



Ohio Board of Professional Conduct

**GUIDELINES FOR ELECTRONIC FILING OF
CASE DOCUMENTS**

JANUARY 2019

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OVERVIEW

The Board of Professional Conduct offers parties in disciplinary cases the opportunity to electronically file pleadings and other documents with the Board. Electronic filing is permitted exclusively through the Board's online docket and replaces the BOCfilings email address for purposes of submitting case-related filings.

Once a party has received authorization to access the filing portal, a filing box will appear directly underneath the on-line docket for each pending Board case. A party who seeks to make a filing will (1) select the type of filing from a dropdown menu and (2) upload the document to the portal.

The Board employs a two-step process for the submission and acceptance of electronic filings:

- **Step One** is completed when a party successfully submits a filing via the filing portal.
- **Step Two** consists of a review and either acceptance or rejection of the submitted pleading.

These steps are outlined in more detail in this guide.

Parties are **strongly** encouraged to electronically file their pleadings with the Board. Electronic filing has the benefits of reducing postage and copying expenses for the parties and the Board, provides immediate confirmation of both submission and filing (or rejection) of a pleading, and facilitates the distribution of documents to hearing panels. There is no fee associated with electronic filings. Although electronic filing is presently optional, all parties and their counsel will eventually be **required** to electronically file documents with the Board.

Questions regarding electronic filing may be directed to the staff at (614) 387-9370 or BOCfilings@bpc.ohio.gov.

AUTHORIZATION TO e-FILE

An attorney who wishes to submit documents via the e-Filing portal must first be authorized to do so by the Board. e-Filing authorizations initially will be sent to attorneys who have matters pending before the Board, including unrepresented respondents, and attorneys who regularly appear or who have recently have appeared before the Board. An attorney who has a matter pending before the Board and does not have e-Filing authorization may request e-Filing authorization by contacting BOCfilings@bpc.ohio.gov. The request must include the attorney's name, Ohio registration number, and valid email address, and the number of the case in which the attorney intends to e-File. The Board does not issue e-Filing authorizations to persons who do not have an attorney registration number, such as paralegals or office assistants.

Once an e-Filing authorization request has been approved, the party requesting the authorization will receive an email invitation. Fig. 1. The invitation includes a URL that will allow you to submit documents via the e-Filing portal. The URL is unique to each e-Filing attorney and that attorney's computer, and all filings using the unique URL will be made in the name of the attorney associated with the URL. As such, the URL may **not** be shared with or used by any person.

Please click on the following URL to enable the e-filing feature on your browser.
<http://test.supremecourtofohio.gov/bpccm/invite.aspx?invitecode=XXXXXXXXXXXX>
Once enabled you will see the option to upload new documents to cases within the [Board Case Docket](#).

e-Filing

Use the pull-down menu to select the type of filing you wish to make, then click Browse to select the document to be submitted.

Amended Complaint ▾

Choose File No file chosen

Upload

Please DO NOT share this invitation or email. The link provided contains identifying information unique to your computer and web browser and cannot be used by anyone else.

Save this invitation so that if, in the future, you change your web browser or your device you can re-enable each for the e-filing feature of the docketing web site.
You may always email or call us for a new invite or to ask any questions about our new e-filing feature.

Fig. 1

Copy and paste the URL provided in your web browser,¹ and a window or tab will open to indicate that you have successfully accessed the e-Filing portal. Fig. 2. You may then proceed to the Board's [online docket](#).

