

TABLE OF CONTENTS

- RULE 1. Scope and applicability of rules; purpose;
- RULE 2. The Joint Session
- RULE 3. Presiding Judge, Assistant and Second Assistant Presiding Judges,
and Secretary
- RULE 4. Administrative Judge
- RULE 5. Terms of Court; hours of session
- RULE 6. Designation of official daily law journal; calendars of the court
- RULE 7. Individual assignment system
- RULE 8. Juries
- RULE 9. Deposit of security for costs - **Effective 1/17/2012**
- RULE 10. Trial attorneys - **Effective 1/1/2012**
- RULE 11. Pleadings and other papers - **Effective 1/1/2012**
- RULE 12. Extensions of time to move or plead by stipulation
- RULE 13. Default - **Effective 1/1/2012**
- RULE 14. Motions, memoranda and procedure thereon
- RULE 14.1 Bond
- RULE 14.2. Setting Aside Bond Forfeiture Judgments
- RULE 15. Case management and pretrial conferences; procedure
- RULE 16. Judgments upon warrant of attorney to confess
- RULE 17. Journal entries - **Effective 1/1/2012**
- RULE 18. Disposition of cases called for trial
- RULE 19. Judgment debtor examinations
- RULE 20. Fees - **Effective 9/10/2012**
- RULE 21. Registered land cases
- RULE 22. Notary public: examination and appointments
- RULE 23. Magistrates
- RULE 24. Compulsory arbitration
- RULE 24.1. "Forms of Binding Arbitration"
- RULE 25. Court administrator
- RULE 26. Effective date; repeal; amendments
- RULE 27. Drug abuse & controlled substance procedures
- RULE 28. Medical malpractice arbitration
- RULE 29. Jail rules
- RULE 30. Media coverage of Court proceedings
- RULE 31. Mediation
- RULE 32. HIV Testing
- RULE 33. Hamilton County Courthouse
- RULE 34. Electronic Transmission Filings -**Effective 1/1/2012**
- RULE 35. Court Guided Addiction Treatment Program (CGAT)
- RULE 36. Issuance of Warrant for Probation Violation (per Criminal Rule 4)
- RULE 37. Civil Protection Order -
- RULE 38. Court Record Retention
- RULE 39. Return of Inmates for Forfeiture Proceedings
- RULE 40. No Expungement Or Sealing The Record During Appeal
- RULE 41. Appointment of Special Prosecutor
- RULE 42. DNA Testing

RULE 43. Collaborative Settlement

RULE 44. Search Warrants

RULE 45. Foreclosure - **Effective 1/1/2012**

RULE 46. Certificate of Qualification for Employment - **Effective 7/1/13**

RULE 47. Specialized Dockets- **Effective 9/23/13**

RULE 1. Scope and applicability of rules; purpose; divisions of Court

(A) The Rules hereinafter set forth shall apply to all divisions of the Court of Common Pleas of Hamilton County, Ohio. The purpose of these rules is to define local practices and procedures of this Court, consistent with the Rules of Superintendence, the Rule of Civil and Criminal Procedure, the Rules of Juvenile Procedure, and such other rules as may be adopted or promulgated by the Supreme Court of Ohio pursuant to Section 5 of Article IV of the Ohio Constitution. Additional local rules of Court may be adopted by the Domestic Relations, Probate and Juvenile Divisions, and such other divisions of the Court as may be created from time to time, governing practice and procedure in those divisions. The Court of Common Pleas of Hamilton County consists of four divisions: the General Division, the Domestic Relations Division, the Probate Division, and the Juvenile Division.

(B) The judges designated by Revised Code Section 2301.03 and 2101.02, as being elected to the Domestic Relations, Juvenile and Probate Divisions, shall be responsible for the business of those divisions, provided however, that the Presiding Judge of this Court, elected in accordance with Rule 3 hereof may assign judges from one division of the Court to serve another division as the business of the Court may require, in conformity to Superintendence Rule 2. The other judges shall handle the business of and shall constitute the General Division.

RULE 2. The Joint Session

(A) The Joint Session of this Court shall consist of all of the judges of all of the divisions thereof. Regular meetings of the Joint Session shall be held on the Friday preceding the last Friday of each term of Court, as set forth in Rule 5 hereof. Such meetings of the Joint Session shall be at the call of the Presiding Judge, who, for good cause shown, may fix a date approximating that set forth immediately above. The Presiding Judge shall chair all such meetings. Special meetings of the Joint Session may be held from time to time at the call of the Presiding Judge, and shall be held following the written request of two judges directed to the Presiding Judge. Written notice of regular or special meetings of the Joint Session shall be given to each judge of each division of this Court. A majority of all of the judges of the General Division shall constitute a quorum for meetings of the Joint Sessions, and an affirmative vote of a majority of those present shall be required to carry any order or resolution presented for action at a meeting of the Joint Session.

(B) Minutes of the meeting of the Joint Session shall be recorded by the Secretary, shall be prepared by the secretary, and thereafter be duly authenticated by the Presiding Judge, who shall order the minutes and entries thereon recorded in a journal provided and kept for that purpose only by the Clerk of Courts. Copies of the authenticated minutes of the Joint Session shall be distributed to all of the judges of all of the divisions as soon after the meeting of the Joint Session as practicable. The Clerk of Courts shall also keep a separate journal containing the miscellaneous orders of the Court and a separate journal containing memorials.

(C) Nothing contained herein shall be construed to prohibit separate meetings of any multi-judge division of this Court at the call of the Administrative Judge thereof, as defined in Rule 4 hereof.

RULE 3. Presiding Judge, Assistant and Second Assistant Presiding Judges, and Secretary

(A) At a meeting of the Joint Session, all of the judges of all of the divisions of this Court shall elect a Presiding Judge, an Assistant Presiding Judge, and a second Assistant Presiding Judge, each to serve for a term of one year commencing on the first day of January of each year. The election of each of the foregoing shall be by a majority vote of all of the judges of all of the divisions of the Court. The Court Administrator shall serve as the Secretary of the Joint Session. If the judges of this Court are unable, for any reason, to agree upon the selection of one of their number as the Presiding Judge, Superintendence Rule 2 applies.

(B) The Presiding Judge shall discharge such duties imposed by Superintendence Rule 2 and such other duties as may be imposed by statute, these Rules and the orders of the Joint Session. The Assistant Presiding Judge shall discharge the duties of the Presiding Judge during the absence or disability of the latter and in case of a vacancy in the presiding judgeship, unless such vacancy is caused by the inability of the judges to agree upon one of their number as the Presiding Judge. The Assistant Presiding Judge shall pass upon all excuses of prospective jurors. The Second Assistant Presiding Judge shall discharge the duties of the Presiding Judge in the event the Presiding Judge and the Assistant Presiding Judge are absent or disabled, and shall discharge the specific duties of the Assistant Presiding Judge, in the event that the latter is absent or disabled.

RULE 4. Administrative Judge

(A) In the event the judge elected Presiding Judge pursuant to Rule 3(A) is a judge of the General Division, that judge shall also be the Administrative Judge required by Superintendence Rule 3 promulgated by the Supreme Court of Ohio.

(B) In the event the judge elected Presiding Judge pursuant to Rule 3(A) is not a judge of the General Division, an Administrative Judge shall be elected by majority vote of the judges assigned to the General Division.

RULE 5. Terms of Court; hours of session

(A) Pursuant to Revised Code Section 2301.05 the term of the Common Pleas Court is one calendar year. There shall be four parts in each term designated as January, April, July, and October parts, each commencing on the first Monday of those months. Orders respecting the terms of Court, or parts thereof, shall comply with Revised Code Section 2301.05 to 2301.10 inclusive. In accordance with Revised Code Section 2301.11 each Judge of each division of this court shall hold not less than 240 days of open session during each judicial year unless all business assigned to that judge is disposed of in less than such period. (Amended January 1, 1982).

(B) The separate sessions of this court for the trial of cases shall be from 9:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 4:30 p.m. Monday through Friday.

(Amended January 1, 1982).

RULE 6. Designation of official daily law journal; calendars of the court

(A) The Cincinnati Court Index is hereby designated as the official daily law journal of this Court, as required by Revised Code Section 2701.09, in which the individual calendars of the judges of this Court shall be published, which calendars shall contain the numbers and titles of cases, and the individual names of the trial attorneys appearing therein as defined by Superintendence Rule 3 and Rule 10 of these Rules. The calendars shall also contain the motions, dockets and such particulars and notices respecting causes, as may be specified by the judges of this Court, and each notice required to be published by any of such judges.

(B) In accordance with the individual assignment system required by Superintendence Rule 4, separate calendars for each judge of each division of this Court shall be published.

(C) Publication in the Cincinnati Court Index shall be deemed official and complete notification to all Hamilton County counsel of any assignment or setting of any case for any purpose whatever and it shall be the duty of such counsel to ascertain from the Cincinnati Court Index any official notification contained therein pertaining to all cases.

(D) Where mail notification is provided by these rules or is otherwise given, non-delivery of such mail notification shall not excuse the nonappearance of Hamilton County counsel where such notice has also been given by publication in the Cincinnati Court Index as provided by the paragraph above.

(E) Notwithstanding provisions of any rule to the contrary, any mail notification provided for shall be sufficient if it specifically directs the attention of counsel to the official notification in the Cincinnati Court Index without particularly setting forth any specific case style or number or exact time of hearing.

RULE 7. Individual assignment system

(A) In the assignment of the Equity and Presiding Criminal Judges of the General Division, each judge is assigned a dice (pill) with a number from 1 through 16 corresponding to their court room number. The Judge of Drug Court (14) shall not be included in the roll. To commence the assignment process, the 15 dies (pills) are placed in a leather bottle. The bottle shall be shaken and one number shall be rolled out. The judge assigned to that number will be assigned the first month of the new rotation. The process will be repeated until all 15 die (pills) have been rolled and the bottle is empty. Once all remaining dies (pills) have been removed, all dies (pills) will be returned to the bottle to complete the next roll of 15 months. There shall be two rolls for the assignment process setting forth 30 months of assignment for Equity and Presiding Criminal Judges. This process will be performed by the Court Administrator in the presence of the Presiding Judge and any other interested person. All assignments, including criminal arraignments, extraditions, and bond settings, except in death penalty cases, shall be handled by the magistrate for Common Pleas Court. Where there is an application for a restraining order, appointment of a receiver or mandamus, the party making the application shall give written notice to the opposite party of the intention to make such application, unless the Equity Judge,

for good cause shown, otherwise directs. If the Equity Judge directs that the written notice be omitted, an entry shall be made stating the reason for the omission of such notice. No request for a temporary restraining order will be heard unless it is presented by a motion separately filed. A case shall be permanently assigned to the judge serving in equity at the time a motion for temporary restraining order is filed; except that a case already permanently assigned at the time the motion is filed shall not be reassigned. For purposes of reports under Superintendence Rule 35, all miscellaneous cases not otherwise assigned shall be reported each month by the Equity Judge. (Effective January 1, 2013)

(B) In accordance with Superintendence Rule 4, upon the filing in, or transfer to, a division of the Court of a civil case, or upon arraignment upon information or indictment, or upon special request of the Hamilton County Prosecutor as provided in Paragraph (L) herein, in a criminal case, such case shall be immediately assigned by the Presiding Judge or the Court Administrator by lot to a judge thereof, who thus becomes primarily responsible for the determination of, except as otherwise provided herein, every issue and proceeding in the case until its termination. Under this system, all preliminary matters, including requests for continuances, must be submitted for disposition to the judge to whom the case has been assigned, or if the assigned judge is unavailable, to the Administrative Judge. Such cases, whether civil or criminal, shall be distributed, as nearly equally as possible, to each of the judges then in office in the division in which such action is cognizable, and the several judges of that division may effect any system whereby this is to be accomplished, provided such assignment is immediate upon filing, transfer or assignment, as the case may be. (Effective February 1, 1993)

(C) Whenever, upon the date set for trial of a cause, whether civil or criminal, counsel for the parties acknowledge their readiness to proceed to trial, and the judge to whom the cause has been assigned is engaged in another trial, or is absent, the Administrative Judge may forthwith assign such case to any judge of that division who is not engaged in the trial of a cause at that time, and

such judge shall take credit for the disposition of that case, in accordance with Superintendence Rule 5, as if such case had been originally assigned to him or her. Thereupon the judge receiving such reassignment shall promptly select and transfer one of the cases assigned to that judge's room in the same classification and filed in the same or subsequent year, in exchange to the room from which said case came, as a permanent transfer.

(D) For good cause shown, on written application by counsel to the Presiding Judge, a case may be reassigned by the Presiding Judge in the manner provided in Section (C) hereof.

(E) When necessary or proper a judge may disqualify himself or herself from a particular case. In those circumstances, that judge shall inform the Administrative Judge in writing of such disqualification and upon approval of the Administrative Judge, the Court Administrator will reassign the case pursuant to Rule 7(B) and (C) above. The writing will be an official entry.

(F) When a new trial is ordered, for any reason, either by the judge who originally tried the case or by a reviewing court, the case, for purposes of such new trial, shall be reassigned by lot in accordance with the system authorized by Paragraph B hereof. When a case has once been tried, and for any reason a retrial is required, said case shall be given preference in the setting of cases for trial.

(G) Consolidation and separate trials: Civil Rule 42 governs consolidation and separate trials. Unless otherwise agreed by the judges involved, motions to consolidate shall be heard by the judge to whom the lowest numbered case is assigned and, if granted, all cases shall then go to that judge. The case(s) going to the judge granting said motion shall be known as the SOURCE case(s). The case into which the SOURCE case(s) is/are to be consolidated shall be known as the TARGET case. In lieu of that judge's accepting a case through consolidation and returning a case under the provisions of Rule 7(C), the judge from whom a case is taken shall be assigned a new case pursuant to Rule 7(B). All filings received by the Clerk's Office post consolidation on the SOURCE case(s) shall be docketed exclusively under the TARGET case.

(H) A separate assignment by lot shall be made for death penalty offenses. In these cases, the Presiding Criminal Judge shall appoint one attorney for defendant on the day that the defendant is either arraigned in the Municipal Court or indicted, whichever comes first. The Assigned Judge will appoint one additional attorney for defendant upon assignment of the case in the Common Pleas Court. (Amended June 17, 1983)

(I) If it is ascertained that a defendant is under the age of 18 years of age and the Juvenile Court has not yet waived jurisdiction, the general division judge shall continue the case one day and will notify the presiding Juvenile Judge so that the proper complaint can be processed.

(J) In accordance with Superintendence Rule 4, in any instance where a previously filed and dismissed case is refiled, that case shall be reassigned to the judge originally assigned by lot to hear it, unless, for good cause shown, that judge is precluded from hearing the case. (New February 1, 1985)

LOCAL RULE 8: JURIES

I. Opportunity For Service

Jury service is an obligation of all qualified citizens of Hamilton County. The opportunity for

service shall not be denied to any person on the basis of race, national origin, gender, age, religious beliefs, income, occupation, disability (except where there is a language barrier), or any other discriminating factor. All reasonable efforts shall be made to accommodate prospective jurors who have special needs.

II. Jury Source List

(a) The jury source list shall be obtained from the Board of Elections' list of registered voters. This list is considered sufficiently representative and inclusive of the adult population of Hamilton County.

(b) The Jury Commissioners appointed by the Court, pursuant to Revised Code Section 2313.01, on or before the first day of October of each year, shall select such numbers of electors, residents of the county, as the Court may order, whose names shall be placed in the jury wheel for the succeeding court year.

(c) The Court shall annually review this process to determine possible need for improved representativeness and inclusiveness .

III. Random Selection Procedures

(a) The Jury Commissioners shall estimate the approximate number of jurors needed for the following jury year. The estimated number of jurors needed shall be divided into the number of currently registered voters to determine a key number. A random start number shall be chosen.

(b) In those circumstances where the Court determines that the Selection and Qualification Processes of Jurors shall be handled by Automatic Data Processing Revised Code Section 2313.08 and .21, shall govern.

(c) The names shall be selected, in accordance with the key number furnished by the Court, from the certified list containing the names of all electors of the county.

(d) The eligible jurors shall be selected for the jury pool using procedures insuring random selection. The identical procedure shall apply to the selection of Grand Jurors.

(e) When the required number of persons, qualified to serve as jurors has been chosen and the names approved by the Commission, the Deputy Jury Commissioner shall prepare in triplicate an alphabetical list of such names, a copy of which shall be given to the Court Administrator and to the Clerk of the Courts (ORC 2313.08) with one to be retained by the Commission. Each such list shall bear the endorsement of both Commissioners. The names of such electors shall be

printed on separate pieces of paper of uniform size and deposited in the jury wheel as provided by law.

(f) As the names are drawn from the wheel and verified by the Clerk of Courts as being on the list prepared by the Jury Commission, they shall be written down in the order in which they are drawn from the wheel and numbered consecutively beginning with the number one, and the Clerk of Courts shall forthwith certify the list of names of the persons so drawn to the Jury Commission, preserving the same order and arrangement as herein provided.

(g) The Sheriff shall serve summons by mail, or shall make personal service of summons, if ordered by the Court, in the manner provided by law, on persons whose names are drawn from time to time from the wheel.

(h) When a panel or additional jurors are required in any trial room, the Deputy Jury Commissioner shall randomly draw the required number of cards from the service wheel and cause the names and numbers thereon to be entered on a form showing the number of the trial room and leaving space for data necessary for proper record. This list, with the name cards, shall then be forwarded to the trial judge, who shall make proper record opposite each name to show which jurors were retained for service and which were challenged.

(i) Immediately after the jury is sworn, said list, together with the cards bearing the names of those rejected, shall be immediately returned to the Deputy Jury Commissioner; but the cards bearing the names of the jurors sworn for service shall be retained by the trial judge until a verdict is returned and thereupon forthwith in like manner returned to the Deputy Jury Commissioner. All cards shall be placed in the daily service pool by the Deputy Jury Commissioner immediately upon receiving the same.

(j) Said Deputy Jury Commissioner shall have authority to withdraw from the daily service pool the cards of jurors who have been excused or have completed their term of service.

IV. Eligibility for Jury Service

(a) All persons should be eligible for jury service except those who:

- Are less than eighteen years of age;
- Are not citizens of the United States
- Are not residents of Hamilton County;
- Are not able to communicate in the English language; or
- Have been convicted of a felony and have not had their civil rights restored.

(b) It shall be the duty of the Deputy Jury Commissioner appointed in accordance with Revised Code Section 2313.02, to notify each prospective juror, by mail to call at or respond by

questionnaire to the office of the Commission for examination and assignment to jury service or exemption therefrom. The Deputy Jury Commissioner shall keep a separate record of all such prospective jurors who fail to respond to such notification and promptly contact by most practical means and any failure to respond to such notice shall be forthwith reported to the Presiding Judge for appropriate action. The Deputy Jury Commissioner shall keep a complete and accurate record for all persons examined for jury service and accepted, exempted or excused.

(c) Following summons and pursuant to Revised Code Sections 2313.13 and 2313.16, the First Assistant Presiding Judge shall have the regular duty of passing upon the requests of jurors to be excused or to have their term of service reduced, or may designate a representative or the Chief Deputy Jury Commissioner or his/her assistant may serve as the representative of the Court for this purpose.

V. Term Of And Availability For Jury Service

(a) The time that persons are called upon to perform jury service and to be available should be the shortest period consistent with the needs of justice. Generally, unless otherwise determined pursuant to Section IV(c) above, the term of service shall be three (3) weeks.

(b) Jurors are placed in a rotating pool system. Unless participating on a jury in progress, jurors will call a recording in the Jury Commission Office to determine if their services are required the next day.

(c) All jurors shall report to the Jury Commissioner's office each morning as instructed on the telephone call-in system, unless otherwise ordered by the trial judge, in order that their attendance may be credited. Jurors shall remain in the Jury Commission office during court hours and shall not leave the same except by permission of the Deputy Jury Commissioner.

(d) When jurors are discharged or excused from the panel of a case they shall be directed to report to the Jury Commissioner's office.

