

Uniform Rules of Court

Court of Common Pleas

*Civil, Criminal, Domestic Relations,
Probate and Juvenile Division*

Effective: July 1, 2005

Revised Effective: July 1, 2026

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These rules may be cited as “Local Rule _____,” or “Loc. R. _____.”

Rule 1

Scope and Applicability of Rules; Purpose

The Rules herein after set forth shall apply to the Criminal, Civil, Probate, Juvenile and Domestic Relations Divisions of the Common Pleas Court of Auglaize County, Ohio. The purpose of these Rules is to define local practices and procedures of this Court, consistent with the Rules of Superintendence, the Rules of Juvenile, Civil and Criminal Procedure and such, as other Rules as may be adopted or promulgated by the Supreme Court of Ohio pursuant to Section 5 or Article 4 of the Ohio Constitution.

Rule 2

Term of Court; Hours of Sessions

(A) Pursuant to Revised Code Section 2301.05, the Court shall be in continuous operation for the transaction of Judicial business. There shall be one (1) term of Court commencing on January 1 of each calendar year. The term shall be divided into three (3) sessions; these sessions shall commence on January 1, May 1 and September 1 respectively.

(B) The separate sessions of this Court for the trial of cases shall be from 8:00 a.m. to 12:00 noon, and from 1:00 p.m. to 4:30 p.m. on Monday through Friday each week, except on those days designated by law as legal holidays. The Court shall be in session at such other times as the Judge shall prescribe to meet special situations or conditions.

Rule 3

Security for Costs

Unless a Poverty Affidavit is filed, no civil actions or proceedings shall be accepted by the Clerk unless the party or parties offering the same for filing shall have first deposited a sum of money to secure the payment of costs and to pay the filing fees as required by the Ohio Revised Code and Local Rule. Except as otherwise provided by law, when applicable, such advanced deposits shall be as follows:

- A.) \$300.00 Civil Complaints (other than Foreclosures) upon original filing. If five (5) or more defendants, an additional \$25.00 per defendant.
- B.) Civil Foreclosures \$425.00 upon original filing. If five (5) or more defendants, an additional \$25.00 per defendant.
- C.) \$175.00 security for each cross-claim, counter claim or third party action.

- D.) \$600.00 additional security for service by a publication.
- E.) \$350.00 petition for dissolution, divorce, alimony or annulment.
- F.) \$150.00 request for in-County investigations.
- G.) \$200.00 request for out-of-County investigations.
- H.) \$250.00 Appeals from other tribunals.
- I.) \$200.00 post Judgment motions.
- J.) \$150.00 additional deposit on execution issued to Auglaize County Sheriff or such amounts as may be requested by the Sheriff, due to special circumstances and/or ordered by the Court.
- K.) \$250.00 all other complaints or petitions.
- L.) Pursuant to R.C. 2953.32(C)(3), \$100.00 Applications for Sealing or Expungement proceedings.
- M.) \$150.00 deposit or an Affidavit of Indigency must accompany the filing of a Notice of Appeal to the Third District Court of Appeals.
- N.) \$1,000 deposit for Guardian Ad Litem fees pursuant to Rule 26.08 and \$500 deposit for Home Study Investigations pursuant to Rule 26.09.
- O.) Praecipe for order of sale: \$600 plus an additional non refundable one time fee of \$510 (Real Auction)

On Motion to Modify a former Order of the Court the moving party shall pay all unpaid Court Costs which said moving party has been ordered to pay and in addition thereto shall deposit the sum of \$200.00.

Said deposit schedule is subject to additions as authorized and/or required by the Ohio Revised Code.

The Clerk may require a deposit for costs in any proceeding at filing and not specifically covered in the foregoing schedule.

In case of multiple parties, the Clerk may require the requesting party to advance an amount estimated by the Clerk to be sufficient to cover the costs thereof.

If it is brought to the attention of the Court by the Clerk of this Court, or by any party to the proceedings, that any deposit is insufficient, the Court may require said deposit to be increased from time to time.

Where the Plaintiff makes an affidavit of inability to pay or secure costs as provided by Section 2323.31 of the Ohio Revised Code, the Clerk of Courts shall receive and file such complaint without such deposit or security; provided, however, the Clerk shall not accept for filing any affidavit of a party's inability to make the required deposit for costs unless and until the

Court has indicated approval thereon. Said affidavits are subject to Court review at any stage of the proceeding.

To secure such approval, the attorney for the party desiring to file the affidavit shall certify that no monies have been paid to her by the party, and that to her best knowledge and belief, after reasonable inquiry has been made, the party is unable to make the deposit.

After an Order of Sale is approved by the Court on Foreclosure, or after Praecipe is filed for execution, the Clerk shall estimate all costs taxable through the Clerk's office, such as appraiser's fees, Sheriff's fees and poundage, and so forth, and upon a determination of the estimated costs, and at the Clerk's discretion, she may secure a further deposit from a party or parties initiating the action for the sale of real estate prior to any further proceedings thereon. This Rule is not applicable to the Treasurer of Auglaize County, Ohio.

Regarding requests to figure Court Costs on all Foreclosure actions, the Clerk of Courts will figure Court Costs due only upon receipt of copies of all documents that will be filed to conclude the action. These documents may include a Motion to Confirm Sale, a Judicial Report Fee Motion and/or the Journal Entry Confirming Sale and Ordering Deed and Distribution.

Requests for Court Costs calculation and copies of the proposed documents may be sent to the Clerk of Courts by US Mail at P.O. Box 409, Wapakoneta, OH 45895-0409 or by FAX to 419-739-6768. The Clerk assumes no responsibility for documents sent by FAX, but not received in the Clerk's office. All Mortgage Releases, Certificate of Judgment Releases, etc. must be included in the Journal Entry Confirming Sale. Any release added or any additional documents that are to be filed after the Court Costs are figured will invalidate the proposed Journal Entry and it will be returned by the Clerk to the sender for correction before submitting it to the Judge for signature and filing.

After the Journal Entry Confirming Sale is signed by the Judge and filed with the Clerk of court, if a change or addition or correction is deemed necessary, including volume and page numbers, or if a Mortgage Release or Certificate of Judgment was omitted and needs to be added, the Court will require the filing party to file a motion to reopen the case and to pay the deposit of \$200.00 to the Clerk of Court for reopening the case.

All Journal Entries should award Judgment for Costs where applicable, including attorney fees where so pronounced.

Discretion of Clerk

The Clerk of this Court is granted the following discretionary powers:

- (a) All costs in dissolution, divorce, alimony and annulment cases must be paid in full before final decree is entered. The Clerk is authorized to withhold filing until such costs are paid.
- (b) If the costs are not paid at the termination of litigation, any deposit for costs may be applied by the Clerk to the unpaid costs due.
- (c) In order to effectively collect costs, fines, restitutions or other monies due, the Clerk shall: (a) apply any deposits, bonds or other monies in the possession of the Clerk; (b) issue executions for the recovery of said money; (c) file Certificates of Judgment with this or any other Court; and (d) effect collection of such monies due by any other legal means.

- (d) The Clerk may make periodical partial distribution of money deposited for the purpose of fines and restitutions.
- (e) To refuse to file any paper or Pleading not in complete conformity with these Rules, or any pleading which is not signed (original signatures) or in which the signature is unreadable.
- (f) To refuse any check tendered for payment unless certified.
- (g) In actions or proceedings when the Clerk of Courts is of the opinion that the deposit for security of costs is, or will become inadequate, said Clerk may request that the Court require the initiating party or parties to advance an amount estimated by said Clerk to be sufficient to cover the costs in excess of the schedule set forth above.
- (h) The Clerk may implement electronic filing and all related electronic public access as per statutory and Supreme Court requirements in the manner in which she determines to be the most efficient, cost effective and best practice, taking into account the resources she has available.

Rule 4

Service

(A)(1) In all civil filings, the plaintiff shall initially choose one method of service as provided for in Civil Rule 4.1, and may not request service by an alternate method until there is a return showing failure of service, except Domestic Relations, which may be served as directed by the parties or otherwise authorized by the Court.

(A)(2) Special Process Servers

(a) Application. A person may apply to be designated as a “Special Process Server” for cases filed in the court by filing an application supported by an affidavit setting forth the following information:

- (1) The name, address, and telephone number of the applicant
- (2) That the applicant is eighteen years of age or older
- (3) That the applicant agrees not to accept service of process on any case in which the applicant is a party or counsel for a party
- (4) That applicant agrees to follow the requirement of Civil Rule 4.1 through 4.6, any applicable local rules, and specific instruction for service as ordered by the Court in individual cases.

(b) Order. The applicant requesting the designation shall submit an order captioned “In Re the Appointment of (name of applicant) As Standing Special Process Server” and stating the following:

“It appearing to the Court that the Applicant is eligible for appointment as a Special Process Server, (name of applicant) is hereby designated a Special Process Server authorized to make service of process in all cases filed with the Court, and to serve one year from the filing of this Order.”

- (c) Filing. The order shall be signed by the Administrative Judge of the General Trial Division and shall be filed with the Clerk of Court who shall record the entry and retain the original Application and Order. For a one year period from filing, the Clerk shall accept a file-stamped copy of such order as satisfying the requirements of Civil Rule 4.1 for the designation by the Court as a person authorized to make service of process. The cost of filing this application is \$150.00.
- (B) Counsel for a party desiring service by a publication shall submit to the Clerk of Courts the proposed legal notice for such publication. This notice shall be promptly published in the local newspaper by the Clerk of Courts. The costs of the legal notice shall be paid by the requesting counsel directly to the newspaper.
- (C) In a divorce, annulment, or legal separation action, Service by a Publication shall conform to Civil Rule 4.4(A)(2). The Court does hereby name the additional two (2) posting places to be the public area of the Auglaize County Sheriff's Office and the public area of the office of the St. Marys, Ohio Police Department.

Rule 4.1

Service in Civil Stalking Cases

The Clerk is Ordered that Petitions for Civil Stalking Protection Orders or Sexually Oriented Offense Protection Orders shall be served by PERSONAL SERVICE if the address is located within the State of Ohio, and by CERTIFIED MAIL if the address is not within the State of Ohio, unless specifically instructed otherwise by the Petitioner.

Rule 4.2

Petitioner Notification Form

The Court orders on Protection Order cases any Petitioner filing that form with those identifiers shall be maintained by the Clerks in a confidential file, shall not be a public record, and shall not be disclosed to the Respondent of Respondent's Counsel.

APPENDIX 1. Petitioner Notification Form

IN THE COMMON PLEAS COURT
AUGLAIZE COUNTY, OHIO

The Court will rule on your Petition for Ex Parte Civil Stalking Protection order within one (1) Court business day.

If you would like to be notified of this ruling by phone, email or fax, please provide the information below.

This information shall not be a public record and shall not be disclosed to the respondent or respondents counsel.

I DO WISH TO BE NOTIFIED OF THE COURTS RULING ON EX PARTE.

I DO NOT WISH TO BE NOTIFIED OF THE COURTS RULING ON EX PARTE.

Petitioners Name

Phone Number

Email Address

Fax Number

Rule 5

Removing Files; Copying Files

The Clerk of Courts shall not permit any of the files of that office to be taken from said Clerk's custody except with written approval by the Court, and only then with proper receipt for the same. No such Pleading or papers shall be removed from the Auglaize County Courthouse. Such orders shall not prevent the files of the Clerk of Courts being removed from the County by a visiting Judge, however.

The Clerk shall permit any party to the action or her attorney or agent to make copies of any papers in the files of the Court (except Depositions and Bills of Exceptions, and except items otherwise sealed), the same to be made at the expense of the party requesting such copies. The Clerk shall charge \$.05 per page for all copies made of documents on file in the office of the Clerk of the Court. If Certificate and Seal is requested, the Clerk shall charge an additional \$1.00 fee for each document.

Rule 5.1

Protection of Personal Identifiers

A person filing or submitting a document with the Court or the Clerk of Court shall comply with Rule 11 of the Rules of Superintendence for the Courts of Ohio by not including in any document "personal identifier":

"Personal identifier" means social security numbers, except for the last four digits; financial account numbers, including but not limited to debit card, charge card, and credit card numbers; employer and employee identification numbers; a juvenile's name in an abuse, neglect, or dependency case, except for the juvenile's initials or a generic abbreviation such as "C.V." for child victim; any other information deemed personal and private by any federal or state statute, regulation, executive order, or court ruling.

The parties when omitting personal identifiers from a case document shall submit that information to the Court or Clerk on a separate form designated by the Court in this rule as Form 5.1. Such completed forms shall only be accessible as provided for in the Rules of Superintendence, which will be deemed by the Court as a non-public record. The information will be kept in a separate envelope within the case filed and marked as follows: "CONFIDENTIAL FILE – To be opened by Court/Clerk Personnel ONLY."

When issuing orders or other documents that require personal identifiers such as on arrest warrants or garnishment orders, those personal identifiers shall be provided on a separate document and not be a part of the case document. That document shall be maintained by the Clerk in the same manner as the personal identifier information sheet, and shall be transmitted by the Clerk to the Sheriff, law enforcement agency, garnishee, or other appropriate party or person as needed to carry out the warrant or order as appropriate.

It is the responsibility of the filing party and counsel to remove personal and private information from a document filed with the Clerk of Court's office. The responsibility of the filing party and counsel to remove personal and private information extends to and includes exhibits or addenda attached to filings, such as preliminary and final judicial reports, which itemize state tax liens that use social security numbers as case numbers, or medical records. The Clerk of Courts and Deputy Clerks shall have no responsibility for the removal of any personal and private information filed in a public document in the Clerk of Court's office.

Any personal and private information in documents filed prior to June 30, 2009, is considered public. Any personal and private information in records or transcripts transmitted to this court from another court is considered public. A party or an attorney in a case, or any other person whose personal and private information is contained in a public record of this court may petition the court for the removal of personal and private information, and if the request is granted, the personal and private information will be removed from the file-stamped document and placed in a separate envelope and deemed a non-public record. A redacted copy of the document will be placed in the public case file.

Rule 6

Pleadings and Motions

(A) All pleadings, Motions, Memoranda, Briefs and other papers filed for record shall be legibly typewritten or printed on letter size (8 ½" x 11") paper and must be on the FRONT side only. The top right hand corner of the initial sheet of every pleading, motion, brief, or other paper filed for record shall have an area approximately two and one half inches by two and one half inches (2 ½" x 2 ½") left blank for the Clerk of this Court to file stamp the date and time of filing. All subsequent pages shall have a top margin of at least one and one half inches (1 ½"), shall be secure and bound at the top. All such Pleadings shall contain the name, address and telephone number of counsel, the name of the attorney having primary responsibility for the case where counsel is a firm of attorneys or there is co-counsel and the current address of all parties to the action. All such pleadings shall contain a legible, original signature. The Clerk is authorized to refuse to accept any document not conforming to such requirements. Counsel shall notify the Clerk in writing of any change of address of any party.

(B)(1) The Clerk of Courts shall not accept for filing any Pleading, Motion or Memorandum unless it is accompanied by a copy thereof, which copy the Clerk shall forthwith forward to the Judge, plus sufficient copies for service and/or return to the filing party.

(B)(2)(a) Effective immediately, no party or any representative of any party shall cause to be filed in any civil or criminal case any pleading or filing that contains the full social security number of any person, and the Clerk shall not accept for filing any pleading or filing that violates this rule, except as provided in Rule 6(B)(2)(b) below. A party or representative thereof may, at their discretion, file a pleading or filing containing the last four numbers of a person's social security number, if such number is relevant to the case or controversy.

(B)(2)(b) Notwithstanding this rule, any request for issuance of an arrest warrant, summons or bench warrant, and the actual warrant or summons issued thereafter, may include the full social security number and date of birth of the person named therein. The Clerk shall, upon return of service of the warrant or subpoena replace the original with a redacted copy (ies) upon which the Clerk shall redact the first five numbers of such social security number, retaining the original document (s) in a separate envelope maintained with the file, with said documents open only to inspection to judicial staff, clerk's staff or upon Court order.

(C) Motions not expressly governed by Civil Rule #65 and Civil Rule #75, shall have attached thereto and be accompanied by a Brief stating the grounds thereof and citing the authorities relied upon. The Clerk shall not accept for filing any Motion or Exception that is not accompanied by such Memorandum or Brief.

(D)(1) All motions may be decided by the Court without oral hearing unless leave of Court for such a hearing is obtained by counsel.

(D)(2) Motions concerning discovery, intervention, domestic relations motions under Civil Rule 75, motions for temporary restraining orders or injunctions under Civil Rule 65, or any other motion that may be heard *ex parte*, shall be ruled on by the Court and may be subject to an accelerated schedule if responses are allowed.

(D)(3) Motions for summary judgment shall be submitted to the Court upon the pleadings as provided for in the procedures and time frames as set forth in Civil Rule 56(C) without a hearing unless otherwise ordered by the Court.

(D)(4) Motions concerning domestic violence, stalking or sexually oriented offenses, civil protection orders shall be scheduled in accordance with the statutes providing such relief and also subject to Civil Rule 65.1.

(D)(5) All other motions shall be subject to the briefing schedule and submission as set forth in Civil Rule 6(C).

(E) Pleadings and Motions may be Amended as provided in Civil Rule #15, but no Pleading or Motion shall be Amended by interlineation or obliteration except upon leave of Court.

(F) Counsel and parties are reminded of Revised Code Section 2323.51. The Court shall enforce appropriate sanctions where called for.

(G) The Clerk of this Court shall refuse to accept for filing any pleading, motion or other paper which is unsigned. A rubber stamp signature or the signature of an unidentified third-party not an attorney or party acting in a pro se capacity is not sufficient to satisfy Civil Rule 11.

Rule 6.1

Facsimile Copy Filing with the Clerk

Pleadings and other papers may be filed in the Criminal, Civil and Domestic Relations Division of the Court with the Clerk of Courts by facsimile transmission to 419-739-6768 subject to the conditions listed below:

Pleadings and other papers may be filed in the Juvenile and Probate Division of the Court with the Clerk by facsimile transmission to 419-738-1061 subject to the conditions listed below:

APPLICABILITY

- (A) These rules apply to civil, criminal, probate, juvenile and domestic relations proceedings in the Court of Common Pleas, Auglaize County, Ohio.
- (B) The following documents will not be accepted for fax filing: original wills and codicils, cognovit promissory notes, written pleas of not guilty, written pleas of not guilty by reason of insanity, and any pleadings for filing that require a deposit for costs or check for witness fee.

ORIGINAL FILING

- (A) A document filed by fax shall be accepted as the effective original filing. The person making a fax filing need not file any source document with the Clerk of Court but must, however, maintain in her records and have available for production on request by the court the source document filed by fax, with original signatures as otherwise required under the applicable rules, together with the source copy of the facsimile cover sheet used for the subject filing.

- (B) The source document filed by fax shall be maintained by the person making the **filing** until the case is closed and all opportunities for post judgment relief are exhausted.

DEFINITIONS

As used in these rules, unless the context requires otherwise:

(A) A “facsimile transmission”: means the transmission of a source document by a facsimile machine that encodes a document into optical or electrical signals, transmits and reconstructs the signals to **print** a duplicate of the source document at the receiving end.

(B) A “facsimile machine” means a machine that can send and receive a facsimile transmission.

(C) “Fax” is an abbreviation for “facsimile” and refers, as indicated by the context, to facsimile transmission or to a document so transmitted.

COVER PAGE

- (A) The person filing a document by fax shall also provide therewith a cover page containing the following information: (See appendix for sample cover page form.)

- (1) the name of the court;
- (2) the title of the case;
- (3) the case number;
- (4) the assigned judge;
- (5) the title of the document being filed (e.g. Defendant Jones’ Answer to Amended Complaint; Plaintiff Smith’, Response to Defendants’ Motion to Dismiss; Plaintiff Smith’s Notice of Filing Exhibit “G” to Plaintiff Smith’s Response to Defendants’ Motion to Dismiss);
- (6) the date of transmission;
- (7) the transmitting fax number;
- (8) an indication of the number of pages included in the transmission, including the cover page;
- (9) if a judge or case number has not been assigned, state that fact on the cover page;
- (10) the name, address, telephone number, fax number, Supreme Court registration number, if applicable, and e-mail address of the person filing the fax document if available; and
- (11) if applicable, a statement explaining how costs are being submitted.

