



WAYNE COUNTY CLERK OF COURTS

TIM NEAL, CLERK

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DATE: July 29, 2009

TO: All Attorneys and Pro Se Litigants

FROM: Tim Neal, Clerk of Courts

RE: Personal and Private Information

NOTICE TO ALL ATTORNEYS AND PRO SE LITIGANTS

As required by Rule 45 of the Rules of Superintendence for the Courts of Ohio, effective July 1, 2009, all personal and private information must be removed before documents are filed with the Clerk of Courts. **The filing party is responsible for submitting personal and private information on a separate form.** You may use a form of your choosing or a form may be obtained from the Clerk of Courts. The information on this form will be for the use of the court, attorneys of record and Clerk of Courts office only. The Clerk of Courts is **not** required to review the case document to confirm omission nor shall the Clerk refuse to accept or file a document on this basis.

With your cooperation we will successfully meet the Court's responsibility to the public when providing records while protecting the private information of individuals involved.