(e) Jurors shall not be excused or depart from the building without notice to the Deputy Jury Commissioner's office.

(f) All jurors failing to answer the call of the Deputy Jury Commissioner in compliance with the above regulations shall be reported to the Presiding Judge who shall take proper action.

VI. Exemption, Excuse and Deferral

(a) There shall be no automatic excuses or exemptions with the exception of statutory exemptions from jury service pursuant to ORC 2313.34 or as provided below. Prospective jurors exempt by occupation are attorneys, dentists, physicians and elected public officials. Persons over the age of 70 are also exempt. Persons who have served as a juror in a Court of record within the jurisdiction in the last two years are also exempt from service.

(b) Persons who no longer reside in Hamilton County and persons convicted of a felony whose rights have not been restored are disqualified from serving.

(c) Prospective jurors may be excused due to personal or family illness; child care hardship or financial hardship.

(d) Excuses or postponements from jury service may be permitted for short periods of time and may only be granted by a judge or specifically authorized court official.

(e) Requests for excuses, postponements, or reduction of term of service shall be in writing or in person and shall be recorded in the records of the Jury Commissioner's office.

VII. Voir Dire

(a) Voir dire examination should be limited to matters relevant to determining whether to remove a juror for cause and to determine the juror's fairness and impartiality.

(b) To reduce the time required for voir dire, the juror questionnaire which contains basic background information regarding panel members shall be made available to counsel for each party on the day on which jury selection is to begin.

(c) The trial judge should conduct a preliminary voir dire examination. Counsel shall then be permitted to question panel members for a reasonable period of time.

(d) The judge should ensure that the privacy of prospective jurors is reasonably protected, and the questioning is consistent with the purpose of the voir dire process.

(e) In criminal cases, the voir dire process shall be held on the record. In civil cases, the voir dire process shall be held on the record unless waived by the parties.

VIII. Removal From The Jury Panel For Cause

If the judge determines during the voir dire process that any individual is unable or unwilling to hear the particular case at issue fairly and impartially, that individual should be removed from the panel. Such a determination may be made on motion of counsel or by the judge.

IX. Peremptory Challenges

Rules determining procedure for exercising peremptory challenges shall be in accord with the Ohio Civil and Criminal Rules adopted by the Supreme Court of Ohio and applicable statutory authority.

X. Administration of the Jury System

(a) The responsibility for administering the jury system is vested in the Chief Deputy Jury Commissioner under the supervision of the Administrative Judge of the Common Pleas Court and Court Administrator.

(b) Jurors shall receive compensation as fixed by resolution of the Board of County Commissioners, pursuant to Revised Code Section 2313.34 for each day served at the Hamilton County Courthouse.

(c) The address, phone numbers, and any personal information about a specific juror or any documents or records containing this information shall not be released for public inspection except upon order of the trial judge or the presiding or administrative judge. The Court may order notice to the jurors prior to release of such information or document if such release may present a security risk to the individual jurors.

XI. Notification And Summoning Procedures

(a) The notice summoning a person to jury service and the questionnaire eliciting essential information regarding that person shall be:

Phrased so as to be readily understood by an individual unfamiliar with the legal and jury systems; and

Delivered by ordinary mail.

(b) A summons shall clearly explain how and when the recipient must respond and the consequences of a failure to respond.

(c) The questionnaire shall be phrased and organized so as to facilitate quick and accurate screening and should request only that information essential for:

Determining whether a person meets the criteria for eligibility;

Providing basic background information ordinarily sought during voir dire examinations;

Efficiently managing the jury system; and

To comply with Section XII of this rule.

(d) The procedure where use of Automatic Data Processing (ADP) equipment is used in the Selection and Qualification of Jurors pursuant to Revised Code Chapter 2313 shall be as follows:

Pursuant to Revised Code Section 2313.07 the Court approves use of Automatic Data Processing Information Storage and Information Retrieval Devices containing the Annual Jury list permitted by Revised Code Section 2313.08, and for related

purposes described in Revised Code Sections 2313.09 and 2313.21.

By use of Magnetic Tapes, Magnetic Discs, and Related Devices, the Court shall randomly assemble the Annual Jurors' List by identifying the names of prospective Jurors from the Master List of all registered voters in the County pursuant to Revised Code Section 2313.06.

XII. Monitoring the Jury System

(a) The Chief Deputy Jury Commissioner shall collect and analyze information regarding the performance of the jury system on a regular basis in order to evaluate:

The representativeness and inclusiveness of the jury sources list;

The effectiveness of qualification and summoning procedures;

The responsiveness of individual citizens to jury duty summonses;

The efficient use of jurors; and

The cost-effectiveness of the jury management system.

The Chief Deputy Jury Commissioner shall annually report findings to the Administrative Judge and the Court Administrator.

XIII. Juror Use

(a) The Court shall employ the services of prospective jurors to achieve optimum use with a minimum of inconvenience to jurors.

(b) The Chief Deputy Jury Commissioner shall determine the minimally sufficient number of jurors needed to accommodate trial activity. This information and appropriate management techniques should be used to adjust both the number of individuals summoned for jury duty and the number assigned to jury panels.

(c) The Chief Deputy Jury Commissioner shall attempt to ensure that each prospective juror who has reported to the Court is assigned for voir dire.

(d) The Chief Deputy Jury Commissioner shall routinely review the Court's calendar and coordinate jury management decisions to make the most effective use of jurors.

XIV. Jury Facilities

- (a) The Court has provided an adequate and suitable environment for jurors. The Chief Deputy Jury Commissioner shall ensure that:
- (b) The entrance and registration area are clearly identified and appropriately maintained to accommodate the daily flow of prospective jurors.
- (c) Jurors shall be accommodated in pleasant waiting facilities with suitable amenities.
- (d) Jury deliberation rooms should include space, furnishings and facilities conducive to reaching a fair verdict. The safety and security of deliberation rooms should be ensured by the courtroom bailiff who shall request assistance from security officers where necessary.
- (e) To the extent feasible, juror facilities have been arranged to minimize contact between jurors, parties, counsel and the public.
- (f) The Chief Deputy Jury Commissioner shall routinely tour and review such facilities and report any deficiency to the Administrative Judge of the Court of Common Pleas and the Court Administrator.

XV. Juror Compensation

- (a) Persons called for jury service shall receive such compensation as established by the Hamilton County Commissioners pursuant to O.R.C. Section 2313.34.
- (b) Fees shall be paid weekly or upon conclusion of service.
- (c) Employers are prohibited from discharging, laying-off, denying advancement opportunities to, or otherwise penalizing employees who miss work because of jury service.

XVI. Juror Orientation And Instruction

- (a) The Jury Commissioner's Office shall conduct a juror orientation program:
 - (1) Designed to increase prospective jurors' understanding of the judicial system and prepare them to serve competently as jurors; and
 - (2) Presented in a uniform and efficient manner using a combination of written, oral and audiovisual materials.
- (b) The Court shall provide some form of orientation or instructions to persons called for jury service:
 - (1) Upon initial conduct prior to service;
 - (2) Upon first appearance at the court; and

(3) Upon reporting to a courtroom for voir dire.

(c) The trial judge should:

(1) Give preliminary instructions to all prospective jurors.

(2) Give instructions directly following impanelment of the jury to explain the jury's role, the trial procedures including note taking and questioning by jurors, the nature of evidence and its evaluation, the issues to be addressed, and the basic relevant legal principles;

(3) Prior to the commencement of deliberations, instruct the jury on the law, on the appropriate procedures to be followed during deliberations, and on the appropriate method for reporting the results of its deliberations. These instructions should be made available to the jurors during deliberations;

(4) Prepare and deliver instructions which are readily understood by individuals unfamiliar with the legal system; and

(5) Use of written instructions when feasible.

(6) Before dismissing a jury at the conclusion of a case:

(A) Release the jurors from their duty of confidentiality;

(B) Explain their rights regarding inquiries from counsel or the press;

(C) Either advise them that they are discharged from service or specify where they must report;

(D) Express appreciation to the jurors for their service, but not express approval or disapproval of the result of the deliberation; and

(E) Where appropriate advise the jurors of stress management services available through the Jury Commissioner's office.

(d) All communications between the judge and members of the jury panel from the time of reporting to the courtroom for voir dire until dismissal shall be in writing or on the record in open court. Counsel for each party shall be informed of such communication and given the opportunity to be heard.

XVII. Jury Size And Unanimity of Verdict

Jury size and unanimity in civil and criminal cases shall conform with existing Ohio law.

XVIII. Jury Deliberations

- (a) Jury deliberations should take place under conditions and pursuant to procedures that are designed to ensure impartiality and to enhance rational decision-making.
- (b) The judge should instruct the jury concerning appropriate procedures to be followed during deliberations.
- (c) A jury should not be required to deliberate after 4:00 p.m. unless the trial judge determines that evening or weekend deliberations would not impose an undue hardship upon the jurors and are required in the interest of justice.
- (d) All court personnel who escort and assist jurors during deliberation shall be trained in the applicable procedures and policies.

XIX. Sequestration of Jurors

- (a) A jury should be sequestered only for good cause, including but not limited to insulating its members from improper information or influences.
- (b) During deliberations in the guilt phase and penalty phase, the jury shall be sequestered in a capital case.
- (c) The trial judge shall have the discretion to sequester a jury on the motion of counsel or on the judge's initiative. The judge's courtroom staff shall have the responsibility to provide for the safety and comfort of jurors and the following conditions of sequestration.

(1) lodging:

- (A) remove phone from each juror's room
- (B) disabling or removal of television/radio from each juror's room
- (C) jurors should have separate rooms with individual private toilet and bath. Rooms should be clean and of average quality or better.
- (D) where feasible, provide additional amenities (ie,

complimentary hospitality suite...)

(2) transportation:

contacting appropriate company to determine time of pick up or drop off (list available through Court Administrator's office)

(3) meals:

(A) use local restaurants for carry-out lunch needs

(B) where possible, private group dining should be arranged

- (C) verifying prearranged dinner/breakfast menus to maintain cost control including standard gratuity.
- (D) A determination on the availability of or provision of alcoholic beverages should be made by the trial judge prior to sequestration.

(4) security:

(A) coordinate with Sheriff's Office to provide necessary security personnel

(B) juror's rooms should be located on one floor or in an area that allows the maximum site coverage by the assigned Sheriff staff.

(5) expenses:

- (A) the reasonable expenses for transportation, meals and lodging of jurors shall be paid from the County Treasury through the Court Administrator's office.

- (B) except in an emergency, courtroom staff shall arrange direct billing to the Court of Common Pleas for all expenses.

XX. Selection of Grand Jurors

1. The jury commissioner will send to the presiding criminal judge every third Monday sufficient jurors to constitute two grand juries each consisting of 9 regular grand jurors and 2 alternates. In the event a request for a special grand jury is granted, the jury commissioner will send sufficient jurors to constitute a single panel of 9 and up to 5 alternate jurors depending upon the anticipated length of service for the special grand jury panel.

2. In addition to administering the oath to the grand jurors and instructing them on their duties and the law governing their service, the presiding criminal judge will question the grand jurors as to their eligibility for service. The criteria guiding the presiding criminal judge are as outlined in Local Rule 8 (IV)(a), Local Rule 8 (VI), O.R.C. 2313.42, and O.R.C. 2939.03. The presiding judge will determine whether or not to excuse any prospective juror from the panel based on the foregoing guidelines. The remaining jurors will constitute the regular or special grand jury panels.
3. In the case of a special grand jury, the first 9 jurors selected by the presiding judge will be the voting members of the panel, with the alternate grand jurors replacing any of the 9 who cannot complete their service. Any such replacement will be in numerical order.
4. In the case of regular grand jury panel chosen to serve for a three week period, the 11 members of the panel will alternate voting on each case with no input from the prosecuting attorney as to who votes on a particular case.
5. Pursuant to Criminal Rule 6 (C), the court may appoint a foreperson and deputy foreperson from the grand jury panel. If the presiding judge does not appoint a foreperson and deputy foreperson, the grand jurors will elect a foreperson and deputy foreperson.
6. If at any time after a grand jury panel is selected, the prosecutor believes a member of the grand jury should be challenged for cause pursuant to one of the reasons outlined in O.R.C. 2313.42, the prosecutor shall file a motion with the presiding criminal judge requesting such juror or jurors be excused from further service and be replaced.

All court personnel who escort and assist jurors during sequestration shall be trained in the applicable procedures and policies.

RULE 9. Deposit of security for costs

(A) Upon the filing of civil actions or proceedings there shall be a sum deposited with the Clerk of Courts as security for costs in accordance with the following schedule:

1.	Civil Action	\$325.00 (Effective December 1, 2009)
1A.	Foreclosure Action (new designation)	550.00 (Effective December 1, 2009)
2.	Divorce, Dissolution, Legal Separation or Annulment with Children	375.00
2A.	Divorce, Dissolution, Legal Separation or Annulment without Children	325.00
3.	Post Decree Motions (with support issues)	125.00
4.	Post Decree Motions (without support issues)	125.00
5.	Out-of-County Receiver or Plaintiff	30.00
6.	Foreign Sheriff	30.00

7.	Jury Demand	270.00
8.	Notice of Appeal	85.00
9.	Praecipe for Order of Sale	750.00
10.	Praecipe for Levy of Execution	85.00
11.	Writ of Attachment, Replevin, Possession or Restitution	150.00 (Effective 4/1/10)
12.	Third Party Complaints, Counter-Claims, Cross-Claims and Intervening Complaints (Amended January 17, 2012)	75.00

(B) Whenever the sum deposited for costs reaches \$25 or less the Clerk of Courts is hereby authorized to require one or more parties, as determined by the Clerk of Courts, to deposit with the Clerk of Courts additional security in an amount not to exceed \$150.00, which is necessary to adequately secure costs. (Amended December 21, 1999)

(C) The requirements of this Rule are subject to the provisions of Sections 2323.30-31 of the Ohio Revised Code.

(D) When filing a praecipe for order for sale with the Clerk of Courts, a security deposit of \$750.00 will be required. This will ensure payment to all parties incurring costs, regardless of the outcome of the Sheriff's sale. (Effective December 1, 1992)

a. If the property is sold through a Sheriff's sale, the security deposit will be returned to the depositor, to be disbursed upon journalization of a decree of confirmation. (Effective December 1, 1992)

b. If the property is not sold through a Sheriff's sale, the security deposit will be used to pay any incurred costs. Any amount of the security deposit not used will be returned to the depositor.

Any costs not covered by the

security deposit will be billed to the depositor. The

security deposit will be disbursed upon journalization of an entry either terminating or vacating a Sheriff's sale.

(Effective December 1, 1992)

(E) When filing an entry terminating or vacating a Sheriff's sale, the entry should first be presented to the Clerk of Court's office to be costed out before presenting it to the Court for signature and journalization. (Effective December 1, 1992)

RULE 10: Trial attorneys

(A) All pleadings and motions, served and filed on behalf of any party represented by counsel in a civil action, shall be signed by one attorney in that attorney's individual name as required by Civil Rule 11, as the trial attorney for that party, as provided in Superintendence Rule 36. Such trial attorney shall be the attorney who is to try the case, unless otherwise ordered by the Court, and shall be responsible for the action. Following that attorney's signature, office address including suite number, zip code, and email address, and have both telephone and FAX number including area code, there shall be set forth the designation "Trial Attorney" for the party represented. Firm names and the names of co-counsel or associate counsel may appear on the pleadings and motions for information only as "Of counsel." In addition to the certificate mentioned in Civil Rule 11, the signature of the trial attorney, in actions for partition, foreclosure of mortgages, foreclosure of mechanics' liens, to contest a will, and other such actions, also constitutes a certificate that all persons having a claim, interest or lien on the property involved, or in the subject matter of the action, have been made Parties as required by law.

(B) All copies of pleadings or other court filings required by these Rules or Civil Rule 5 to be served upon other counsel in a cause, shall be served upon the trial attorney, designated in accordance with Paragraph A hereof.

(C) All notices and communications from the judges of this Court with respect to a cause pending therein will be sent to the trial attorneys designated on classification forms, notification forms (civil), or entries (criminal) referenced in Local Rule 11B hereof. Whenever the appearance of designated trial attorney is required in Court, the judge to whom a cause is assigned under Local Rule 7 hereof, shall so advise the Assignment Commissioner, who shall promptly notify by electronic postcard to such trial attorney advising of the required appearance. The electronic postcard shall specify the number and title of the cause, the date and time of the required appearance, the courtroom number and name of the judge to whom the cause is assigned or before whom the appearance is required, and the reason for such appearance, whether "For Trial" or "Pretrial Conference," "For Hearing on Motion to Strike" or other such customary designation. The electronic postcard notices shall be addressed to the designated trial attorney of record in that attorney's individual name, at the most recent email address on file with the Clerk of Court's office. This most recent email address will be used on all subsequent correspondence from the Court, on any case filed, until such time as the attorney in question changes his or her email address by filing a new notification form with the Clerk of Courts. The trial attorney shall be responsible for notifying the co-counsel or associate counsel of all matters affecting the action.

(D) Application for leave to withdraw as trial attorney in a civil case shall be made by written motion filed with the Clerk of Courts, with copies served upon all other trial attorneys in the cause in accordance with Civil Rule 5 and these Rules. Said motion shall be heard normally within ten days of filing by the judge to whom such case has been assigned. Written notice of such application shall be given to the client of such trial attorney seeking to withdraw, by

certified mail, return receipt requested, stating the time when, and before which judge, such

application will be made. If such application is granted and the client does not appear at such hearing, the trial attorney, if permitted to withdraw, shall notify such client by certified mail, return receipt requested, to secure a new trial attorney within such time as may be designated by the Court. A copy of such notice, together with the order authorizing withdrawal and the certified mail, return receipt requested, shall be filed and docketed in the cause with a copy provided to the Assignment Commissioner.

(E) Any attorney who accepts private employment, or is appointed by the Court in any criminal case shall be required to sign one of the entries designated in Local Rule 11 B(3) which shall be filed with the papers in the case.

Thereupon such attorney shall become attorney of record upon the journal of this Court and shall not be permitted to withdraw except upon written motion and for good cause shown.

(F) Pursuant to Rule 1 of the Supreme Court Rules for the government of the Bar of Ohio an attorney must be admitted to practice in the State of Ohio in order to practice in the Court of Common Pleas. The Assigned Judge to the particular case or the Judge assigned for the purposes of the subject proceedings has the discretion to admit counsel for that case only upon a filed written motion for admission pro hac vice. An affidavit must be attached indicating: (1) applicant attorney has taken and passed a bar examination and has been admitted as an attorney at law in the highest court of a state, commonwealth, territory, or possession of the United States or in the District of Columbia, or who is admitted to practice in the courts of a foreign state; (2) applicant attorney is currently in good standing in said jurisdiction; (3) applicant attorney has not taken and failed an Ohio bar examination; (4) there are currently no disciplinary actions or contempt proceedings pending against applicant attorney before any court or administrative body; (5) the applicant attorney is aware of the contents of the Rules Governing the Courts of Ohio and the Local Rules of the Hamilton County Court of Common Pleas. The Assigned Judge may require local counsel. Upon granting of a motion for admission, applicant attorney is required to comply with notification procedures addressed in Local Rule 11(B). (Effective January 1, 2012)

RULE 11: Pleadings and other papers

(A) Pleadings and other papers shall be typewritten or printed on 8 1/2 x 11 inch paper. All pleadings and others papers for General Division civil cases assigned an "A" case number classification SHALL be filed electronically in accordance with Local Rule 34 unless the party is proceeding pro se. Depositions, administrative records, trial transcripts and other large, multi-page filings are exempted from this requirement.

(B) Civil: Case Classification and Attorney Notification Forms. Criminal: Counsel retained, co-counsel retained and counsel appointed.

1. No complaint in a civil case shall be accepted for filing unless accompanied by a completed classification form. The trial attorney must indicate on this form the following information:

a. The classification of the case being filed.