- (B) If a document is sent by fax to the Clerk of Court without the cover page information listed above, the Clerk may, at the Clerk’s discretion;

- (1) enter the document in the Case Docket and file the document; or
- (2) deposit the document in a file of failed faxed documents with a notation of the reason for the failure; in this instance, the document shall not be considered filed with the Clerk of Court.

- (C) The Clerk of Court is not required to send any form of notice to the sending party of a failed fax filing. However, if practicable, the Clerk of Court may inform the sending party of a failed fax filing.

SIGNATURE

- (A) A party who wishes to file a signed source document by fax shall either:
 - (1) fax a copy of the signed source document; or
 - (2) fax a copy of the document without the signature but with the notation “/s/” followed by the name of the signing person where the signature appears in the signed source document.
- (B) A party who files a signed document by fax represents that the physically signed source document is in her possession or control.

EXHIBITS

- (A) Each exhibit to a facsimile produced document that cannot be accurately transmitted via facsimile transmission for any reason must be replaced by an insert page describing the exhibit and why it is missing. Unless the court otherwise orders, the missing exhibit shall be filed with the court, as a separate document, not later than five (5) court days following the filing of the facsimile document. Failure to file the missing exhibits as required by this paragraph may result in the court striking the document and/or exhibit.
- (B) Any exhibit filed in this manner shall be attached to a cover sheet containing the caption of the case which sets forth the name of the court, title of the case, the case number, name of the judge and the title of the exhibit being filed (e.g. Plaintiff Smith’s Notice of Filing Exhibit “G” to Plaintiff Smith’s Response to Defendant’s Motion to Dismiss), and shall be signed and served in conformance with the rules governing the signing and service of pleadings in this court . (See appendix for sample exhibit cover sheet.)

TIME OF FILING

- (A) Subject to the provision of these rules, all documents sent by fax and accepted by the Clerk shall be considered filed with the Clerk of Courts as of the date and time the Clerk time-stamps the document received, as opposed to the date and time of the fax transmission. The office of the Clerk of Court will be deemed open to receive facsimile transmission of documents on the same days and at the same time the court is regularly open for business.
- (B) Fax filings may NOT be sent directly to the court for filing but may only be transmitted directly through the facsimile equipment operated by the Clerk of Courts.
- (C) The Clerk of Court may, but need not, acknowledge receipt of a facsimile transmission.

- (D) The risks of transmitting a document by fax to the Clerk of Courts shall be borne entirely by the sending party. Anyone using facsimile filing is urged to verify receipt of such filing by the Clerk of Court through whatever technological means are available.

FEES AND COSTS

- (A) No additional fee shall be assessed for facsimile filings. Costs and fees shall be assessed in accordance with 2303.20.

LENGTH OF DOCUMENT

- (A) Facsimile filing shall not exceed 20 pages in length. The filer shall not transmit service copies by facsimile.
- (B) Copies needed for service shall be made by the Clerk and charged for at the rate established in O.R.C. 2303.20(Z).

EFFECTIVE DATE

- (A) These local rules shall be effective January 25, 2012, and shall govern all proceedings in actions brought after they take effect and also further proceedings in pending actions, except to the extent that, in the opinion of the court, their application in a particular action pending on the effective date would not be feasible or would work an injustice, in which event, the former procedure applies.

APPENDIX

1. Sample Facsimile Filing Cover Page
2. Sample Exhibit Cover Page

FACSIMILE FILING COVER PAGE

RECIPIENT INFORMATION:

NAME OF COURT: _____

FAX NUMBER: _____

SENDING PARTY INFORMATION:

NAME: _____

SUPREME COURT

REGISTRATION NO. (if applicable): _____

OFFICE/FIRM: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

E-MAIL ADDRESS (if available): _____

CASE INFORMATION:

TITLE OF CASE: _____

CASE NUMBER: _____

TITLE OF THE DOCUMENT: _____

JUDGE: _____

FILING INFORMATION:

DATE OF FAX TRANSMISSION: _____

NUMBER OF PAGES (including this page): _____

* If a Judge or case number has not been assigned, please state that fact in the space provided.

IN THE COURT OF COMMON PLEAS
_____ COUNTY, OHIO

JOHN SMITH, Plaintiff

Vs.

Case No.: 123456

BILL JONES, Defendant

Judge _____ (Note here if not a
assigned yet.)

PLAINTIFF SMITH'S NOTICE OF FILING EXHIBIT "G"
TO
PLAINTIFF SMITH'S RESPONSE TO DEFENDANT'S
MOTION TO DISMISS

Plaintiff Smith, through counsel, hereby files Exhibit "G" to Plaintiff Smith's Response to Defendant's Motion to Dismiss. The referenced pleading was filed by facsimile transmission with the Court on (date). Exhibit "G" could not be accurately transmitted by fax and is therefore being timely filed as a separate document with the Court pursuant to Local Rule XX.X.

Respectfully Submitted,

Attorney Name (Sup. Ct. Reg. No.)
Office/Firm
Address
Telephone
Facsimile
E-mail

Counsel for Plaintiff John Smith

CERTIFICATE OF SERVICE

I certify that a copy of this Notice of Filing Exhibit "G" was sent by ordinary U.S. mail on (date) to counsel for Defendant Bill Jones, (name and address of recipient.)

Attorney Name
Counsel for Plaintiff John Smith

Previous Rule 6.2 was repealed on 1/30/26 and replaced with the following on 2/1/26:

RULE 6.2

E-FILING PROCEDURES

Official Court Record

- Electronically filed, accepted and docketed documents are the official record of the Common Pleas Court of Auglaize County, General and Domestic Relations Divisions (“Court”)
- All parties and persons interested in court proceedings shall access these documents electronically via the internet or in person at the office of the Clerk of Courts (“Clerk”).

No Time Extension

- E-filers must always be aware of the statute of limitations, the savings statute, and similar time limits. It is solely the e-filer’s obligation to submit only documents which fully comply with court rules, policies, procedures, and practices. Documents that do not fully comply may be rejected, not docketed, and not filed. The e-filer must allow sufficient time for filing, clerk review, and any necessary re-submission.

Electronic filing does not alter or extend applicable statutes of limitation.

Terms and Definitions

Case Management System (CMS): The Court CMS manages the receipt, processing, storage and retrieval of data associated with a case and performs actions on the data.

Document Management System (DMS): The scheme for receipting, indexing, storing, and retrieving electronic and scanned case documents.

Clerk Review: An inspection of electronically submitted documents by the Clerk for compliance with court rules, policies, procedures, and practices made before creating a docket entry.

Accepted: An electronically submitted document has been reviewed by the Clerk, filed and docketed.

Certificate of Service: States the date and manner of document service.

Confidential Electronic Identifier: (E-file ID Number) The unique electronic credential assigned to registered users which allows transmission, receipt, and retrieval of e-filed documents. A registered user may log into his/her account to review status of documents filed on cases on which registered user is a filer.

Court Electronic Record: Any document(s) received in electronic form, recorded in its CMS, and stored in its document management system. Electronically received documents include documents received in paper form and scanned into electronic format but do not include physical exhibits and other things which cannot be fully captured as an electronic image.

Court Initiated Filings: Official Court documents entered into the docket or register of actions, such as notices or orders. The term “Court initiated filings” is a simplification to indicate that documents will be submitted as part of the electronic court record, but could be submitted using exactly the same process as external filings if the Court so desires.

Direct Access: The ability of any person to inspect and obtain a copy of a court record at all reasonable times during regular business hours at the place where the record is made available.

Document: A filing made with the Clerk in either electronic format or paper form, becoming the Court’s official record.

Electronic Filing (“e-file): The electronic transmission, acceptance and processing of a filing. A submission consists of data, one or more documents, and images. This definition of e-file does not apply to facsimile or email.

Public Access: Both direct and remote access.

Public Access Terminal: A terminal located in the Clerk’s office for use by the public during regular business hours. Users shall be charged for printed copies of documents at rates permitted by law.

Rejected Filing: A document that does not comply with the applicable Court Rules, policies and procedures and does not meet the requirements of Clerk Review.

Register E-Filers:

- Persons filing documents with the Clerk or the Court must become registered e-filers. Registered e-filers will receive a confidential and unique electronic identifier that shall be used to file, serve, receive, review, and retrieve e-filed pleadings, orders, and other documents in the case. The e-filer is required to create an account with an on-line payment agent determined by the Clerk of Courts.

- The Court may revoke e-filing registration in its sole discretion.
- By registering as an e-filer, the attorney or party agrees to file documents electronically and shall serve parties to a case and the Court in accordance with Ohio Civil Rule 5. The e-filer will receive notice of filing to the e-filer's account.
- E-filing will not be permitted for all case types.

Official Court Record:

For documents that have been e-filed pursuant to this rule or documents filed in paper format pursuant to this rule that have been scanned and uploaded to the e-file system by the Clerk, the electronic version constitutes the Official Court Record. E-filed documents have the same force and effect as those filed by traditional means.

Format:

- All electronically filed documents should be formatted according to the rules governing formatting of paper pleadings, motions, and documents. The filer is solely responsible for removing all metadata and non-public data from documents submitted for e-filing.
- Before e-filing, counsel, parties and other persons must make sure the first five digits of a social security number, financial account numbers, medical records, driver's license numbers, and similar private information are removed/redacted from the pleading, motion, or document.
- Redactions of personal, confidential, or private information is solely the responsibility of the party filing the document.
- Documents shall be typewritten or printed on 8 ½ X 11" paper, with at least 12-point regular type font.
- A proposed order or proposed entry shall be submitted and reference the specific motion to which it applies. A proposed order or proposed entry shall be submitted in Word (.doc) format.

Documents:

- Must be in searchable portable document format ("PDF").
- Not to exceed twenty megabytes ("20MB"). Larger submissions must be broken into additional PDF's of 20MB or less.
- Cannot contain links to other material.
- Must be signed
- Must include a certificate of service.

Electronic Signatures:

Every electronically filed pleading, motion, order, judgment or document is deemed signed by the judge, magistrate, clerk, attorney, party, or person who submitted it. Signatures shall be in this format:

- /s/ Attorney Name
- Attorney Bar Number (unless self-represented litigant)
- Firm name
- Identity of party represented
- Address
- Telephone number
- Fax number
- E-mail address

A document bearing more than one signature requires the filer to confirm agreement of the other signer before filing.

The filing party shall keep the original document until the case is closed and the time for appeal has expired or the appeals have been heard or denied and all opportunities for post judgment relief have been exhausted.

E-filed documents may be signed by a Judge or Judicial officer via a digital signature. All orders, decrees, judgment and other documents signed in this manner shall have the same force and effect as if the Judge and/or Magistrate had affixed his/her signature to a paper copy of the order and journalize it.

Certificate of Service:

Upon electronically filing the original complaint, third party complaint, or any pleading that adds a new party, the filing party shall also file instructions for service electronically. The clerk shall issue a summons and process in the designated method of service in accordance with the Civil Rules.

A certificate of service on all parties entitled to service is still required when a party files a document electronically. The certificate must state the manner in which service was accomplished on each party to entitled. The certificate of service shall contain the following language: I hereby certify that I served the documents by process server, regular U.S. mail, commercial carrier, or electronic means (whichever is applicable) to the following (list of parties served) and the date served.

Complaints and Documents with New Parties:

Initial complaints, re-filed complaints, third party complaints, other documents initiating a case or adding a new party are filed but not served electronically. Summons and service cannot be issued or completed electronically and must be accomplished as required by the applicable rule or statute.

When e-filing a complaint or other document initiating a case or adding a party, the filer must:

- Electronically file separate instructions for service, including the names and addresses of those to be served.
- Electronically file the complaint, third party complaint, or other initiating document.
- Electronically file a current copy of the order appointing the individual process server if the document is to be served by a process server.

In accordance with Civ. R. 5(B)(2) and Crim R. 49, the filer, not the Clerk of Courts shall be responsible for serving all documents filed subsequent to the original complaint on all parties and attorneys.

After the order or entry has been signed and filed, the Clerk of Courts shall serve copies of all entries and orders.

Exceptions to E-filing:

Exhibits, attachments, or other documents that may not be comprehensibly viewed in a pdf shall be filed in their physical form with the Court.

All documents related to Petition for Domestic Violence Civil Protection Order (R.C.3113.31), Petition for Dating Violence Civil Protection Order (R.C.3113.31), Certificates of Judgment, State Tax Liens, Garnishments, Original wills and codicils, cognovits promissory notes, Depositions, or any pleading for filing that requires a check for witness fees.

Pro se parties who are not registered users of the Court's e-file system may file documents in paper form with the Clerk in person or by U.S. Mail. Documents filed in accordance with this Rule shall be deemed filed and shall become the Court's Official court record when they are entered by the Clerk in the Court's Case Management System. Subpoenas which are to be issued by the Clerk shall be filed in paper form with the Clerk.

Collections of Filing Deposit and Fees:

Any document requiring payment of a filing deposit for fee to the Clerk in order to achieve valid filing status shall be filed in the same manner as any other e-filed document. The e-file system accepts payment of deposits and fees electronically. Alternatively, the e-file system can accommodate the filing of an affidavit of indigency.

Time, Effect and Process of e-filing:

Any filing may be e-filed with the Clerk 24 hours a day, 7 days a week.

Upon receipt, the Court's e-file system shall issue a confirmation that the submission has been received. The confirmation shall include the date and time of receipt and serve as proof of receipt.

After Clerk review, the filer will receive notification from the clerk that the submission has been accepted or rejected by the clerk.

- If the submission is rejected, the document shall not become part of the court record and the filer shall be required to re-submit the document to meet the requirements within 48 hours. If not resubmitted within 48 hours, the document will be rejected.
- If the submission is accepted, the document shall be filed and docketed.

Upon acceptance, the submission shall be deemed filed and shall receive an electronic stamp that includes the date and time that the filer submitted the document to the courts e-file system.

If a submission is not received by the court because of a system error, the court may, upon satisfactory proof, enter an order permitting the document to be filed as to the date it was submitted.

IN THE COURT OF COMMON PLEAS

_____ COUNTY, OHIO

JOHN SMITH, Plaintiff

Vs.

Case No.: 123456

BILL JONES, Defendant

Judge _____ (Note here if not assigned yet.)

PLAINTIFF SMITH'S NOTICE OF FILING EXHIBIT "G"

TO

PLAINTIFF SMITH'S RESPONSE TO DEFENDANT'S

MOTION TO DISMISS

Plaintiff Smith, through counsel, hereby files Exhibit "G" to Plaintiff Smith's Response to Defendant's Motion to Dismiss. The referenced pleading was filed by facsimile transmission with the Court on (date). Exhibit "G" could not be accurately transmitted by fax and is therefore being timely filed as a separate document with the Court pursuant to Local Rule XX.X.

Respectfully Submitted,

Attorney Name (Sup. Crt. Reg. No.)
Office/Firm
Address
Telephone
Facsimile
E-mail

Counsel for Plaintiff John Smith

CERTIFICATE OF SERVICE

I certify that a copy of this Notice of Filing Exhibit "G" was sent by ordinary U.S. mail on (date) to counsel for Defendant Bill Jones, (name and address of recipient.)

Attorney Name
Counsel for Plaintiff John Smith

Rule 7

CONTINUANCES

- (A) No continuance of an oral hearing will be granted except upon written application of the Court together with evidence of good cause for such continuance. Also, its applications for continuance must be made at least seven (7) days prior to such hearing.
- (B) In cases assigned for trial, applications for Continuances must be supported by evidence of good cause for Continuance and when such application is based upon the absence of a witness it must be supported by evidence of reasonable diligence on the part of counsel.
- (C) All applications for Continuances must be approved by the Judge and if a Jury has been called, the expense of calling such Jury will be borne by the party requesting the Continuance. If the request is granted, the applicant shall prepare a Judgment Entry which contains the reason for the Continuance, the name of the attorney who made the request and the new date certain to which the matter has been continued, which dates shall be first obtained from the Assignment Commissioner. All Continuances are discouraged. Counsel who plan to be away on vacation or otherwise, should notify the Assignment Commissioner well in advance of their anticipated absence. After a trial date is scheduled, counsel who have a conflict with a scheduled trial date should immediately apply for Continuance so that their case may be rescheduled and a replacement case inserted instead; also, requests must be accompanied by a copy of the Order creating the conflict. Untimely requests will be denied.

Rule 8

Certificate of Service

Every Pleading, Motion, Memorandum or Argument, in writing, filed with the Court and Judge, shall be served upon all opposing counsel or upon all parties not represented by counsel.

Proof of service shall be by certificate of service attached to such Pleading of a Motion, Brief, Memorandum or Argument, and shall include the names of attorneys and/or parties served, and the date and manner of such service.

Rule 9

Rule Dates and Extensions

Motions for extension of time shall comply with Ohio Civil Rules.

Rule 10

Notification of Counsel

It shall be the duty of any attorney upon accepting representation of the Defendant in any Civil, or Criminal, or Juvenile matter, to immediately notify the Court of such representation, even though her appearance may not as yet have been entered in the case.

Notification by the Assignment Commissioner by ordinary mail shall be deemed official and complete notification to all counsel of any assignment of any case for any purpose whatsoever.

Rule 11

Scheduling Conference – in Civil Cases

(A) At such time as the Court may determine, or upon request of any party to the proceeding, and when it appears that any case is at issue before the Court, such case will be assigned for a Scheduling Conference.

(B) Scheduling Conferences may be held in Chambers or by telephone conference as the Court may direct. This Scheduling Conference is not a pre-trial for purposes of Civil Rule 26.

(C) Scheduling Conference Statements need not be filed unless specifically directed by the Court. In the event such order is made, the statement will cover the matters set forth in paragraph (D) below. Civil matters seeking injunctive relief will be scheduled on a priority basis, consistent with Civil Rule 65, and as soon as practicable whether or not a temporary restraining order has issued.

D) At such Scheduling Conferences, trial counsel shall appear and be prepared to address all matters set forth in Civil Rules 16 and 26, including without limitation:

- 1.) Nature of proceeding;
- 2.) Peculiar issues involved;
- 3.) Analysis of issues;

- 4.) Scope and time needed for Discovery, including cut-off date;
- 5.) Exchange demonstrative evidence and exhibits;
- 6.) Determine whether Pre-trial Conference and/or Pre-trial statement will be required;
- 7.) Determine witness list exchange date;
- 8.) Possible settlement;
- 9.) Estimate of trial time;
- 10.) Firm trial date.

(E) At the Scheduling Conference, the Court shall have the authority to decide any undetermined preliminary matters; to record any admissions, stipulations or agreements; to hear and decide the case with the consent of the parties in Civil cases; to make whatever findings, orders, Judgments or decrees which may be warranted or proper under the circumstances.

(F) Scheduling Conferences will not be held in Foreclosure, Worker's Compensation, Domestic or Appellate type proceedings unless specifically ordered by the Court.

(G) Parties are not required to appear in person at Scheduling Conferences if held in Chambers unless specifically ordered by the Court.

(H) The Court may set certain proceedings for back-up trial at a Scheduling Conference, or at any time thereafter to date of Pre-trial or Discovery cut-off date. Counsel shall be prepared to go forward with trial. The Court will make every effort to advise trial counsel as early as possible as to whether the back-up trial will go forward or be preempted by a signed primary trial, but in any event, no later than three (3) days before trial date.

(I) Counsel are encouraged to communicate prior to the Scheduling Conference and to submit to the Court a "Civil Rule 26(F) Report of the Parties" at or prior to the Scheduling Conference.

Rule 12

Pre-trial Procedure

(A) All Civil cases not in Default and all Criminal cases where a plea of Not Guilty has been entered at an Arraignment, should be pre-tried. In certain proceedings such as Foreclosure, Worker's Compensation, Domestic, Appellate Review or similar type proceedings, Pre-trial Conferences may be held by telephone conference calls with prior arrangement and approval of the Court. In actions seeking an injunction, the Court may determine a pre-trial will not be held.

(B) In all Civil cases, Pre-trial Statements by all parties shall be filed with the Court at least three (3) days before date of Final Pre-trial. They shall include the following:

- 1.) A statement of the facts giving rise to the claim or defense, and/or counter-claim.
- 2.) A comprehensive statement of the issues involved.
- 3.) Propositions of law or positions supported by law with at least two (2) or three (3) authorities cited.
- 4.) List of and addresses of witnesses who will be appearing on behalf of the party, including a short statement of testimony of witnesses. Witness lists shall be furnished to the Court Reporter.
- 5.) A list of all demonstrative evidence or exhibits which will be offered on date of trial. Exhibits shall be marked, in accordance with Court Reporter's instructions, and exhibits shall be exchanged with copies to Court and Court Reporter.
- 6.) A demand or offer for settlement.
- 7.) An estimate of trial time.

