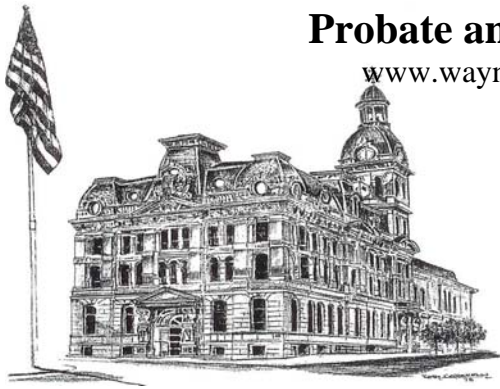


WAYNE COUNTY COURT OF COMMON PLEAS

Probate and Juvenile Divisions

www.wayneprobateandjuvenile.org



107 West Liberty Street
Wooster, OH 44691
Juvenile Court Phone (330) 287-5561
Probate Court Phone (330) 287-5575
Juvenile Probation Phone (330) 287-5560
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Roger W. Kienzle, Jr., Magistrate
Joi E. Hemphill, Magistrate
Albert D. Shirer, Esq., Court Administrator
Nancy Tyrrell, Chief Probation Officer
Victoria Hamilton, Chief Probate Deputy Clerk

RAYMOND E. LEISY, JUDGE

NOTICE

Effective July 1, 2009, Ohio Rules of Superintendence 44-47 require, among other things, the following:

(1) When submitting...a case document with a clerk of court, a party to a judicial action or proceeding shall omit personal identifiers from the document.

Personal identifiers are

- (a) Social Security Numbers except the last four digits;
- (b) Financial Account Numbers
- (c) Employer and Employee identification numbers
- (d) Juvenile's name in abuse, neglect and dependency cases (Use initials)

(2) When personal identifiers are omitted from a case document submitted to a court or filed with a clerk of court...the party shall submit... [personal identifiers] on a separate form. Forms are available at the counter or the court's web site. Parties may use their own form but all forms must be typed or machine printed.

(3) Responsibility for omitting personal identifiers from a case document submitted to a court or filed with a clerk of court...shall rest solely with the party. The court or clerk is not required to review the case document to confirm identifiers have been omitted. The Clerk shall not refuse a document on the basis that personal identifiers have not been removed.

**FORMS AND FULL TEXT OF
RULES 44-47 OF THE RULES OF SUPERINTENDENCE FOR THE
COURTS OF OHIO
ARE AVAILABLE ON THE COURT'S WEB SITE AT**

www.wayneprobateandjuvenile.org