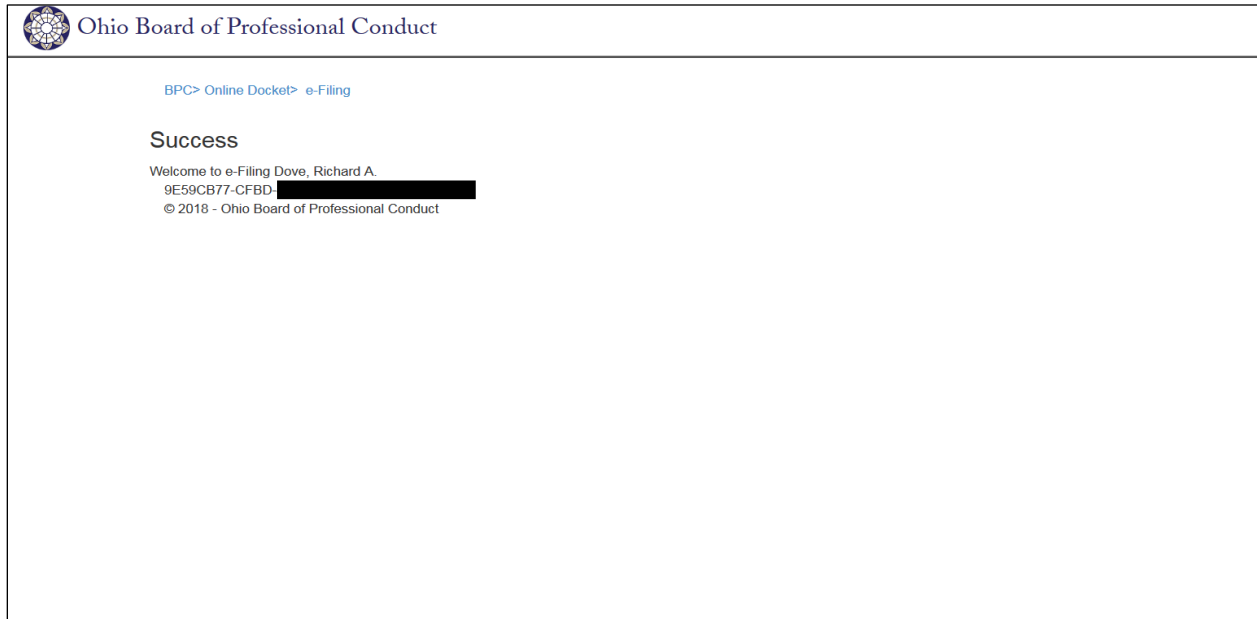


Fig. 2

If your browser is configured to accept cookies (see below), you will remain logged into the e-Filing enabled version of the docket when you reopen your web browser.

Technical Requirements

To facilitate access to the e-Filing portal and the receipt of the e-Filing invitation and other case-related communications, please ensure the following:

- That your web browser is set to accept and retain “cookies.” You may be required to reenter your e-Filing credentials if your browser is not set to accept cookies, if you use a different web browser, or if you attempt to submit documents through the e-filing from a computer other than your usual work computer. If you lose your e-Filing credentials, you may request replacement credentials from the Board.


- That your spam filter and email server is set to accept emails from @bpc.ohio.gov.

¹ The e-Filing portal is designed to work with the current version of common web browsers.

e-FILING WITH THE BOARD

Submitting a Document










To e-File a document with the Board, the filer must access the Board's [on-line docket](#) and then navigate to the case in which you wish to submit a filing. When you access a specific case page, you will see a box for the submission of electronic pleadings. Fig. 3.

**Ohio Board of Professional Conduct**

[BPC](#) > [Online Docket](#) > [Case](#)

Case:

CaseNumber	2018-028
Caption	Disciplinary Counsel v. Davis, David William
Filed	5/3/2018
Status	Hearing Scheduled
Disposition	
Supreme Court Case No.	
Citation	

Document	Date	Description
	9/26/2018	Stipulations
	9/10/2018	Order-Panel Rejection of Consent to Discipline Agreement
	8/27/2018	Miscellaneous
	8/27/2018	Consent to Discipline
	7/25/2018	Order--Granting Extension to File Consent to Discipline Agreement
	7/24/2018	Motion for Extension of Time to File a Consent to Discipline Agreement
	6/25/2018	Certified Complaint
	6/7/2018	Notice of Formal Hearing
	6/6/2018	Scheduling Order
	5/29/2018	Panel Assignment Entry

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e-Filing

Use the pull-down menu to select the type of filing you wish to make, then click Browse to select the document to be submitted.

Amended Answer

No file selected.

Fig. 3

Use the drop-down menu to select the description that corresponds to the document you wish to submit. The drop-down menu contains entries for most case filings submitted by parties. If you do not see the applicable filing type listed, choose “Miscellaneous.” Once you have selected the document type, click on the “Browse” button to select from your computer the document you wish to submit. After the document has been selected, the document name will appear next to the “Browse” button. To submit the document, click on the “Upload” button. You must repeat this process if you have multiple documents to submit.

