

3746-5-18 Electronic filing.

(A) Except as otherwise provided in this rule, any person may electronically file documents in an existing appeal through the commission's electronic case management system. New appeals shall be filed with the commission in accordance with rule [3746-5-03](#) of the Administrative Code.

(B) Documents submitted to the electronic case management system on or before 11:59 p.m. EST shall be deemed filed on the day submitted.

(C) Documents for which privileged, protective, or confidential status is asserted shall not be filed through the electronic case management system. Such documents shall be filed as paper documents by mail or in person at the offices of the commission.

(D) Any document filed through the electronic case management system shall comply with applicable formatting requirements contained in Chapter 3746-5 of the Administrative Code.

(E) Signatures:

(1) Documents filed through the electronic case management system that require a signature shall contain a scanned version of the filer's original signature or an electronic signature in the following format: "/s/ (name)".

(2) Documents containing signatures of third-parties (e.g., affidavits) shall be filed only as scanned documents (e.g., PDF).

(F) The Commission may reject any document filed through the electronic case management system deemed inappropriate, including but not limited to: pornographic material, spam or junk mail, illegally reproduced material, material containing confidential personal information such as social security numbers, and material that is otherwise unlawful.

(G) Unless otherwise agreed upon by the parties, the filer shall be responsible for serving copies of the document upon the parties to the appeal in accordance with rule [3746-5-16](#) of the Administrative Code.

(H) The person making an e-filing shall bear all risk of transmitting a document, including but not limited to, all risk of equipment, electric, or internet failure.

Effective: 1/1/2018

Five Year Review (FYR) Dates: 04/21/2022

Promulgated Under: [111.15](#)

Statutory Authority: [3745.03](#)

Rule Amplifies: [3745.03](#), [3745.04](#), [3745.05](#)