(C) It is the intent of the Court to assign Final Pre-trial and trial within a short period of time. Accordingly, it is suggested to counsel that a preparation for the Final Pre-trial hearings shall encompass the same type of preparation as would be required for trial.

(D) The parties and their respective counsel shall appear at each Pre-trial session. A corporate party may appear by an officer or by an employee having knowledge of the subject matter of the case. A party who is insured, concerning the claims of the case, may appear by a Claims Representative of her public liability insurance company. However, if the Pre-trial Judge finds that the presence of the insurance party is essential to the conduct of the Pre-trial, he may direct such party to appear in addition to the Claims Representative. A party unable to appear by reason of illness or other disability, or residence outside the jurisdiction of the Court, may be excused from appearing upon application to the Pre-trial Judge. If such party is excused, it is mandatory that he be available by telephone at the time of the Pre-trial and ordered to assist in negotiations. A party may be excused only upon prior leave of Court.

Whether or not the case is settled, it is likely that by reason of the knowledge gained at Pre-trial, the case will be more efficiently tried.

(E) The attorneys (or parties pro se) shall be prepared to:

- 1.) Freely discuss the theory or theories of their case, both factual and legal;
- 2.) Discuss the necessity or desirability of Amendments to any Pleadings or the filing of additional Pleadings;
- 3.) Discuss simplification of the issues;
- 4.) Make admissions as to the facts and genuineness of documents and other exhibits which are not in dispute;

- 5.) Eliminate parties unnecessary to the case;
- 6.) Give the names and addresses of witnesses whom they intend to call, and state the general nature of their testimony. The refusal or failure of any counsel to disclose a witness may render evidence by that witness inadmissible at trial, unless leave is obtained for good cause shown. This shall not apply to rebuttal witnesses;
- 7.) Give the number and nature of exhibits they intend to introduce and produce them for examination by the Court or parties;
- 8.) Give the names, addresses and specialties of any anticipated expert witnesses unless disclosure of such witnesses has been previously ordered;
- 9.) Exchange reports of expert witnesses expected to be called by the parties;
- 10.) Exchange medical reports and hospital records;
- 11.) Discuss limitations on the number of expert witnesses;
- 12.) Discuss the necessity of supplementing Interrogatory Answers or other previously discoverable matters;
- 13.) Discuss procedures and time limitations for the completion of any further anticipated Discovery;
- 14.) Submit and consider authorities on unique or controverted issues or guarantee their submission on or before a date certain;
- 15.) Discuss any other matters that may expedite the trial or disposition of the case.

(F) At the Pre-trial Conference, the Pre-trial Judge shall have authority to decide any undetermined preliminary matters; to record any admissions, stipulation or agreements; in Civil cases, to hear and decide the case with the consent of the party; to make whatever findings, orders, Judgments or decrees which may be warranted or proper under the circumstances and within the scope and the spirit of the Civil Rules; set the case for trial or dismissal, or take other appropriate action under Civil Rule #37 if counsel failed to appear.

(G) Following the Pre-trial Conference, the Pre-trial Judge will cause to be prepared an Order reflecting all matters stipulated by counsel and all Orders made by the Pre-trial Judge, and said Orders shall control further proceedings in the action subject to the provisions of Rule #60 of the Civil Rules. The Court and counsel may take any further action at the Pre-trial Conference as is authorized in Rule #16 of the Civil Rules.

(H) Failure of any attorney to be prepared for Pre-trial Conferences or failure of a party or attorney to appear, or to cooperate in good faith in the conduct of the Pre-trial Conference, shall subject said attorney or party, in the discretion of the Judge, to any sanctions provided by Rule #37 of the Ohio

Rules of Civil Procedure, including an award of expenses and/or attorney fees to any party prejudiced by said failure. In addition, the Court shall have the authority to proceed with all or any portion of the case and to decide and determine any or all matters ex parte upon failure of the Plaintiff or Defendant to appear in person or by counsel at Pre-trial Conferences in Civil cases. In addition, the Court may transfer the matter to the inactive docket of this Court. In addition, the Court may exclude exhibits if not produced at Pre-trial, or exclude testimony of witnesses who have not been identified to opposing counsel on witness lists at Pre-trial.

(I) Statements of the parties through their counsel made in the course of any Pre-trial hearing shall not be binding upon the parties unless expressly made so by written stipulation in the course of the Pre-trial, or as set forth in the Judge's Pre-trial Minutes.

At the Court's discretion, counsel shall file within five (5) days after the Pre-trial, an amended Pre-trial Statement, including those items contained in paragraph (B), above.

Rule 13

Discovery

(A) See Local Rule 11(I). Unless circumstances clearly dictate otherwise, counsel shall participate in informal Pre-trial Discovery Conferences to reduce, in every way possible, the filing of Discovery demands and procedures; to that end it is suggested that no Interrogatory requests, Motions or Applications, or Protective Orders shall be filed under Civil Rule #26-37, inclusive, until counsel have diligently explored such objectives with opposing counsel in an effort to informally handle all Discovery matters and reduce or clarify the issues in controversy to facilitate the presentation at trial.

(B) At such time as Discovery cannot be completed informally, the party seeking Discovery shall advise the Court in writing and file such Interrogatory requests, Motions, Applications and Protective Order requests as may be necessary or advisable to counsel for protecting the interests of their client. Such statements shall recite efforts made to resolve differences informally. In addition, such statements shall recite those matters that remain in dispute, and in addition, the date, time and place of such conferences, and names of all parties participating therein.

(C) All Discovery shall be completed by date of Pre-trial or at such other time as may be set by the Court. Unless authorized by the Court, any Discovery after said date may not be offered at trial.

(D) Any person who has responded to a request for Discovery, informal or formal, is under a continuing duty to supplement such response pursuant to Civil Rule #26(E). Any party who fails to supplement such responses will be subject to sanctions by the Court at trial.

Rule 14

Interrogatories and Production of Documents

Counsel demanding Discovery shall file with the Clerk of Courts a one (1) page certificate bearing the caption, the type of Discovery requested, the name of the party required to respond, the name and address of the counsel to whom the demand for Discovery was directed, and the date of mailing. Unanswered Discovery requests (interrogatories, requests for production of documents, etc.) shall not be accepted for filing by the Clerk.

Rule 15

Depositions

Depositions must be filed in a sealed envelope in the office of the Clerk of Courts and shall include the printed transcript but may include a CD or flash drive. The Case number and parties shall be notated on the envelope. Depositions shall not be filed electronically.

(A) The fees of Officers taking and certifying Depositions shall be paid by the party on whose behalf such Depositions are taken. If the Deposition is used to present evidence at the trial, such payments may be taxed as costs in favor of the prevailing party and shall then become part of the Judgment in the action, except as otherwise ordered by the Court.

(B) When a Deposition has been filed in any action, except in actions in which the law prescribes a different procedure, it shall be opened only by the Clerk at the direction of the Court. The fact and date of opening, and the name of the person opening it shall be endorsed on the envelope containing the Deposition, which envelope shall be preserved with the Deposition.

(C) Depositions on file shall not be withdrawn without leave of Court.

(D) All Video Depositions shall be filed no later than fourteen (14) days before trial and shall be accompanied by a written transcript of the testimony. The Court will hold a hearing as soon as possible and order to rule on objections, and allow the Video to be edited by trial date if such editing is required. When testimony is recorded on video tape pursuant to Civil Rule #40, it will be the responsibility of counsel to instruct the Notary Public before whom the testimony is taken to note by the use of a digital counter or other clock device connected with the tape, the point on the video tape where objections are made. The Notary will then number the objections consecutively and attach this record to the certification when filed with the Clerk. Objections must be made at the conclusion of the question and answer only. Counsel may state the basis for the objections and read citations into the record at this time. Any objections made prior to the completion of an answer may, in the Court's discretion, be considered overruled.

(E) The filing party/Court Reporter shall include the name and address of the deposing attorney or the party paying for the deposition to allow the Clerk of Court to notify the proper party when the time comes to dispose of the deposition.

(F) All Exhibits, depositions and transcripts. Depositions and transcripts shall be destroyed in accordance with Supreme Court Rule 26 Court Records Management and Retention (F) Exhibits.

RULE 16

Trial Briefs

Preliminary to the trial of cases assigned for trial, counsel may, within their discretion, or counsel shall upon request of the Judge, file Trial Briefs containing questions of law involved in the case. All Trial Briefs shall be furnished to opposing counsel.

Rule 17

Default Judgments and Relief from Judgment

(A) Default Judgments shall be granted in accordance with Civil Rule #55. All Motions for Default Judgment shall be accompanied by a proposed Judgment Entry. In addition to the following requirements of Civil Rule #55, the party applying for a Default Judgment shall give notice of the application to the party against whom the Default Judgment is sought and shall, at the time of filing the application, submit to the Court proof of service of the application. Said application shall recite that the moving counsel has not been contacted by the Defaulting party or counsel for the Defaulting party, or if such contact has been made, the extent to which such contact has been made.

(B) In all cases where a party is seeking unliquidated damages or is entitled to a Jury trial, at a time designated for Default Judgment, the party entitled to Judgment shall present proper evidence in support of the Allegations and Pleadings for consideration by the Court and Judgment shall be rendered according to the evidence and law applicable. Counsel shall set forth in the Entry of Assignment that a trial by Jury was waived and the matter submitted for decision by the Court.

(C) In any action or proceeding commenced in this Court, if there shall be a Default of any appearance by any party, the party seeking Judgment shall file with the Court an affidavit setting forth facts showing the party in Default is not in the military service. If unable to file such affidavit, the party seeking Judgment shall in lieu thereof file an affidavit setting forth that the party in Default is either in the military service or the affiant is not able to determine whether or not such Defaulting party is in the service, so that before Judgment can be entered, further Civil proceedings shall be had pursuant to the Soldiers and Sailors Civil Relief Act (50 U.S.C. 520 et seq.).

(D) No Motion for Relief from Judgment pursuant to Civil Rule #60(B) shall be granted by the Court unless the Movant has demonstrated the satisfaction of the Court by operative facts of evidentiary quality that:

- 1.) The Movant has a meritorious defense or claim to present if Relief is granted;
- 2.) The Movant is entitled to Relief under one of the grounds stated in Civil Rule #60(B)(1)(5);
- 3.) The Motion is made within a reasonable time;
- 4.) Such party in Default presents and offers to file a proper Pleading in the case together with the Motion for Relief. The Court may, if justice requires, set aside the Default Judgment or decree upon such terms to costs as may be just, and shall order the Pleadings for want of which the Default existed, to be filed forthwith or within such time as the Court may designate.

Rule 18
Entries in all Cases

(A) Unless the Court otherwise directs, counsel for the parties in whose favor an order, decree or Judgment is rendered, shall within five (5) days thereafter, prepare the proper Judgment Entry and submit it to counsel for the adverse party who shall approve or reject the same within five (5) days after receipt thereof. When approved by counsel, it shall be so endorsed and furnished to the Court. If counsel are unable to agree on the form of the Entry, or if the same is prepared and submitted by counsel in whose favor the order, decree or Judgment is rendered, and counsel for the adverse party fails, neglects, or refuses to return such Entry, counsel in whose favor an order, decree or Judgment is rendered shall prepare a substitute Entry and submit the same to the trial Judge with the notation thereon that the same has been submitted to counsel for the adverse party pursuant to this Rule, and thereafter the trial Judge will direct what Entry shall be made or shall approve and file the Entries submitted. If such Entry is not prepared and presented for filing by counsel, then it shall be prepared and filed by the Court.

(B) Counsel shall promptly submit an order of dismissal following settlement of the case. If counsel fails to do so within fifteen (15) days after representation to the Court that the case has been settled, the Court may order the case dismissed for want of prosecution or file a Judgment Entry of settlement and dismissal, and assess costs. The Court may also sua sponte transfer any matter to the inactive docket upon being advised the cause has been settled.

(C) Provisions of this Rule shall not be deemed to preclude the Court at any time from sua sponte preparing and filing with the Clerk its own Judgment or order.

(D) All such Entries shall be submitted to the Court with sufficient copies to provide each party with a copy thereof. The Clerk of Courts will not accept for filing any Judgment Entry unless it is accompanied by sufficient copies for each party or counsel in the cause, and the Clerk shall immediately, upon the filing of any such Entry, cause each party or counsel to be served a copy of such Entry.

(E) The Clerk's notation of the service of the entry of judgment on the appearance docket is sufficient evidence of service.

Previous Rule 19 was repealed on October 20, 1989 and replaced with the following:

Rule 19

Appeals to the Common Pleas Court

All Appeals filed from Administrative Agencies, except Worker's Compensation cases, shall be governed by the procedure outlined in Ohio Revised Code Section 119.12.

Appellants shall order and cause the proper notice, transcripts and information to be filed with the Clerk pursuant to the applicable provisions of the Ohio Revised code.

Upon the filing of the transcript, the Clerk shall notify all parties of the fact of filing, and shall submit the transcript to the Court.

Upon submission of the transcript to the Court, the Assignment Commissioner shall assign the matter for hearing as soon as possible and in an accelerated fashion in accordance with Ohio Revised Code Chapter 119.

All Appellants shall submit briefs at least fourteen (14) days prior to the time set for hearing. Appellees shall submit briefs at or prior to the time set for hearing. No evidentiary hearing shall be allowed at the hearing unless prior leave has been obtained of the Court for good cause shown.

The matter shall be deemed submitted at the completion of the hearing. No continuance of the hearing shall be granted without good cause shown."

Rule 20

Fees of Counsel and Partition

Fees allowed in Partition cases as costs therein shall be predicated either upon the appraised value of the property, if Partitioned, or upon the proceeds of sale, if sold, and shall not exceed the following: Ten percent (10%) of the first 1,000; six percent (6%) of the next 3,000; four percent (4%) of the next 8,000; two percent (2%) on the next 10,000; one percent (1%) on the excess. If an action or Partition is terminated, other than upon the merits, the trial attorney for Plaintiff shall be allowed a fee for the reasonable value of her services, commensurate with the time and labor required and expended, the novelty and difficulty of the questions involved, and the skill requisite to perform the service properly. The Court shall tax in costs the fees so allowed in favor of the trial attorney for Plaintiff unless the Court awards some part thereof to the other trial attorneys in the cause for services for the common benefit of all parties. Additional fees may be allowed for good cause shown.

Rule 21

Certificate of Titles for Judicial Sales

(A) In every action hereinafter filed, wherein a Judicial Sale of real estate is contemplated by the Complaint or subsequent Pleadings, the party praying for said sale or the attorney for the party praying for said sale shall endorse thereon the following certification: “The undersigned hereby certifies that an examination of the public records of _____ County, Ohio, has been made to determine the ownership of subject real estate and all parties who may claim an interest therein, and that in the opinion of the undersigned all such parties have been named as parties to this action,” stating as exceptions any interested party not so named.

(B) Upon any decree subsequently issued which orders the sale of real estate, the party or attorney having requested said sale shall further certify: “The undersigned hereby certifies that the examination of title to subject real estate has been extended to _____ (date of order of sale) to determine if any parties have acquired any interest therein subsequent to said previous examination and said examination discloses that in the opinion of the undersigned there are no such parties except parties to whom the doctrine of lis pendens applies,” also stating as further exceptions any such party not subject to lis pendens.

(C) The Sheriff, Deputy or party conducting the sale shall prior thereto announce that any purchaser shall have twenty (20) days from the date of sale to obtain an examination of title to said real estate. Should such examination disclose the title so purchased to be unmarketable by reason of any defect in the proceedings, or the existence of any interest not disclosed in either of the certifications described above, no liability shall be predicated on the certifications, but said purchaser may, within the twenty (20) day period, notify the Court thereof by written Motion requesting that said sale be set aside. If the Court upon hearing thereof finds said title to be unmarketable, the Court shall refuse to confirm said sale. The Court may, however, fix a reasonable time within which such defects may be corrected.

(D) A purchaser may waive any part or all of the twenty (20) day period by signing the Confirmation Entry, but no Confirmation Entry not approved by the purchaser shall be filed until said period has expired.

(E) This Rule shall not apply to proceedings commenced by the Treasurer of Auglaize County for Foreclosure or nonpayment of real estate taxes, or otherwise.

(F) The costs of the legal notice of sale shall be prepaid by the party requesting the sale.

(G) In sales of residential properties taken in execution or order of sale that are sold at an auction with the minimum bid pursuant to division (B) of section 2329.52 of the Revised Code, the judgment creditor and the first lienholder each have the right to redeem the property within fourteen days after the sale by paying the purchase price. The redeeming party shall pay the purchase price to the clerk of the court in which the judgment was rendered or the order of sale was made. Upon timely payment, the court shall proceed as described in section 2329.31 of the Revised Code, with the redeeming party considered the successful purchaser at the sale. If the judgment creditor and the first lienholder each seek to redeem the property, pursuant to division (A) of this section, the court shall resolve the conflict in favor of the first lienholder.

(R.C. 2329.311.)

(H) Appraiser's fees as to actions relating to real or personal property shall be allowed to each appraiser as follows:

- (1) \$.50 per \$1,000.00 or fraction thereof of the appraised value up to \$100,000.00.
- (2) \$.25 per \$1,000.00 or fraction thereof of the appraised value of all over \$100,000.00.
- (3) A minimum fee for each appraiser based upon the above amounts shall be \$50.00.

Rule 22

Receiverships

In all cases where receivers are appointed by this Court, the following shall apply:

(A) Unless the Court, by Entry, specifically authorizes the Receiver to continue a business, he shall expeditiously take control of the assets of the Defendant Debtor, give notice to all known creditors of her appointment and afford them opportunity to present and prove their claims, cause the assets to be inventoried and appraised, determine the validity and priority of creditors' claims, take such steps as may be necessary to reduce the assets to cash, and make distribution of said cash between the various classes of creditors.

(B) Within two (2) months after her appointment, the Receiver shall report to the Court, submitting her inventory and appraisal and including her account of receipts and expenditures to date. The several matters herein referred to shall be considered by the Judge and her approval thereof shall be by Entry, approved first by the Receiver and her counsel.

(C) Semi-annually after filing the first report with inventory, appraisal and account, the Receiver shall file with the Clerk, consecutively numbered reports with accounts for approval by Entry by the Court as to all receipts and expenditures made by the Receiver during the reporting period, and a summary of plans for the future conduct of the Receivership.

(D) In cases involving Receivers appointed to take charge of property and to collect rents and other income, the Receiver may expend funds without first having obtained Court approval to pay for insurance premiums, water and utility bills, and make emergency repairs as are necessary for the proper maintenance of the property. For authority other than that conferred upon the Receiver by virtue of this Rule, the Receiver shall make application to the Court for such authority.

(E) In all Receiverships in which property appraised in excess of \$1,000.00 is to be put up for public or private sale, the Receiver shall file in advance of such sale a report with the Court showing the amount of expenditures incurred or to be incurred prior to the time the sale is to be conducted.

(F) An application for payment of Receiver's and counsel for Receiver's fees (partial or final) shall be filed with the Clerk for approval by the Court. Written notice of the hearing on application for fees shall be submitted personally or by mail to all creditors or to their attorney of

record, unless otherwise provided by Court Order. Such applications shall show time spent on enumerated items, amounts of money collected, disbursed and on hand, the status of secured and unsecured creditors' claims, including amounts claimed, payments made thereon and balances due, and the estimate of the amount of time necessary to complete work by the Receivership and make final distribution.

(G) Failure to file an inventory and appraisalment, accounts, or other reports as contemplated by the Rule, pursuant to notices sent by the Court, will constitute cause for removal of the Receiver and/or her attorney, and for withholding of fees for the Receiver and/or her attorney.

Rule 23

Bail and Surety Bonds

Attorneys and other Officers of the Court shall not be accepted as bail or surety for others, and no bond shall be approved having the name of such persons thereon as surety for others.

Rule 24

Judgment Entries in Criminal Cases

In all Criminal cases where the Entry is Ordered to be prepared by the Office of the Prosecuting Attorney, said Prosecuting Attorney shall submit an Entry to the Court for signature and journalization, and shall cause a file stamped copy to be served upon the Defendant or defense counsel.

In cases where a Pre-Sentence or Post-Sentence Investigation is ordered, the Court shall assess a \$75.00 fee.

