Rule 25.1 ELECTRONICALLY SIGNED DOCUMENTS

   (A)   The following definitions shall apply to this rule:

      1.   A "electronic signature" is one of the following:

         a.   A signature created within the case management system, which is associated with the document using a signature pad or other similar device in the presence of a deputy clerk or other court employee.

         b.   A signature created within Microsoft Word for the sole purpose for a jurist to sign a journal entry as a result of a telephonic *ex-parte* emergency request authorizing the taking of a child into custody.

         c.   The term "document" includes journal entries, decisions, orders, notices, opinions, and any other filing by a judge or magistrate of this court.

   (B)   The electronic transmission of a document with an electronic signature by a judge or magistrate that is sent in compliance with procedures adopted by the court shall, upon the complete receipt of the same by the Clerk of Court, constitutes filing and journalization of the document for all purposes of the Rules of Superintendence for the Courts of Ohio, the Rules of Civil Procedure, the Rules of Juvenile Procedure and the Cuyahoga County Rules of the Court of Common Please, Juvenile Division. Electronic transmission of a document means a document that is transmitted through the court's case management system or, in the case of a telephonic *ex-parte* emergency request authorizing the taking of a child into custody, a document that is e-mailed to the Clerk of Court.

   (C)   In accordance with security policies prescribed by the court, the Clerk of Court shall ensure that the electronic signature is attached to or logically associated with a document electronically transmitted to the Clerk of Court for filing, and that the electronic signature is linked to the data in such a manner that any subsequent alteration of the document is detectable. Once an electronically signed document is filed with the Clerk of Court, any alteration of that electronically signed document shall invalidate the electronic signature associate with such document.