

## RULE 31 – ATTORNEYS

- 31.1** Any member in good standing of the Bar and who has registered with the Supreme Court of Ohio under and pursuant to Gov. Bar R. VI shall be admitted and authorized to practice in this Court. The attorney responsible for the case shall sign all Pleadings, Motions, and other documents with the designation "Trial Attorney" together with his or her attorney registration number, office address, telephone number, facsimile number (if any), and e-mail address (if any). The Clerk of the Court **shall not** accept for filing any such documents without such designation.
- 31.2** An attorney, who has not been admitted and registered to practice law in the State of Ohio, but who has been licensed and admitted to practice law in the Courts of any other state which extends a similar courtesy or privilege to persons who are admitted and registered to practice law in the State of Ohio, and is in good standing as a member of the Bar in such jurisdiction may, within the Court's discretion, be admitted **Pro Hac Vice** upon complying with the following:
- (A) A Motion to Admit the out-of-state attorney **Pro Hac Vice** along with a Memorandum in Support of the Motion must be filed with the Court as soon as possible, but no later than the date set by the Court for Pre-Trial Conference, by an attorney who is admitted and registered pursuant to Gov. Bar R. VI, who is, and shall be, the responsible attorney in the proceeding;
  - (B) The Motion must be accompanied by an Affidavit of the out-of-state attorney. The Affidavit must contain, at a minimum, the following information:
    - (i) The name, address, and telephone number of the registration agency and disciplinary agency (if different) of all Courts in which the person is admitted;
    - (ii) All matters before Ohio Courts, tribunals, or bodies in which such person is or has been involved in the twenty-four (24) months preceding the filing of the Motion;

- (iii) A statement as to whether the person is in good standing with the Bar of every jurisdiction in which that person is admitted and whether that person has been disciplined in any such jurisdiction within the twenty-four (24) months preceding the filing of the Motion; and
- (iv) A statement that the person shall comply with all laws, rules and regulations of Ohio State and local governments, where applicable, including taxing authorities.

**31.3** Upon review of the Motion, Memorandum, and Affidavit, if it also appears to the Court that the following criteria are met, the Court may grant the Motion:

- (A) There exists a long-standing, close, personal relationship between the party and the out-of-state attorney;
- (B) The out-of-state attorney is the customary attorney for the party in jurisdictions in which the out-of-state attorney is admitted to practice;
- (C) The availability of attorneys admitted to practice in the State of Ohio who are competent to represent the party in the proceeding is limited; and
- (D) The out-of-state attorney has not been admitted to practice in any Court in the State of Ohio Pro Hac Vice on a recurring basis (i.e., more than once).
- (E) In the event the Court finds that, for good cause or reason, justice will be served by granting the Pro Hac Vice Motion.

**31.4** If the Motion is granted, the responsible attorney shall be served with Notices, Pleadings, or any other documents required to be served. Such service shall be binding upon the party and the out-of-state attorney. The responsible attorney shall appear before this Court at all stages of the proceedings and shall be the designated "Trial Attorney" as set out in Rule 30.1 above. The responsible attorney shall sign all Pleadings and affix his or her Ohio Supreme Court Registration Number to all Pleadings. The responsible attorney shall attend the

taking of depositions and other actions that occur in the proceedings which are not actually conducted before the judge. The out-of-state attorney admitted pursuant to this Rule shall be permitted to participate in the proceedings under the supervision of the responsible attorney.

- 31.5** The Clerk of Courts shall reject any Pleading or other document tendered for filing which is not signed or executed in conformity with this Rule, and provide Notice to all counsel of record and, as well, to the party or parties on whose behalf the document was tendered. Any document filed in violation of this Rule shall be expunged and held for naught. However, any party shall have a period of thirty (30) days after receiving Notice from the Clerk to comply with this Rule by filing a Certification signed by a responsible attorney and identifying the documents affected.