Rule 24.1

Record is Hereby Ordered in All Cases

Any Journal Entry that terminates a case or terminates a party, record shall be ordered and the Journal Entry must include, "Record is hereby ordered."

Rule 25

Execution and Garnishment, Prior Affidavits

In any action or proceeding in this Court in which a money Judgment has been obtained against an individual, no execution or garnishment shall be had to enforce the collection or satisfaction of such Judgment unless at the time such execution or garnishment is sought by any party, an affidavit shall be filed setting forth facts showing that the Defendant is not in the military service, or if unable to file such affidavit in lieu thereof, an affidavit setting forth either that the Defendant is in the military service or that such party is unable to determine whether or not such Defendant is in the military service. Upon the filing of such affidavit, the Court shall then determine whether or not such execution or garnishment shall be had or stayed in accordance with the Soldiers and Sailors Civil Relief Act of 1940.

This Rule shall be in effect only so long as the above Act is in effect.

RULE 26

DOMESTIC RELATIONS PLEADING AND PRACTICE

RULE 26.01 - FILING OF CASES

A. Upon the initial filing of any case or upon the re-opening of a closed file, the caption of each case shall contain the names, addresses, date of birth and the last four digits of the social security numbers of the parties. In all files, which are inspected or copied, the Clerk shall redact all but the last four digits of any social security numbers contained within the files. The original shall be replaced with redacted copies and the original retained in a separate file open only to inspection by judicial staff, Clerk's staff or upon a showing of good cause. Counsel and the parties shall comply with Rule of Court 5.1 and provide a personal identifier/sensitive information sheet.

B. A file stamped copy of all pleadings shall be left with the Judge's office, upon filing same. This is the manner in which the Judge's office tracks and schedules its cases.

C. In original cases and in all post decree filings, involving minor children, the parties shall file a IV application (request for child support services) with the Clerk of Court. The Clerk shall docket and forward said applications to the CSEA. The Clerk shall not serve pleadings upon the Defendant until a IV-D application is received.

D. In addition to copies for service, a copy of all standard forms, separation agreements, Judgment Entries, support worksheets, and health cost orders shall be submitted by Counsel and the Clerk of Court shall forward a copy to the CSEA.

E. In all original or re-opened domestic cases counsel, or the parties, if not represented by counsel, shall file all forms APPLICABLE TO THE PROCEEDINGS AS HAVE BEEN ADOPTED BY THE Supreme Court of Ohio. CSEA is excepted from this requirement.

F. All Complaints for Divorce, for Legal Separation or Annulment and Petitions for Dissolution shall be accompanied by a signed copy of the Court's standing orders, DR-SO and the Marital History Information Sheet.

G. All Petitions for Dissolution, Complaints for Divorce, Complaints for Legal Separation and Motions involving Parental Rights and Responsibilities, Child Support or Spousal Support shall be accompanied by all completed affidavits as have been adopted by the Supreme Court of Ohio. CSEA is excepted from this requirement.

H. In all Domestic Relations matters involving children, a child support worksheet that complies with statute, must be filed by each of the parties or an agreed worksheet filed by both parties. In cases requesting Temporary Orders, such worksheet may be filed along with the Motion or request.

I. Any deviations from the standard child support guidelines must be reflected on the child support worksheet and must be specifically set forth in the Judgment Entry together with the reasons therefore.

J. Assisting Our Kids Plan (A-OK) - All litigants in original divorce, dissolution and legal separation cases as well as post decree motions regarding the determination and enforcement of parental rights and responsibilities, who have not completed an Assisting Our Kids program within two years of the filing, shall attend this Court ordered program.

The fee for attending this class is **PAYABLE AT THE DOOR BY CASH, CHECK OR MONEY ORDER MADE PAYABLE TO THE A-OK PROGRAM.** You will **NOT** be permitted to attend the class if you do not pay the entire fee at the door.

Upon the completion of each session, a Certificate of Attendance will be filed in each case.

Each counsel filing original pleadings shall advise their clients of the program. The Clerk shall serve a copy of DR-AOK upon both parties with the pleadings in each case.

To be excused from attending the A-OK program, a party must file a motion with the Court setting forth with particularity the reasons for the party's desire not to attend and if deemed by the Court to be sufficient cause, the Court will excuse attendance.

K. Upon the request of a party and if the Court believes it to be in the best interests of the minor children of the parties, the Court may transfer the jurisdiction of any domestic relations action to the Juvenile Court pursuant to ORC 2151 and thereafter the matter will proceed in that jurisdiction.

L. Child care Affidavits, Powers of Attorney to Grandparents and Registration of foreign custody orders together with actions to modify or enforce same will be filed in the Juvenile Division of this Court.

RULE 26.02 - DISSOLUTION OF MARRIAGE

A. All petitions for dissolution shall be accompanied by a written Waiver of Service of Summons and where one or both parties are not represented by counsel, by a written Waiver of representation by counsel.

B. Where there are unemancipated children, the Petition for Dissolution shall be accompanied by a child support worksheet signed by both parties.

C. Counsel, or the parties if not represented by counsel, shall have the final Judgment Entry prepared for the Judge's signature on the day set for hearing together with sufficient copies for filing and distribution. Said Judgment Entry must be completed and typewritten. Handwritten proposed judgment entries will not be accepted by the Court.

RULE 26.03 - DIVORCE ACTIONS

A. Upon service of the Complaint upon the Defendant, the Court will assign all divorce actions for pretrial hearing. At pretrial, Counsel shall be prepared to discuss all issues and bring their scheduling calendar. Unless otherwise excused by the Court the parties shall be present at all pretrial hearings.

B. All divorce actions will next be set for Final Pretrial / Uncontested Divorce. It is contemplated that if settled, the matter will proceed to final divorce hearing at this time. If not settled, Counsel shall meet with the Court to establish a final hearing date, discuss and narrow the issues, exchange witness lists and perform any other necessary pretrial functions. All parties must be present at final pretrial hearing.

C. In all cases where the divorce is uncontested, the matter shall proceed to final hearing at said time. An uncontested divorce is one where after proper service no answer has been filed, no party has appeared or the parties have otherwise agreed.

RULE 26.04 - TEMPORARY ORDERS

A. Upon the filing of a motion for temporary spousal support, temporary child support or temporary allocation of parental rights and responsibilities, the Court shall not rule for fourteen (14) days from the date of service of said motion except as provided in Rule 26.05. Upon the expiration of fourteen (14) days or the filing of a responsive pleading, whichever is earlier, the Court shall consider the matter submitted. A request for temporary orders must be in the form of a motion filed separately from the Complaint or Answer, upon the forms required by the Supreme Court of Ohio.

B. All Motions for Temporary Orders must be accompanied by affidavit, sworn to absolutely and stating sufficient grounds for the relief requested. If the information is available, a child support computation worksheet may be filed with the motion for temporary child support or with any responsive pleading thereto. An affidavit for temporary spousal support shall include the reasons for the request and shall include income and expenses of both parties with specificity. An affidavit for temporary allocation of parental rights and responsibilities must be specific and at a minimum set forth the work schedules of the parties, which party has been the primary caregiver, whether child care services are involved and the relative mental, physical and emotional health of the parties and children.

C. Responses to Motions for Temporary Orders shall be filed within fourteen days of service and shall be completed on forms required by the Supreme Court of Ohio. If a party fails to file a responsive pleading, the Court will consider the matters contained within the movant's affidavit as correct.

D. After any Temporary Order is issued, any party may request oral hearing. Such request must be in writing, filed with the Clerk of Court and served on the opposing counsel or a party if no counsel has appeared. The Court will then promptly set said matter for hearing within 14 days. A request for oral hearing does not suspend or delay the commencement of any temporary order or any order issued modifying a temporary order.

E. Motions for Temporary Restraining Orders as provided by the Ohio Rules of Civil Procedure relating to domestic relations cases shall be accompanied by affidavit setting forth the specific basis for the requested relief. The Court will not issue Restraining Orders that are already adequately covered by the Court's Standing Orders (DR-SO). Temporary Restraining Orders will be considered in the same manner as all other temporary orders except as set forth in Rule 26.05.

RULE 26.05 - EMERGENCY TEMPORARY ORDERS - EX PARTE

A. The Court will grant certain temporary orders without hearing in only unusual and extreme situations where the exigencies of the circumstances require immediate action to protect the best interests of the parties or children.

B. A motion for an Emergency Temporary Order shall identify on its face that an emergency exists and the Order is being requested ex parte.

C. The Court will automatically set for hearing, on a priority basis, any Order issued ex parte and said hearing will be held within 14 days or on the first available date thereafter. An affected party may file a response to the movant's emergency request and the Court will reconsider its Order based upon the pleadings of the responding party.

D. The Clerk shall cause a copy of all Temporary or Emergency Temporary Orders to be served upon the parties by certified mail, upon attorneys of record by regular mail and upon CSEA by hand delivery, unless the order or pleading directs otherwise. The clerk may also serve by hand delivery in cases where such service is more expeditious.

E. Restraining Orders may also be issued without hearing, under the same conditions as other emergency orders in the manner stated above.

RULE 26.06 - FINAL JUDGMENT ENTRIES

A. All Judgment Entries shall state child support in a monthly amount. (see O.R.C. 3113).

B. All Court costs shall be specifically assessed to either party or jointly to both parties. Costs will normally be assessed to deposits and then divided equally by the parties unless otherwise order.

C. The Clerk shall provide a certified copy of the final Judgment Entry to each party upon the filing of same. Counsel, or the parties, if no counsel, shall provide the necessary copies for certification.

D. If a deviation from the child support guidelines is ordered, the Judgment Entry shall set forth the reasons for the deviation, that the deviation is in the best interests of the children and shall be accompanied by a child support worksheet.

E. All Judgment Entries shall state that child support and spousal support shall be paid through the Child Support Enforcement Agency, along with the appropriate administrative fees. No direct payments shall be made by the Obligor to the Obligee.

F. All Judgment Entries shall contain the appropriate language for wage withholding pursuant to statute, including last four digits of Social Security numbers, dates of birth and the complete names and addresses of employers.

G. When the Court orders counsel to prepare an entry, counsel will have fourteen (14) days to prepare the same and submit it to the Court unless some other time period is allowed.

H. Unless previously filed, all Judgment Entries ordering support shall be accompanied by a signed and completed IV-D Application which the Clerk of Court shall docket and forward to the CSEA within fourteen (14) days of the filing of the Entry.

I. All Judgment Entries, in addition to the appropriate orders, shall contain the mandatory language found in Appendix A. or as otherwise required by statute or the CSEA. Examples of that language are as follows:

1. Language to be added to all Final Entries requiring withholding:

Check with the Child Support Enforcement Agency to get the appropriate language.

2. QDRO – If a Qualified Domestic Relations Order is issued:

“The intent of this Order is to fairly distribute to the alternate payee his or her share of the marital portion of the retirement plan. In the event that there is a defect in the wording of the QDRO which precludes that intended outcome, the Court retains jurisdiction to modify the QDRO as to form.”

3. REAL ESTATE TRANSFER

“It is ORDERED that (name of party) is divested of all right, title and interest in the real property described as follows:

(insert real estate description)

It is further ORDERED that (name of party) is hereby vested with all right, title and interest to said real estate and the Auditor and Recorder of this County are ORDERED to accept this entry as transferal of said interest and to transfer said real property on its books and records.”

RULE 26.07 - HEALTH INSURANCE ORDERS

A. All final entries involving children shall contain the necessary statutory language dealing with health insurance for the children of the parties.

RULE 26.08 - GUARDIAN AD LITEM - INVESTIGATIONS

A. If either party desires the appointment of a Guardian Ad Litem for minor children involved in the pending case and requests a Guardian Ad Litem be appointed, a deposit of \$1,000 shall be required with any motion requesting such appointment and shall be paid to the Clerk of Court unless otherwise ordered by the Court. Deposit may be subject to change by separate court order.

B. A proposed Judgment Entry (form DR-GAL) shall be submitted along with the motion and shall leave a blank for the name of the proposed Guardian Ad Litem.

C. Reports of the Guardian Ad Litem are confidential to the Court. GAL reports shall not be filed with the Clerk of Court nor shared with any person unless specific permission of the Court is obtained. Under most circumstances the Court will share GAL reports with counsel for the parties.

RULE 26.09 - HOME STUDY INVESTIGATIONS

A. If, pursuant to Civil Rule 75(D), either party desires a home investigation where allocation of parental rights and responsibilities of children is an issue, such party shall request said investigation by motion and deposit the required fee of \$500.

B. If the motion is granted, a written report shall be prepared and provided to the Court by the court appointed investigator at least fourteen (14) days prior to the final hearing. The Court will then make the report available to both parties and will consider same in its decision on parental rights and responsibilities.

C. Either party may call the investigator as a witness as upon cross examination, and such testimony shall be received into evidence by the Court.

D. Once an investigation is ordered, but canceled prior to its completion, the Court will determine the amount to be paid to the investigator based on the time involved and the progress of the report. A minimum amount for a canceled child custody investigation shall be \$100.

RULE 26.10 - MODIFICATION OF CHILD SUPPORT OR SPOUSAL SUPPORT

A. A copy of all motions requesting a modification of child support or spousal support shall be served upon the CSEA.

B. Upon filing of any motion for modification of child support or spousal support, the filing party or counsel shall file a completed Affidavit 1, and in the case of a child support modification, completed Affidavits 3 & 4 with sufficient copies to serve upon CSEA and the opposing party. Within 30 days of service upon the opposing party, the filing party and the opposing party shall provide to both the CSEA and each other the following financial information:

1. A copy of the party's federal income tax return from the previous year.
2. A copy of all pay stubs obtained by the party within the preceding six (6) months.
3. A copy of all their records evidencing the receipt of any other salary, wage, or compensation within the preceding six (6) months.
4. Any other information necessary to properly review the child or spousal support order.

NOTE: The information in Paragraphs 1-4 above is not to be filed with the Court.

C. Upon the CSEA receiving the financial information within the thirty (30) day period after service upon the responding party, said CSEA shall review and serve the results of that review upon all parties within fifteen (15) days of their receipt of the financial information.

D. Should either party not comply with the notice of the financial information within the thirty (30) day period, the CSEA shall so inform the Court and file a Motion for Citation in Contempt which shall be served upon the party and the hearing date previously set by the Court shall be used as a contempt hearing.

E. This rule shall not effect the ability of the CSEA to conduct its own independent review pursuant to the Ohio Revised Code. Upon said review being conducted and the results of same being sent to all parties, and if one or more of the parties do not agree, the CSEA shall file a motion requesting modification which will then be set for hearing. The intent of this Rule is to coordinate the CSEA administrative review with motions filed by individual parties.

F. All orders for child support shall be effective retroactive to the date of filing of the motion unless otherwise ordered by the Court.

RULE 26.11 - POST JUDGMENT MODIFICATION OF PARENTAL RIGHTS AND RESPONSIBILITIES

A. When filing a post decree motion to modify parental rights and responsibilities, there must also be filed an affidavit in support, an affidavit of income and expenses, parenting proceedings affidavit, health insurance affidavit and an application for child support services.

B. The parties shall have fourteen (14) days after service of the motion to respond thereto. Thereafter the Court will rule upon any requests for temporary orders and set the matter for pre-trial conference.

C. In Camera interviews of children will be conducted on the request of any party if found to be in the best interest of the child. The interviews will be in the Courtroom, on record, with the Judge and a Court reporter only. If the parties desire that the interview not be on the record and in Chambers, each party must affirmatively waive record. Said interviews will be held at Final Pre-trial, unless otherwise directed by the Court.

RULE 26.12 - REASONABLE AND ORDINARY UNINSURED MEDICAL EXPENSES

A. The amount of \$100 per year per child shall be deemed reasonable and ordinary medical expenses of a minor child.

B. Expenses remaining thereafter shall be deemed extraordinary and shall be allocated between the parties on a case by case basis based upon the income shares established and any other factors the Court deems to be relevant.

C. Medical expenses shall be defined as hospital, doctor visits, dental, orthodontic, laboratory testing, optical, optometric, pharmaceutical, psychiatric and psychological expenses pre-approved by both parents, ordered by the Court or reasonable and necessary under the circumstances. Medical expenses do not include those for purely cosmetic reasons.

RULE 26.13 - CHILD RELOCATION

A. Prior to the relocation of either parent to a residence other than that specified in the visitation order or decree of the Court, the relocating parent must file a notice of intent to relocate in advance notice of the move. (See O.R.C. 3109.051(G)). Included in said notice shall be the last known address of all parties, a new residential address and telephone number of the relocating parent and the name and address of the school in the district in which the child(ren) shall attend, if applicable. If these items are not available at the time of filing the notice, they shall be provided immediately upon the receipt of the information.

B. The party filing the notice shall request service by certified mail upon the other party at the time of filing.

C. Upon receipt of said notice, the other parent may petition the Court for hearing on visitation and companionship rights. If no such petition is filed within fourteen (14) days from the date of service of the notice of relocation, the relocation shall proceed as set forth in the notice.

RULE 26.14 - POST JUDGMENT RELIEF ACCOMPANIED BY CITATION FOR CONTEMPT

A. Any motion requesting a citation in contempt shall state the basis for the contempt citation with particularity and be accompanied by an affidavit specifically setting forth the facts supporting the motion.

B. A show cause order shall contain notice of hearing and shall accompany any motion filed requesting citation in contempt. The same shall be submitted to the Judge's Office with the filing of the motion in order that a date may be provided by the Court. The notice of hearing/showcause order shall be served with the motion for citation in contempt as provided by the Civil Rules.

RULE 26.15 - ATTORNEY FEES

A. The amount of \$750 shall be deemed to be a reasonable, necessary and appropriate amount for attorney fees for representation in cases upon which a finding of contempt has been made or a motion to impose jail sentence from a previous finding in contempt is heard. Any request for attorney fees in excess of that amount shall require a presentation of evidence as to the reasonableness and necessity of said fees in accordance with Ohio law. Except for those matters in which attorney fees are statutorily mandated, it is in the discretion of the Court whether to award attorney fees in such action.

RULE 26.16 - CONCILIATION PROCEDURES

A. Any party may, pursuant to O.R.C. sec. 3117.05, file a petition for conciliation. Said petition shall be in substantial compliance with O.R.C. sec. 3117.05(B) (see suggested form DR-Conciliation) and shall be filed in the pending domestic relations matter. The Clerk shall not charge any fee for the filing of a petition for conciliation. Service of the petition shall be in accordance with the Civil Rules and the opposing party shall answer the petition within fourteen (14) days of service. The Court will rule upon the petition based upon the pleadings.

B. The parties shall state within the petition the duration of time that they wish the conciliation to proceed but in no event shall the same exceed six (6) months. If the amount of time is not stated, the Court will assign ninety (90) days.

C. During the period of conciliation, the Court will assign the case to the inactive status and at the conclusion of the conciliation period, the Court will set the matter for Pre-trial conference. A pending domestic relations matter may be dismissed by the parties at any time during the conciliation period.

RULE 26.17 - CIVIL DOMESTIC VIOLENCE ACTIONS

- A. All actions requesting the issuance of a civil protection order because of domestic violence shall be filed in accordance with O.R.C. sec. 3113.31. All petitions or motions must contain the full name and addresses of the parties, the physical description of the subject of the order including height, weight, hair color, eye color, race and sex.
- B. The Clerk shall not require a costs deposit for petitions filed under this section.
- C. Upon filing such a petition the Clerk shall immediately notify the Court and the filing party shall immediately report to the Court for the assignment of a hearing time. Thereafter, the matter will proceed according to statute.

RULE 26.18 - MEDIATION

- A. If the parties to an action for divorce, dissolution, legal separation, annulment or the allocation of parental rights and responsibilities cannot agree upon the allocation of parental rights and responsibilities or upon a specific schedule of visitation, the Court may upon its own or upon the request of any party, order the parents to mediate their differences pursuant to statute.
- B. The parties are responsible for the costs of mediation on whatever terms they work out with the mediator. Relief from this requirement may be requested by motion pursuant to statute.
- C. Mediation and the report of mediation will be completed within sixty (60) days of the mediation order. During mediation the case will be placed on an inactive status. If additional time is required, same will be granted upon a showing of just cause by appropriate motion.
- D. The mediator shall have all necessary qualifications required by law and shall have successfully completed mediation training. A certificate of completion, statement of qualifications and fee schedule shall be filed with the Court before a particular mediator will be appointed by the Court.
- E. All other requirements of mediation shall be in accordance with statute.