A party may only check ONE type of civil case on the classification form. Whether the present complaint reflects a previously filed and dismissed case and, if so, the original case number and originally assigned judge's name.

Trial attorney name (printed) and Supreme Court number.

2. Whenever an attorney makes the first appearance in a civil case, that attorney shall complete an attorney notification form.

3. Whenever an attorney makes a first appearance in a criminal case, that attorney shall complete one of the following entries:

Counsel retained

Co-counsel retained

Counsel appointed

4. Whenever an attorney has a change in official mailing address, that attorney shall complete and file a new attorney notification form.

5. The Clerk of Courts shall furnish such forms at the Issue Desk in the form approved by the Joint Session. (Amended June 1, 1999)

(C) All pleadings and other papers shall be identified by a title which shall contain the name and party designation of the person filing it, the nature of the pleading or paper, the identification number of the attorney, and the assigned judge's name. For General Division civil cases assigned an "A" case number classification, no paper copies of the filing(s) need be provided by the party to the Clerk of Courts. Clerk of Courts personnel will provide assistance for parties proceeding pro se.

Originals of papers or pleadings in this Court shall not be withdrawn from the file. (Amended January 1, 1983)

(D) A transcript of proceedings which has been filed with the Clerk of Courts, or exhibits in any pending case, shall not be taken from the custody of the Clerk of Courts or the official shorthand

reporter, without written consent of the judge to whom the case is assigned, or the Presiding Judge.

(E) Unless otherwise ordered by the trial judge, all exhibits offered and admitted into evidence in the trial of a cause shall be kept in the custody of the official shorthand reporter for one year after the making of a final order in such cause. If no appeal has been taken within such time, the official shorthand reporter shall notify the trial attorney offering such exhibits to present an entry authorizing the withdrawal of them. If no such entry is presented, the official shorthand reporter, with the consent of the trial judge, may make such disposition of exhibits in the reporter's possession as is warranted. By entry, the trial judge, after hearing, may order an accurate photograph or photographs substituted for a physical exhibit. Such exhibit shall then be returned to the offering party. If a final order has been made on appeal, and no further proceedings have been had within one year from the date of such final order, the Clerk of Courts, with the consent of the trial judge, may make such disposition of exhibits as is ordered by the Court. With respect to videotape depositions, the Clerk of Courts shall release the original recording and the edited recording to the owner of the videotape upon Order of the Court pursuant to Superintendence Rule 12(E). Should the owner fail to claim said videotape deposition within thirty days of notice of a Court Order of Release, the Clerk of Courts may dispose of such tape in the manner deemed proper. Notice of the Order of Release shall be by ordinary mail to the last known owner of the videotape recording. (Amended July 1, 1990)

(F) When any court paper, file or page from the books of any public official is offered in evidence, a photocopy thereof shall be furnished forthwith by the party offering the same, and the original returned to the lawful custodian thereof. Photocopies of any other document may, with the trial judge's approval, be substituted for the originals as exhibits.

(G) Application for transcripts on appeal or if otherwise ordered of criminal or civil matters by counsel of record shall be only for that portion of the record necessary to illustrate the error(s) claimed or as may be required. The official shorthand reporter shall transcribe only as much of the proceedings as specifically ordered in writing by counsel of record. Counsel so making the request shall also advise on the same day all opposing counsel of that written request to the reporter of those positions ordered.

(H) Mental Capacity. 1) In case a person is found incompetent to stand trial under provisions of Revised Code 2945.38(C), the Court Administrator is designated to file an affidavit as a ministerial function in the Probate Court certifying the appropriate finding or findings of this Court. In the absence of the Court Administrator the Assistant Court Administrator for the Common Pleas General Division is designated for this purpose. (Amended September 17, 1982)

2. The Clerk of Courts shall notify the Court Administrator within 24 hours of the filing of such findings by any judge of this Court.

3. In any case where the court has appointed an examiner pursuant to Revised Code Section 2945.37 et seq, said examiner shall transmit said report to the Court Administrator of this Court. The Court Administrator shall distribute copies of said report to the assigned judge, the appropriate prosecutor, and defense counsel, as required by the statute and the Court Administrator shall further deliver the original report to the clerk for filing. The clerk shall maintain said reports in a separate place under lock and key and shall keep such reports in a

confidential fashion except as ordered by a judge of a Court of Common Pleas, or upon the request of a party to the proceedings or their legal counsel, or at the request of the Court of Appeals. The receipt of this filing shall be clearly entered in the clerk's journal, and in the event of an appeal, an appropriate document should be reflected in the transcript of the dockets, records and journal entries that the Clerk of the Court of Appeals has said confidential evaluation reports under lock and key with instructions as to where the Appellate Court may obtain them in the same manner as exhibits in an appellate case. (Amended December 15, 1986)

(I) Any motion or other paper filed with the Court, other than those which are required to contain a certificate of service by counsel pursuant to Ohio Civil Rule 5 shall contain a statement by counsel filing same indicating whether there is opposing counsel, whether opposing counsel has been informed of the filing, and whether there is objection to the actions sought. (Amended September 17, 1982)

(J) In accordance with Superintendence Rule 12(C) the official videotape format for the General Division of the Common Pleas Court is VHS 1/2 inch video cassette format at a tape speed of 1-6/16 I.P.S. (standard play). In addition to the requirements of Rule Superintendence 12, a written transcript of the deposition shall be filed when the video tape is filed, unless waived by the Court. Additionally, all video tapes shall be labeled to identify the overall length (in hours and minutes) of the video tape.

Playback equipment is maintained by this Court and is available for use at trial upon application at least twenty-four hours in advance to the Court Administrator and may be operated by an employee of this Court. Nothing in this Rule shall be construed to deny either party the ability to contract individually with a private court reporting firm, for the use of their equipment and/or personnel. However, where private firms are used no portion of such fee will be borne by the Court. (Amended effective August 1, 1991).

(K) In order to provide remote public access to Court records the Hamilton County Clerk of Courts publishes certain court records on the Clerk's web site www.courtclerk.org.

1. The Clerk of Courts may provide remote public access over the internet to the following classes and formats of court records:

- a. Litigant/Party indexes to civil and criminal cases filed with the court searchable by party name, judge, date filed or case number.
- b. Register of actions or dockets showing a list of what documents have been filed in a case.
- c. Calendars of cases scheduled before the various courts or judges, searchable by case no., party, attorney, judge, or room and time.
- d. Judgments, orders, or decrees in a case searchable by party or case number.
- e. Liens affecting title to real estate.
- f. Images of documents filed in a case not otherwise excluded from remote public access by this rule, court order, or upon request of the parties in accordance with paragraph 4 or 5 below.

2. The Clerk of Courts shall not provide remote public access over the internet to the following classes and formats of court records:

- a. Trial exhibits,
- b. Transcripts of court proceedings or Grand Jury proceedings
- c. Jury venires, questionnaires, seating charts, or verdict forms.
- d. Traffic Tickets, Criminal Warrants, Criminal Affidavits, Police referral records, or any other document routinely containing social security numbers.
- e. Criminal bond records that contain personal and financial information regarding the surety.
- f. Applications for Civil protections orders that are pending and the index thereto, until a final order is granted.
- g. Domestic Relations filings other than the complaint, answer and decree.
- h. Domestic Relations Family Files.
- i. Search Warrants and Applications for telephone subscriber information and affidavits in support thereof.

Unless sealed in accordance with paragraph 5 below, such documents shall be available only at a Court facility or pursuant to paragraph 3 below.

3. As technology allows, the Clerk should provide secure remote access to Court Records that are otherwise available only at a Court facility pursuant to paragraph 4 below, over the Internet to Court authorized individuals, parties, counsel, Court officers and staff. Unless sealed in accordance with paragraph 5 below, documents and records excluded from remote public access over the internet shall be imaged and available on the Court Management System (CMS) and at the office of the Clerk according to the access policies of the Clerk of Courts.

4. Upon motion of a party, a person with interest in the court record, or on the court's own motion, an assigned judge may order that all or certain records pertaining to an assigned case shall not be published on or shall be removed from the official web site. In limiting the remote public access to a record the court should use the least restrictive means that achieves the purposes of the access policy and the needs of the requester. Unless such record is subject to non-disclosure under some exception to the public record law or is sealed in accordance with paragraph (5) herein, there shall be an obvious notation on the official web site that said document or information has been withheld and is available in the official records of the Court. In deciding such a motion the Court shall consider the following factors:

- a. The need to maximize accessibility to court records,
- b. Support for the role of the judiciary,
- c. Promotion of governmental accountability,
- d. Public safety,
- f. Risk of injury to individuals,

- g. Protection of individual privacy rights and interests,
- h. Protection of proprietary business information,
- i. Possible reluctance to use the court to resolve disputes,
- j. The most effective use of court and clerk of court staff,
- k. Service to the Community
- l. The possible burden on the ongoing business of the judiciary.

5. Any party may apply to the Court by a motion pursuant to Criminal Rule 16 or Civil Rule 26 or otherwise in accordance with common law for the sealing of all or any part of an official Court file. Such request shall be by written motion. Any order to seal all or part of a Court public record shall be by journal entry. Such journal entry shall include in its caption either (1) Order to Seal Entire Record or (2) Order to Seal Document. Where the journal entry directs the Clerk to seal a Court file the Clerk shall keep said records safely and allow no access to said records except by written Court order. Where an entire file is sealed, the index and case number only shall be available on the Court Management System (CMS) and may be published for remote access and shall otherwise state that the record is held under seal pursuant to Court order with reference to this rule. Otherwise, any file, record or document ordered sealed shall not be published by the Clerk on the Internet. Nothing herein shall interfere with the Clerk's appropriate expungement of records pursuant to Revised Code Section 2953.31 et seq. or 2953.51 et seq.

6. The Clerk of Courts does not review the contents of and is not responsible for the contents of any record or document filed in that office that is provided for remote public access over the internet. The Clerk of Courts is not responsible for the use, misuse or theft of any information that is provided for remote access over the internet.

a. Parties and counsel should expect that documents or records filed with the Clerk of Courts and not excluded from remote public access in paragraph 2 above will be made available for remote public access over the internet. Parties and counsel are encouraged to avoid unnecessarily memorializing in court filings, social security numbers, full birth dates, bank or other financial account numbers, names of minor children or other personal information which might contribute to identity theft. If a date of birth or an account number must be referenced, it is ordinarily appropriate to use only the year, or the last four digits of the account. If names of minor children must be referenced it is appropriate to use the child's initials, or a generic abbreviation such as "CV" for "child victim".

b. Where a party finds it necessary to file an otherwise proper document containing personal identifying information which may implicate privacy or security concerns the party should request limited access to that document or record pursuant to paragraph 4 or 5 above.

(Effective January 1, 2012)

RULE 12. Extensions of time to move or plead by stipulation

Parties may obtain an extension of time, not to exceed 28 days, in which to move, answer or

otherwise plead, when no such prior extension has been granted, by filing with the Clerk of Courts a written stipulation providing for such extension. The stipulation shall affirmatively state that no prior extension has been granted, and must be filed before the expiration of the period originally prescribed, as set forth in Civil Rule 6(B)(1).

RULE 13. Default

(A) A party seeking a default judgment pursuant to Civil Rule 55 shall file a written motion with the Clerk of Courts. If the claim is liquidated, in addition to the motion, the moving party shall file an affidavit containing sufficient information in support of the claim. After filing the motion with the Clerk of Courts, the moving party shall leave a time stamped copy of the motion and the affidavit with the Court of Common Pleas Magistrate along with the proposed judgment entry. If the claim is unliquidated, and/or if the party against whom judgment by default is sought has appeared in the action, a hearing is required before the Court of Common Pleas Magistrate. Counsel shall schedule the hearing on the motion for default with the Assignment Commissioner.

If the party against whom judgment by default is sought has appeared in the action, he/she shall be served with written notice of the application for judgment at least seven days prior to the hearing on such application.

(B) At the hearing on the unliquidated claim, the party requesting the default shall present to the Magistrate evidence to support the award of the default. The Magistrate may require testimony under oath. The Magistrate shall upon the conclusion of the hearing, having been satisfied that service of summons and complaint has been obtained, and that the evidence presented establishes the party's entitlement thereto, cause to be prepared the Magistrate's Decision and file the same with the Clerk of Courts. The Magistrate's decision shall set forth the date service of process was obtained, set forth the nature of the claim and the amount so claimed. Copies of the Magistrate's decision shall be served upon the parties or their attorneys by the Clerk of Courts, such notice to contain language that Objections to the Magistrate's Decision must be filed within 14 days of the filing thereof.

(C) If, at the hearing before the Magistrate, any opposition develops to the granting of the default judgment, the Magistrate shall take no action but shall advise counsel for the moving party to set the matter before the assigned Trial Judge unless the case had previously been referred to the Magistrate.

(D) Following the expiration of 17 days after filing of the Magistrate's Decision, with no Objection being filed, the moving party shall present a Default Judgment Entry to the assigned Trial Judge.

(E) In foreclosure actions the order of reference to the Magistrate shall include pre and post judgment proceedings.

(Amended effective January 1, 2012)

Rule 14. Motions, memoranda and procedure thereon

(A) ALL motions shall be accompanied by a memorandum in support of the motion which shall be a brief statement of the grounds for the same, with citations of authorities relied upon, and (except in the case of an ex parte motion) proof of service in accordance with Civil Rule 5. All memoranda filed with a motion or in response thereto shall include page and document references for all factual assertions. (Amendment effective April 15, 1993)

(B) Any memorandum contra to said motion shall be served upon movant's trial attorney within fourteen days from the date the memorandum in support of the motion and proof of service thereof, was served. Any memorandum contra to a motion for summary judgment shall be served within twenty-eight days after service of the motion. Failure to serve and file a memorandum contra may be cause for the Court to grant the motion as served and filed. A reply memorandum may be served and filed within seven days of the service of the memorandum contra. The time periods set forth in this Paragraph B may be extended by the Court, for good cause shown, upon application therefor:

(C) No motions in civil cases, will be set for oral argument unless:

1. a) a written request is made therefor by the moving party, or any other party, which request shall be noted conspicuously in the writing, or
b) the Court directs the Assignment Commissioner to set such motion for oral argument.
2. Upon receipt of such request from counsel, and at such counsel's direction, the trial judge may make whatever disposition the judge feels is proper or may set the matter for oral argument.
3. Any party who may be adversely affected by such motion may file a memorandum opposing same and, if deemed necessary, the court may permit the filing of additional memoranda by any interested party.
4. If no request for oral argument is made by any interested party within fourteen days after the filing of such motion, the motion shall be considered by the assigned judge for decision.
5. Memoranda opposing any such motion shall be filed before the same is transmitted to the Court for decision. Leave shall be required for filing such memoranda after the motion has been transmitted to the Court.
6. If a decision on such motion has not been made within thirty days after transmittal thereof to the Court, any interested party may request the judge to set the case for decision on motion, who shall notify all counsel of record of such setting.
7. Any motion and memorandum which is not promptly served on opposing counsel after the filing thereof shall be subject to being stricken from the files.
8. To assure compliance with Civ. R. 56(C), depositions, answers to interrogatories, written admissions, affidavits, transcripts of evidence, and written stipulations of fact to support or oppose a motion for summary judgment shall be: (1) separately filed with the Clerk, or (2) if attached to the motion or memorandum, the caption shall so state, i.e. "...Including Affidavit of _____." Documents, which are not expressly mentioned in Civ. R. 56(C), shall be attached to an affidavit and filed. Failure to file any document as provided herein can result in its exclusion by the Court.

(D) DISCOVERY. With respect to discovery, it shall be the policy of this Court to minimize resort to judicial intervention in the discovery process. It is also intended that Interrogatories and Requests shall not be filed with the Court except in those cases where informal, out-of-court attempts at discovery are ineffective and it becomes necessary to file a Motion to Compel Discovery under the provisions of Rule 37(A), Ohio Rules of Civil Procedure.

1. **CONSULTATION AMONG COUNSEL.** No objections, interrogatories, motions, applications or requests related to discovery shall be filed under the provision of Rules 27 to 37, in the Court unless counsel have exhausted all extrajudicial means for the resolution of differences.
2. **MOTION TO COMPEL DISCOVERY.** To the extent that extrajudicial means have not disposed of the matter, the party seeking discovery may then proceed with the filing of a Motion to Compel Discovery under Rule 37. The motion shall be accompanied by a supporting Memorandum which will state the movant's legal basis which would warrant an Order Compelling Discovery. The Memorandum filed should be concise, addressing itself only to those relevant issues, and generally should not exceed ten pages. The Motion and Memorandum shall also be accompanied by:

(a) An affidavit of counsel setting forth what extrajudicial means have been attempted to resolve differences; and

(b) A copy of the Interrogatories, Application Requests, etc. which have previously been served pursuant to Ohio Rules of Civil Procedure. No interrogatories, Applications or Requests shall be filed in the Court except in connection with a Motion to Compel Discovery.

3. **OBJECTION TO DISCOVERY MOTION.** Objections to any Discovery Motion filed pursuant to Rule 37 shall be filed within the time specified, or if no time is specified, within the time specified in Rule 33. In all other respects, a Motion to Compel Discovery will be treated as any other Motion under these Rules.

(Amendment effective July 1, 2019)

Rule 14.1 Bond

In the event that a criminal defendant is bound over to, or indicted by the Grand Jury of this County the Common Pleas Court through this rule automatically recognizes the bond as set in Municipal Court, and establishes said bond for the purposes of proceedings in this court until the matter is brought to the attention of a Common Pleas Judge or Magistrate by motion of a party. Subsequent to arraignment, said motion shall be entertained by the Assigned Judge.

Rule 14.2 Setting Aside Bond Forfeiture Judgments

When a Surety, or Counsel, moves that a Bond Forfeiture Judgment be set aside, said motion shall be filed in writing with the Clerk of Courts. Further, a copy of said motion shall be delivered to the Hamilton County Prosecutor.

Upon the filing of the motion, a hearing date shall be set before the Common Pleas Magistrate to determine the merits of said motion. The Magistrate shall then issue a decision. If an objection to the Magistrate's decision is filed within 14 days, a hearing shall be set before the Judge that forfeited the bond for a final determination. If no objection is filed, the Court shall issue an entry adopting and approving the Magistrate's decision.

(Rule effective April 15, 1996)

RULE 15. Case management and pretrial conferences; procedure

(A) In accordance with Civil Rule 16, within ninety (90) days after a cause is filed, one hundred twenty (120) days as to foreclosure cases, the judge to whom such cause is assigned shall conduct a case management conference. The Assignment Commissioner shall set the original date for the case management conference, the purpose of which is to resolve a particular issue, take appropriate action on service and leaves to plead, explore the possibilities of an early settlement, discuss the propriety of transfer of the cause to arbitration or mediation, and fix deadlines for the completion of discovery procedures. With the permission of the Court, attorneys may make themselves available for case management conferences by telephone conference call. (Amended May 1, 2002)

At the conclusion of the case management conference, a case management order shall be prepared and entered. The order shall include definite dates for the completion of all discovery, the completion of any alternative dispute resolution process ordered, the filing of motions for summary judgment and motions to dismiss, the identification of any expert witness and their opinions, and shall include a definite date for a pretrial conference as in Paragraph B hereof, or a trial setting conference, or trial.

Status conferences or settlement conferences may be scheduled at the discretion of the Court.

(B) In addition to the case management conference mentioned in Paragraph A hereof, there may be a pretrial conference before trial. The pretrial conference will be conducted by the judge to whom the cause is assigned. All matters set forth in subdivisions (1) to (10) of Civil Rule 16 will be discussed in depth at such pretrial conference.

(1) All trial attorneys appearing in the action are expected to be present at the pretrial conference, fully authorized to act and negotiate on behalf of the parties that they represent. Since the amicable disposition of the case by settlement will be seriously considered, the trial attorney should appear at the pretrial conference, having conducted settlement discussions, prepared to discuss the subject in depth. At the request of any trial attorney or upon its own motion, the court may order the parties or their respective sureties, indemnitor or insurers to be present at the pretrial conference. The pretrial conference will not be adjourned until a trial date is fixed by the Court and procedures for the trial itself discussed and resolved.