Once a document is submitted through the e-Filing portal, you will receive two acknowledgements that the document has been submitted. First, the e-Filing portal will display a message that the submitted file has been uploaded. Fig. 4. Second, the filing party will receive an email indicating that the document has been received and is being reviewed by staff.

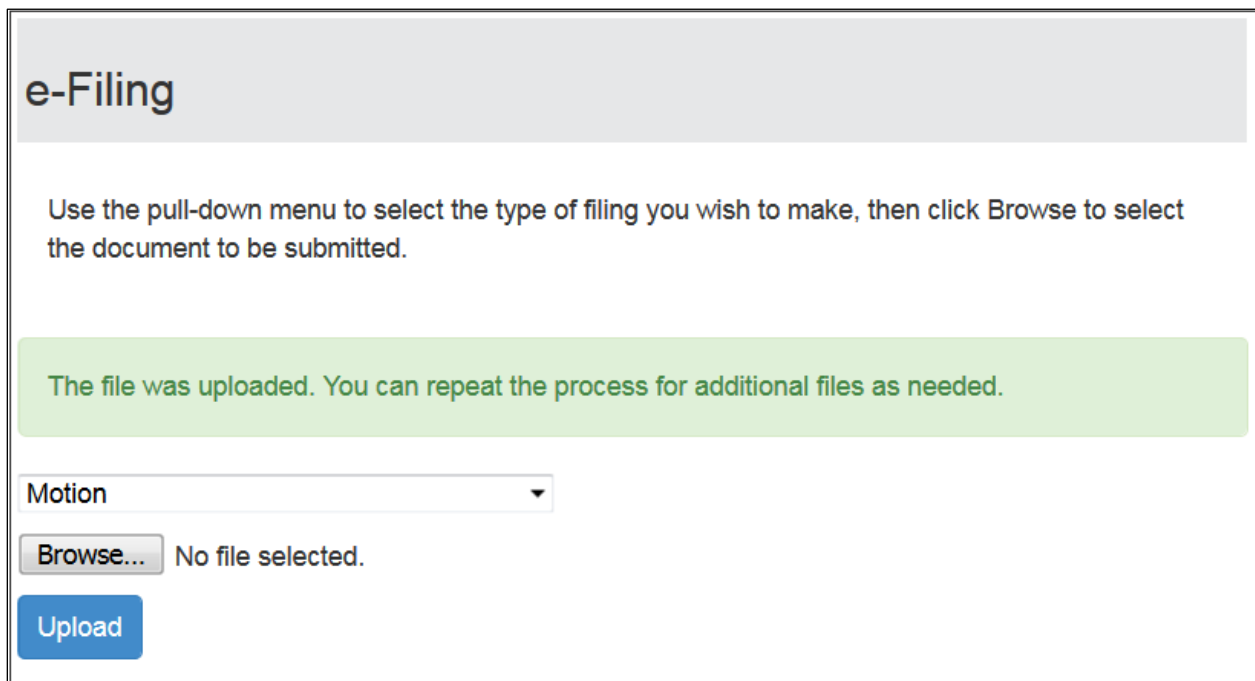


Fig. 4

After uploading a document, **do not refresh or reload** the e-Filing web page. Doing so will cause a duplicate submission of the same document.

Formatting and Naming of Documents

Submissions through the Board's e-Filing portal may be made in PDF format only. Word documents must be saved or scanned in PDF format, with a **strong** preference for saved PDF documents that include electronic or facsimile signatures. Other items, such as video and audio files or digital photographs must be submitted to the Board separately. Please contact the staff regarding these submissions.

For ease of reference, please name the document to be submitted using the case name, Board case number, and **brief** description of the document. For example:

- ODC v Brown, 18-108, Joint Exhibit List.pdf
- Dayton Bar Assn. v. Smith, 17-104, Motion to Compel.pdf

If you wish to file multiple documents in a case, each document **must** be submitted separately. For example:

- A motion for leave to file an amended complaint must be filed separately from the amended complaint;
- Witness and exhibit lists must be filed separately;
- Joint stipulations and a motion to waive the hearing must be filed separately.

A motion and memorandum in support may be filed as a single document.

A submission will be rejected by the Board if:

- A document is submitted under the wrong case number;
- Multiple documents are included in a single PDF submission;
- The document includes a cover letter or memorandum.