RULE 27.00- STANDING ORDERS

A. All parties to original divorce and legal separation actions in the Auglaize County Common Pleas Court are subject to the following orders from the date an action is filed. These orders shall be strictly adhered to under penalty of contempt of court.

1. Each party is hereby enjoined and restrained from causing or permitting the minor child(ren) of the parties to be removed from the jurisdiction of this Court except by a signed agreement of the parties or unless authorized in writing by this Court. The minor child(ren) shall not be removed from Auglaize County for purposes of relocation unless by written agreement of the parties or authorized in writing by this Court.

2. Each party is enjoined and restrained from doing, attempting to do, or threatening to do any act of injuring, maltreating, vilifying, molesting, or harassing the adverse party or any of the children of the parties.

3. Each party is enjoined and restrained from selling, encumbering, contracting to sell, removing from the jurisdiction of this Court, or otherwise disposing of any of the property belonging to either of the parties, except in the ordinary course of business or unless authorized in writing by this Court.

4. Both parties are restrained from entering safe deposit boxes until further order of the court.

5. The attorney representing the Plaintiff in any divorce action hereinafter filed in this Court shall furnish the client a copy of this rule, and the client, upon the signing of the complaint, shall be bound by the terms of this rule.

6. The Clerk of this Court shall attach a copy of this rule to the summons so that both documents will be served simultaneously. The defendant shall be bound by the terms of this rule upon service of same. The Clerk shall not file a Waiver and Entry of Appearance until a copy of this rule is received and served upon the Defendant.

7. Any party may file a motion to modify this Standing Order for good cause shown and will be granted a speedy hearing.

RULE 28.00 - STANDARD VISITATION AND COMPANIONSHIP RIGHTS

A. Visitation and companionship rights shall comply with this Rule unless otherwise ordered by the Court or by the mutual agreement of the parties.

B. The non-residential parent shall have visitation on alternate weekends from Friday night at 7:00 PM to Sunday evening at 7:00 PM.

C. The non-residential parent shall have week day visitation for a period of two (2) hours per week. The beginning and ending times may be varied to accommodate the work schedules of the parties, the schedule of the children and the appropriate bedtime for the children during the school year. If no agreement can be reached, said visitation shall be had on Wednesday of each week.

D. Mother's Day the children shall be with the mother and Father's Day the children shall be with the father. In the event this provision requires the children to be with the residential parent when it is the non-residential parent's normal weekend visitation, the non-residential parent shall return the children by 9:00 AM on the appropriate holiday. In the event that this provision requires the children to be with the non-residential parent on a day not falling within the non-residential parent's visitation weekend, the non-residential parent shall receive the children at 9:00 AM on that day and return them at 7:00 PM on said day.

E. Holiday visitation shall be as follows:

EVEN YEARS

Residential Parent

President's Day

Friday night to Monday night

Memorial Day

Friday night to Monday night

Labor Day

Friday night to Monday night

Christmas

Christmas Eve and Christmas Day until 2:00 PM.

Non-residential Parent

Easter

Thursday night to Sunday night

4th of July

Night before to morning after except when the 4th falls on Friday, Saturday, Sunday or Monday, when the visitation shall commence on Friday night and continue to the end of the weekend or the end of the holiday, whichever is later.

Thanksgiving

Wednesday night to Sunday night

Christmas

Christmas Day at 2:00 PM for the remainder of the Christmas holiday until 6:00 PM on January 1st unless January 1st falls on a Friday or Saturday in which case the visitation shall continue until the Sunday immediately following that date at 6:00 PM.

Odd Years

During the odd years the above schedule shall be reversed as to Residential and Non-residential parents.

Unless otherwise indicated, holiday visitations shall commence at the regular hour as set forth for the commencement of weekend visitation and shall end at the regular hour set for the ending of weekend visitation. Holiday visitation shall have precedence over the regular weekend visitation but shall not modify it (for example, if the Holiday granted in any particular year to a non-residential parent falls between the regular weekend visitation, the non-residential parent will have three (3) weekends in a row at that particular time).

Christmas and holidays may be modified by agreement of the parties to suit individual family schedules or by agreement or Court Order, upon proper motion, to suit religious preferences.

F. The child shall celebrate the birthday in the home of the residential parent, unless it falls on a regular visitation day, in which event it shall be celebrated with the non-residential parent.

G. Summer visitation

1. The non-residential parent shall have extended summer visitation each summer; however, same shall not exceed four (4) weeks in duration and shall be exercised in two (2) separate blocks of time consisting of fourteen (14) consecutive days. The non-residential parent shall notify the residential parent, in writing, of the time thereof as soon as the vacation schedules at the non-residential parent's place of employment are posted or decided upon but in any event no later than thirty (30) days prior to the exercise of each summer visitation.

2. The residential parent is also entitled to two (2) weeks of vacation time in a block of fourteen (14) consecutive days and shall notify the non-residential parent, in writing, of their intent to exercise a period of time for summer vacation. If there is a conflict over summer vacation time, the parent to first supply written notification to the other parent shall be entitled to exercise the chosen time. Extended summer visitation does not modify or terminate child support during the period of visitation unless by specific order of the Court. Further, unless otherwise agreed by the parties, neither parent may use summer visitation in combination with regular visitation such as to extend the vacation block of time to a period in excess of (14) days.

3. Holiday visitation takes preference over summer visitation and summer visitation takes preference over weekend visitation.

H. Miscellaneous Orders as to visitation and companionship:

1. It is the responsibility of the residential parent to ensure that the children have visitation with the non-residential parent. Such decisions shall not be left to the child.

2. The residential parent shall take the necessary action with the school authorities of the schools in which the children are enrolled to list the non-residential parent as a parent of the children, to authorize the school to release to the non-residential parent any and all information concerning the children and to insure that the non-residential parent receives copies of any notices regarding the children.

3. The residential parent shall promptly transmit to the non-residential parent any information received concerning parent - teacher meetings, school club meetings, school programs, athletic schedules, and any other school activities in which the children may be engaged or involved.

4. Both parties shall be diligent in having the children ready and available at the appointed times and the transporting party shall be prompt in picking up and delivering the children, provided however, that the transporting parent for visitation shall have a grace period of fifteen (15) minutes for pickup and delivery if the parties live within a distance of thirty (30) miles of each other. If the one way distance between the parties is in excess of thirty (30) miles, the grace period shall be thirty (30) minutes. In the event that the visiting parent exceeds the grace period, the visitation for the weekend is forfeited unless prior notification and arrangements have been made and except in cases where the visiting parent lives in excess of thirty (30) miles away and suffers an unavoidable breakdown or delay en route, and the visiting parent promptly notifies the other parent by telephone of the delay. Repeated violations by either parent shall be cause for granting a modification of parental rights and responsibilities.

5. The residential parent shall send with the children on visitations sufficient clothing and outer wear appropriate for the season to last the period of visitation. (For a weekend visitation this shall consist of a minimum of two (2) extra sets of play clothes and one (1) dress outfit in addition to the clothes the children are wearing at the start of the visitation). In the case of infants, the residential parent shall send with the child sufficient bottles, formula and diapers to last the visitation period. Violations of this requirement shall be deemed sufficient cause for a modification of parental rights and responsibilities.

6. Visitation does not include picking up the children and leaving them with a non-family member while the visiting parent pursues their own pleasure nor does it include taking the children to a bar for an extended period of time. Violations may result in a modification of companionship time.

7. The residential parent shall encourage free communications between the children and the non-residential parent and shall not do anything to impede or restrict communications by phone or mail between the children and the non-residential parent whether initiated by the children or the non-residential parent. The mail between the children and parent shall be strictly confidential between them and that parent, and shall not be opened or read by the other parent. This rule applies equally to the residential and non-residential parents.

8. Both parents shall refrain from criticizing the other in the presence of the children and shall refrain from requiring the children to choose sides as between the parents.

9. Neither party shall attempt to modify the religious practice of the children without first having consulted the each other and the Court.

10. The parent receiving the child is responsible for transportation, except mid-week companionship, when the non-residential parent shall transport.

11. These are guidelines concerning parental rights and responsibilities and they will be changed or modified by the Court if it is shown that there is a need for such change. The Court also recognizes that it is impossible to devise a set of rules that will apply in each and every case and therefore encourages the parties to attempt to work out their differences on their own keeping in mind, the best interests of their children.

I. Long Distance Visitation (more than 200 miles, each way) – If the standard rule visitation is not practical due to the distance between the parties, and if the parties do not otherwise agree, the following non residential parent schedule shall apply:

- 1. In odd years – from December 26 through January 1.***
- 2. In even years from the day after school ends through January 1 and if the child is not attending school, from December 18 through January 1.***
- 3. Every Spring break from school.***
- 4. The first one-half of the summer in odd years and the last one-half of the summer in even years.***
- 5. Holidays per the standard rule unless otherwise addressed.***
- 6. Anytime that the non-residential is in the vicinity of the residential parent, the non-residential parent may exercise up to 48 hours of visitation provided there has been 72 hour notice to the residential parent. Said visitation may not take place outside the child's county of residence.***

J. Phase - in Visitation – If the parties and child have never lived as a family unit, or have not lived as a family unit for over one year, the visitation with the non-residential parent shall be phased in using the following schedule. After the introductory phase is concluded, visitation would be extended to the standard visitation schedule.

1. Unless the parties agree otherwise, or subject to modifying order, introductory visitation shall be as follows:

- (A) Visitation shall occur once a week for three hours away from the residential parent’s home at a neutral site, such as a suitable relative of the non-residential parent or Our Home or Grampy’s House.*
- (B) The non-residential relative must agree to the supervision.*
- (C) The child will not be removed from the agreed upon visitation site during the visitation period.*
- (D) No alcoholic beverages or substances of abuse shall be used during or in the 24 hours prior to any visitation.*
- (E) The visit shall take place on a day of the residential parent’s choice and time, unless this conflicts with the non-residential parent’s work schedule. In such case, if the residential parent cannot choose another non-conflicting day and time, then the non-residential parent may choose the day and time.*
- (F) Introductory visitation shall continue for four weeks. If the non-residential parent misses any visitation, the introductory period will continue beyond four weeks until three consecutive weeks have occurred.*

2. Thereafter, visitation shall be enhanced for an additional four weeks, for one day per week, for six hours. However, visitation may take place away from the relative’s home or other facility. All other guidelines under the first introductory phase shall continue in effect.

3. Thereafter, the non-residential parent may have the child for overnight visitation, once every other week. This shall continue for six weeks. The choice of days shall follow the selection process set out in the first introductory phase. Visitation shall commence at 10:00AM and terminate the following day at 10:00AM, unless otherwise agreed to.

4. After the successful completion of the third phase, the parties shall exercise visitation in accordance with the standard order.

K. Grandparent or other relative or non-relative visitation - if allowed by law, after proper joinder, motion or complaint and the parties cannot agree otherwise, the following schedule of non-parental visitation shall apply:

- 1. One weekend per month from Saturday at 10:00 AM to Sunday at 7:00 PM.*
- 2. One week per summer from July 10 at 10:00 AM to July 17 at 7:00 PM.*
- 3. Non-parental visitation shall not interfere with a non-residential parent’s visitation or with any holiday visitation of either parent.*

Rule 28A
Miscellaneous

1. Since this Court has control over all juvenile and domestic relations matters, it will not modify its practices concerning married but separated adults seeking child support orders. Those matters will remain in the juvenile division and be transferred to domestic relations during any divorce proceeding later filed by the parties. House Bill 595 appears to allow a free transfer of matters between divisions of the Court.
2. For purpose of a 10% deviation in child support, Local Rule 28 will be defined as ninety overnights, except if the order contains language, “as the parties can agree” and leaves determination of companionship for a later time. In those cases there will be no 10% deviation.
3. An overnight will be defined as 13 consecutive hours in a 24 hour period.
4. The Court will allow a 20% deviation for 114 to 136 overnights or 24 to 46 more overnights than called for by Local Rule 28.
5. The Court will allow a 30% deviation for 137 to 160 overnights or 47 to 70 more overnights than called for by Local Rule 28.
6. The Court will allow a 40% deviation for 161 to 179 overnights or 71 to 89 more overnights than called for by Local Rule 28.
7. The Court will allow a 50% deviation for 180 to 183 overnights or 90 to 93 more overnights than called for by Local Rule 28.
8. All other statutory factors for deviation will also be considered should those circumstances arise.
9. All final orders will have a child support worksheet attached and the child support language incorporated into the final order. The child support and health insurance language may be obtained by contacting Auglaize County CSEA.

Rule 29
Discharge of Jurors for Past Service

Pursuant to R.C. 2313.21(B), persons who were drawn from the jury wheel for jury service in Auglaize County in the prior jury service year (defined as from September 1 through August 31) shall be and are hereby DISCHARGED and shall be prohibited from jury service in Auglaize County in the ensuing jury service year, and shall be excluded from the jury draw therefor.

Rule 30

Transcription: Trial Record

Requests for transcriptions of testimony from the recordings of any cases shall be made in writing by Motion with the Court, with a copy to be served upon the Court Reporter. The Motion shall request an estimated cost of the transcript from the Court Reporter. Upon the estimate being determined and after submission, the party shall secure the cost of the transcript before transcription commences.

The Motion shall further set forth the testimony to be transcribed.

Transcription from the recording for the Court record shall be made by the Court Reporter, under the control and direction of the Court and shall be paid for at rates assessed by the Court and filed under Sundry Paper in the office of the Clerk of Courts. (Reference to Third Appellate District Local Rule #5.)

The electronic recording for the making of a trial record are the property of Auglaize County and the record thereon is the public's.

No transcript shall be prepared by other than a duly appointed and sworn Court Reporter as set forth and certified in Third Appellate District Court of Appeals, Rule #5.

Transcription of the tapes shall be made by the Court Reporter under the control and direction of the Court and shall be charged as determined by the Court and filed under Sundry Papers in the office of the Clerk of Courts.

Said transcript schedule is as follows: original and one copy to same person \$4.00 per page; subsequent copy \$1.00 per page.

All transcript charges are to be paid for in advance to the Auglaize County Common Pleas Court before transcription will commence, by the appointed Court Reporter-Transcriber.

Rule 31

Exhibits for Reporter

It shall be the duty of the Court Reporter to receive and hold all exhibits offered and received during the trial of any case and safely keep same throughout such trial, unless the release thereof is consented to by the parties, or released by the Order of the Court.

Rule 32

Attorney Case Load

Any attorney whose case load interferes with the effective function of the trial docket, shall obtain co-counsel and proceed to trial on the date scheduled.

This Rule is in accordance with "*Ohio Rules of Professional Conduct 1.3: Diligence*".

Rule 32.1

Admission Pro Hac Vice

In order to make for consistent treatment of counsel admitted *Pro Hac Vice*, the Court establishes this local rule to require all counsel who have been admitted *Pro Hac Vice* in pending cases to comply with all registration requirements of the current Rules for the Government of the Ohio Bar, Rule XII. Pending cases shall be counted in the limitation contained within said Rule XII, and shall be reported accordingly. Counsel shall forthwith register and fully comply with said Rule XII, and shall certify the same to this Court as soon as practicable.

Rule 33

Confirmation of Sales

No confirmation of any sale by the Sheriff, by any Master or Receiver, appointed by the Court, shall be entered within one (1) week from the day of such sale, unless consented to by all parties interested.

In Partition cases, no election to take or the report of Partition shall be confirmed within one (1) week from the filing of such report or election unless the other co-tenants consent thereto.

Rule 34

Guardian ad Litem

Hereafter, no person other than an Attorney at Law, duly admitted to practice the profession of Law in the State of Ohio, shall be appointed guardian ad litem or trustee for the suit in any matter or proceeding in this Court. Fees to be taxed as costs as approved by the Court.

Rule 35

Counsel for Indigent Criminal Defendants

In all Criminal cases of a serious offense where the Defendant is unable to obtain counsel, the Court shall appoint counsel from the members of the Bar or the Public Defender's Office.

When counsel appointed by the Court to represent an indigent Defendant or the Public Defender's Office discovers that the Defendant has property in addition to that reported to the Court when indigence was determined, he shall report the facts in open Court in Defendant's presence.

Previous Rule 36 was repealed on 8/19/19 and replaced with the following on 8/28/23:

Rule 36

Request for Victim Notification

- (A) Pursuant to Criminal Rule 37, to ensure that the alleged victim(s), upon request, be given notice of all public proceedings involving the alleged criminal offense(s) against the victim(s) and the opportunity to be present at all such proceedings, the Court hereby directs the prosecuting attorney to provide such notice to the alleged victim(s), including notice of the rights enumerated in Division (B) below.
- (B) To the extent required by Article I, Section 10a of the Ohio Constitution or by the Revised Code, the alleged victim(s) shall have the opportunity to be heard in any public proceeding in which a right of the alleged victim is implicated, including but not limited to public proceedings involving release, plea, sentencing, or disposition.

Rule 37

Indigent Appeal Procedure

An indigent, where there is reasonable grounds to believe that prejudicial error has been committed during the trial proceedings, has the right of appeal. A Defendant has the right to seek leave to appeal a sentencing order of the Court, unless the sentencing was consistent with a joint recommendation pursuant to R.C. 2953.08. Defense counsel, upon determination that an appeal is meritorious, shall advise the indigent Defendant of her rights of appeal, the grounds for the appeal, and file the Notice of Appeal. At the time of the filing of the Notice of Appeal, counsel shall:

- 1.) File a Motion with the trial Court requesting an estimated cost of that part of the transcript required to perfect the appeal.
- 2.) File a Motion with the trial Court on behalf of the Defendant requesting the appointment of defense counsel.
- 3.) File a Motion with the Trial Court asking for approval of the cost estimate for the payment of the cost of the transcript.

Each Motion, upon a termination, must be terminated in the appropriate Court by Journal Entry.

Rule 38

(REPEALED 9/20/19)

Rule 39

Bankruptcy Adjudication

Whenever any party to an action pending in this Court files bankruptcy, the attorney of record or the party, if acting in a pro se capacity shall, within fifteen (15) days after filing bankruptcy, file written Notice of Filing with the Clerk of this Court. Such Notice shall include a copy of the Order Staying State Court actions or other appropriate documentation confirming and giving the date of such filing.

Such attorney or party shall likewise give such Notice to other counsel or pro se parties of record in such pending litigation; same to conform to requirements of Civil Rule #5.

Furthermore, such attorney or party shall file and serve all counsel or pro se parties notice of the lifting of any such stay within fifteen (15) days after such a stay is lifted by the Bankruptcy Court or operation of law.

Rule 40

Uniform Work-Release Program

WHEREAS Section 5147.28 et seq. of the Revised Code of Ohio provides for establishment of a prisoner work-release program, which said program may be established with the agreement of all Courts in the County or by the Presiding Judge of the Court of Common Pleas;

AND WHEREAS the current work release program established decades ago contains terms that are no longer feasible and are in need of revision;

AND WHEREAS the officials of all Courts in Auglaize County together with those persons and officials connected with the administration and with the working of such program having heretofore met and been consulted, and the Courts have agreed upon and have approved a uniform work release program provided in such cases;

THEREFORE BE IT ORDERED, ADJUDGED AND DECREED that a new prisoner work-release program be and the same is hereby established and adopted for all Courts of Auglaize County, Ohio, effective February 7, 2025, to replace the current work-release program in order that the Courts of this county may permit prisoners confined in jail in Auglaize County, Ohio, to have employment so that they can continue and that they may provide for restitution, payment of other bills and expenses and to provide a fund for themselves as upon their release from such institution;

Such prisoner work-release program shall be administered and shall be subject to the following rules, terms and conditions, which said rules may be complemented, amended or changed by Judgment Entry of this Court.