(2) All trial attorneys shall file with the judge to whom the cause is assigned and serve upon all other trial attorneys appearing in the action, not less than two days prior to date of the pretrial conference, a Pretrial Statement:

(a) Stating the nature of the addition and advising the Court in detail of the factual and legal issues which the case presents and any stipulation of fact;

(b) Listing all witnesses and a summary of their expected testimony;

(c) Setting forth the party's position on legal issues, including any significant evidentiary questions, with a citation of authorities in support thereof;

- (d) As to a plaintiff or plaintiffs, attaching an itemized list of special damages and expenses, if applicable;
 - (e) Stating that the parties have exchanged, identified, marked and listed all exhibits to be used at trial. Exhibits not exchanged and marked may be excluded by the Court.
 - (f) Attaching copies of available opinions of all persons who may be called as expert witnesses, including physicians, which shall not constitute a waiver of privilege granted under Revised Code Section 2317.02, as set forth in Civil Rule 16;
 - (g) Advising the Court of the current status of settlement discussions;
 - (h) Advising the court of any pretrial motions, including motions in limine;
 - (i) Advising the court of any other items as specifically directed by the assigned judge.
- (3) Upon the failure of any party to the action or that party's trial attorney either to serve and file with the judge the pretrial Statement required under subdivision (2) Paragraph B of this Rule or to attend the pretrial conference as required by subdivision (1) of Paragraph B of this Rule, after notice of such formal pretrial conference has been sent in accordance with Rule 10(C), the Court may impose sanctions as authorized by Civil Rule 37(B).

(C) WORKERS' COMPENSATION APPEALS (MANDATORY SETTLEMENT CONFERENCE)

Every Workers' Compensation Appeal filed pursuant to Ohio Revised Code Section 4123.519 shall be scheduled for a mandatory conference before the Court Referee, the purpose of which shall be to explore the possibility of early settlement, with a representative of the Industrial Commission present and authorized to recommend the approval of the same. Unless the parties agree to an earlier date, the Court Administrator shall designate the date, time and location of said Settlement Conference within the six month after filing. Upon the completion of each settlement docket the Referee shall report to the Assigned Judge on the status of those cases reviewed.

All attorneys appearing in the action are required to be present at the conference fully authorized to negotiate on behalf of the parties whom they represent and to either enter into a settlement agreement or decline settlement. A formal settlement statement in the form designated by the Court Administrator must be filed with the Court by the Claimant and served on all parties or their attorney of record at least fourteen (14) days before the settlement conference. Failure to attend or fully participate in said pretrial conference after proper notice may result in the imposition of sanctions by the Court.

If the matter is not resolved by settlement at the conference, the Court Referee shall remove the case from the settlement docket and return it to the Assigned Judge for trial setting in accordance with the Ohio Rules of Civil Procedure.

Every notice of appeal in the Hamilton County Court of Common Pleas shall set forth the claim number assigned by the Ohio Bureau of Workmen's Compensation in the following

manner:

IN THE COURT OF COMMON PLEAS

COUNTY OF HAMILTON

STATE OF OHIO

_____ : No. _____

Plaintiff

: NOTICE OF APPEAL

vs. WORKERS' COMPENSATION APPEAL

: B.W.C. CLAIM NO.

_____ :

Defendant

The above amendment to be applicable to workers' compensation appeals filed on or after July 1, 1991 and until further order of the Court.

(D) Criminal cases shall be assigned to a judge, pursuant to Local Rule 7, immediately upon indictment. The Assignment Commissioner shall schedule the case for a Disposition Scheduling Conference within fifteen (15) days after arraignment unless otherwise directed by the Assigned Judge. Notice of the Disposition Scheduling Conference shall be prepared by the Assignment Commissioner and distributed to the defendant or the defense attorney at arraignment. Counsel is encouraged to meet with the Prosecutor prior to the date of the Disposition Scheduling Conference to resolve and define discovery issues and to confer on plea or trial options. (Effective September 1, 1992.)

RULE 16. Judgments upon warrant of attorney to confess

Judgments by confession, upon a warrant of attorney, will not be entered in the absence of the defendant, except upon proof, satisfactory to the court, of the signature of the maker upon the warrant of attorney or other instrument upon which judgment is sought to be taken. As a condition precedent to the entering of judgment, the original warrant of attorney shall be produced in open Court, and the Court shall satisfy itself that the warning required by Revised Code Section 2323.13(D) appears on the instrument upon which judgment is sought to be taken if such instrument was executed on or after January 1, 1971. Immediately upon entering a judgment by confession, upon a warrant of attorney, the court shall cause to be sent to the defendant a certified letter, return receipt requested, mailed to the defendant at the address set forth in the complaint, notifying said defendant of the entry of the judgment against the

defendant, in accordance with Revised Code Section 2323.13(C).

RULE 17: Journal entries

(A) Unless the Court otherwise directs, counsel for the party in whose favor an order, judgment, or decree has been granted in a civil case, shall prepare a journal entry within ten days thereafter, unless the Court extends the time, and shall submit it to opposing counsel, who shall approve or reject it within three days after its receipt. The endorsement of counsel for each party affected shall appear on the journal entry before counsel presents it to the Court for approval. If opposing counsel fails to return or refuses to endorse the journal entry counsel may present to the Court a proposed journal entry which includes a certificate of service as provided in Rule 11(I) herein. When rejected, opposing counsel may file written objections with the Court. If a journal entry is not timely presented to the Court by counsel then it may be prepared and journalized sua sponte by the Court. For claims in cases seeking judicial sale of real property, all journal entries SHALL be filed in accordance with Local Rule 45.

The Court shall approve a journal entry deemed by it to be proper, sign the same and cause it to be filed with the Clerk of Courts. All judgment entries shall contain a complete caption setting forth the names of all parties affected by the entry and shall be journalized by the Clerk of Court on the same date that it is signed and approved by the Court. When the court signs a judgment as defined in Ohio Civil Rule 54 from which an appeal lies, as provided in Revised Code Section 2505.02, the Court shall affix a uniform stamp in red ink identifying said judgment and directing the clerk to serve all parties pursuant to Ohio Civil Rule 58. Counsel for the party in whose favor a final appealable order, judgment, or decree has been granted in a civil case shall forward notice of such filing to all other counsel or parties in the case and said counsel shall also file a certificate of such notice with the Clerk of Courts for journalization. Notice of the filing of each entry and the journalization thereof shall on the following day of such filing be published in the Cincinnati Court Index. (Amended July 1, 1989)

(B) When a request is duly made for findings of fact and conclusions of law, the judgment may direct the party making the written request to prepare within five days proposed findings of fact and conclusions of law and submit them to opposing counsel. Within ten days after receipt by the opposing counsel the proposed findings shall be submitted to the Court with objections and counterproposals if any in writing; however, only those findings of fact and conclusions of law made by the Court shall form part of the record.
(Effective January 1, 2012)

RULE 18. Disposition of cases called for trial

If a cause is called for trial and the party prosecuting such cause fails to respond, either in person or by plaintiff's trial attorney, the Court may dismiss such action, after notice to plaintiff's trial attorney in accordance with Civil Rule 41(B)(1), or make such other disposition of the cause as the circumstances require. If the defendant fails to respond, either in person or by defendant's trial attorney, the Court may proceed as on default, provided the notice requirements of Civil Rule 55(A) are met. If neither plaintiff nor defendant responds in person or by their respective

trial attorneys, the Court may make such disposition of the cause as it sees fit, after notice is given in accordance with the Civil Rules and these Rules.

RULE 19. Judgment debtor examinations

(A) In accordance with the provisions of Revised Code Chapter 2333, a motion for order of appearance of judgment debtor shall be filed as all other motions with the Clerk of Courts (except that no memorandum in support thereof shall be required), and shall be set for hearing before a Magistrate of this Court; the attorneys for the judgment creditor shall notify the judgment debtor of the hearing date by ordinary mail, postage prepaid, addressed to judgment debtor's last known address advising the judgment debtor of the time and place of hearing on said motion; if the judgment debtor appears on that date, the judgment debtor shall be examined at that time; if the judgment debtor fails to appear and it appears that the notice sent to the judgment debtor has not been returned or delivery thereof has been refused, the Judge shall issue an order for an appearance for examination as a judgment debtor; if the judgment debtor fails to appear on the date so set and has been duly served with summons, a citation for contempt shall be issued, returnable one week thereafter; if the judgment debtor has been served personally with such citation and fails to appear, a body attachment shall be issued for the judgment debtor, returnable one week thereafter, with a suitable bond fixed by the Magistrate.

(B) Judgment debtor proceedings shall not be filed in any cause more often than once every six months unless the party filing the same or that party's attorney, files an affidavit setting forth that the party has good and sufficient reason to believe that the status of the judgment debtor has changed since the previous order was filed, or unless the party or that party's attorney personally secures the written permission of the Assistant or Second Assistant Presiding Judge.

(C) There shall be no charge for filing the first order for appearance of judgment debtor in any case, but there shall be a charge for each subsequent order for appearance of judgment debtor of one dollar to be advanced by the party seeking such order to apply on the cost of same. If an order for appearance of judgment debtor is filed earlier than six months from the previous order and it appears upon the examination that the party seeking same did not have good reason to request the Assistant or Second Assisting Presiding Judge for such examination, the costs of such proceedings, at the discretion of the Magistrate, shall be paid by the party seeking the order before an order for the appearance of the judgment debtor can again be allowed.

(D) Motions for judgment debtor examination shall be scheduled for hearing with the Assignment Commissioner's Office.

(Amendment effective August 15, 2006)

RULE 20. Fees

(A) 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: seven percent of any sum not exceeding \$10,000; four percent of any sum exceeding \$10,000 and not exceeding \$15,000; three percent of any sum exceeding \$15,000; provided that the minimum fee in any partition case shall be not less than \$100. If an action for partition is

terminated other than upon the merits, the trial attorney for plaintiff shall be allowed a fee for the reasonable value of that attorney's 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.

(B) Fees of receivers and their attorneys shall be allowed only upon an application filed in the cause with an affidavit setting forth in detail the services rendered in the case. Written notice of the time and place of the hearing of said applicant shall be served upon all attorneys, parties and known creditors, a reasonable time before hearing. The Court may direct that notice be given by publication or in such other manner as it deems proper. If the property involved in the receivership is not sufficient to pay court costs, receiver's fees and the premium on receiver's bond, the fee of the receiver, together with the premium for receiver's bond, shall be taxed as costs in the action, which shall be paid by the party upon whose application the appointment of a receiver was made. The minimum fee of a receiver shall be \$100.

(C) A schedule of fees for the defense of indigent persons has been established by resolution of the Board of County Commissioners pursuant to Revised Code Section 2941.51(B). The Court Administrator shall maintain a copy of the current schedule on file at all times. (Amended September 17, 1982)

(D) In any criminal case in which the Court appoints one or more specialists in mental diseases to examine into the mental condition of the accused, the fee allowable for such examination and for the testimony of such specialists in Court shall be \$125.00 per hour. Unless otherwise approved by the Trial Judge the maximum allowable for examination, evaluation and written report as provided in Section 2945.371 of the Revised Code shall be \$625.00 (up to 5 hours) and the maximum allowable for testimony shall be \$625.00. At the discretion of the trial judge and upon satisfactory documentation additional compensation may be granted at the rate of \$125.00 per hour. Psychiatric billings will be routinely examined by the Court Administrator. (Amended January 1, 2002)

(E) In the event an order is made for the taking of depositions in a criminal Prosecution, the attorney assigned for the defendant and the Hamilton County Prosecuting Attorney and/or the prosecuting attorney's assistant shall be allowed the necessary expense incurred at the place of taking such depositions and expense of travel not to exceed the reimbursement rates established by the Board of County Commissioners for officers and employees of Hamilton County. A copy of the most recent resolution concerning this subject shall be made available to appointed

counsel and the Prosecuting Attorney by the Court Administrator. (Amended September 17, 1982)

Application for advances for the purpose of attending a deposition shall first be approved by either the Hamilton County Prosecuting Attorney or the Public Defender. The application should then be presented to the assigned judge for approval and delivered to the Court Administrator for coding and approval. Such advances shall be limited to the amount required for transportation and lodging. If an advance is approved and received, an accounting must be filed no later than 30 days after the completion of the deposition.

All claims for reimbursement for travel expense or accountings for advances shall be made on the standard county form labeled "Travel Expense Voucher" available from the Court Administrator. All claims must be supported by receipt or affidavit. The Prosecutor shall present such voucher to the Court Administrator and appointed counsel shall present said vouchers to the Public Defender, who shall routinely review, code and approve same.

(F) In any case in which the Court appoints an interpreter for persons with hearing, speech, or other impediments, the fee allowable for such services, pursuant to Revised Code Section 2311.14, shall be \$45.00 per hour. A one hour minimum will be billed if after a twenty (20) minute wait for the scheduled starting time, interpreter service cannot be initiated due to the unavailability of the client.

Whenever possible, the Court will give 48 hours notice.

(Effective as of October 1, 1991.)

(G) Pursuant to Revised Code Section 2301.24 and 2301.25, the fee for an original official transcript of a court proceeding in either a civil or criminal case is on a per page basis as listed below. These rates apply for any transcript ordered on or after September 10, 2012. (Effective September 10, 2012)

a) Regular rate.....	\$4.50
Expedited (by 8 a.m. the next calendar day) rate.....	\$7.95
1 to 5 business day (s) rate.....	\$5.95
6 - 10 business days rate	\$5.45
Realtime (unofficial transcript) rate.....	\$7.95

(Effective September 10, 2012)

b) The fee for a copy of a prepared transcript is \$0.10 per page for a paper copy or free for an electronic copy.

(Effective September 10, 2012)

(H) The fee for each appraiser appointed pursuant to R.C. Chapter 2329 shall be \$125.00, for a combined total of \$375.00 per parcel. (Effective February 1, 2008.)

(I) In the event that an indigent party requests a transcript of official shorthand notes in a criminal case, and is not represented under the Public Defender Program, there must be a signed Entry by the Trial Court granting the cost of

such transcript be taxed into costs at the State's expense. (Effective June 1, 1992.)

(J) In all criminal cases wherein the defendant is represented by a Public Defender or Assigned Counsel and the Court orders as part of the sentence that the defendant pay costs, the Clerk of Courts shall assess the \$25.00 application fee, pursuant to R.C. 120.36 and the reimbursement of the Public Defender fees in the amount of \$75.00 for probation violations, \$325.00 for a plea, \$600.00 for a trial, and \$750.00 for a jury trial and the defendant shall be required to pay such amount unless the Court specifically waives this requirement in its sentencing entry. (Effective July 1, 2006)

(K) Where the statutes or rules require the clerk of the trial court to make a photocopy of the transcript of proceedings, the court reporter shall file an additional transcript of proceedings with the court at the rate set out in Section (G)(b) above. Where the public photocopies said transcript, the clerk will instruct that the transcript binding shall not be broken. Broken binding will render the transcript certification void.

(Effective September 16, 1997)

RULE 21. Registered land cases

(A) The Clerk of Courts shall maintain a separate docket and assign consecutive numbers prefixed by "LR" for all cases filed in this Court under the provisions of Revised Code Section 5309.08 regarding the original registration of lands, or under Revised Code Sections 5309.27, -.45 and -.46, concerning other proceedings pertaining to registered Land Cases filed in which the involvement of registered land is incidental to the primary relief sought, such as foreclosure or partition, shall not be entered in the registered land docket, but shall be entered in the regular dockets of this Court, as any other civil action.

(B) Copies of pleadings and motions need not be filed in registered land cases, except that one copy of the application shall be filed in all actions for the original registration of land, pursuant to Revised Code Section 5309.08.

(C) Upon the filing of an application for registration, in addition to the statutory filing fee

provided by Revised Code Section 5310.15, there shall be deposited with the Clerk of Courts the sum of \$25.00 as security for costs incident to the filing of the application. When such sum has been exhausted, upon application or upon its own motion, the Court shall require a further deposit of such additional sum as is deemed necessary for security for costs.

(D) All cases bearing the "LR" designation in accordance with Paragraph A hereof shall be heard by the judge sitting in the Criminal and Equity Room, or such other judge as the Administrative Judge may designate. Only contested land registration cases shall be assigned in accordance with Rule 7 hereof. When a case bearing the "LR" designation is contested, the examiner of titles, appointed in accordance with Section 5309.04 of the Ohio Revised Code, upon determining that the case is at issue and ready for trial, shall report such fact to the Administrative Judge, and the case shall thereafter be assigned as mentioned above.

(E) In all cases bearing the "LR" designation, no notice of subsequent proceedings need be given to any party in default for failure to answer or otherwise appear as provided by Civil Rule 55(A) and Rule 13 hereof.

RULE 22. Notary public: examination and appointments

(A) This Court shall not issue or approve the certificate of qualifications required by Sec. 147.01 R.C. in connection with applications for appointment as Notaries Public unless the applicant is a resident of Hamilton County, Ohio, and is (a) either a member of the Bar of the State of Ohio in good standing or (b) has passed the examination hereinafter prescribed.

(B) The Joint Session shall appoint a committee of not less than 10 members of the Bar of the State of Ohio in good standing and practicing law in Hamilton County, Ohio, one of whom shall be designated as Chairperson. This committee shall be known as the 'Judges Committee on Notaries Public,' which committee shall serve until further order of the Court.

(C) Said committee or sub-committee or member thereof, shall from time to time, but not less than once each month, conduct at the Courthouse, examinations of all applicants for appointment as Notaries Public of this County, for the purpose of determining whether the applicant possesses the qualifications necessary for the proper discharge of the duties of the office set forth in Revised Code Section 147.02. Paragraph (C) shall not apply to persons admitted to the practice of law in this State.

(D) Every applicant shall first file with the Committee, with the application, a statement in writing, which statement shall be in such form, and set forth such matters as the Committee shall prescribe. The Committee or sub-committee shall report to one of the Judges of this Court in writing after such examination is had. Said report is to contain either an approval or disapproval by the Committee and is to be submitted within seven (7) days after the applicant has been examined; and the said Judge shall duly pass on the application as the facts and the law may require.

(E) Each application filed shall be accompanied by a fee in the amount hereinafter provided, which will be returned to the applicant if that applicant is not permitted to take the examination by reason of lack of citizenship, legal residence or other statutory requirement. If the applicant's name is placed on the examination roll and the applicant fails to receive a recommendation of

approval, a new application may be filed and an additional examination fee, in the amount hereinafter provided must accompany each such subsequent application.

(F) Any complaint filed by the Committee seeking to have a Notary removed, suspended, or disciplined shall be heard and determined by the Presiding Judge, or by any judge designated by the Presiding Judge after notice thereof to the Committee and the individual or individuals against whom the complaint is filed.

(G) Whenever any applicant in the opinion of the Committee is not qualified for appointment to the office of Notary Public, said applicant may file a new application for reexamination after thirty (30) days; should said applicant, in the opinion of the Committee, upon said second examination be still unqualified to hold said office, then said applicant shall not be permitted to file an application for an additional examination until thirty (30) days or more have elapsed from

the date of said second examination; should said applicant, in the opinion of the Committee, be still unqualified to hold said office upon said third examination, then said applicant shall not be permitted to file an additional application until five (5) years has elapsed from the date of said first examination. Each such application shall be accompanied by the fee hereinafter provided.

(H) Should any applicant, after filing an application for examination, fail to appear for said examination within thirty (30) days after the filing of said application, the Committee shall notify said applicant, by mail, that unless said applicant appears for examination within the next succeeding thirty (30) days, after the notice, that said application will be cancelled, and no part of the fee paid shall be returned to the applicant unless the Committee or a judge of this Court so authorizes.

(I) Any person who has been commissioned as a notary public pursuant to the Statutes of Ohio, who desires a renewal of such commission shall file application for such renewal with the Judges Committee on Notaries Public. All applications for renewal shall be in writing and shall set forth such facts as said Committee shall prescribe and shall be accompanied by a fee in the amount hereinafter provided. Such application shall be examined by the Committee or some member thereof and approved by it. The applicant shall thereupon be considered qualified for a renewal of commission without examination unless ordered By the Court.

