

Rule 25. Journal Entries

- (A) The court shall approve a journal entry deemed by it to be proper, sign it manually or apply an electronic signature to the journal entry pursuant to local rule 25.1.
- (B) DYS and residential commitment journal entries shall be filed and journalized on the day of the hearing. All others shall be filed and journalized within seven (7) days of the hearing date.
- (C) If the court directs counsel to prepare and file a journal entry in accordance with this rule, the failure to comply with such directive may result in dismissal of the action.
- (D) All telephonic ex parte emergency orders authorizing the taking of a child into custody shall be prepared by the person requesting the ex-parte order immediately after the telephonic order is issued by the on-call jurist. The proposed journal entry shall be e-mailed to the jurist who will sign and file the entry pursuant to Juvenile Rule 25.1.
- (E) Absent a prohibiting disability, counsel and guardians ad litem representing a party before the court shall provide a current e-mail address to the court's Clerk's Office. All journal entries will be provided to counsel via the email address they have provided.

Nothing in this rule should be construed to prohibit the trial court in which the case is assigned from providing journal entries in a manner other than what is prescribed in the above rule.