Section One--**RULES AND REGULATIONS**

1. At the discretion of the sentencing Judge in Auglaize County, Ohio, any prisoner sentenced to a County jail term may be permitted to participate in a Work-Release Program, provided:
 - a. At or before the time of sentencing, a defendant may make application to the sentencing Court. Any such applicant shall provide to the administrator of the program all information deemed necessary by the administrator as set forth below unless waived by either the administrator or the sentencing Court.
 - b. Any prisoner participating in a work-release program in Auglaize County, Ohio, shall be paid remuneration, subject to child support payments and/or garnishment, and have hours and other conditions of work substantially equal to those prevailing in the locality; provided, however, the sentencing Court may under special circumstances approve the work-release program for a wage less than the prevailing rate in the locality; but no employer may discriminate as to wages and hours against any such inmate/employee.
 - c. The Presiding Judge of the Court of Common Pleas shall appoint the person by separate journal entry to serve as the Administrator of the Work-Release Program as set forth herein, such position being necessary and proper pursuant to Section 5147.29 et seq. of the Ohio Revised Code. Such appointment shall be at the pleasure and discretion of said Presiding Judge and shall continue until said Administrator resigns or is replaced by said Presiding Judge.
2. Inmates serving sentences under the Work Release Program under commitment to the Auglaize County Correctional Center shall agree to abide by the rules, regulations and terms, established herein below pursuant to R.C. 5147.28(B). Failure to follow these may result in removal from the program.
 - a. Each inmate shall limit the hours of work-release to the hours of approved work plus a reasonable period of time for travel to and from the work site. Any inmate requesting additional travel time or modification to the hours of employment must justify the need for the additional travel time or modification to the hours of employment to the Work Release Administrator.
 - b. Each inmate shall provide the following information and items to the Work Release Administrator by providing a copy of the application and supporting documents to the Work Release Administration:
 1. Working Hours and Days of Week and the inmate's recent time card if available.
 2. Current Pay Check Stub.
 3. Valid Driver's License & valid Insurance Card if inmate is driving to/from work.
 4. The direct phone number and address of the supervisor for verification.
 5. If driving a vehicle to and from work, the inmate must provide a description of car and the license plate number in addition to No. 3, above.
 6. If being picked up for work, the driver's name and vehicle information and the driver must have a valid operator's license.
 7. The transportation time needed if inmate plans to walk or ride a bike to work.
3. Each inmate shall provide to the Work-Release Administrator a written record of earnings on a per pay period basis while on work-release program. Each inmate shall pay to the Work

Release Administrator immediately upon receipt of their pay a fee to be approved by the sentencing judge, after input from the Work Release Administrator, as follows:¹

A. The LESSER of:

a. 25% of the prisoner's income defined as follows:

I. GROSS wages, LESS:

i. All taxes withheld, including Federal, State and local income tax, FICA, and Medicaid,

ii. Group Health insurance single or family plan, plus

iii. Court Ordered Child Support withheld, equals the Net pay

Net pay as above total times 25% equals prisoner payment to WRA, OR

b. the actual cost of boarding the prisoner for a day.

B. At or after sentencing, inmate's attorney shall assist inmate in submitting the above documentation and proposed Work Release Agreement to the court with a copy for the WRA.

4. The inmate shall sign a WORK RELEASE AGREEMENT² as approved by the sentencing judge prior to participation.

5. The amount of monies paid by the inmate to the Work Release Administrator shall be applied and distributed by said Work Release Administrator as ordered by the sentencing judge, as follows:

a. Reimbursement of the county for the direct costs of administering the program and the cost of boarding the prisoner at a percentage as determined by the sentencing judge pursuant to division (D) of R.C. 5147.29, but may be lower than 25%;

b. A portion of the 25% received from the prisoner shall be applied as payment of restitution, fines, and court costs at a rate to be approved by the sentencing judge and spelled out in the Work Release Agreement, which payments for restitution, fines and costs shall be deposited with the Clerk at least monthly and at a schedule to be approved by the Clerk.

c. With the agreement of the Auglaize County Sheriff, 80% of the money received will be applied to the cost of boarding the prisoner for a day and 20% will be applied to restitution, court costs and fines.

Support of the prisoner's dependents as ordered by the sentencing judge will be paid directly by the employer or the prisoner to the CSEA, or to the appropriate person, and not from the amount received from the prisoner. The inmate SHALL pay the child support obligation to the appropriate CSEA or to an approved PAYEE for the benefit of his children, and failure to do so may result in termination from this program.

¹ R.C. 5147.29 applied.

² Using the Form approved by the sentencing judge.

6. Necessary travel expenses to and from work and other expenses incidental to employment, which has been provided for in the above computation and shall be the responsibility of the inmate.
7. Debts acknowledged by the prisoner in writing subsequent to his sentencing will be paid by the inmate from the balance the inmate controls after payment to the Work Release Administrator and shall be the responsibility of the prisoner.
8. Debts which have resulted in garnishment or other attachment of personal earnings will already have been deducted by the inmate's employer.
9. The Sheriff shall maintain complete and accurate records as to all prisoners employed in the work-release program with respect to all monies received and disbursed.
10. Inmates who are serving ten (10) days or less may be required to pay their room and board fee up front as determined by the Sentencing Judge.
11. Inmates driving to and from work may obtain fuel or food as needed at a location approved by the Work Release Administrator.
12. No prisoner on the work-release program shall be required to work in an establishment where legally constituted strike is in progress.
13. Employment in another County will not be permitted under the work-release program unless specifically authorized by the sentencing Court.
14. If the inmate's employment requires the inmate to travel to different locations, those locations must be communicated to the Work Release Administrator and must be approved prior to the inmate changing location of his work.
15. Each inmate employed in this work-release program shall be provided adequate and nourishing meals by the jail only if said employment allows her to be incarcerated during the serving of meals, and if this is not the case, then each prisoner shall provide his/her own meals.
16. Each inmate participating in the Work-Release Program shall follow all rules and regulations of the Auglaize County Correction Center.
17. Each inmate participating in the Work-Release Program shall complete and follow all rules and regulations set forth in the Work Release Program Packet as approved by the Work Release Administrator.
 - a. The Work Release Administrator shall provide the Auglaize County Common Pleas and Municipal Courts a current copy of the Work Release Program Packet and shall not modify the packet without approval from the Court.
18. Violation of the Rules and Regulations of the Work Release Program, the Auglaize County Correction Center, or the Work Release Program Packet may result in termination from the program.
 - a. If the Administrator deems a violation has occurred the inmate may be suspended from the program and the Administrator shall notify the Court that placed the Defendant in the program by 9:00 a.m. of the next Court day.
 - b. After notification of a potential violation, the Court may terminate the inmate's participation in the Work-Release Program, or may set a hearing to determine if the Defendant may continue in participation in the program.
19. The Judges of the Courts of Auglaize County and the Auglaize County Sheriff shall meet no less than one time per year to discuss the necessity for any changes to this program. The meeting will be schedule to occur directly after the first Elected Official meeting that occurs each calendar year.

20. Any person applying for the Work-Release Program may be denied by the sentencing court admission if they have an outstanding balance with the Auglaize County Correction Center for prior participation in the program or incarceration, and to the Auglaize County Clerk of Courts for unpaid fines and court costs.
21. The attached FORM 40(A) and FORM 40(B) are hereby adopted and shall be Appended to and a part of this Rule.
22. The Work Release Administrator and the Court's Probation Officers shall communicate regarding supervision the work release inmates and their progress while participating in this program.

The above Rule is hereby amended, effective February 7, 2025, and the Presiding Judge of each court shall cause a copy of the Amended Rule to be provided to the Ohio Supreme Court in accordance with the Rules of Superintendence.

IN THE AUGLAIZE COUNTY _____ COURT

STATE OF OHIO : Case No: _____

PLAINTIFF

Vs.

**WORK-RELEASE
APPLICATION
Form 40(A)**

DEFENDANT

[Attach additional sheets if more space is needed,]

Now comes the Defendant who moves the Court, in the event that this honorable Court sentences the Defendant to incarceration, that said incarceration be in the Auglaize County Correctional Center Work Release Program. In accordance with the Local Rules of Court which this Applicant has read and understands, Applicant provides the following information:

1. Defendant is employed at the following place of employment: _____

_____, Ohio.

Defendant's work days and hours are as follows:

2. Defendant has attached hereto a copy of his current pay stub (identifiers deleted), a copy of his most recent time card (Y or N), a copy of his valid Ohio Driver's License (identifiers deleted) (valid Y or N), a copy of his valid health insurance card (identifiers deleted) (valid Y or N), and if applicable a copy of his current valid auto insurance card.

3. Defendant ___ DOES or ___ DOES NOT have a valid operator's license, insurance and a vehicle to drive to and from his employment.

If so, the vehicle he will be driving is titled in the name of _____ and has Ohio License Plate No. _____ and is described as follows:

4. If the Defendant will NOT be driving to work, but will be:

_____ walking _____ riding a bicycle _____ taken by someone

5. If being taken to and from work, that person will be _____

who is _____ a co-worker _____ a family member _____ friend _____ paid driver

6. The Defendant's immediate supervisor is _____ who can be contacted to verify this information at the following telephone number and email address:
- _____
7. The next date and time I am supposed to report to work following my scheduled sentencing hearing is on the _____ day of _____ at _____ o'clock __.m.
8. I have _____ accumulated days vacation time that I can take immediately upon my sentencing.
9. I have been employed at the above place of employment most recently and continuously since the _____ day of _____, _____.
10. a. I ___ DO or ___ DO NOT have a retirement plan (401(k) or otherwise) at this employment.
- b. I ___ DO or ___ DO NOT have a health insurance plan through this employer.
- c. I ___ DO or ___ DO NOT have child support deducted from my pay.
11. I receive my pay _____ by check
 _____ by deposit into my account at _____ Bank
 _____ other (specify) _____.
12. I ___ DO or ___ DO NOT have legal custody of minor children who
 ___ DO or ___ DO NOT live with me.
14. I ___ DO or ___ DO NOT have a child support order that ___ requires me to pay child support; that ___ requires someone to pay child support to me. (check all that apply.)
15. I have attached a list of all real estate I own any interest in, including the location and the value of each property as shown by parcel number on the Auditor's records or appropriate records of the state where the property is located.

I declare that the above information is true and accurate subject to criminal penalties for falsifying any of this information.

 Defendant

IN THE AUGLAIZE COUNTY _____ COURT

STATE OF OHIO,	:	Case No: _____
PLAINTIFF	:	
	:	
Vs.	:	WORK-RELEASE
	:	AGREEMENT
_____	:	Form 40(B)
_____	:	
DEFENDANT	:	

I, _____ being in the custody of the Sheriff of Auglaize County under sentence of a court of Auglaize County, agree to abide by the rules and regulations of the WORK RELEASE PROGRAM in order to become eligible to participate in that program. I have received a copy of the LOCAL RULE OF COURT that contains those rules and I acknowledge that I understand them and agree to comply with each of them. In addition to those rules, I specifically agree to the following:

- (1) The prisoner agrees and understands that he/she is to go directly to his/her place of employment and return directly therefrom without exception at the end of the working day, subject to the Order of the Court, unless the Work Release Administrator (WRA) or his designee or the Court has approved stops for food or fuel in writing;
- (2) The prisoner agrees to furnish and provide his/her own transportation to and from the Auglaize County Jail subject to the approval of the Work Release Administrator, his designees or the Court.
- (3) The prisoner agrees that he/she will under no circumstances drink alcoholic beverages or consume any marijuana or any controlled substances, shall not possess or consume any tobacco products or vapes, or use social media during the period of his/her participation in the work-release program.
- (4) The prisoner will not leave his/her place of employment for any purpose other than to return to the Auglaize County Jail, subject to the Order of the Court, unless approved in writing by the WRA or WRA's designee.
- (5) The prisoner understands and agrees that he/she will make an accurate record of the time he/she enters and departs both from work and the Auglaize County Jail.
- (6) All prisoners will provide to the work-release administrator a written record of earnings on a weekly basis while on the work-release program.

All prisoners will provide the work-release administrator payments as set forth below immediately upon receipt of any income. All prisoners are required to provide the work-release administrator their written documentation of all wages and income immediately upon receipt, and also their final written record of earnings and income to settle their obligations prior to or after discharge.

The prisoner agrees to do what is necessary to complete the payments when due.

(7) The Defendant represents to the Court that his/her wages and income are as follows:

(a) From employment at the following employer: _____

At the following rate of pay: Salary per _____ in the amount of \$ _____

Hourly at \$ _____ per hour

PAYABLE ___ daily ___ weekly ___ bi-weekly ___ semi-monthly ___ other

Bonuses (if any) \$ _____ payable _____

(8) That my regularly scheduled work schedule is as follows:

Any changes in work hours/schedule must be reported immediately to the Work Release Administrator.

(9) That I ___ DO or ___ DO NOT have mandatory overtime in my job.

(10) That I ___ DO or ___ DO NOT have voluntary overtime offered to me in my job. If so, my voluntary overtime ___ IS scheduled in advance ___ IS NOT scheduled in advance. The Work Release Administrator may deny the inmate's participation in voluntary overtime. The Defendant may appeal this decision to the sentencing Court.

(11) That I ___ DO or ___ DO NOT have minor children or owe back child support.

(12) That I ___ DO or ___ DO NOT have child support taken out of my pay and if applicable, in the amount per pay period of \$ _____

(13) That I ___ DO or ___ DO NOT have minor children that I have custody of and who reside with me in my household. If so, what are their ages: _____

(14) That I ___ DO or ___ DO NOT support my minor or disabled adult children. If so, how many? _____ Where do they live? _____

(Attach proof of your relationship to them, and proof of your payments.)

(15) That I ___ DO or ___ DO NOT receive other income from any other source. If so, list that income source and amount(s) and explain.

FILL OUT AND ATTACH THE FINANCIAL DISCLOSURE FORM OPD-206R.

- (16) The prisoner agrees to hold the County of Auglaize, the Court, the Sheriff, the Work-Release Administrator, and any of the county employees harmless for any injuries or damages which the prisoner might suffer while outside of the Auglaize County Jail and while participating in the Work-Release Program.
- (17) The prisoner understands and agrees that while outside the jail, he/she will not visit with or communicate with family or friends or have a cell phone in his/her possession or under his/her control.
- (18) The prisoner understands and agrees that while outside the jail, he/she will not send or receive mail.
- (19) The prisoner understands and agrees that he/she will not carry mail or packages into or out of the jail without specific approval of the Sheriff or one of his officers.
- (20) The prisoner understands that if he/she fails to return to the jail as the work release rules require, he/she will be charged with escape.
- (21) Defendants agree that they will be responsible for their own medical costs while on the work-release program. All prisoners will coordinate their medical and/or dental appointments based on approval by the Work Release Administrator's designee. It is the prisoners' responsibility to arrange their own transportation to their medical and/or dental appointment subject to approval by the Work Release Administrator's designee. The Sheriff will provide medical services to prisoners in an emergency.

PAYMENTS DUE FROM THE DEFENDANT

After consideration of the requirements of R.C. 5147.28 *et seq.*, the information provided to the Court by the Defendant, the rights of the victim(s) if any, the Court finds that the following payments by the Defendant to the Work Release Administrator's designee is fair and equitable.

The prisoner agrees that the prisoner will pay the Work-Release Administrator's designee twenty-five percent (25%) of the inmate's gross earnings less standard payroll deductions for taxes, Court Ordered child support and insurance as set forth in the Work Release Program Rules (*but not garnishments, 401(K) or other pension or retirement plans, Ohio 529 plans, or charitable contributions*) each pay period immediately upon receipt of those wages or salary. Said amounts will be determined based upon the pay received each pay period commencing immediately upon entering the program. Prisoner shall provide proof of his pay and allowable deductions.

PROVIDED, however, that upon receipt of the Defendant's first pay after acceptance into the Work Release Program, the Defendant shall pay a one-time additional amount equal to one-half of item (a), below, for security of payments due for all the days Defendant serves.

The Work Release Administrator's designee shall apply that portion of the inmate's earnings for the following purposes in the order stated, per pay period as follows:

- (a) The room and board of prisoner per day of incarceration up to 80% of the money received from the prisoner. The payment may be less than, but shall not exceed, the

actual cost of boarding the prisoner for a day as set in the Work Release Program Packet.

- (b) The remaining balance of the monies received from the prisoner, but not less than 20% of the monies received each pay period shall be distributed to the Clerk pursuant to the Local Rules and Regulations paragraph 5(b), and applied toward payment of court costs, restitution, supervision fees, mandatory fines and other fines, in that order.

The debts owed by the inmate to the Court are as follows:

- (a) Payment of court cost.in the amount of (subject to increase) \$ _____
- (b) Payment of restitution in the amount \$ _____
- (c) Payment of fines in the amount of \$ _____

- (c) If all court costs, restitution, supervision fees, and fines have been paid in full, the entire remaining balance shall be applied for room and board, subject to the limitation in the statute of the actual cost of incarceration.
- (d) Any balance of the payments received from the Defendant/inmate not needed to satisfy all monies owed as listed in (a) through (c), above, at the conclusion of the Defendant’s work release shall be first applied to all outstanding financial obligations owed by the Defendant to the Clerk on any case, and then the balance shall be released to the Defendant upon release from local incarceration and/or at the successful conclusion of the work release sentence.

I have read and agree to all of the above terms and conditions, and I have received a copy thereof for my own records.

Prisoner

_____, _____
Date

Upon motion of the Defendant and consideration of the record including the application, IT IS HEREBY ORDERED, ADJUDGED AND DECREED that the above Work Release Agreement is hereby APPROVED.

The Clerk of Courts shall cause a copy of this Journal Entry to be served upon the Auglaize County Sheriff, Auglaize County Correction Center, the Probation Department of this Court, and all counsel of record by hand delivering the same, or electronic means if available, or by regular U.S. mail, at the Clerk’s discretion.

IT IS SO ORDERED.

Judge

Rule 41
Conduct at Trial

(A) Trial Counsel shall meet in Chambers with the Court on day of Jury Trial at least thirty (30) minutes before time set for trial.

(B) Prior to trial, counsel for the parties shall be provided by the Court with copies of Juror questionnaires which have been previously completed by perspective Jurors and directed to the Court. During voir dire, Counsel may not inquire of Jurors as to matters satisfactorily and completely answered in the questionnaires. Counsel may not copy the Juror questionnaires furnished to them, and must return the jury questionnaires to the Court promptly after voir dire.

(C) Except when making objections during testimony, Counsel shall rise and remain standing when addressing the Court or Jury.

(D) Witnesses shall be expected to take the stand in all cases, unless prevented from doing so by physical infirmity. A witness, not a party, when examined, cannot be recalled without express permission of the trial Judge.

(E) Only one (1) Counsel on each side will be permitted to examine the witness on the trial of a case. Only the same Counsel who examines the witness will be permitted to object.

(F) The Court Reporter shall be the official custodian of all exhibits offered and admitted during the trial of any cause. The same shall be retained by her until otherwise ordered by the Court.

(G) After a Judgment and appeal, or after appeal time has expired without appeal, Counsel for each party shall, upon issuing a receipt to the Court Reporter therefore, obtain return of the exhibits introduced into evidence by such Counsel and cause them to be returned to the owner. In cases of doubtful ownership of the exhibits, Counsel shall bring the matter before the Court for determination.

(H) The plaintiff or movent in any proceedings shall be seated to the left of the Court (adjacent to the jury box).

(I) Any party or their Counsel, who requests a view of the premises or scene, must make a request in writing for such not later than seven (7) days prior to the scheduled date of trial. No requests will be honored if made with less than seven (7) days notice. View requests will be granted only upon a showing to the Court that it will expedite or make the testimony of witnesses more understandable, and that it is necessary in the interest of substantial justice.

Rule 42

Findings of Fact and Conclusions of Law

When a party requests the Court to state its findings of fact separately from its conclusions of law under the provisions of Civil Rule #52, the party requesting such statement shall within five (5) days after receipt of notice of the Court's decision, submit to the Court a statement of proposed findings of fact and conclusions of law and shall serve copies thereof on all opposing parties or their Counsel. Within five (5) days after receipt of such proposed statement of findings of fact and conclusions of law, opposing Counsel shall submit and similarly serve their proposals.

For want of strict compliance with this Rule on the part of the party requesting this statement of findings of fact and conclusions of law, the Court will enter a general finding.

A party moving for dismissal pursuant to Civil Rule #41(B)(2) shall submit to the Court proposed findings of fact and conclusions of law in writing together with his Motion for Dismissal.

Rule 43

Withdrawal of Trial Counsel

A trial Counsel shall not be permitted to withdraw from any action at any time within forty-five (45) days in advance of trial or hearing. At other times withdrawal shall be permitted only:

- (A) Upon written application with the written consent of his or her client and the entry of appearance of a substitute trial Counsel, or;
- (B) Upon written application showing a good cause, and service of a copy of this Rule and notice to the client, and upon such terms as the Court shall impose.

