant shall file a merit brief with the Supreme Court within twenty days from the date the Clerk of the Supreme Court files the record from the court of appeals.

(2) In every other appeal, the appellant shall file a merit brief within forty days from the date the clerk files the record from the court of appeals or the administrative agency. In any case, the appellant shall not file a merit brief prior to the filing of the record by the clerk.

(B) Contents

The appellant's brief shall contain all of the following:

(1) A table of contents listing with references to the pages of the brief where each of the following appears:

- (a) The table of authorities cited;
- (b) The statement of facts;
- (c) The argument with numbered propositions of law;
- (d) The appendix.

(2) A table of the authorities cited, listing the citations for all cases or other authorities, arranged alphabetically; constitutional provisions; statutes; ordinances; and administrative rules or regulations upon which appellant relies, with references to the pages of the brief where each citation appears;

(3) A statement of the facts with page references, in parentheses, to supporting portions of both the original transcript of testimony and any supplement filed in the case pursuant to S.Ct.Prac.R. 16.09 through 16.10;

(4) An argument, headed by the proposition of law that appellant contends is applicable to the facts of the case and that could serve as a syllabus for the case if the appellant prevails. If several propositions of law are presented, the argument shall be divided with each proposition set forth as a subheading;

(5) An appendix, numbered separately from the body of the brief, containing copies of all of the following:

~~(a)~~ ~~The date stamped notice of appeal to the Supreme Court, the notice of certified conflict, or the federal court certification order, whichever is applicable;~~

~~(b)~~ The judgment or order from which the appeal is taken;

~~(c)~~(b) The opinion, if any, relating to the judgment or order being appealed;

~~(d)~~(c) All judgments, orders, and opinions rendered by any court or agency in the case, if relevant to the issues on appeal;

~~(e)~~(d) Any relevant rules or regulations of any department, board, commission, or any other agency, upon which the appellant relies;

~~(f)~~(e) Any constitutional provision, statute, or ordinance upon which the appellant relies, to be construed, or otherwise involved in the case;

~~(g)~~(f) In appeals from the Public Utilities Commission, the appellant's application for rehearing.

(C) Page limit

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

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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

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

(A) Filing

Filing documents pursuant to S.Ct.Prac.R. 21.01 through 21.04 shall be made either by submitting for filing in person; by delivery service; by mail addressed to the Clerk, The Supreme Court of Ohio, 65 S. Front St., 8th Floor, Columbus, Ohio 43215-3431, or by email to AOD_Filing@sc.ohio.gov.

(B) Definition

(1) As used in these rules, an "affidavit of disqualification" is an affidavit filed with the Clerk of the Supreme Court seeking to disqualify a judge of the common pleas court (R.C. 2701.03), a judge of the probate court (R.C. 2101.39), a judge of the court of appeals (R.C. 2501.13), a judge of a municipal or county court (R.C. 2701.031), or a judge of the court of claims (R.C. 2743.041).

(2) Pursuant to Article IV, Section 5(C) of the Ohio Constitution and R.C. 2701.03, the Chief Justice of the Supreme Court, or any Justice designated by the Chief Justice, shall render judgment on the affidavit of disqualification.

(C) Filing Requirements for an Affidavit of Disqualification

(1) An affidavit of disqualification shall be filed with the Clerk of the Supreme Court and comply with the requirements of R.C. 2701.03.

(2) An affidavit of disqualification shall state specific allegations on which the claim of interest, bias, prejudice, or disqualification is based and the facts to support each of those allegations.

(3) Pursuant to R.C. 2701.03(B), an affidavit of disqualification shall include the following:

(a) The jurat of a notary public or another person authorized to administer oaths or affirmations;

(b) A certificate of service that indicates a copy of the affidavit has been served upon the judge against whom the affidavit is filed;

(c) A certificate of service that indicates a copy of the affidavit has been served on all other parties, or their counsel, to the underlying case; and

(d) The date of the next scheduled hearing in the underlying case, or a statement that there is no hearing scheduled.

(4) Pursuant to R.C. 2701.03, an affidavit of disqualification shall be filed not less than seven calendar days before the date of the next scheduled hearing in the underlying case.

(5) The Clerk of the Supreme Court shall refuse to file an affidavit of disqualification that is not timely presented under S.Ct.Prac.R. 21.01(C)(4) and R.C. 2701.03(B), or that fails to comply with the requirements of S.Ct.Prac.R. 21.01(C)(3) and R.C. 2701.03(B)(2), (3), or (4).

(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) An affidavit of disqualification shall not exceed fifteen numbered pages, exclusive of the certificate of service and any exhibits.

(E) Filing Fee

There is no filing fee for filing an affidavit of disqualification.

Effective Date: March 1, 2019

S.Ct.Prac.R. 21.02. Proceedings after an Affidavit of Disqualification is Filed.

(A) General

(1) Except as provided in R.C. 2701.03(D)(2) through (4), if the Clerk of Supreme Court accepts an affidavit of disqualification for filing, the affidavit deprives the judge against whom the affidavit was filed of any authority to preside in the case(s) identified in the affidavit until the Chief Justice, or a Justice designated by the Chief Justice, rules on the affidavit.

(2) Upon review of the affidavit, the Chief Justice, or a Justice designated by the Chief Justice, may request that the judge file a written response to the affidavit.

(B) Response of Judge

(1) If requested, the judge shall file the response with the Clerk of the Supreme Court in the form and within the time frame established by the Chief Justice, or a Justice designated by the Chief Justice.

(2) A judge may file a request for extension of time to submit a response, and the Chief Justice, or a Justice designated by the Chief Justice, may grant an extension of time, provided the request states good cause for an extension and is filed with the Clerk within the time prescribed by the Chief Justice, or a Justice designated by the Chief Justice, for filing the response.

(3) The judge shall serve a copy of the response on the affiant and all parties, or their counsel, in the underlying case as provided for by S.Ct.Prac.R. 21.03.

(4) The response to the affidavit shall not exceed fifteen numbered pages, exclusive of the certificate of service and any exhibits.

(C) Reply to Response

No reply to a response from the judge shall be permitted and the Clerk of the Supreme Court shall refuse to file a reply to a response from the judge.

(D) Additional or Supplemental Affidavits of Disqualification

The Clerk of the Supreme Court may accept supplemental or additional affidavits of disqualification regarding a pending case, provided that the supplemental or additional affidavits meet the filing requirements set forth in S.Ct.Prac.R. 21.01(C) and R.C. 2701.03.

(E) Motion for Reconsideration

No motion for reconsideration may be filed and the Clerk of the Supreme Court shall refuse to file a motion for reconsideration regarding an affidavit of disqualification.

Effective Date: March 1, 2019

S.Ct.Prac.R. 21.03. Service of Documents Filed Relating to Affidavits of Disqualification.

All documents filed under these rules shall be served by the affiant or by the judge against whom the affidavit was filed by personal service, U.S. mail, facsimile transmission, or e-mail.

Effective Date: March 1, 2019

S.Ct.Prac.R. 21.04 Application of Other Supreme Court Rules of Practice.

Unless clearly inapplicable, S.Ct.Prac.R. 3.01 through 3.14 and S.Ct.Prac.R. 4.01 through 4.06 shall apply and supplement these rules as necessary.

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