

HARDIN COUNTY CLERK OF COURTS

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LEGAL DEPARTMENT

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TITLE DEPARTMENT

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NOTICE

Jan 29, 2026

Pursuant to our Local Court Rules, the document(s) you have offered for filing with the Court of Common Pleas, General Division, has/have been rejected. All pleadings, motions and briefs filed with the Court must comply with the Local Rules of Court. Your document(s) contain(s) the following defect(s) that must be corrected in order to be filed with this Court:

- ___ Is illegible or does not contain a blank space of at least 3 inches at the top of the first page for endorsements; per local Court rule;
- ___ Does not state the correct County as the court in which the document is being filed or case number if applicable;
- ___ Fails to contain a signature block which states the name and signature of the attorney of record, attorney registration number, name of firm, if any, offices address, telephone number, fax number and e-mail address, or if the party is proceeding without an attorney, fails to contain the party's signature, name, address, and telephone number;
- ___ Fails to designate a short title indicating the nature of the document or the pleading designation;
- ___ If the document is a complaint or petition, it was not accompanied by a completed case designation sheet (can be found on our website under local rules);
- ___ If the document is a complaint, petition, or motion requiring payment of a deposit or past due court costs, it was not accompanied by the appropriate filing fee/deposit or an affidavit of poverty (deposit required: \$ _____);
- ___ If the document is a complaint, the caption does not state the name and address, if known of each party;
- ___ You have failed to comply with **Local Rule 36** regarding service;
- Other: **MUST PROVIDE CASE NUMBER AND CAPTION IF ATTEMPTING TO FILE IN A EXISTING CASE OR IF ATTEMPTING TO FILE A NEW CASE DOCUMENTS MUST HAVE APPROPRIATE CAPTION, CASE DESIGNATION SHEET, AND APPROPRIATE FILING FEES FOR US TO PROCEED**

The Local Rules can be found on-line at: www.hardincourts.com; Clerk of Courts link, then local rules.



Clerk