If Counsel for a party shall die or formally enter withdrawal from a case, a party shall have fourteen (14) days in which to secure new Counsel. During such time no actions shall be taken in said cause unless the Court shall determine that suspension shall work an injustice to the opposite party. Upon application of the parties, said time may be extended. If a party fails to procure Counsel within fourteen (14) days or fails to request the Court for an extension, all pending actions will be assigned as in any other case, and the case will proceed. In such case, notice of assignment, filed with the Clerk and made a part of the original papers will be deemed notice to the party without Counsel.

Any Counsel formally withdrawing from a case shall advise the party to the action of this rule by furnishing a written copy of such rule to the party.

Rule 44
Courtroom Procedure

(A) No photographic, television, recording, broadcasting, telephonic equipment or devices shall be used within the confines of the Courthouse, and in official business, unless otherwise approved by the Court for trial related proceedings and as long as such action is approved by Canon 3(A), Ohio Code of Judicial Conduct. All requests pursuant to this rule shall be received no later than 4:00 p.m. at least one business day prior to the hearing.

(B) Spectators and others will be seated in the Courtroom on a first come, first serve basis for whom seats are provided behind the rail, and remain there until such time as the Court declares a recess or adjournment. The Court may, in the public interest, reserve seats for the victims' representatives and public media, this Rule notwithstanding.

(C) No person shall have on his person or under his control any dangerous weapon or dangerous ordinance other than police officers on official business. Any person within the confines of the Courthouse shall be subject to search at any time by the Sheriff of Auglaize County, Ohio. The Sheriff is further directed to search any and all spectators at his discretion.

(D) The Courtroom shall be cleared at all 12:00 noon recesses.

(E) Representatives of the media will under no circumstances question or converse with prospective or selected Jurors concerning a cause set for trial, nor photograph any jurors, nor photograph or record any witness without the express consent of the Court.

(F) No person except officers of the Court and duly authorized persons shall be permitted in front of the railing or bar of the Common Pleas Courtroom.

(G) There shall be no eating, drinking or smoking in the Courtroom.

(H) Any person violating any part of this Rule shall be subject to a finding of "Contempt of Court" and punished accordingly.

Rule 45

Guidelines for Counsel in Jury Trials

The following guidelines for counsel involved in Jury Trials in this Court are established in the hopes that they will not only enhance the likelihood of a fair trial, but also will permit the trial to run more smoothly.

I. VOIR DIRE EXAMINATION:

During voir dire counsel should not:

- (A) Argue the case.
- (B) Engage in efforts to indoctrinate, visit with or establish “rapport” with Jurors.
- (C) Question Jurors concerning anticipated instructions or theories of law, or Jurors’ “understanding” of various legal principles yet to be explained to them.
- (D) Ask Jurors what kind of verdict they might return under a hypothetical state of facts.
- (E) Seek a pre-commitment from a Juror to a factual or legal proposition that is in issue.

II. CHALLENGES TO JURORS:

All challenges, whether peremptory or for cause, shall be addressed to the Court outside the hearing of the Jury at the bench.

III. OPENING STATEMENTS:

Opening statements of counsel afford an opportunity to explain to the Jury the issues in the case and summarize the facts that counsel expect the evidence will show. Argument in support of the client’s case should not be made during opening statements. Counsel may use visual aids such as charts, graphs, maps, photographs, models or other graphic devices, but leave the Court for such use should be first obtained unless the visual aid has, outside the presence of the Jurors, already been admitted into evidence or its use has been approved by stipulation of all counsel.

IV. OBJECTIONS AND TRIAL MOTIONS:

Generally speaking, except when the Court feels it necessary to act sua sponte to prevent a manifest miscarriage of justice, the Court will make rulings on evidentiary and related matters only upon appropriate objection or Motion of counsel. Objections or Motions

should be made promptly and should state the basis or grounds for the objection or the nature of the Motion, but without argument unless or until invited by the Court. “Speaking” objections or Motions, that is, objections or Motions in which counsel argue the basis or ground of the objection or Motion, should be avoided. All objections or Motions should be addressed to the Court and at no time should counsel address one another directly except for perfunctory matters of courtesy, such as stating the page and line number of a Deposition to which reference is made. All argument in support of or against an objection or Motion, unless otherwise directed by the Court, should be out of the hearing of the Jury, either in a low voice at the bench or after the Jury has been excused.

V. EXAMINATION OF WITNESSES:

Ordinarily, counsel should remain at or behind the lectern when examining a witness. However, counsel may approach a witness for the purpose of showing a witness a document or other object. Before approaching a witness for any other purpose, counsel should request permission from the Court. For limited or brief examination, counsel may conduct such examination from his position at counsel’s table, but should always stand while conducting examination of the witness or while addressing the Court. Counsel, upon completing examination of the witness, whether on direct or cross, should so state to the Court and the Court will then direct such further examination of the witness as may be appropriate.

VI. RECORD AWARENESS:

Please remember that while all present in the Courtroom may be fully aware of the document or exhibit which you show to a witness and say, “I now hand you this document”, and while all present in the Courtroom may understand what the witness means when he points to a drawing and says “I was standing over here”, one who subsequently reads the Court Reporter’s transcript of the proceedings will have no idea of what was meant by “this document” or “over here” without the exhibit number. Have the witness identify where “over here” is, preferably by an identifiable symbol on the map, chart or drawing, etc.

VII. FINAL ARGUMENT:

Arguments should be limited to matters in evidence and all inferences fairly and reasonably to be drawn from the evidence together with reference to matters of common and every day knowledge. Except where a different procedure may be required in a complex case, the order of argument is (1) Plaintiff’s summation; (2) Defendant’s summation, including rebuttal of the Plaintiff’s summation, and; (3) Plaintiff’s rebuttal of Defendant’s summation.

While the Court will generally give counsel wide latitude, there are some areas which are improper for argument and which are generally known by experienced trial counsel. While not meant to be an exclusive list, the following are considered by the Court to be improper during closing argument.

- (A) Reading from the Pleadings is not allowed.
- (B) Counsel may not testify in the guise of argument by suggesting that he has personal knowledge of the facts in the case or of matters outside of the evidence, nor should counsel assert his personal belief in the justice of his cause.
- (C) Plaintiff's counsel may not comment on his client's obligation to pay an attorney's fee out of the gross damages awarded by the Jury.
- (D) The Golden Rule Argument – requesting the Jury to put itself in the place of one of the parties and reach a verdict according to how the Jury would wish to be treated in the same position – is improper.
- (E) Personal attack on opposing counsel is to be avoided.
- (F) Argument which in any way attempts to relate to an individual Juror or which attempts to elicit a direct or immediate response from a Juror is improper.
- (G) Any argument which seeks to appeal to sympathy, bias or prejudice, or seeks to inflame the Jury by arousing in them any feeling of hatred or distrust of a party or counsel is improper. The Jury's duty is to fairly and dispassionately consider and weigh the evidence, to decide the disputed issues of fact, and to apply the law to the facts as it finds them from the evidence. It is not the Jury's duty to "send a message" to anyone.

Rule 46

CONDITIONS OF COMMUNITY CONTROL

All persons subject to supervision by the Ohio Adult Parole Authority Probation Officers in all cases in this court, whether by reason of a conviction and sentence to Community Control Sanctions, or by reason of Intervention in Lieu of Conviction, shall be subject to the special conditions ordered in that individual case, IN ADDITION TO the following standard conditions of supervision:

1. Defendant shall obey all federal, state and local laws and ordinances, including Chapter 2923. of the Revised Code relating to conduct involving firearms and other deadly weapons, and all orders, rules and regulations of the Ohio Department of Rehabilitation and Corrections.

2. Defendant shall always keep Defendant's supervising officer informed of residence and place of employment. The Defendant shall obtain written or verbal permission from the supervising officer before changing either residence or employment. The Defendant shall understand that if Defendant absconds supervision, Defendant may be prosecuted for the crime of Escape under section 2921.34 of the Revised Code in addition to consequences for violation of their underlying case;
3. Defendant shall not leave the State of Ohio without written permission of the supervising officer;
4. Defendant shall not enter the grounds of any correctional facility or jail nor attempt to visit any prisoner or inmate without the written permission of the supervising officer. The Defendant shall not communicate with any prisoner in any manner without obtaining permission from the Defendant's supervising officer;
5. Defendant shall follow all verbal or written orders given by their supervising officer or other authorized representatives of the Court or the Department of Rehabilitation and Corrections;
6. Defendant shall not purchase, possess, own, use or have under their control any firearms, ammunition, dangerous ordnance or weapons, including chemical agents, electronic devices used to immobilize, pyrotechnics and/or explosive devices or any object indistinguishable from a firearm or dangerous ordnance;
7. Defendant shall not purchase, possess, use or have under their control any narcotic drug or other controlled substance or illegal drugs, including any instrument, device or other object used to administer drugs or to prepare them for administration, unless it is lawfully prescribed by a licensed physician. Defendant shall inform the Defendant's supervising officer promptly of any such prescription and shall agree to submit to drug testing as required by any supervising officer or any law enforcement officer;
8. Defendant shall report any arrest, citation of a violation of the law, conviction or any other contact with a law enforcement officer to the Defendant's supervising officer no later than the next business day;
9. Defendant shall agree to a search, without warrant, of their person, motor vehicle or place of residence by a supervising officer or other authorized representative of the Department of Rehabilitation and Corrections at any time. *Notice: Pursuant to section 2967.131 of the Revised Code, Officers of the Adult Parole Authority may conduct warrantless searches of the offender's person, their place of residence, their personal property, or any property which they have been given permission to use if they have reasonable grounds to believe that they are not abiding by the law or terms and conditions of their supervision;*
10. Defendant shall agree to sign a release of confidential information from any public or private agency if requested to do so by their supervising officer;
11. Defendant shall not associate, without the prior permission of the Defendant's supervising officer, with persons having a criminal background and/or persons who may have gang affiliation, or who could influence the Defendant to engage in criminal activity;

12. Defendant shall give all information regarding their financial status to assist in determining their ability to pay specific financial obligations, to their supervising officer and shall agree to comply with all financial obligations, including child support and/or supervision fees as ordered by any court and/or the Department of Rehabilitation and Corrections;
13. Each person under supervision shall pay a supervision fee as set by the Court by separate entry in accordance with the Ohio Revised Code, due each month. Failure to pay as ordered shall result in violation charges being filed.
14. The Defendant shall either obtain high school diploma or G.E.D.
15. All persons under supervision of the Ohio Adult Parole Authority for the Auglaize County Common Pleas who have custody of, or who reside in the same household with any children of school age, including preschool children enrolled in Kindergarten, Pre-kindergarten or Head Start Programs, shall be responsible to ensure that each of said children shall be awakened at an appropriate time, bathed and have appropriate hygiene, clothed with clean, laundered clothing of appropriate weight (warmth) for the weather, and shall have appropriate meals, including specifically breakfast, and shall arrive at school on time, each and every school day.
16. During the period of the sanctions, the Defendant must abide by the law and must not leave the State of Ohio without the permission of the Court or the Defendant's Probation Officer.
17. The Defendant shall neither consume nor possess any alcoholic beverages, or substances of abuse, harmful intoxicants, or drug paraphernalia.
18. The Defendant shall not visit or be present on any premises where alcohol is served or substances of abuse, harmful intoxicants, or drug paraphernalia are present.
19. Obtain and maintain full-time employment.
20. Obtain and maintain mental health counseling to include alcohol and substance abuse issues as approved by the Probation Officer.
21. The Defendant shall be subject to testing of his/her breath, hair, blood or urine as requested by any Probation Officer or Law Enforcement Officer at any time. Failure to submit to a bodily substance test shall be grounds for revocation of Community Control Sanctions. Said testing shall be at the expense of the Defendant.
22. The Defendant shall submit his/her person, property, place of residence, vehicle, personal effects, to search at any time, with or without a search warrant, warrant of arrest or reasonable cause by any Probation Officer or Law Enforcement Officer.
23. The Defendant shall also abide by all terms and conditions of his/her supervision through any other Court as ordered by any other Court.
24. The Defendant shall not operate a motor vehicle without a valid operator's license and proof of insurance provided to his/her Probation Officer.
25. The Defendant shall pay all Restitution (plus any surcharge), fine, and costs in full within 90 days through the Clerk of Courts. If Defendant is unable to pay said obligations he/she shall apply for an extension which includes a proposed payment schedule to be approved by the Court.

Local Rule 47

CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT –

The purpose of this local rule is to define the specific local court requirements and processes that support a Petitioner’s application for a Certificate of Qualification for Employment (CQE) as set forth in Revised Code 2953.25 and related rules established by the Ohio Department of Rehabilitation and Corrections (DRC).

A. In order to request a CQE, the Petition for Certificate of Qualification for Employment (RC 2953.25) [Form A] shall be filed with the Clerk of Courts by the Petitioner, **after completing the petition process online through the DRC (www.drccqe.com)**. **The Clerk and the Court do not avail computers to the public for internet access.**

1. The Petitioner shall provide the DRC Electronic Petition Number and attach a printed receipt of electronic filing.
2. All Petitions shall be accompanied by the Department of Rehabilitation and Corrections CQE Summary (CQE Summary).
3. Any Petition submitted to the Clerk without the DRC Electronic Petition Number and attached printed receipt of electronic filing and without the Department of Rehabilitation and Corrections CQE Summary (CQE Summary) shall be stricken and not be considered by the Court.

B. Before any action is required to be taken on the Petition, the Petitioner must pay a deposit in the amount of **\$100.00**. Payment of this deposit may be made in any form otherwise accepted in the court of filing.

The Judge may waive some or all of the deposit otherwise required by this Rule. The Petitioner may submit an Affidavit of Indigency (Form B) or other relevant information for the Court’s consideration if requesting a reduction in the filing fees. **Said Affidavit of Indigency shall be submitted to the Court for approval prior to the filing of petition.**

C. All social security numbers and other information that must be excluded from public record shall be redacted in accordance with the rules of this court and the Rules of Superintendence. Records or information received by a court to assist the court with making its decision under Section 2953.25 of the Revised Code, including information included on a petition, shall retain their character as public or non-public records, as otherwise provided in law.

D. Upon receipt of a Notice of Petition and the required deposit, the Clerk of Courts shall assign the Petition a miscellaneous civil case number and randomly assign the matter to a trial judge.

E. The Court shall obtain a criminal history for the Petitioner, either through the investigation ordered in support of the Petition (see Order for Investigation (Form F)) or otherwise.

F. The Court's investigating officer shall attempt to determine all other courts in the state in which the Petitioner has been convicted of or plead guilty to an offense through review of the Petitioner's criminal history or other investigation.

1. The Court's investigating officer shall submit a list of these courts to the Clerk of Court for purposes of notification and request for information.

G. The Clerk of Courts shall send a Notice to Court Regarding Petition for Certificate of Qualification for Employment [Form C] and Submission of Information Regarding Petition for Certificate of Qualification for Employment (Form E) to each court so identified. Such Notice shall be sent via ordinary US mail.

H. The Clerk of Courts shall also send a Notice to Prosecutor Regarding Petition for Certificate of Qualification for Employment [Form D] and Submission of Information Regarding Petition for Certificate of Qualification for Employment (Form E) to the Prosecuting Attorney of the county in which the Petition was filed.

I. The Judge shall review the Petition, criminal history, all filings submitted by the prosecutor or victim in accordance with the rules adopted by the division of parole and community services, and all other relevant evidence.

1. The Judge may order any report, investigation or disclosure by the Petitioner that it believes is necessary to reach a decision (see Order for Investigation (Form F) and Order for Additional Information (Form G)).

J. Once all information requested has been received, a Judge shall decide whether to Grant (Form H) or Deny (Form I) the Petition within sixty days, unless Petitioner requests and is granted an extension of time.

K. The Clerk shall provide a written notice to the Petitioner of the Court's Decision and Judgment Entry.

1. If denied, the notice shall include conditions, if any, placed on subsequently filings and language that a final appealable order has been filed.

2. The Clerk shall also notify the DRC of the disposition of the petition as required under the Administrative Rules, and if granted order the DRC to issue the CQE to Petitioner.

RULE 48

Local Rule on Mediation in Civil Division

Pursuant to Ohio Rules of Superintendence 6 and specifically, 6.05, the Court encourages but does not require Mediation to be used by the parties unless specifically ordered in an individual case.

Accordingly, the parties choosing to use mediation by agreement to the parties in a civil dispute shall comply with the Ohio Uniform Mediation Act pursuant to R.C. Chapter 2710, and the mediators shall be selected by mutual agreement of the parties among those who qualify pursuant to Superintendence Rule 6.04 and shall be paid by the parties as they may agree in advance. The Court shall not be responsible for the quality of a mediator selected by the parties pursuant to Sup.R. 6.05.

The files maintained by a mediator but not filed with a clerk or submitted to a court shall not be available for public access pursuant to Sup.R. 11.

Cases which shall not be eligible for mediation, and this rule does hereby prohibit the use of mediation as an alternative to the prosecution or adjudication of domestic violence; in determining whether to grant, modify, or terminate a protection order; in determining the terms and conditions of a protection order; and in determining the penalty for violation of a protection order. This rule shall not be used for cases involving domestic violence.

At the initial scheduling conference, the parties shall be prepared to discuss and determine whether the case is an appropriate case for mediation, so that the Court may allow time for completion of the mediation efforts in its scheduling order.

RULE 49 – Reserved.

RULE 50

JUVENILE DIVISION PLEADING AND PRACTICE

RULE 50.01 GENERAL

- A. The Local Rules of the Civil, Criminal and Domestic Relations Divisions will apply herein unless clearly inapplicable. The Superintendence Rules will also be followed.
- B. Fines and Court costs are due on the date imposed unless other arrangements are made with the Court.
- C. If Counsel are ordered to prepare Judgment Entries, same shall be filed within fourteen (14) days unless other arrangements are made.
- D. A verbatim recording of all Court proceedings will be made with the exception of Juvenile traffic and tobacco cases. The Court will only record juvenile traffic or tobacco cases upon request and in accordance with the Juvenile Rules.
- E. Costs of housing a child in detention, shelter care, rehabilitation center, Department of Youth Services facility or any other out of home placement will be assessed to the child's parents, guardians or custodians, on a per diem basis, as child support, and said child support shall be set and collected according to applicable statute and Ohio child support guidelines, as in cases of the allocation of parental rights and responsibilities. Parents shall be prepared to disclose their financial condition, including their annual income, at disposition. A hearing may be requested to determine ability to pay.
- F. The child and parents or the parties shall attend all pre-trial or preliminary conferences with their counsel, if represented. Preliminary or pre-trial conferences involving children and parents or parties not represented by counsel, shall be conducted in the courtroom and on record at the request of any party. At preliminary conference or pre-trial, Counsel or parties shall provide the names of witnesses to the Court, be prepared to discuss legal issues and have their schedule available to establish a trial date. If a Final pre-trial becomes necessary, the same procedures will apply.
- G. Counsel representing children, parents or parties shall file a notice of appearance with the Court and provide a copy to opposing counsel or parties. The Prosecuting Attorney shall provide discovery to applicable counsel as soon as practicable after written request or upon receipt of the notice of appearance of counsel whichever occurs earlier.

- H. Courtroom attendance in matters involving children is restricted to the child, parents, guardians or custodians, foster care providers, probation staff, court staff, children's services staff, investigating officer, complainant and counsel. Others may attend only after specific permission of the Court is obtained. Proper decorum and attire in the courtroom shall apply at all times.
- I. All files and records of the Court and the Juvenile Probation Department are confidential and not open to public inspection, in cases of delinquency, unruliness, traffic, tobacco, abuse, dependency and neglect. The inspection of Court records by attorneys or interested parties may be permitted after approval is obtained from the Court. This rule does not apply to the Prosecuting Attorney's Office or Juvenile Probation Department acting in the scope of their official duties. Access to Court proceedings by the press will be allowed only after written application and hearing, pursuant to applicable statute and Juvenile Rule.
- J. Complaints alleging abuse, dependency, neglect, unruliness, delinquency, tobacco offenses or alleging crimes against adults must be screened, prepared and filed by the Prosecuting Attorney's Office. Any other such Complaint may be filed only with leave of Court having first been obtained.
- K. In matters in which a child may be detained or an adult incarcerated, the child, parents or the adult has the right to be represented by legal counsel at public expense, if indigent. After preliminary inquiry and satisfaction that the request is made in good faith, the matter will be referred to the Office of the Auglaize County Public Defender and the Public Defender will commence representation. In all proceedings, parties may have representation by Counsel of choice.