(J) The amount of the fees hereinbefore designated to be paid by each applicant, who is either a resident of Hamilton County or has been appointed a Notary Public in an adjacent county in which the applicant is a resident, is fixed as follows:

Original application	\$ 80.00
Re-examination.....	\$ 10.00
Renewal application	\$ 75.00
Attorney application	\$ 80.00
Name change	\$ 35.00

(Effective February 6, 2018)

Said payment shall include fees payable to the Governor and recording fees, and applicant shall be entitled to receive a copy of the 'Manual for Notaries Public' without a charge.

The fees provided herein shall be used to defray the costs incident to the processing of Notary Public applications, and a financial report together with the activities of the Judges Committee on Notaries Public shall be made to the Presiding Judge annually. (Amended April 1, 1993)

(K) The Judges Committee on Notaries Public is hereby empowered to administer the rule hereinbefore set forth and shall perform such duties as may be prescribed by the Court.

RULE 23. Magistrates

(A) **Appointment.** Magistrates shall be appointed by the Court and serve as full-time employees of the Court as provided by Civ. R. 53, and shall also serve as Magistrates under Crim. R. 19.

(B) **Matters Heard.** A Magistrate shall hear any trial or hearing which is referred to him or her by

the Trial Judge:

(1) on any issue or issues as to which no jury trial right attaches, or as to which the jury right has been waived,

(2) trials or hearings as to any issues submitted by consent of the parties,

(3) jury trials where the parties have given unanimous written consent under Civ. R. 53(C)(1)(c).
(February 1, 2008)

All hearings for default, garnishment, attachment, execution, eviction, replevin, bond forfeiture, all uncontested motions to confirm arbitration award arising out of R.C. 2711.09 and judgment debtor examinations shall be before the Magistrate(s), at such times and dates as the Assignment Commissioner designates.

(Effective 2/15/05)

(C) Trial Procedure. Trials and hearings before the Magistrate will be conducted in accordance with the standards set forth in these rules and the Ohio Rules of Civil Procedure.

(D) Magistrate's Order Or Decision. The Magistrate will issue his or her order or decision after the trial or hearing in accordance with Civ. R. 53 but may require that briefs, proposed findings or other memoranda be submitted by counsel prior to the issuance of the order or decision.

(E) Motions To Set Aside A Magistrate's Order And Objections To Magistrate's Decision. A Motion to Set Aside a Magistrate's Order or Objections to the Magistrate's Decision along with memoranda in support thereof shall be timely filed by any party in accordance with Civ. R. 53. Memoranda contra objections may be filed by any party within 10 days of filing of the original objection. Requests for findings of fact and conclusions of law will stay the time for the filing of objections.

(F) Post judgment motions in cases wherein foreclosure judgments have been issued by the Magistrate shall automatically be assigned to the Magistrate under the original order of reference. The 14-day time limit established by Civ. R. 53 for the filing of objections to the Magistrate's decision may be extended by the trial judge only upon written application supported by an affidavit stating facts indicating a practical impossibility of compliance. If a transcript of the trial or hearing is necessary to support

objections to the Magistrate's order or decision the transcript must be filed with the trial judge by the moving party within 30 days after the filing of the objections unless the trial judge, in writing, extends the time for inability of the reporter to complete the transcript of the testimony. (March 2018)

The request for a transcript shall be submitted to the proper court reporter within three days after the filing of the objections.

(G) **Entries.** Entries or judgments shall be prepared by the prevailing party in accordance with Loc. R. 17 and shall be submitted to the Magistrate for his or her approval and endorsement before being submitted to the trial judge.

(Effective 8/14/2002)

RULE 24. Compulsory arbitration

(A) Cases for arbitration

(1) Any judge of the general division of the Court of Common Pleas may at the case management conference or thereafter order and schedule, by entry, any case to be heard and decided by a Board of Arbitration, consisting of not more than three members of the Bar of Hamilton County, Ohio, to be selected as hereinafter provided, except those cases involving title to real estate, equitable relief and appeals, provided the amount actually in controversy (exclusive of interest and cost) as determined by the assigned judge does not exceed \$100,000.00 per case. Arbitration shall be permitted in cases where the amount in controversy exceeds the sum specified in the plan for mandatory arbitration where all parties to the action agree to arbitration.

(2) Selection of Board.

(a) The parties may select the chair and other board members by agreement.

(b) By agreement of the parties, the board may consist of one or three members with one member serving as chair.

(c) If the parties agree to the composition of the board, the Arbitration Commissioner must be notified in writing of the selection not less than 60 days before the date of the hearing.

(d) If the Arbitration Commissioner is not notified sixty days before the date of the hearing, the Arbitration Commissioner shall select the board as otherwise provided herein.

(3) All times provided in section (A) shall be computed from the date the entry referenced in (A)(1) above is journalized in the office of the Clerk of Courts.

(B) Exceptions to entry concerning arbitration

(1) Exceptions to an entry placing a case on the arbitration list shall be raised by a motion filed within ten (10) days of the journalization of said entry, and shall be heard by the Assigned Judge.

(2) Exceptions to an arbitrator shall be raised by motion filed within ten (10) days of the mailing of confirmation of arbitration hearing and shall be heard by the Assigned Judge.

(C) Appointment of arbitrators

Members of Arbitration Boards, whether selected by the parties or by the Arbitration Commissioner, shall be appointed by the Arbitration Commissioner, by entry, from the list as described in Paragraph (D).

(D) List of Arbitrators

(1) The Arbitration Commissioner shall prepare and maintain a list of arbitrators, consisting of four groups: Chairpersons, Non-Chairpersons Arbitrators, Emergency Chairpersons, and Emergency Non-Chairpersons Arbitrators. All Chairpersons and Emergency Chairpersons shall consist of lawyers who are selected from the list of arbitrators by the Presiding Judge or by a judge or judges assigned to do so by the Presiding Judge.

(2) No person may be added to the list of arbitrators unless that person is an attorney authorized to practice law in the State of Ohio, has filed with the Arbitration Commissioner a written consent to serve as an arbitrator and has completed the training requirements set forth in Paragraph (Z).

(3) Arbitrators subsequently desiring to be deleted from the list of arbitrators may do so by notifying the Arbitration Commissioner in writing.

(E) Composition of Board: Disqualification from appointment

Not more than one member of a law partnership or an association of attorneys shall be appointed to the same Board, nor shall an attorney be appointed to a Board who has an interest in the determination of the case or a relationship with the parties or their counsel which would interfere with an impartial consideration of the case.

(F) Assignment of Cases: Communication with Arbitrators

(1) The Arbitration Commissioner may assign up to two cases to each Arbitrator at the time of their selection.

(2) Once a case is assigned to a board of arbitrators, there shall be no communication by counsel or the parties with the arbitrators concerning the merits of the controversy prior to the commencement of the hearing. Further, no disclosure shall be made to the arbitrators prior to the filing of the report and award referred to in Para. P, of any offers of settlement made by either party. Prior to the delivery of the court file to the Chairperson of the Board of Arbitrators, the Arbitration Commissioner shall remove from the file and retain all papers or any notations referring to demands or offers for settlement including the Certificate of Readiness.

(G) Hearings: when and where held: notice

Hearings shall be held at a place scheduled by the Arbitration Commissioner, unless counsel for all parties and the entire board agree otherwise. At least ten (10) days before the hearing, the Arbitration Commissioner shall send to the parties or their counsel written confirmation of the time and place of the hearing and the identity of the Board members. No hearings shall be fixed for Saturdays, legal holidays or evenings, except upon agreement by counsel for all parties and the arbitrators.

(H) Continuances

(1) Any continuance of an arbitration hearing shall require the approval of the Assigning Judge. In the event of a continuance, the Arbitration Commissioner may assign the case to another board. If a continuance is requested and obtained more than seven (7) days prior to the scheduled hearing date, the Arbitration Commissioner shall not assess costs unless the Assigning Judge otherwise orders. If a continuance is requested and obtained less than eight (8) days prior to the scheduled hearing date, the Arbitration Commissioner shall, unless the Assigning Judge otherwise orders, assess costs against the requesting party as follows:

(a) If the continuance is obtained four (4) to seven (7) days prior to the scheduled hearing date, the assessed costs shall be fifty dollars (\$50.00).

(b) If the continuance is obtained less than four (4) days prior to the scheduled hearing date, the assessed costs shall be one-hundred-fifty dollars (\$150.00).

The assessed costs shall be paid when the entry granting a continuance is filed and the entry shall allocate those costs to the Arbitration Commissioner and direct the Clerk of Courts to make immediate payment of such costs to the Arbitration Commissioner.

(2) Whenever a continuance is requested after two prior continuances, the case shall be certified by the Arbitration Commissioner to the Assigning Judge who shall summon the parties or their counsel. The Assigning Judge may make any appropriate order, including an order of dismissal for want of prosecution, or an order that the case be again assigned to a Board of Arbitration and be heard and an award made whether or not the defendant appears and defends.

(I) Oath of arbitrators

When the whole number of the arbitrators shall be assembled, they shall be sworn or affirmed justly and equitably to try all matters properly at issue submitted to them, which oath or affirmation may be administered to them by any person having authority to administer oaths.

(J) Default of a party

The arbitration may proceed in the absence of any party, who after due notice, fails to be present or fails to obtain an adjournment. An award shall not be made solely on the default of a party; the Board of Arbitration shall require the other party to submit such evidence as they may require for the making of an award.

(K) Conduct of hearing: general powers

(1) Although strict conformity to legal rules of evidence is not necessary, the Board shall receive only relevant and material evidence. All evidence shall be taken in the presence of the arbitrators and the parties except where any of the parties is absent, is in default or has waived the right to be present. The Board shall receive evidence in the following forms:

(a) Sworn testimony by competent witnesses.

(b) Affidavits, documentary evidence, the product of all completed discovery and/or written reports, provided that such evidence has been served upon the adverse parties or their counsel at least fourteen (14) days before the hearing, unless counsel otherwise agree.

(2) Notwithstanding the above, the Board may receive additional evidence as it deems proper.

(3) All evidence received shall be given such weight as the Board deems it is entitled to after consideration of any objections which may be made.

(4) No disclosure of any kind shall be made to the arbitrators prior to the hearing.

(L) Specific powers

(1) The Board of Arbitration shall have the general powers of a court including, but not limited to, the following powers:

(a) Subpoenas. To cause the issuance of subpoenas to witnesses to appear before the Board and to request the issuance of an attachment according to the practice of the courts for failure to comply therewith.

(b) Production of Documents. To compel the production of all books, papers and documents which they shall deem material to the case.

(c) Administering Oaths; Admissibility of Evidence. To administer oaths or affirmations to witnesses, to determine the admissibility of evidence, to permit testimony to be offered by depositions and to decide the law and the facts of the case submitted to them.

(2) Procedure in Case of Estimate. In the case of an estimate, the party intending to offer the estimate shall forward with that party's notice to the adverse party together with the copy of the estimate a statement indicating whether or not the property was repaired, and if it was, whether the estimated repairs were made in full or part, attaching a copy of the receipted bill showing the items of repair made and the amount paid.

(M) Supervisory powers of Court

Any judge of the general division of the Court of Common Pleas shall have full supervisory powers with regard to any questions that arise in all arbitration proceedings and in the application of these rules.

(N) Witness fees

Witness fees in any case referred to said Board of Arbitration shall be in the same amount as now or hereafter provided for witnesses in trials in the Common Pleas Court of Hamilton

County, Ohio. These costs may be ordered taxed in the case and the costs in any case shall be paid by the same party or parties by whom they would have been paid had the case been tried in the Common Pleas Court of Hamilton County, Ohio.

(O) Transcript of testimony

The arbitrators shall not be required to make a transcript of the proceedings before them. If any party shall desire a transcript of any portion of the proceedings, that party shall, upon fourteen (14) day notification to all other parties to the action, provide a reporter for the entirety of the proceedings and cause a record to be made. The appearance fee shall be paid by the party providing notice. The appearance fee shall not be considered costs in the case. Any party desiring a copy of any transcript shall be provided with it by the reporter upon payment therefore, based upon the usual charges made for a copy of a deposition transcript.

(P) Report and award

Within thirty (30) days after the hearing, the Chairperson of the Board of Arbitration shall file a report and award with the Arbitration Commissioner and on the same day shall mail or otherwise forward copies thereof to all parties or their counsel. An award may not exceed \$100,000.00 per case exclusive of interest. The report and award shall be signed by all of the members of the Board. In the event all three members do not agree on the finding and award, the dissenting member shall write the word "Dissents" before his or her signature. A minority report shall not be required unless the arbitrator elects to submit the same due to unusual circumstances. The Arbitration Commissioner shall make a note of the report and award on the arbitration docket and file the original report with the Clerk of Courts forthwith. (Amended July 1, 1998)

(Q) Legal effect of report and award: entry of judgment

The report and award, unless appealed from as herein provided, shall be final. If no appeal is taken within the time and in the manner specified therefore, the Court shall enter judgment of such award. Subsequent to the time for appeal, the prevailing party shall prepare a judgment entry, which shall be submitted to the assigning judge. If no entry has been submitted to and accepted by the Court within forty-five (45) days from the date of journalization of the report and award, the Court may enter its own entry.

(R) Compensation of arbitrators

(1) Each member of the Board of Arbitration who has signed an award or files a minority report shall receive as compensation for services in each case a fee of sixty dollars (\$60.00). In cases requiring less than three hours to hear the fee shall be forty dollars (\$40.00). When more than one case arising out of the same transaction is heard at the same hearing or hearings, it shall be considered as one case insofar as compensation of the arbitrators is concerned. In cases requiring hearing of unusual duration or involving questions of unusual complexity, the assigning judge, on petition of the members of the Board and for cause shown, may allow additional compensation. The members of the Board shall not be entitled to receive their fees

until after filing the report and award with the Arbitration Commissioner. Fees paid to arbitrators shall not be taxed as costs nor follow the award as other costs.

(2) The Chairperson shall receive as compensation the sum of thirty dollars (\$30.00) for each case heard by the Board, in addition to the compensation fixed for members of the Board of Arbitration.

(3) All compensation for arbitrators shall be paid, upon proper warrant, from funds of Hamilton County, Ohio, which have been allocated for the operation of the Common Pleas Court of Hamilton County, Ohio.

(4) In the event that a case shall be settled or dismissed sooner than twenty-four (24) hours prior to the date scheduled for the hearing, the Board members shall not be entitled to the aforesaid fee. In the event that a case has been settled or dismissed within said twenty-four (24) hour period, the Chairperson shall be entitled to receive a fifty dollar \$50.00 fee. Upon receiving notice that the case has been settled or dismissed more than twenty-four (24) hours before the date set for hearing, the Arbitration Commissioner shall assign another case to the same Board.

(S) Right of appeal

Any party may appeal from the action of the Board of Arbitration to the Common Pleas Court of Hamilton County. The right of appeal shall be subject to the following conditions, all of which shall be complied with within thirty (30) days after the entry of the award of the Board is filed and journalized in the office of the Clerk of Courts.

(T) Notice of appeal and cost

(1) The appellant shall pay an Appeal Fee of thirty-five dollars (\$35.00) to the Clerk of Courts and shall file with the Clerk and the Arbitration Commissioner a notice of appeal accompanied by an affidavit that the appeal is not being taken for delay. A copy of such instruments shall be served upon opposing parties or their counsel.

(2) In addition to (1), the appellant shall first repay to Hamilton County, Ohio, by depositing with the Clerk of Courts all fees received by the members of the Board of Arbitration in the case in which the appeal is taken. The sum paid shall not be taxed as costs in the case and shall be recoverable by the appellant only if:

(a) Upon a trial de novo by the Assigned Judge, the appellant secures a judgment (i) which reverses the decision of the arbitrators, or (ii) which is more favorable to the appellant than the award of the arbitrators; or

(b) Prior to a trial de novo by the Assigned Judge, the appellant secures a settlement which is more favorable to the appellant than the award of the arbitrators and such settlement is evidenced by an entry of dismissal, signed by the Assigned Judge, which recites that the Court has been advised of the amount of settlement and orders the Clerk of Courts to refund the appellant's deposit of the arbitrators fees.

(U) Poverty affidavit

A party desiring to appeal an award may apply by a written motion and affidavit to the Court averring that by reason of poverty that party is unable to make payments required for an appeal. If after due notice to the opposite parties, the Judge is satisfied of the truth of the statements in such affidavit, the Judge may order that the appeal of such party be allowed although the said amounts are not paid by the appellant.

(V) Return to active list

If an appeal is filed from an arbitration order, the case will be set for trial and forthwith returned to the Judge who previously placed the case on the arbitration list.

(W) Appeal de novo

All cases which have been duly appealed shall be tried de novo by the Assigned Judge.

(X) Testimony of arbitrators on appeal

In the event of an appeal from the award or decision of the Board of Arbitration, the arbitrators shall not be called as witnesses as to what took place before them in their official capacity as arbitrators.

(Y) Exceptions and reasons therefore

(1) Any party may file exceptions with the Clerk of Courts from the decision of the Board of Arbitration within thirty (30) days from the filing of the report and award for either or both of the following reasons and for no other:

(a) That the arbitrators misbehaved themselves in the conduct of the case.

(b) That the action of the Board was procured by corruption or other undue means.

(2) Copies of such exceptions shall be served upon each arbitrator and the Arbitration Commissioner within forty-eight (48) hours after filing and shall be forthwith assigned before the Assigning Judge to conduct a hearing thereon.

(3) If such exceptions shall be sustained, the report of the Board shall be vacated by the Court, and the case forthwith returned to the active list of the Judge who previously placed it on the arbitration list and in this event the Vacating Judge may withhold arbitration compensation from any one or more of the arbitrators.

(Z) Arbitrator training:

(1) No person shall be added to the list of arbitrators maintained by the Arbitration Commissioner pursuant to Paragraph (D) until such person has completed a viewing of the videotape training program entitled "Arbitration: The Arbitrator's Role."

(2) The Arbitration Commissioner shall announce, in the Cincinnati Court Index, the times when the videotape training program will be shown by the Arbitration Commissioner. Viewing at other times and places may also be accepted as meeting this requirement as determined by the Arbitration Commissioner.

(3) The Arbitration Commissioner shall maintain a record of all persons who have met this training requirement.

(4) Persons who are presently on the list of arbitrators maintained by the Arbitration Commissioner shall be permitted to remain thereon.

Amended December 1, 2004

Local Rule 24.1 "Forms of Binding Arbitration"

A) The parties to an arbitration may agree in advance, in writing, that the action of the Board of Arbitration will be unconditionally binding, in which case there will be no right of appeal. In so agreeing the parties may elect to proceed within the standard monetary limits, within specified different limits, or without any limits.

B) The parties to an arbitration may agree in advance, in writing, that the action of the Board of Arbitration will be conditionally binding, in which case there will be no right of appeal if all of the following conditions are met:

(1) At least 14 days prior to the arbitration hearing each prosecuting party shall submit in writing to the Arbitration Commissioner the lowest acceptable amount receivable through arbitration, and each defending party shall submit in writing to the Arbitration Commissioner the highest acceptable amount payable through arbitration. Said acceptable amounts shall be received by the Arbitration Commissioner no later than 14 days prior to the arbitration hearing, shall be sealed in an envelope(s) clearly identifying the case by caption and case number and retained in confidentiality pursuant to (3) below;

(2) The acceptable amounts, or, in the case of multiple prosecuting or defending parties, the aggregate acceptable amounts so submitted to the Arbitration Commissioner overlap to create a range of mutual acceptability;

(3) The acceptable amounts submitted to the Arbitration Commissioner by each party, and any resulting range of mutual acceptability, shall not in any way have been disclosed to, or become known by, any member of the Board of Arbitration prior to the rendering of their written report and award;

(4) After the hearing has been concluded and the arbitration report and award has been reduced to writing and signed by all panel members, the Arbitration Commissioner shall open the sealed envelope(s) containing the acceptable amounts submitted by each party and determine that the arbitration report and award falls within a range of mutual acceptability.

