

**6 Cir. I.O.P. 45      Duties of Clerks - Clerk's Office**

- (a)    **Location, Hours, Function.** The clerk's office is the public business office for this court; it is located at 100 E. Fifth Street, Cincinnati, Ohio, 45202. The business office of the clerk (Room 540 of the Potter Stewart U.S. Courthouse) is open Monday through Friday, 8:30 a.m. to 5:00 p.m. On days when this court is sitting to hear oral argument, the clerk's office will open at 8:00 a.m. to allow counsel to check in. All filings of documents and entry of decisions or other rulings of this court are made at this office. Questions regarding practice in this court or case status information can be directed to the clerk's office by telephone, (513) 564-7000, or letter.
  
- (b)    **Telephone Inquiries.** The clerk's office welcomes telephone inquiries from counsel regarding rules and procedures. The clerk, Leonard Green, and the chief deputy, Janice E. Yates, are available to confer with counsel on special problems and matters of rule interpretation. They can be reached at (513) 564-7000.
  
- (c)    **Electronically-Accessed Docket Information.** This court maintains an Internet web site for access to docket information, Sixth Circuit Rules, Internal Operating Procedures, recently issued opinions, and other items of interest including the Sixth Circuit Guide to Electronic filing and other related information. The address of the web site is *<http://www.ca6.uscourts.gov>*. There is a fee charged for access to docket information.