RULE 50.02 – UNRULY, DELINQUENCY AND TOBACCO OFFENDERS

- 1. Complaints alleging a child to be unruly, delinquent or tobacco offender must be screened and filed through the office of the Prosecuting Attorney. Said complaints will bear the Prosecuting Attorney's endorsement as to whether the child is eligible for diversion and must be accompanied by a Juvenile Arrest Report.
- 2. All Complaints charging non-residents shall be transferred to the Juvenile Court in the county of residence unless good cause is shown to do otherwise.
- 3. Complaints received upon transfer from other jurisdictions shall be filed and processed in the same manner as if originally filed herein and shall be reviewed by the Prosecuting Attorney as to eligibility for diversion. Summons shall not issue until the Prosecuting Attorney has endorsed the Complaint with regard to appropriateness for diversion.

4. The Clerk shall prepare the summons on a form prescribed by the Court and cause it along with a copy of the complaint to be served within ten (10) days by mail unless an alternate form of service is requested. The summons shall contain a date for adjudicatory hearing, which shall be on the first available date within sixty (60) days.
5. The Clerk shall cause a copy of the complaint, juvenile arrest report and the child's court history to be transferred to the Juvenile Probation Department for review and recommendation except in cases of tobacco offenses.
6. The child, parents and Counsel, if any, shall appear at the adjudicatory hearing. If an admission is entered, the Court may proceed to disposition. If a denial is entered or appointed counsel requested, the matter will be assigned to a preliminary conference or contested adjudicatory hearing and the Court will review the matter to determine if any temporary orders are warranted.
7. Upon arrest of a child, a detention hearing will be held within forty-eight (48) hours either by the Court or by personnel at the detention facility. A complaint or probation violation will also be filed within the same time constraints. Adjudicatory hearing for the detained child will be held within ten (10) days unless the time is enlarged by order of the Court.
8. Persons over the age of 18 and subject to the jurisdiction of the Juvenile Court, upon arrest and detention in a County Jail, have a right to reasonable bond and counsel as in the case of any other adult.
9. Tobacco Offenders shall pay fines and costs on the date of the court appearance. If ordered to attend a tobacco education program, the child and parents are responsible for the payment of the class fee before attendance will be permitted. Failure to attend class or pay the fee will result in further Court action.

50.03 - JUVENILE TRAFFIC OFFENDERS

1. All Complaints alleging a child to be a juvenile traffic offender shall have a juvenile arrest report or other statement of facts attached. If an accident occurred as a result of the traffic offense, a copy of the accident report shall be attached along with a copy of the child's previous traffic record.
2. Unless good cause exists not to do so, all Complaints charging non-residents shall be transferred to the foreign Juvenile Court having personal jurisdiction over the alleged offender for further proceedings.
3. A waiver or bond forfeiture will not be accepted from any resident alleged to be a JTO as the child and at least one parent must personally appear in Juvenile Traffic

Court. Bond will be established in an amount equivalent to the maximum fine for the alleged traffic offense for nonresidents not otherwise required to make an appearance in court.

4. The Clerk will prepare the Summons and cause it along with a statement of rights to be served on the parties by mail. The Summons will contain the date of the next Juvenile Traffic Court, which is normally held weekly.
5. If a denial is entered, the case will be scheduled for preliminary conference and then scheduled in the same manner as all other cases.
6. Children who have operators license suspensions and have been granted driving privileges must carry the privilege slip with them when driving and the privileges will terminate upon receiving a citation for a new traffic offense.
7. Children who have OL suspensions must comply with all requirements of the Court and the Ohio BMV in order for their license to be returned to them.
8. Proof of insurance, as of the date of the traffic violation and in the amounts required by law, is required to be shown, at the time of any Court appearance and at any other time the Court directs.

50.04 PARENTAGE AND CUSTODY ACTIONS

1. Parentage actions may be filed by CSEA or privately. If filed privately, CSEA will be served a copy of the complaint.
2. In order to pursue the allocation of parental rights and responsibilities in a parentage action, there must first be a judicial or administrative determination of parentage unless the law otherwise allows. Thereafter, the allocation of parental rights may be pursued.
3. In Parentage or Custody actions where legal custody of the children is being sought by third parties, the third party must first seek to be joined into the action. The Court will wait fourteen days after service of the joinder motion on the parents or custodians before ruling on the joinder. Assuming joinder is allowed, the Complaint for Custody will then be filed, served and proceed. Joinder may be made on an emergency, ex parte basis if supported by motion and affidavit demonstrating a need therefor.
4. Child Support only actions may only be filed by CSEA and only for persons receiving or having received public assistance or otherwise qualifying through the CSEA.

5. The Court will adhere to the Uniform Child Custody Jurisdiction Act for actions involving children who are the subject of custody orders outside this state or the United States.
6. Powers of Attorney and Child Care Authorization Affidavits may proceed in accordance with Appendix "A".
7. Parenting time will be accordance with Local Rule 28.
8. At time of filing, completed Uniform Domestic relations Forms must be filed. The Forms may be modified to fit the circumstances of the parties.

50.05 ABUSE, NEGLECT AND DEPENDENCY ACTIONS

1. Such actions may only be filed through the Prosecuting Attorney's office unless leave of Court is otherwise obtained.
2. Emergency Orders may be obtained ex parte and a shelter care hearing will be scheduled according to Statute and Juvenile Rule.
3. Counsel will be appointed if indigent.
4. A Guardian ad Litem will only be appointed if necessary and always, in cases where permanent Custody is at issue.

RULE 51

REPORTING TO LAW ENFORCEMENT AND COMPLIANCE PLAN

**Auglaize County Common Pleas Court General Division
Auglaize County Common Pleas Court Juvenile/Probate Divisions
Auglaize County Municipal Court**

The Reporting to Law Enforcement & Reporting Plan has been created for the purpose of ensuring complete, accurate, and timely submission of information into Ohio's computerized criminal history repository at the Bureau of Criminal Investigation (BCI), the Ohio Law Enforcement Automated Data System (LEADS), and other law enforcement databases and in compliance with Rule 5 of the Rules of Superintendence for Ohio Courts.

This Plan was developed in collaboration with:

Judge Frederick D. Pepple, Auglaize County Common Pleas Court General Division

Judge Mark E. Spees, Auglaize County Common Pleas Court Juvenile, Probate & Domestic Relations

Judge R. Andrew Augsburg, Auglaize County Municipal Court

Mandy L. Dunlap, Clerk of Court

Michael L. Vorhees, Auglaize County Sheriff

A. Obtaining & Reporting Fingerprinting

Below are the procedures and timelines for obtaining and reporting fingerprints as prescribed by the Revised Code and Supreme Court rules, including R.C. 109.57(A)(2), 109.60(A), 2151.311, 2151.313, 2152.71(A)(2), 2923.14, 2929.44(B), 2945.402(E)(1), and Sup.R. 95(C) and Crim.R. 9(A).

1. Law enforcement's process for obtaining fingerprints and generating the related incident tracking number (ITN), including upon arrest, taking into custody, and upon court-ordered fingerprinting

Fingerprints are collected electronically through a Live Scan system. The fingerprint data and related arrest information are electronically submitted to the Ohio Bureau of Criminal Investigation using the Biometric Information Management System and an incident Tracking Number (ITN) is generated.

2. Law enforcement's process for reporting the ITN to the clerk of court

Law Enforcement reports the ITN number to the Clerk of Courts by submitting the disposition form through the court mail. The ITN number is located in the upper right-hand corner of the form.

3. Court's process for inquiring and ordering fingerprinting at initial appearance, sentencing, or adjudication (juvenile), including:
- Process of identifying individuals who need to be fingerprinted and notifying the judicial officer before the individual's next appearance in court
 - Process for incarcerated defendants served with charges via a summons

If a case is filed with the Court wherein a juvenile is charged with a reportable offense, upon adjudication of the case, the Court will order the juvenile to report to the arresting agency within 24 hours of adjudication to be fingerprinted. Law enforcement will then either file the actual green 10 print card with the Court or give the Court a Disposition Form (2-71). Upon disposition, the Court will then either fill out the form to be mailed to BCI or report the disposition directly to OHLeg.

If the juvenile is incarcerated, the Court will order the detention facility to complete the fingerprints and forward them to the Court.

4. Process for reporting cases with a disposition of dismissed and those where no disposition is expected

If someone is incarcerated, fingerprinted and ITN created, the individual is then released pending further investigation or no charges, the Clerk has to complete a form and email it to BCI. However, in reading the back of the BCI 2-71 form, if no charges are to be filed, it is the responsibility of the Prosecutor to report this.

If a juvenile is fingerprinted and ITN created and the case is dismissed, the Court will complete a form and mail that to BCI. If the ITN has been sent to BCI, the Court will update the disposition with OHLeg.

5. Process for reporting fingerprints and dispositions when cases are transferred to another court (e.g., municipal court to general division, juvenile court to general division, or a transfer to a court in another county)

If a case is bound over to Common Pleas, that information is electronically transmitted to BCI and when the case is disposed of in the Common Pleas court, the final disposition is electronically transmitted to BCI.

If a case is transferred from Common Pleas to municipal, currently there is no way to report this, the ITN is transferred with the case to the Municipal Court and upon final disposition, the Municipal clerks' office reports to BCI.

If a juvenile's disposition is transferred to their county of residence, the Court will forward the ITN to that County, but will also send the fingerprints to BCI. Depending on how the fingerprints were obtained, the Court will send the fingerprint card to BCI or update the Disposition on OHLeg through the eDisposition portal to reflect the adjudication, but that disposition was transferred to County of residence.

If the case is bound over to Common Pleas Court, the Court will forward the fingerprint card or 2-71 to the Common Pleas Clerk.

6. Process for reporting the granting of an application for relief from weapons disability

A copy of the Journal Entry granting relief along with the BCI 2-71 form is emailed to: corrections@ohioattorneygeneral.gov by the Clerk of Courts Office.

7. Procedures for quality assurance and records validation

After electronic submission of disposition records, the Clerk's office will review the "Ohio BCI&I electronic disposition file report" sent by the Attorney General's office to ensure that all submissions have been received and accepted. In the event any records contain errors, the records will be corrected and resubmitted. The Clerk can also request an open arrest report for the County. This report shows all undisposed of ITN numbers with the BCI going back to 1980. Both the Common Pleas and Municipal Clerks offices are actively working on this list to get all dispositions reported.

The Juvenile Court keeps copies of all fingerprints and 2-71 forms submitted to BCI. Juvenile Court also updates OHLeg through the eDisposition portal and keeps all communications and emails to ensure the submissions have been received and accepted. Juvenile Court will also correct and resubmit any record that contains errors. Juvenile Court has also been working on this list to get dispositions reported.

Reporting Mental Health Adjudications in Probate Court

Below are the procedures and timelines for reporting mental health adjudications under R.C. 5122.311.

1. Procedures to notify the court of a patient's discharge

If an adjudicated patient is discharged from the hospital, the hospital social worker faxes a letter to the court indicating such.

2. Procedures to notify BCI if the adjudication is vacated, set aside, or terminated

If the adjudication is vacated, set aside or terminated, OCN will be updated by the court clerk.

3. Procedures to notify BCI if the individual no longer meets the criteria to be subject to a court order or dies

The Court is typically not aware of the ward's status after adjudication. There is not any follow-up made by the Court, however, if the Court is made aware of any changes by the hospital, OCN will then be updated accordingly.

4. Procedures for validating records entered in the Ohio Courts Network Mental Illness Adjudication Report (MIAR) portal

Not Currently

B. Reporting of Protection Orders

Below are the procedures and timelines for reporting a protection order as prescribed by the Revised Code and Supreme Court rules, including R.C. 2151.34, 2903.213, 2903.214, 2919.26, and 3113.31, and Sup.R. 10.00 – 10.06.

1. Court's process for sending the *Protection Order Notice to NCIC Form* (NCIC Form) to law enforcement for entry into the Law Enforcement Automated Data System (LEADS) upon the issuance, modification, dismissal, or termination of an ex parte order, consent agreement, or full order protection order

When a protection order is granted, the Clerk transmits a certified copy of the order and the original corresponding NCIC form to the Auglaize County Sheriff via interoffice mail. In the event the daily "rounds" have been completed in the Courthouse, the deputy clerk communicate with the Sheriff's office to ensure receipt.

Juvenile Court has the same procedure as the Clerk.

2. Law enforcement's process for entering the NCIC Form information into LEADS for initial entry, as well as the process for updating LEADS when the defendant or the respondent is served with the ex parte order

Within 24 hours of receipt of the NCIC form from the Clerk, Dispatch enters the appropriate information into LEADS.

3. Process for notifying the defendant or respondent of an unserved ex parte protection order pursuant to R.C. 2919.27(D), including the completion of the *Notification of Protection Order Form*, and for updating LEADS once notice has been given

In the Clerk's Office, if a law enforcement agency has completed the Notification of Protection Order Form and forwarded the form to the Clerk's office, the form will be docketed on the protection order case to indicate the defendant or respondent has been made aware of said protection order.

Juvenile Court has the same procedure as the Clerk.

- Process for when a misdemeanor case containing a protection order is dismissed for felony indictment, including:
 - The process to ensure that the protection order information from the misdemeanor case is added to the felony case under R.C. 2919.26(D)(4);
4. If the case is bound over to Common Pleas from Municipal, the Protection order is transferred over. When the Indictment is filed, the Prosecutor's Office files a new Motion for Temporary Protection order with the Indictment which is then granted or denied by the Judge.
- The process to ensure that the protection order information from the misdemeanor case is added to the felony case under R.C. 2919.26(D)(4);
- If the case is bound over to Common Pleas from Municipal, the Protection order is transferred over. When the Indictment is filed, the Prosecutor's Office files a new Motion for Temporary protection order with the Indictment which is then granted or denied by the Judge.
- The common pleas court clerk's process for informing the municipal court clerk and law enforcement agency that entered the protection order into LEADS when the felony case and the protection order are disposed of, to ensure the protection order is removed from LEADS.

When the felony case is disposed of, the Clerk's office transmits a copy of the sentencing entry to the Sheriff's office.

5. Procedures for quality assurance and records validation

LEADS policy and procedure guidelines are followed.

C. Reporting to the Ohio Department of Public Safety

Below are the procedures and timelines for reporting information to the Ohio Department of Public Safety's Bureau of Motor Vehicles (BMV) pursuant to R.C. 4510.03, 4513.37, and 5502.10 and Supreme Court rules.

1. Process for sending the BMV the certified abstract of the court record upon the conviction or bail forfeiture for cases involving traffic violations and the operation of vehicles, streetcars, and trackless trolleys

The Common Pleas and Municipal Clerks office transmit a weekly reports to the Ohio Dept. of Public Safety/BMV via electronic reporting. (FTP)

Juvenile Court has the same procedure. Will also add that it is done more often if needed. For example, a conviction for 4511.75 is required to be reported the day of adjudication.

2. Court's process for sending the BMV the certified abstracts of the court record upon the conviction in cases involving aggravated vehicular homicide, vehicular homicide, or a felony offense where a vehicle was used

The Common Pleas and Municipal Clerks office transmit a weekly reports to the Ohio Dept. of Public Safety/BMV via electronic reporting. (FTP)

Juvenile Court has the same procedure.

3. Process for reporting convictions of operating a vehicle impaired (OVI)¹

The Common Pleas and Municipal Clerks office transmit a weekly reports to the Ohio Dept. of Public Safety/BMV via electronic reporting. (FTP)

Juvenile Court has the same procedure.

4. Procedures for quality assurance and records validation

Each month the Clerk's office will review the "Conviction Reporting Notice" sent by the BMV to ensure all records were reported timely.

Juvenile Court has the same procedure.

¹ Inclusive of any convictions for operating a motor vehicle under the influence (OMVI) in R.C. 5502.10.

D. Procedures for Maintaining Reporting Records

Below are the procedures to ensure completeness and accuracy of records as required by the statutes and rules listed in divisions Sup.R. 5(F)(1)(a) and (b), 18 U.S.C. 922(g), and R.C. 2923.13 in the event of an audit by the Federal Bureau of Investigation, BCI, or state or local auditors.

1. Staff schedule to regularly validate records that have been reported

For BCI and BMV, after the reports have been submitted to the respective agency, the Clerk's office reviews the report to ensure that the proper cases did transmit appropriately.

Juvenile Court has the same procedure.

2. Process for correcting inaccurate, incomplete, or rejected reporting submissions to the appropriate entities

If the report shows an error, the Clerks office will then review the case and make the appropriate corrections and re-submit to the respective agency.

Juvenile Court has the same procedure.

3. Process for gathering and identifying records to be provided to state and federal auditors

The Clerks office will retrieve any requested documents and/or reports from the case management system.

Juvenile Court has the same procedure.

4. Process for annually checking for updates to state and federal reporting requirements

Every effort will be made by the undersigned collaborators to remain informed of new legislation in regard to reporting requirements through each respective association, as well as information released by the Supreme Court.

Juvenile Court has the same procedure.

5. Retention schedules for these records

Records will be kept in accordance with the current retention schedule adopted by each respective office.

Juvenile Court has the same procedure.

E. Procedures for Sealing & Expunging Records

Below are the procedures and timelines for reporting sealed and expunged records into BCI's computerized criminal history repository, LEADS, and other law enforcement databases pursuant to the Revised Code, including Revised Code Chapters 2151 and 2953 and R.C. 2930.171 and 3113.31.

1. Process for notifying victims under Marsy's Law requirements

The Prosecutors Office/Victim Advocate notify the victim.

Juvenile Court includes the Victim Advocate on the Sealed and/or Expunged Journal Entry.

2. Process for notifying the appropriate law enforcement agencies and BCI when records have been sealed or expunged

In the event a case is ordered sealed or expunged, the entry will be sent by certified mail unless otherwise ordered to all law enforcement agencies listed on the order, including BCI along with the "Sealing and/or Expungement" Form required by the Ohio Attorney General.

Juvenile Court does a Journal Entry Sealing and/or expunging a case and it is sent to all parties and agencies involved in a case, including BCI. The Juvenile Court also completes a form "RE: Sealing and/or Expungements" provided by the Ohio Attorney General and forward that information along with a copy of the Journal Entry to BCI.

3. Process for securing sealed records

In the Clerk of Courts office, the procedure is as follows: The case is appropriately flagged as sealed in the case management system. The case number is then changed to a "SLD" case that is only accessible by the Clerk and Chief Deputy. The physical case file will be removed from our file room and stored in a secure area accessible only by the Clerk. All indexes are appropriately sealed.

Once a case has been ordered sealed, the Juvenile Court processes the Journal Entry and mails that to the appropriate parties/agencies. The Juvenile Court then, goes into the case management system and marks the case sealed by the Seal Case function in Courtview. The case number is then changed to include SLD (example 2026 DELSLD 00001) to reflect that the case is sealed. A tickler is then set up for 5 years from the date of the Journal Entry sealing the case or upon the juvenile's attainment of the age of 23 in accordance to ORC. 2151.358. In regard to the physical case file, the images are reviewed to ensure that they are there and then the case is shredded. Access to the sealed case in the case management system is then limited to necessary personnel. All indexes are marked to indicate that the case is sealed. The Juvenile Court keeps a copy of the Journal Entry sealing the record along with a copy of the form sent to BCI in a binder.

4. Process for removing expunged records from the case management system and back-up document storage applications as appropriate

In the Clerk of Courts office, the procedure is as follows: The case is flagged as sealed in the case management system by the office supervisor. The physical case is then transmitted to the Clerk of Courts who then follows the direction of the case management system (Equivant) to permanently delete the case from the computer system, ensuring that the record is irretrievable. The physical case file is then shredded by the Clerk.

Juvenile Court completes a Journal Entry that expunges the case. Juvenile Court processes the Journal Entry and mails that to the appropriate parties/agencies. The Juvenile Court also completes a form "RE: Sealing and/or Expungements" provided by the Ohio Attorney General and forward that information along with a copy of the Journal Entry to BCI. Juvenile Court does then check OCN to ensure that the sealed case is not appearing on OCN. Once the case is no longer available on OCN, Juvenile Court then does complete the Expungement Process in Courtview. This removes the case permanently and it becomes irretrievable. All indexes are marked accordingly that the case has been expunged, deleting any identifying information. Any document including the Journal Entry ordering the case expunged is then destroyed. The Juvenile Court will then have nothing to show the case ever existed.

5. Other

Law Enforcement agencies Seal/Expunge their records as required by O.R.C upon receipt of the Court Order.