If the above conditions are met the Arbitration Commissioner shall submit an appropriate entry to the assigned judge for signature, attaching the acceptable amounts of the parties as exhibits.

Any issue raised by any party as to compliance with the above conditions shall be determined by the assigned judge in the case.

RULE 25. Court administrator

(A) Duties: the Court shall appoint as required a qualified court administrator who will function as the chief non-judicial officer of the Court. In addition to providing general supervision of the court's caseload, probation, jury, budgetary, and personnel systems, the court administrator will implement the administrative policy decisions of the court and perform such other duties as may be assigned by the Joint Session and the Presiding Judge.

(B) Selection: the court administrator will be appointed and removed and the court administrator's salary determined by vote of the majority of the judges in the General Division of the Court of Common Pleas in Joint Session.

RULE 26. Effective date; repeal; amendments

(A) These rules shall take effect on the 1st day of October, 1973, and after such rules are filed with the Supreme Court of Ohio in accordance with Civil Rule 83 and Criminal Rule 57. They govern all proceedings in actions brought after they take effect and also all further proceedings in actions then pending, except to the extent that in the opinion of the Court their application in a particular action pending upon the effective date hereof, would not be feasible, would work injustice, with the Rules of Superintendence, the Rules of Civil or Criminal procedure.

(B) All former rules of this Court are repealed as of the effective date hereof with respect only to the subject matter of those topics herein contained.

(C) Amendments and additions hereto may be made from time to time upon the majority affirmative vote of all of the judges in office of all of the divisions of this Court, but such amendments shall not be effective until filed with the Supreme Court of Ohio in accordance with

Civil Rule 83 and Criminal Rule 57.

RULE 27. Drug abuse & controlled substance procedures

(A) Treatment in Lieu of Conviction, Drug Dependent Person. After the case has been permanently assigned in accordance with Local Rule 7 and upon the defendant's request for treatment in lieu of conviction, where the attorney for a person charged with crime or the person so charged suggests to the Court or if it otherwise comes to the notice of the court that such person is a drug dependent person or is in danger of becoming a drug dependent person, the court may order an investigation and shall follow the procedures outlined in Revised Code Section 2951.41.

(B) Conditional Probation, Drug Dependent Person. Prior to sentencing, if the attorney for a person convicted of crime or the person so convicted suggests to the court or if it comes to the notice of the court, that such person is a drug dependent person or is in danger of becoming a drug dependent person, the court may order a presentence investigation and shall follow the procedures outlined in Revised Code Section 2951.04.

(C) Alternative Residential Diversion Program. In lieu of sentencing an offender, the Court may place the offender on conditional probation with the terms of that probation including the following requirements:

1. The offender shall enter into an Alternative Treatment Program designated by the Court by separate entry to meet the requirements of this Rule.

2. Upon release from said Program, the offender shall continue to submit, for a period of at least nine months and such additional period as ordered by the Court to drug abuse outpatient treatment and counseling.

If the offender complies with the conditions set forth in Revised Code Section 2925.11, the Court shall enter on its journal a dismissal of the charges against the offender and discharge the offender.

All Programs designated under Section (C) must meet the following requirements:

a. It must be designated as an alternative residential diversion program.

b. It must be designated to provide drug abuse treatment and counseling for adults and juveniles who commit violations of Section 2925.11 O.R.C.

In order to be eligible for this Program, the defendant must have committed a violation of Revised Code Section 2925.11; must not be a dangerous offender; must be a drug dependent person or person in danger of becoming drug dependent. All persons utilizing such Programs are liable for expenses associated with the treatment and counseling that they receive pursuant hereto.

(D) Post Conviction Procedures. For purposes of implementing Section 3 of Substitute Amended House Bill 300, the 1975 Drug Abuse and Controlled Substance Act, relative to release, modification of record, the procedures used shall be the same as those set forth in Ohio Revised Code Section 2953.21, et seq. All pleadings shall be verified and the petition shall include the charge of which the defendant was convicted, the drug or controlled substance involved in said conviction, the quantity by weight or unit dosage of said drug or controlled substance, any prior conviction related to drug or controlled substance, and the penalty or action which the petitioner is seeking the Court to modify or order.

(Effective June 1, 1991)

RULE 28. Medical malpractice arbitration

(Sec. 2711.21 et seq. R.C.)

(A) Cases for Arbitration

(1) Upon filing of a medical malpractice claim as defined in Revised Code Section 2305.11(D)(3) in the Court of Common Pleas, said claim shall be assigned in accordance with Rule 7, supra.

(2) All pre-trial matters relative to motions, pleadings, discovery, et al., and all matters subsequent to the arbitration proceeding shall be determined pursuant to the individual assignment system in accordance with Rule 7.

(3) Before reference is made to a medical malpractice panel, a pre-trial conference shall be held according to Rule 15 unless waived in writing by the parties with consent of the Court.

(4) Reference to Arbitration

The attorneys may agree at any time after the filing of a complaint to one arbitrator instead of three to be selected by the Arbitration Commissioner, or their own panel of one or three arbitrators.

(5) All times provided herein shall be computed from the date the entry is docketed in the office of the Clerk of Courts, except as otherwise specifically provided herein.

(B) Exception to order or arbitrators

(1) Exceptions to an order placing a case on the arbitration list shall be raised by a motion filed within ten (10) days of the mailing of notice of such order, and shall be heard by the assigned judge.

(2) Exceptions to an arbitrator shall be raised by motion filed within five (5) days of the mailing of notice of assignment and shall be heard by the assigned judge.

(C) Selection of arbitrators

In all cases subject to arbitration the members of the panel shall be appointed by the Arbitration

Commissioner as follows:

(1) The Arbitration Commissioner shall cause to be received the names of two members of the panel to be appointed by the plaintiff and defendant, respectively.

(2) If there is a failure of one or more parties to appoint one or more arbitrators as in (1) above, the court shall, on application, appoint an arbitrator or arbitrators pursuant to Revised Code Section 2711.04.

(3) Panel Chairperson

The Arbitration Commissioner shall maintain a list of medical malpractice arbitration panel chairpersons, who have been approved by the Court's Arbitration Committee, and who have previously consented to serve.

(D) Manner of appointment

(1) When the Court refers a case to medical arbitration, the Court will set a time within which Counsel shall advise the Arbitration Commissioner and opposing counsel, in writing, the names of their designated arbitrators. (Amended January 1, 1986)

(2) Upon receipt of such names, the Arbitration Commissioner will advise the Court which will promptly designate a person to serve as Chairperson and will advise counsel of its designation. (Amended January 1, 1986)

(3) If no exceptions are filed to the designated arbitrators, or if exceptions are filed, then after such exceptions are ruled on, the Court will set the case on its docket for determination of a mutually convenient date for the arbitration hearing. Trial counsel and the arbitrators shall all be present at such docket call for the selection of hearing date. (Amended January 1, 1986)

(E) Composition of board: disqualification from appointment

Not more than one member of a professional firm shall be appointed to the same board nor shall an attorney be appointed to a board who is a law partner or an associate of any attorney of record in the case.

(F) Assignment of cases

(1) The Arbitration Commissioner shall assign no more than one case to each board at the time of its appointment. Said cases shall be taken in order from the medical malpractice arbitration list. No case shall be assigned by the Arbitration Commissioner to a Board within thirty (30) days from the time such case is ordered onto the arbitration list unless a judge directs that the case be assigned specifically within the thirty-day period or in the event that a companion case may be subject to assignment within the thirty-day period.

(2) No disclosure shall be made to the arbitrators prior to the filing of the report and award referred to in Para. (P) infra of any offers of settlement made by any party. Prior to the delivery of the Court file to the Chairperson of the Board of Arbitrators, the Arbitration Commissioner shall remove from the file and retain all papers or notations referring to demands or offers for settlement.

(G) Hearings: when and where held: notice

(1) Hearings shall be held at a place scheduled by the Arbitration Commissioner. Unless counsel for all parties and the entire Board agree, the place shall be one of central city location. A hearing

shall be scheduled normally not more than forty-five (45) days after the appointment of the Board of Arbitration and the Arbitration Commissioner shall notify the arbitrators and the parties or their counsel in writing at least fifteen (15) days before hearing of the time and place of the hearing. The forty-five (45) day period may be extended by the Arbitration Commissioner. No hearing shall be fixed for Saturdays, Sundays, legal holidays, or evenings except upon agreement by counsel for all parties and the arbitrators.

(2) Since sufficient time is available to the parties prior to the hearing date to settle or compromise a dispute, once a hearing date is set, the hearing shall proceed forthwith at the scheduled time. There shall be no communications by counsel or the parties with the arbitrators concerning the merits of the controversy prior to the commencement of the hearing.

(H) Inability of party to proceed

In the event that a party is unable to proceed when the case has been scheduled, the Arbitration Commissioner may mark the case continued, and shall assess a \$25.00 continuance fee against such party.

(I) Oath of arbitrator

When the whole number of the arbitrators shall be assembled, they shall be sworn or affirmed justly and equitably to try all matters properly at issue submitted to them, which oath or affirmation may be administered to them by any person having authority to administer oaths.

(J) Default of a party

The arbitration may proceed in the absence of any party, who, after due notice, fails to be present or fails to obtain an adjournment. An award shall not be made solely on the default of the party; the panel shall require the other party to submit such evidence as they may require for the making of an award.

(K) Conduct of hearing: general powers

(1) The three members of the panel, unless the parties agree to a lesser number, shall be the judges of the relevancy and materiality of the evidence offered and conformity to legal rules of evidence shall not be necessary. All evidence shall be taken in the presence of the arbitrators and all the parties except where any of the parties is absent, in default, or any of the parties has waived the right to be present. The panel may receive the evidence of witnesses by affidavit or written report and shall give it such weight as they deem it is entitled to after consideration of any objections which may be made to it.

(2) Counsel shall upon request, whenever possible, produce a party or witness at the hearing without the necessity of a subpoena.

(L) Specific powers

(1) The panel shall have the general powers of a court including, but not limited to, the following powers:

(a) Subpoenas: To cause the issuance of subpoenas to witnesses to appear before the Board and to request the issuance of an attachment according to the practice of the courts for failure to comply therewith.

(b) Production of Documents: To compel the production of all books, papers and documents which they shall deem material to the case.

(c) Administering Oaths; Admissibility of Evidence: To administer oaths or affirmations to witnesses, to determine the admissibility of evidence, to permit testimony to be offered by depositions and to decide the law and the facts of the case submitted to them.

(M) Supervisory powers of Court

Any judge of the general division of the Court of Common Pleas shall have full supervisory powers with regard to any questions that arise in all arbitration proceedings and in application of these rules.

(N) Witness fees

Witness fees shall be in the same amount as now or hereafter provided for witnesses in trials in the Common Pleas Court of Hamilton County, Ohio, which shall be taxed in costs.

(O) Transcript of testimony

The court shall provide an official reporter for each medical malpractice arbitration. The cost shall be assessed pursuant to Revised Code Section 2301.21.

(P) Report and award

Within thirty (30) days after the hearing, the Chairperson of the panel shall file a report and award with the Arbitration Commissioner and on the same day shall mail or otherwise forward copies thereof to all parties or their counsel. In the event all three members do not agree on the finding and award, the dissenting member shall write the word "Dissents" before that member's signature. The Arbitration Commissioner shall make a note of the report and award on the arbitration docket and file the original report with the Clerk of Courts forthwith.

(Q) Legal effect of report and award; entry of judgment

The report and award shall be final unless rejected, in accordance with paragraph (S) below, within ninety days of its filing with the Clerk of Courts. (Amended January 1, 1986)

(R) Compensation of arbitrators

(1) Each member of a panel who has signed an award or files a minority report, unless that member shall have waived the right to compensation prior to the hearing, shall receive as compensation for services in each case a fee of Two Hundred Dollars (\$200.00) per day. When more than one case arising out of the same transaction is heard at the same hearing or hearings, it shall be considered as one case insofar as compensation of the arbitrators is concerned. The members of a Board shall not be entitled to receive their fees until after filing the report and award with the Arbitration Commissioner. Fees paid to arbitrators shall be assessed pursuant to Revised Code Section 2711.21. (Amended July 1, 1989.)

(2) All compensation for arbitrators shall be paid upon proper warrant, from the funds of Hamilton County, Ohio.

(S) Time limit to amend pleadings

Pursuant to R.C. Section 2711.21 any and all parties may reject the report and award of the Board of Arbitrators. The rejection shall be subject to the following conditions, all of which shall be complied with within ninety (90) days after the entry of the award of the Arbitration Board is docketed in the office of the Clerk of Courts:

1. Any and all parties not accepting the decision of the Arbitration Board shall file with the Clerk of Courts and the Arbitration Commissioner a Notice of Rejection accompanied by an affidavit that the rejection is not being taken for delay. A copy of such instruments shall be served upon opposing parties or their counsel.

2. In addition to (1), the rejecting party(s) shall file an Amended Pleading(s) to aver the fact that the controversy was submitted to an arbitration panel, the date(s) of the arbitration proceeding, and the decision of said Arbitration Board. The amending of a pleading by a rejecting party(s) shall relieve all other parties of the necessity of amending any other pleading previously filed in the action and shall bring all parties in conformity with R.C. Section 2711.12.

(Amended January 1, 1986)

(T) Poverty affidavit

In a claim accompanied by a poverty affidavit supported by written motion, the cost of arbitration shall be borne by the Court.

RULE 29. Jail rules

(See Minimum Standards for Jails in Ohio; R.C. Sections

341.01 et seq.)

RULE 30. Media coverage of Court proceedings

(A) Requests for permission to broadcast, televise, photograph, or otherwise record proceedings

in the courtroom shall be made in writing to the Judge or the Judge's designated courtroom employee. Such a request shall be made on the appropriate application form available through the Court Administrator. Such applications should be made as far in advance as is reasonably possible but in no event later than 30 minutes prior to the courtroom session to be recorded. The Judge involved may waive the advance notice provision for good cause. All applications shall become part of the record of the proceedings.

(B) Pursuant to Canon 3A, of the Code of Judicial Conduct, and Superintendence Rule 11 the Judge shall grant the request and record that permission in writing. In the event that a question arises as to whether the requested coverage is consistent with Canon 3(A)(7)(ii) interested representatives of the media shall select one of their number to represent them and shall be granted an opportunity to be heard.

(C) All media representatives interested in recording courtroom proceedings shall do so through the pooling of their respective resources. Local media representatives shall select a Pool Coordinator who shall take responsibility for (A) placing and operating stationary cameras inside the courtroom, (B) placing and operating all audio equipment, and (C) making the technical arrangements necessary for feeding the output from this equipment to all participating stations at a location outside the courtroom. Where possible the Pool Coordinator shall consult with the Court in advance about possible camera and/or microphone locations inside the courtroom.

(D) Unless otherwise directed by the involved Judge, no more than one video camera shall be used in the courtroom. Each camera shall have one operator. No artificial lighting other than that normally used in the courtroom shall be used without express permission of the Judge.

Media representatives shall be afforded a clear view of proceedings in the courtroom but shall not be permitted to move about in the courtroom during the court proceedings except for reasonable ingress to and egress from the courtroom. No interview shall be conducted inside the courtroom during such proceedings.

All equipment needed for the pool shall be located where possible outside the courtroom. Changes of cassettes or film shall not be made inside the courtroom during proceedings. No equipment shall be used inside the courtroom which produces distracting sounds. All equipment in the courtroom must be set-up fully and be operational before the beginning of the court proceeding.

(E) If the courtroom has an existing audio system that is technically satisfactory for broadcast purposes the media pool shall utilize this system. If no such system is available the pool shall place microphones and wiring as unobtrusively as possible after initial consultation with a judge or the judge's designee. Only one audio system is permitted in each courtroom. Where time does not permit setup of an audio system the pool may utilize a recording device with built-in microphone provided the judge gives permission for this equipment.

(F) There shall be no audio pick up of conferences conducted in a court facility between attorneys and clients or co-counsel, counsel, or of conferences conducted at the bench between counsel and the judge. The filming, video-taping, recording or taking photographs of victims or witnesses who object thereto shall not be permitted. The filming, videotaping, recording or taking photographs of jurors shall not be permitted in any circumstance. Proper courtroom decorum shall be maintained by all in the courtroom.

RULE 31. Mediation

(A) Cases for Mediation

Any civil case filed in the Court of Common Pleas may be referred to Mediation.

(B) Referral to Mediation

(1) The Judge may, by appropriate entry, refer a case to Mediation. If required by the referring Judge, prior to such referral counsel for the parties must complete the "Mediation Referral Readiness Questionnaire" which will be attached to the entry of referral. Please consult with your individual courtroom. If at the time the mediation is scheduled your case cannot be mediated and must be continued beyond the designated 'return to Court date', the case will be sent back to the referring Court for disposition. A referring Judge may waive the readiness provisions of this rule.

(Effective 7/15/05)

(2) Any party may request, in writing to the Judge, that the case be considered for referral to Mediation.

(3) The Court shall utilize procedures for all cases that will:

(a) Ensure that the parties are allowed to participate in mediation, and if the parties wish, that their attorneys and other individuals they designate are allowed to accompany them and participate in mediation.

(b) Screen for domestic violence both before and during mediation.

(c) Encourage appropriate referrals to legal counsel and other support services for all parties, including victims and suspected victims of domestic violence.

(d) Prohibit the use of mediation in any of the following:

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.

(4) Duty of Parties and Counsel to Report Domestic Abuse to Mediation Staff

If the opposing parties to any case have either resided in a common residence or are related by blood, adoption, or marriage, and have known or alleged domestic abuse at any time prior to the

mediation, then the parties or their counsel have a duty to disclose such information to the Mediation staff. Such party shall have a duty to participate in any screening required by Rule 16 of the Supreme Court of Ohio's Rules of Superintendence both prior to and, in the mediator's discretion, during the mediation session(s).

(5) Referral of a case to Mediation shall not operate as a stay of discovery proceedings unless otherwise ordered by the Court.

(C) Mediation Conferences

(1) The mediator may direct the parties and their attorneys to attend a mediation conference in person. Such a conference shall be conducted by the mediator to consider the possibility of settlement, the simplification of the issues and any other matters which the mediator and the parties determine may aid in the handling or the disposition of the proceedings.

(2) Mediation shall continue until the parties have reached a settlement, until the parties have reached a settlement, until they are unwilling to proceed further, or until the mediator determines that further mediation efforts should cease. The mediator may schedule such sessions as may be necessary to complete the process.

(3) The mediator may request that the parties bring documents and witnesses, including expert witnesses, to the sessions, but has no authority to order such production.

(D) Mediation Fees

(1) No fees shall be charged for civil cases referred to the Hamilton County Court of Common Pleas Mediation Service.

(2) If the case is referred to a mediator other than Common Pleas Mediation Service, the parties shall share the cost of the mediation in such proportions as they may agree.

(E) Privilege and Confidentiality

(1) Mediation communications are privileged as described in Ohio Revised Code 2710.03-2710.05.

(2) If the parties believe that confidentiality beyond the scope of the statutory privilege referenced in (E)(1) is necessary, then the parties shall effect a written confidentiality agreement prior to mediation.

(3) The mediator shall not disclose to the Court or to any Judge of the Court the contents of mediation discussions unless agreed to by all of the parties.

(4) No party to mediation shall call the mediator as a witness for any purpose.

(F) Reporting to Court

(1) The mediator shall notify the Court promptly when a case is not accepted for mediation. At the conclusion of cases accepted for mediation, the mediator will also report the fact that the mediation process has ended.

(2) If a case is settled during mediation, the attorney for one of the parties shall prepare and submit to the Court an entry reflecting the fact of settlement as in any other case.

(3) If some but not all of the issues in the case are settled during mediation or if agreements are reached to limit discovery or on any other matter, the parties shall submit a joint statement to the Court enumerating the issues that have been resolved and the issues that remain for trial. This statement shall be submitted within 30 days of the termination of mediation.