Certificate of Service

E-filing of documents is not a substitute for serving documents on the opposing party or counsel. Documents submitted through the e-Filing portal must contain a proper certificate of service. The Board may reject a document for filing that does not include a certificate of service.

Limitations and Directions

Presently, the e-Filing portal will accept PDF documents only. If a party has a filing that includes digital photographs, video or audio recordings, or other documents or exhibits in a format other than PDF, please contact the staff of the Board to discuss alternative means of filing those items with the Board.

To facilitate the submission, review, and processing of documents through the Board's e-filing portal, please observe the following:

- Submit **only** the document you wish to file with the Board. Cover letters are not docketed and should not be submitted through the e-Filing portal. A submission that includes a cover letter and pleading in the same PDF document will be rejected.
- Carefully check your document **before** submitting it using the e-Filing portal. Once an e-filed document is submitted and accepted for filing, it cannot be "unfiled." If you wish to withdraw or replace a previously filed pleading, you must file a motion with the Board and separately tender a replacement pleading.
- Do **not** call or email the Board to ask if a document has been received or filed. As noted above, the filing party will receive two acknowledgements that a document has been uploaded and received, and a separate email when a pleading has been filed or rejected. These emails constitute the **only** confirmation you will receive from the Board.
- Do **not** follow-up your electronic submission by sending a paper version of the same submission via regular mail, express mail, or hand-delivery. Unless otherwise indicated in the Board's rules, regulations, or orders, e-Filing is a substitute for filing hard copies with the Board. Paper submissions will be rejected, returned, or discarded.
- Do **not** request that a full or partial copy of an e-Filed document be returned to you via regular mail. Except for documents that are subject to an order restricting public access, file-stamped copies of pleadings may be viewed and downloaded using the link provided in the e-Filing confirmation email or via the online docket. If a filed document is not available on-line, you may contact the staff to have a copy of the filed document sent to you via email.

BOARD REVIEW AND PROCESSING OF SUBMISSIONS

Documents submitted through the e-Filing portal are placed in a queue for review by the staff of the Board. Submissions will generally be processed in the order they are received and usually within one business day. However, the Board may give priority to time-sensitive submissions, such as a document pertaining to a case with an imminent hearing date. Staff is unable to honor requests for immediate review of documents.

If a submission is rejected, the filing party will receive an email advising the party of the rejection and the reason for the rejection. In most circumstances, the document may be resubmitted once the filing party corrects the error that resulted in the rejection of the original filing. The file stamp affixed to the filed document will correspond to the date the corrected document is submitted.

If a submission is accepted, a date-stamp will be affixed in the upper, right-hand corner of the document, and the filing will be docketed in the Board's case management system. The filing will appear as an entry on the Board's online docket with the date-stamped copy available online. The case management system will generate an email to the filing party advising that party of the filing and including a link to the on-line docket.

Because filed pleadings are available via the Board's online docket, the Board will no longer return date-stamped copies via regular mail. If a document is subject to an order restricting public access and is not available through the online docket, parties may ask to have a date-stamped copy sent via email.

SPECIFIC e-FILING NOTICES

Filing Deadlines

The submission of documents through the Board's e-filing portal does not alter any filing deadline imposed by Gov. Bar R. V, the Board's Procedural Regulations, or order issued by the Board. In order to be considered "filed," a document must be submitted through the e-filing portal by 5:00 p.m.² If accepted for filing, a document submitted at or before 5:00 p.m. will be file stamped on the date it is submitted. Documents received after 5:00 p.m. and accepted for filing will be file stamped the next business day.

Required Copies

Unless otherwise ordered, a party who e-Files a case document is relieved of the requirements of Gov. Bar R. V and the Board's Procedural Regulations regarding the number of copies of documents to be filed with the Board. BPC Proc. Reg. 3(C). A party remains obligated to provide service copies of documents on opposing counsel or the respondent, if unrepresented. A party also is required to have the required number of exhibit notebooks available for use at the hearing by the panel, opposing counsel, witnesses, and the court reporter. BPC Proc. Reg. 3(D).

Service on the Panel

Absent a **written** order from the panel chair, parties shall **not** serve copies of e-Filed documents on members of the hearing panel. Once a document is accepted for filing, the staff of the Board will provide copies of the filed documents to members of the hearing panel.

² References to time are to local time observed in Columbus, Ohio.