(Effective January 1, 2007)

RULE 32. HIV Testing

Pursuant to O.R.C. 2907.27, the following testing procedures shall be implemented as necessary:

A. Where required by statute, the Court shall cause the accused to be examined by a physician who shall perform or order the performance of one or more tests designated to determine if the accused is a carrier of a virus that causes Acquired Immunodeficiency Syndrome.

B. The Department of Pretrial Services under the guidance of the Court Administrator shall coordinate implementation of this procedure including identification of the defendants requiring testing and the preparation of the journal entry for the Judge's signature ordering testing of the accused. The Department of Pretrial Services shall promulgate the necessary forms and notices associated with this rule and shall carry out those administrative acts necessary to ensure that the requirements of O.R.C. 2907.27 are met.

C. The Department of Pretrial Services will arrange for all testing to be done with the Jewish Hospital of Cincinnati. If the defendant is incarcerated, the Pretrial Services staff will notify the Hospital's testing lab of the Court's order. A lab service technician will come to the Justice Center to draw blood. If the accused has been released on bail, blood will be drawn at the office of the Department of Pretrial Services.

D. The Department of Pretrial Services shall monitor the results of the test and shall inform the Court and the accused of the results.

E. The Victim Services Division of the Adult Probation Department, shall inform the victim that the test was performed and that the victim has a right to receive the results on request.

F. If the accused tests positive as a carrier of a virus that causes Acquired Immunodeficiency Syndrome and is incarcerated, the Department of Pretrial Services shall notify the Sheriff or head of the state penal institution in which the accused is incarcerated.

G. If the first test is negative but the charge has not been dismissed or if the accused has been convicted of the charge or a different offense arising out the same circumstances as the offense charged, the Court, through the Department of Pretrial Services, shall order that the test be repeated not earlier than three months nor later than six months after the original test.

(Effective December 1, 1992)

RULE 33. Hamilton County Courthouse

As such, the Hamilton County Courthouse and the allocation of space therein rests within the authority of the Court of Common Pleas.

(A) ACCESS TO DISABLED - It is the intention of the Court that the Courthouse, as far as reasonably possible, be accessible to all persons including those with disabilities. The Court Administrator is hereby designated to consider grievances and is directed wherever reasonable, to take that action necessary to accommodate persons with special needs.

(B) USE OF FACILITIES - Persons, groups or companies wishing to utilize facilities within the Courthouse for any purpose other than ordinary Court business shall first make application in writing to the Court Administrator who shall grant or deny said application based upon the following:

1. The extent to which said activity will interfere with the proper and routine operations of the Court or other agency housed within the Courthouse.
2. The appropriate nature of the activity and its reflection on the solemn purpose of the Court and the justice system.
3. The applicant(s) ability to insure the Court and the County against any damage and/or peril which may result from this activity.
4. The safety and security of the applicant, the public and employees of the County and the Court.

The provisions of the County Commissioners' Policy for all Solicitations, Distributions, and Gatherings dated December 10, 1986, shall be complied with unless otherwise amended or repealed.

(C) SMOKING PROHIBITED

Except within judicial space and where otherwise designated, smoking is prohibited within the Courthouse.

1. Within judicial space which includes the assigned courtroom, chambers and jury room of each judge, activities are within the control of that particular judge. All cigarettes, cigars and smoking devices must be extinguished prior to entering the Courthouse. The Court Administrator shall see that proper signage is posted to inform the public of this regulation.
2. The Court Administrator shall designate on each floor sufficient space to allow those of the public who wish to do so to smoke. Reasonable effort shall be made to contain smoke in this area and to prevent it from migrating to nonsmoking areas. Where possible, smoking areas should be located such that the general public does not have to pass through the smoking area to access other public facilities.

In designating smoking areas, the Court Administrator should take into consideration the requests of the elected officials who occupy facilities on that floor of the Courthouse.

(D) HAMILTON COUNTY COURTHOUSE SECURITY POLICY

In the interest of providing the highest level of security for the persons visiting, required to attend, or employed in the Hamilton County Courthouse, the Court has established the following security policies:

1. Security Policy and Procedure Manual

The Hamilton County Sheriff, with advice and assistance from the Court Administrator, shall develop and present to the Court a proposed written Security Policy and Procedure Manual governing security of the Court and its facilities. The manual shall include a physical security plan including the installation of walk-through metal detectors and x-ray equipment to provide security screening at Courthouse entrances; routine security operations; a special operations plan; a hostage situation response plan; a high risk trial plan; and emergency procedures (fire, bomb, disaster).

2. Court Security Advisory Committee

The Facilities Committee of this Court shall advise the Court on issues of security. This Committee shall review and make recommendations to the Court regarding any proposed security policy and any amendment or revision to the Security Policy and Procedure Manual and in the performance of this duty shall confer with the following:

- a. A designee or representative of each of the Courts housed in the Hamilton County Courthouse;
- b. The Hamilton County Sheriff;
- c. The Hamilton County Clerk of Courts
- d. The President of the Hamilton County Commissioners;
- e. A trial lawyer;
- f. A citizen representative.

3. Persons Subject to Security Screening

All persons entering the Courthouse shall be subject to security screening. Screening shall occur for each visit to the Courthouse during hours of operation regardless of the purpose.

Notwithstanding the above: all elected officials whose offices are maintained in the Courthouse, Court employees, Clerk of Court employees, Law Library staff, Building Superintendent staff, Probation Officers, including those Probation Officers authorized to carry firearms when an official business and uniformed Police Officers (on official business, see Rule 33, Section 5(b) and 5(c)), shall be exempt from security screening. Proper identification (see Rule 33, Section D(13)) must be displayed by the above-exempted group in order to gain access to the Courthouse. Court, Clerk of Court, Law Library, Building Superintendent staff and Probation Officers who require access after operating hours may be granted such general access by the

Presiding Judge of the Court of Common Pleas. Similarly, Court, Clerk of Court, Law Library and Building Superintendent staff who require access through the garage entrance of the Courthouse may be granted such by the Presiding Judge of the Court of Common Pleas. All requests for special access privileges shall be in writing.

4. Uniform Law Enforcement and Security Officers

a. Four (4) uniformed armed Sheriff deputies shall be assigned generally to the Courthouse specifically for the purpose of providing court security. Additional deputies shall be assigned by the Sheriff for the transportation of prisoners within the Courthouse.

b. All security officers, including Sheriff's deputies and the Clerk's criminal bailiffs attending the Municipal Court, assigned to court security shall be certified to carry a firearm with annual recertification. These officers shall receive specific training on Courthouse security and weapon instruction specific to the Court setting.

5. Weapons and Explosives

a. No weapons shall be permitted in the Courthouse except those carried by court security officers or as defined in Section b. below.

b. Law enforcement officers acting within the scope of their employment as a witness or on official business shall be allowed to carry their official side arm within the Courthouse.

(See also Section 3 of this rule)

c. In all cases, law enforcement officers who are parties to a judicial proceeding as a plaintiff, defendant, witness, or interested party outside of the scope of their employment shall not be permitted to carry their official sidearm within the Courthouse. (See also Section 3 of this rule)

d. No person entering or while on Courthouse property shall carry or possess explosives or items intended to be used to fabricate an explosive or incendiary device, either openly or concealed, except for official business.

6. Cell Phones, Cameras, Pagers, Laptop Computers, and Other Electronic Devices

a. Unless otherwise permitted in accordance with Rule 30 of these Local Rules, the operation of any cellular or portable telephone, camera (still or video), pager, beeper, computer, radio, or other sound or image recording or transmission device is prohibited in any courtroom or hearing room, jury room, judge's chambers or ancillary area (to be determined in the sole discretion of the Court) without the express permission of the Court. All such devices must be turned off in the above-listed areas at all times.

b. Duly licensed attorneys and their paralegals/assistants appearing in court, courthouse employees, public safety officers, authorized contractors and vendors, court staff, and any others authorized by the Court are exempt from the prohibition set forth above unless ordered by the Court.

c. Any person or persons violating this Rule are subject to sanctions for contempt and or criminal prosecution, and may be ejected from any restricted area described above or from the courthouse, and any item or device operated in violation of this Rule may be confiscated by court staff or courthouse security personnel and held until the offending person(s) leave(s) the courthouse. In no event shall the Court or any court or security personnel be liable for damage to any device confiscated and/or held in accordance with this Rule.

Amended 11/1/2010

7. Prisoner Transport Within The Courthouse

a. Prisoners shall be transported into and within the Courthouse through areas which are not accessible to the public wherever possible. When a separate entrance is not available, and public hallways must be utilized, prisoners shall be handcuffed behind the back and, when appropriate, secured by leg restraints. If prisoners must be transported through hallways and entrances accessible to the public, public movement in the area should be restricted during the time of prisoner transport.

b. Prisoners shall be held in a secured holding area, where practicable, while awaiting court hearings and during any recess.

c. Law enforcement officers transporting prisoners shall accompany prisoners to the courtroom, remain during the hearing or trial and return prisoners to the secured holding area. Judicial bailiffs shall not have specific responsibility for the transport or custody of prisoners.

8. Duress Alarms for Judges and Court Personnel

All courtrooms and hearing rooms shall be equipped with a duress alarm connected to a central security station located for highest response time from the Hamilton County Sheriff. Duress alarms shall be located on the Judge's bench, in the Judge's chambers, at the work stations of the courtroom bailiff, courtroom clerk, constable or law clerk and at reception stations to court support agency offices. Testing of duress alarms shall be done regularly by the Hamilton County Sheriff.

9. Closed Circuit Video

Closed circuit video surveillance shall be allocated to the four corner entrances, hallways, lobbies, courtrooms (Currently in Municipal Court) and parking areas of the Courthouse. Such closed circuit video surveillance system shall be monitored by trained security staff employed by the Hamilton County Sheriff.

10. Restricted Access to Offices

The general public shall not be permitted, unless otherwise invited, in the area that houses office space for Judges and other court personnel or court support agency.

11. After Hours Security

Restricted access equipment shall be installed at the evening entrance to the Courthouse and at the garage entrance to the Courthouse which shall prohibit entry to any persons after general operating hours other than those persons granted general access authority pursuant to Section 3 above.

12. Incident Reporting

a. Every violation of law that occurs within the Courthouse shall be reported to the Hamilton County Sheriff.

b. When any type of weapon or explosive is confiscated from an individual entering the Courthouse, the Hamilton County Sheriff shall check for any open warrants on the individual who was found in possession of the weapon or explosive.

c. The Hamilton County Sheriff shall report to the Presiding Judge of the Court of Common Pleas, on the appropriate form, any violation of law or security incident that may take place within the Courthouse.

d. The Hamilton County Sheriff shall annually tabulate such incidents and report such to the Presiding Judge of the Court of Common Pleas of Hamilton County, Ohio prior to the last day of January of each year.

13. Training

The Hamilton County Sheriff shall annually hold meetings and review emergency response procedures with the Courts, Court support agency staff, Clerk of Court staff, Law Library staff and Building Superintendent staff to ensure preparedness. Such meetings shall take place within 60 days after delivery of the incident report. The Hamilton County Sheriff, at these meetings, shall review and update the Court and attending staff regarding the Court Security Plan.

14. Proper Identification

All Court employees, Clerk of Court employees, Law Library staff, Building Superintendent staff and Probation Officers working or making appearances in the Courthouse shall be provided with and shall display an identification card which shall contain, at least, a photo of the employee, the employee's name, the employee's job title (i.e. Clerk of Court employee, etc...), employing agency (if applicable) and the employee's signature. Also, uniformed Police Officers shall display their badges as identification to gain access to the Courthouse or shall be able to provide any other identification as is available to that individual. The application form for this identification card can be picked up in the Court Administrator's office, Room 205, Courthouse. The application form will include a statement of agreement that the individual will not bring weapons or explosives into the Courthouse and the application form must be signed. Signing the application form will also serve as a release allowing the Court to perform a police record check. The photograph for the I.D. will be taken in room 205, Courthouse, or other appropriately equipped location and will be affixed to the I.D. A duplicate of each card shall be kept by the

Court Administrator's office. All such cards shall be returned and defaced upon the termination of employment.

15. Night Cleaning and Maintenance Staff

All night cleaning and maintenance staff will be required to carry and produce, upon entry to the Courthouse, the same proper identification as indicated in Section 13 above. A police record check will be performed on all night cleaning and maintenance staff. All nighttime staff will be subject to the same regulations as described in this Rule. Access to the Courthouse shall be through the appropriate after hours entrance.

16. Mail and Package Delivery

All U.S. Post Office mail and related packages from the U.S. Post Office or other delivery services (i.e., Federal Express, etc...) will be required to be examined by the Courthouse x-ray equipment prior to being forwarded to the Courthouse for delivery. All larger deliveries (i.e., envelope, stationary, furniture and equipment, etc ...) shall be made through the garage entrance of the Courthouse or other appropriate delivery location and will be subject to a hand search by a Hamilton County Sheriff Deputy or a designee (if after hours) and may also be reviewed by a hand-held metal detection device, if appropriate.

17. Local Attorney Exemption

All local attorneys may obtain proper identification from the Clerk of Courts office allowing the attorney to be exempt from security screening, subject to any direction or order by the Sheriff, any Sheriff's deputy, or authorized courthouse security personnel. This identification will be similar to the badge noted in Section 13 of this Rule and will be shown upon entering the Courthouse.

The Court Administrator for the Court of Common Pleas has been designated by the Court as the person to authorize the attorney's badges. The applications for the badges can be picked up in Room 410, Courthouse, between 8:00 a.m. and 4:00 p.m. The completed application shall be returned to Room 410. The Court Administrator will verify the status of attorney's Supreme Court of Ohio registration.

The badge will then be issued by Common Pleas Clerk of Court staff. Attorneys will have photographs taken in Room B-25, Hamilton County Courthouse, between the hours of 8:00 a.m. and 3:30 p.m. A photograph of the attorney, the attorney's name (in large print), the Court Administrator's signature and an authorized date of issuance will appear on the card.

The badge issued to any attorney and the exemption from security screening may be revoked at any time by the Court Administrator or any Judge of this Court.

RULE 34: Electronic Transmission Filings

A. Internet Electronic Filings

1. Except as provided in (A)(2) of this rule, in conformity with Ohio Revised Code's

Civ.R. 5(E) and Crim.R. 12(B), pleadings and other papers in all general civil cases assigned an “A” case number classification and criminal cases assigned a “B” number classification SHALL be filed with the Clerk of Courts electronically via the Internet. Pleadings and other papers in other civil cases may be filed with the Clerk of Courts electronically via the Internet.

2. Individuals who have been declared vexatious litigators, as defined below, will not be permitted to file documents electronically. The e-filing System will not provide an individual who has been declared a vexatious litigator with a user id and password to access the system. A vexatious litigator may only file in paper format, provided he/she has first obtained permission from the assigned Judge to file in that case. The Clerk's office will accept the filings from the vexatious litigators in paper format, as needed.

B. All electronic filings shall be subject to the following conditions:

1. Definitions. The following terms in this Rule shall be as follows:

- a. Electronic Filing (“e-filing” or “efiling”) – The process of transmitting a digitized source document electronically via the Internet to the Clerk’s office for the purpose of filing the document and refers, as indicated by the context, to the means of transmission or to a document so transmitted.
- b. Electronic Mail (email or e-mail) – Messages sent by a user and received by another through an electronic service system utilizing the public Internet.
- c. Source Document – The document created and maintained by the filer which is then electronically transmitted to the Court.
- d. Original Document means the transmitted copy of the source document received by the Clerk of Courts that becomes part of the court record and is maintained in the Court's file.
- e. Date and Time of Filing means the date and time the Clerk of Courts has received the entire transmission of the filing, unless rejected. (See filing acceptance below.) The date and time of receipt will be indicated on the

sender's computer screen after the document has been uploaded to the Clerk of Courts.

- f. Electronic Signature – An electronic sound, symbol or process that is attached to, or logically associated with, an electronic record and that is executed or adopted by a party with the intent to sign the electronic record. Or signatures by an attorney or party indicated by the typewritten name of that person preceded by “s/”.
 - g. Vexatious Litigators - Individuals who have been declared vexatious litigators pursuant to R.C. §2323.52.
 - h. Personal Identifiers - Shall have the same meaning as provided in Sup. R.44(H).
 - i. PDF/A – An ISO-standardized version of the Portable Document Format (PDF) specialized for the long-term digital preservation of electronic documents.
2. Application of Rules and Orders. Unless modified by approved stipulation or order of the Court or a judicial officer, all applicable Federal Rules of Civil and Criminal Procedure, Ohio Rules of Civil and Criminal Procedure and Local Rules, and orders of the Court shall continue to apply to documents electronically filed.
3. Filings
- a. Any document filed electronically that requires a filing fee may be rejected by the Clerk of Courts unless the filer has complied with this rule concerning the payment of filing fees.
 - b. Any document and/or court action that requires payment of a Filing Fee will be made by using a valid credit card through the Clerk’s E-Filing System.
 - c. Any entry that must be signed by a judge of the Court for which a party is obligated to settle final court costs will be provisionally accepted for electronic filing. Upon payment of the final court costs, said entry will be forwarded to the judge for review and signature.
 - d. Any signature on electronically transmitted documents shall be considered that of the attorney or party it purports to be for all purposes. If it is established that the documents were transmitted without authority, the Court shall order the filing stricken.

- e. All complaints and indictments in criminal cases shall comply with Ohio Crim. R. 3, 6 and 7.
 - f. All documents containing notarizations shall be electronically filed only as a hand-signed scanned PDF document. The notary seal shall be visible.
4. Filings Not Accepted. Any Civil Protection Order, Notary Public Commission or Notary Public Verification filing must be done in person.
 5. Account Assignment. The user shall be required to fill out the on-line Registration, with a valid email address, and electronically accept the User Agreement and the Credit Card Authorization, and deposit the required funds into the Clerk's copy cost account at the Clerk of Court's office. Upon receipt of the required information, the Clerk of Courts shall set up an electronic filer user account and assign a user-id and initial password to be used for electronically filing documents. The e-filer shall be notified of the new account information via email, Pro Se filers and all special accounts will not be required to maintain a copy cost account.
 6. Hours of Operation. Electronic filings may be submitted at any time. The electronically filed document will be considered filed as of the date and time that the Clerk of Courts receives the entire transmission. All electronically filed documents shall receive a confirmation date and time acknowledgement. Time at the Court (Eastern Standard or Daylight) governs, rather than the time zone from which the filing is made.
 7. Document Format. Documents submitted must be in a digitized format specified by the Clerk of Courts as set forth in the online guide to electronic filing.
 - a. All electronically filed documents, pleadings and papers shall be filed with the Clerk in Portable Document Format (PDF) or the preferred PDF/A on 8½ x 11 inch pages.
 - b. Proposed Entries and Orders must be submitted in Microsoft Word (.doc or .docx) format and reference the specific motion to which it applies.
 - c. Submissions shall be limited to twenty megabytes (20MB) in size per document. Larger sized documents shall be broken down and filed according to the directions maintained on the Clerk of Courts website e-filing page.

8. Personal and Private Information in Electronically Filed Court Documents.
 - a. Document Content. All documents e-filed shall omit personal identifiers as defined in Sup. R. 44(H). The responsibility for redacting personal identifiers rests solely upon the filer. The Clerk and the Court will not review each document for compliance with this rule. When the personal information is omitted from a case filing it shall be submitted or filed separately on a form provided by the Clerk. See also Common Pleas Local Rule 11(K)(6)(a) and (b) for document content of personal identifiers on filings.
 - b. Sealed Cases and/or Sealed Documents. In accordance with Rule 45 of the Rules of Superintendence for the Courts of Ohio, and Common Pleas local Rule 11(K)(4) and 11(K)(5) a document may be filed under seal or a filing may be made on a sealed case. E-filings on sealed cases must be clearly marked on the document below the title indicating that the case is sealed. A document to be sealed may be e-filed if there is a court Order on the case docket that allows the document to be sealed. The Order and its date must be noted on the e-filing under the document title (e.g., “Document filed under seal pursuant to Court Order of mm/dd/yyyy”).
9. Fees. Normal filing fees, case deposits, final court costs and any convenience fees will be collected via a valid user credit card at the time the filing is processed by the Clerk of Courts. Copy costs will be charged against the copy cost account at the time the filing is processed by the Clerk of Courts. Filings made by Pro Se parties will be charged copy costs via a valid credit card at the time the filing is processed by the Clerk of Courts. Special accounts will be billed for their copy costs. Any document filed electronically that requires a fee may be rejected by the Clerk of Court unless the filer complied with the mechanism established by the Court for the payment or waiver of filing fees. The Clerk of Courts will, from time to time, establish and publicize the rules and regulations governing the requirements for maintaining the copy cost accounts.
10. Filing Acceptance. Every new filing will receive a confirmation number at its inception. Upon successful transmission, a confirmation page will be displayed with the corresponding confirmation number and all pertinent filing information. Upon successful processing of the filing by the Clerk of Courts, an electronic mail message containing but not limited to the confirmation number and case number assigned, if any, will be sent to the filer. Filers will be notified via electronic mail if the filing is rejected for any reason
11. Electronic Filed Stamp. Upon successful completion of acceptance processing by the Clerk of Courts a document filed electronically will be electronically filed stamped. This stamp will include the date and time that the Clerk of Courts

received the entire transmission as well as the confirmation number of the filing. Once the document is electronically file stamped and entered on the docket, it is considered a permanent part of the case record. A document electronically filed that is not successfully processed by the Clerk of Courts will not receive an electronically filed stamp but the filer will receive a rejection e-mail. (See Filing Acceptance above.)

12. Service of E-filed Documents. Service is not automatically done by using the e-filing system. The filer must make service on all parties as provided in the Civil or Criminal Rules of Procedure.

- a. Civil complaints and summonses will be served by the Clerk in accordance with Civil R. 4 through 4.6. The filer must serve all other e-filed documents in the manner provided in applicable civil or criminal rules. Each e-filed document transmitted to the Clerk of Courts that is required to be served must be accompanied by a completed certificate of service which shall state the date and manner of service and be signed as provided in this rule.
- b. The filer may request that the Clerk serve an e-filing by the means provided in the operating procedures for e-filing on the Clerk of Courts website.

13. Disposition and Maintenance of Source Documents. A document electronically filed shall be accepted as the original filing, consistent with Ohio Revised Code Civ. R. 5(E) and Crim.R. 12(B) if the person filing electronically complies with all of the requirements set forth in this Local Rule. The person filing electronically need not file any original copy with the Clerk of Courts but must maintain the source document in his or her records, and have available for production on request by the Court, the Clerk of Courts or other counsel, the signed source document that was electronically filed. The filer must maintain this source document for five years after the final disposition of the case, including final disposition of all appeals.

14. Public Method of Access to Electronically Filed Public Documents. Members of the public can obtain copies of or review electronically filed documents in the same manner as documents filed on paper. Public access to electronically filed public documents will be available via the Internet web site of the Clerk of Courts as soon as the Clerk of Courts has processed the document. If Internet web site access is unavailable or is not provided by the Clerk of Courts, or if the Clerk of Courts is prohibited by the Court or by any law from making the document available via the Internet web site, the document will be available at one or more offices of the Clerk of Courts, either by computer terminal or in paper form in the case jacket or on microfilm. However, if a document or case record is sealed or expunged it is unavailable for public disclosure.

15. User or Technical Errors. Any e-filer whose filing is made untimely as the result of a technical failure of the Clerk of Court's system, or of the filer's computer hardware or software, phone lines or internet service provider (ISP), may move for leave to file instanter or for other appropriate relief from the court. Such technical failures cannot extend jurisdictional deadlines. The motion shall be accompanied by an affidavit stating the circumstances of and reason for missing the deadline, and must be filed no later than noon of the first day on which the Clerk of Courts is open for business following the original filing deadline. The Court will consider the matters stated in the affidavit and order appropriate relief.

16. Operating Procedures and Instructions. The Clerk of Courts is authorized to prepare and maintain operating procedures and instructions for electronic filing. These are available online at the Clerk's website.

This Local Rule of Practice shall be effective May 2, 2016 and until further order of the Court.

RULE 35. COURT GUIDED ADDICTION TREATMENT PROGRAM (CGAT)

In order to facilitate efficient and effective treatment of drug addicted offenders, the Court of Common Pleas hereby establishes the Court Guided Addiction Treatment Program (CGAT) and orders the assignment of cases identified for this program to the judge designated to attend to and manage such cases. Said judge shall have the authority to accept or reject cases assigned to the CGAT program for supervision and guidance. Such judge shall also have the authority to conduct arraignment, accept pleas, enter findings and dispositions, conduct trials, and in the event of termination of unsuccessful participation in the CGAT program, to pronounce and enter sentence on those cases assigned pursuant to this rule. Where the offender has an active probation status, any related probation violation, which is a felony of the 4th and 5th degree, may be referred and assigned to the CGAT Judge for concurrent disposition consistent with program goals.

Criteria for assignment or referral pursuant to this rule shall be:

1) DRUG COURT - Eligibility and Section Codes:

Theft (drug related) - 2913.02 (offenses of the fourth or fifth

degree) **Possession of drugs** - 2925.11 (offenses of the fourth or

fifth degree) **Deception to obtain a dangerous drug** - 2925.22

Illegal processing of drug document - 2925.23

- the offender is determined to be a drug or alcohol dependent person or in danger of becoming a drug or alcohol dependent person and would benefit from treatment

- the current charge is a probationable offense
- there is no history of violent behavior
- there is no history of mental illness
- current and/or past criminal behavior is drug driven
- the offender must demonstrate a sincere willingness to participate in the twelve to fifteen month treatment process
- no acute health condition currently exists
- all offenders who are incarcerated must have the approval of the County Prosecutor before entering the program

2) Procedure for defendants who appear in CGAT Court and are on probation shall be as follows:

- a defendant who is on probation to the CGAT Judge, and acquires a new felony charge of the 4th or 5th degree, shall be assigned directly to the CGAT Judge for disposition and for the probation violation.
- a defendant who is on probation to the CGAT Judge, and acquires a new felony charge of the 1st, 2nd, or 3rd degree, shall be assigned to the judge of the General Division for disposition of the new charge, and transfer and disposition of the probation violation.

If a defendant indicted for Theft, Possession of Drugs, Deception to Obtain a Dangerous Drug, or Illegal Processing of Drug Documents is on probation to or has a case pending before a judge of the General Division of Common Pleas, the new indictment shall remain with that judge. Multiple defendant indictments shall not be separated for the purposes of this rule.

(Amended Rule Effective April 29, 1998)

RULE 36: ISSUANCE OF WARRANT FOR PROBATION VIOLATION

(Per Criminal Rule 4)

In the event of a defendant's violation of the conditions of community control:

(A) Upon receipt of information of a defendant having violated his/her Court ordered community control, an officer of the Adult Probation Department shall immediately investigate to determine if there is probable cause to believe the defendant has violated a condition of that community control. If the officer believes there is probable cause, through the authorities granted in Section 2951.08 of the Ohio Revised Code, the officer shall apply for issuance of a warrant for the defendant's arrest forthwith.

(B) Upon such determination, the officer shall, without delay, complete a Complaint form, therein stating the basis for probable cause including a summary of the factual bases supporting probable cause. The completed form shall be presented to a deputy clerk of the Clerk of Courts, who shall cause the officer to swear that the information presented in the Complaint is true to the best of the officer's knowledge. The officer shall then sign the Complaint, the signature being subscribed by the deputy clerk.

(C) Pursuant to the information presented in the Complaint, the officer shall complete a Warrant form. The officer shall present the Warrant to a deputy clerk of the Clerk of Courts (but not the clerk who subscribed the Complaint) accompanied by the completed Complaint. The deputy clerk shall review the information listed in the Complaint and, acting as a neutral hearing officer, render a decision as to whether the information is sufficient to find probable cause to believe that the defendant listed in the Complaint has violated the conditions of his/her community control. Upon an affirmative decision on probable cause, the deputy clerk shall sign the warrant.

(D) As provided for in Section 2951.07 of the Ohio Revised Code, as of the date shown on the face of the warrant, the term of community control shall cease to run until further order of the Court.

(E) The Chief Probation Officer, the Assistant Chief Probation Officers, the Intensive Supervision Program Project Director, Probation Officer Supervisors, and such other personnel of the Adult Probation Department as designated by the Chief Probation Officer, shall be appointed as deputy clerks of the Clerk of Courts.

(F) The original of the Complaint and the Warrant shall be sent to the Clerk of Courts for entry onto the Court's journal. One (1) copy set (of the Complaint and Warrant) shall be taken forthwith by the probation officer to the Central Warrant Processing Unit of the Hamilton County Sheriff's Office. The Central Warrant Processing Unit shall enter the warrant into the Hamilton County Regional Crime Computer, and all other data bases required. The employee of the Central Warrant Processing Unit receiving the warrant shall sign a receipt document acknowledging arrival of the warrant. The receipt document shall be placed in the defendant's file maintained by the Adult Probation Department. The pick- up radius for the warrant shall be nationwide unless the Court orders a smaller pick-up radius. One (1) copy shall be retained in the

probation officer's file. Upon completing its registry of the warrant, the Central Warrant Processing Unit shall forward a copy to the Fugitive and Warrant Unit of the Hamilton County Sheriff's Office.

(G) Should facts arise to cause recall of the warrant, such information shall be presented to the Court as a Motion to Recall Warrant. Upon the Court granting such Motion, an Entry Recalling Warrant shall be journalized of record forthwith and taken immediately to the Central Warrant Processing Unit, who shall cause a return on the warrant to occur forthwith.

This Rule to be effective January 4, 1999, and until further order of the Court.

Rule 37: CIVIL PROTECTION ORDER

In response to O.R.C. 2903.214 and the Rules of Superintendence of the Supreme Court of Ohio both of which pertain to civil protection orders, this court adopts the following Local Rule:

A. REFERRAL TO MAGISTRATE/ASSIGNMENT TO EQUITY JUDGE

The assignment commissioner shall assign all cases filed under O.R.C. 2903.214 to the Judge sitting in equity on the date of the filing of the petition. All hearings under O.R.C. 2903.214 and all matters arising from O.R.C. 2903.214 are referred to the Common Pleas Magistrate.

B. STANDARD FORMS

The Clerk of Courts shall use forms substantially similar to those forms prescribed by the Supreme Court of Ohio as described in Rule 10.3 of the Rules of Superintendence for the Supreme Court of Ohio.

C. EX PARTE HEARINGS

1. If the petitioner requests an ex parte order, the court shall hold an ex parte hearing as soon as possible after the petition is filed, but not later than the next day the court is in session after the petition is filed.
2. The court may issue ex parte orders with or without bond, for the safety and protection of the petitioner (person to be protected by the order.)

3. All ex parte orders shall be in full force and effect until the final hearing on the matter or until further order of the court.
4. Copies of the order shall be delivered pursuant to the statute. The Sheriff shall make a service return prior to the date of the full hearing; and, such service shall be entered timely into the Clerk's electronic docket.

D. FULL HEARING

1. A full hearing must be held within ten court days after the ex parte hearing. Continuances shall be granted as necessary pursuant to the statute.
2. If the petitioner fails to appear, the court will dismiss the petition.
3. Following the full hearing, the court shall issue a final order with or without bond.
4. Final orders shall be valid until a date certain but not later than five years from the date of its issuance.
5. Copies of the Final Order shall be served pursuant to the statute.

E. BONDS

In the event that a protection order is issued with bond, the court shall alert the clerk of such bond and upon further order of the court, the clerk shall issue and serve upon the sheriff a body attachment for the apprehension of the respondent, if necessary. The respondent shall be held until the required bond is posted or until further order of the court. The court shall periodically review the status of those respondents confined under a civil protection order.

F. APPEALABLE ORDERS

For the safety of the petitioner, notice, pursuant to Civil Rule 58, shall be sent by the clerk to those parties designated by the court.

Rule 38: COURT RECORD RETENTION

(Pursuant to the Ohio Supreme Court Superintendence Rule 26)

- A. The purpose of this rule is to establish a system for court records management and retention, to provide the minimum standards for the production, maintenance, preservation and destruction of records within the courts and to authorize alternative electronic methods and techniques for record preservation. The adoption of this rule is consistent with the Ohio Supreme Court's Superintendence Rule 26, and the adoption thereof by the Hamilton County Records Commission.
- B. In accordance with division (a) of this rule, the Hamilton County Common Pleas Court hereby adopts Sup. R. 26 in its entirety, and in special reference to the records of the Hamilton County Common Pleas Court, adopts Sup. R. 26.03 and 26.04, which govern the administration of the records created by the Common Pleas Court.

This Rule to be effective October 1, 1999, and until further order of the Court.

Rule 39: Return of Inmates for Forfeiture Proceedings

(A) In all actions involving the statutory forfeiture of United States currency, real property or personal property, every person or persons from whom the property was seized, or who otherwise states a claim for the property, shall have the right to be present at any hearing in respect of such forfeiture. In the event such person or persons are incarcerated, the judge or magistrate before whom the matter is pending shall order the return of the incarcerated person(s) for the hearing. No forfeiture shall be held in that person's absence unless that person waives the right to attend.

(B) The costs of transporting and housing of persons returned to Hamilton County pursuant to division (A) of this rule shall be calculated by the Sheriff and certified to the Court. The Court shall order said costs to be paid to the Sheriff from the proceeds of any United States currency, real property or personal property forfeited. These costs shall be paid before the remaining proceeds are distributed to the law enforcement agency or agencies.

This Rule to be effective August 2, 1999, and until further order of the Court.

Rule 40: No Expungement Or Sealing The Record During Appeal

Any person filing to have his/her criminal case expunged or sealed must first pay to the Clerk of Courts all outstanding court costs that have been incurred by the person for whom the case is to be expunged or sealed. Further, a person on probation may not be discharged from probation until all

costs have been settled to the satisfaction of Clerk of Courts, or waived by the Court.

A request to have a case record or any part of a case record expunged or sealed. May not be expunged or sealed while the case is on an appeal or when there is an outstanding motion to appeal or set aside the expungement order.

Where an expungement or sealing of the record has been requested by a person and an appeal is filed after the request. The Clerk of Courts is authorized not to proceed with the expungement or sealing of the record until the appeal has been completed.

This rule shall become effective on December 21, 1999, and until further order of the Court.

RULE 41: APPOINTMENT OF SPECIAL PROSECUTOR

From time to time the Hamilton County Prosecutor is faced with a situation that prevents the Hamilton County Prosecutor's Office from handling a criminal case. The following must take place before a special prosecutor can be appointed.

1. The Hamilton County Prosecutor must make application, in writing, to the Presiding Judge of the Common Pleas Court that a special prosecutor is needed.
2. If such application is made, the Hamilton County Prosecutor shall endeavor to propose someone who will handle the case for no fee.
3. If a special prosecutor needs to be appointed and paid, the rate of pay shall be set at a reasonable rate. Any charges for expenses shall be made separately. Invoices shall be presented to the Court Administrator for review prior to submitting to the judge. Payment shall be made by the County Treasurer in accordance with R.C. 2941.63.
4. The special prosecutor shall endeavor to bring the case to indictment or if there is insufficient evidence to indict, make such a determination within sixty (60) days from the date of appointment.
5. The special prosecutor shall, to the extent possible, utilize already existing government resources in the investigation and prosecution of the alleged criminal conduct as opposed to expending public funds for independent contractors.
6. All matters relating to the appointment of a special prosecutor, the fees to be paid the special prosecutor as well as any pre-indictment legal rulings, shall be made by the Presiding Judge of the Court of Common Pleas. That judge shall continue to decide these matters even after he or she is not presiding judge. The Presiding Judge may, by entry, designate another Common Pleas Judge to handle pre-indictment matters involving a special prosecutor and, if this is done, by entry, that judge shall handle the matter with all the duties of the Presiding Judge including the payment of fees.
7. The Presiding Judge or the designee performing the duties set forth in the preceding paragraph shall not be eligible to be the trial judge in the case or cases arising out of the activities of the special prosecutor. The Presiding Judge's or his designee's ability to render legal rulings in the case shall end upon indictment, individual assignment of

the case to a judge or, if there is no indictment, upon the termination of the appointment of the special prosecutor.

This Rule to be effective Nunc Pro Tunc to September 27, 2000, and until further order of the Court.

RULE 42: DNA TESTING

Upon the motion of either party to a lawsuit or upon the Court's own motion, a judge may, at his or her own discretion, order a DNA test. The costs of such a test shall be borne by the party requesting the test except for indigent parties in which case the judge may tax the costs to the court costs of the case. When a judge orders the DNA test on the Court's own motion, the costs of the test shall be taxed as court costs. The test in a criminal case shall be done by the Hamilton County Coroner unless otherwise directed by the court. The person or company performing the DNA test shall deliver a written report of the results to the judge and to the parties.

This rule shall only apply to the General Division of the Common Pleas Court.

The above Amendment shall be effective December 20, 2000 and until further order of the Court.

RULE 43: COLLABORATIVE SETTLEMENT

A. Upon the filing of a joint motion of all parties in a case requesting a stay of all adversarial proceedings and indicating the determination to pursue a resolution of the dispute, by settlement with no future litigation, using Collaborative Law techniques and having signed the Collaborative Law Participation Agreement, the court may grant such request and if so shall deny all pending motions as moot without prejudice to the parties' right to refile within 15 days of termination of the stay and shall stay all proceedings, including case management orders under local rule 15, for an initial period of 120 DAYS, after which, the matter shall be set for a case management conference to inquire as to the likelihood of settlement. If the court then determines that the Collaborative Law efforts are likely to resolve the case, an additional extension of the stay may be granted for up to 90 DAYS, after which, the matter shall be set again for case management conference. If, after consultation with the parties, the court determines that the Collaborative Law efforts are not likely to be effective, the stay shall be terminated, new counsel designated, the matter restored to the active docket, and a new case management order issued. If at any time during the initial stay or otherwise, the parties determine they have reached impasse, they may request advancement of the case management conference.

B. For purposes of the Court's statistical report to the Ohio Supreme Court, the matter shall be disposed under line 14 when the stay is granted. In the event that the matter is resolved by settlement during the stay, the case shall be reactivated under line 3 and disposed under line 7 in the same month when the settlement is reported. In the event the stay is terminated and the matter reinstated for traditional proceedings, the case shall be reactivated under line 3, in the same month when the stay is terminated and disposed appropriately thereafter. Upon reinstatement, the time guideline for determination on line 21 shall be calculated based on the original assignment date minus the length of time the stay is in effect. For example, a case that is assigned three months prior to being referred to Collaborative Law will be three months old upon reactivation regardless of how long the stay is in effect.

The above Amendment shall be effective October 1, 2001 and until further order of the Court.

RULE 44. Search Warrants

(A) Applications for search warrants shall be submitted to the Criminal Presiding Judge or, if that judge is unavailable, to the Presiding Judge of the Court. If neither of those judges is available, the application may be submitted to any other judge of the General Division of the Court.

(B) A request to seal the affidavit, warrant and/or return must be made to the issuing judge at the time the application is presented for review, and on a form prescribed by the Court. The judge shall authorize sealing at the time the warrant is signed if the judge determines that sealing is appropriate.

(C) A request to unseal a warrant and accompanying document(s) shall be made by motion to the issuing judge. After written notification to the appropriate prosecuting attorney, which shall be made not later than three days after the request is received by the issuing judge, a hearing shall be held not sooner than seven days nor later than fourteen days from the date the request was received by the issuing judge, unless otherwise ordered by the court. The court, in making its decision on the request, shall consider all relevant information as well as the provisions of R.C.

149.43. This remedy is separate from any discovery remedy available to the defendant under the criminal rules.

The above Rule shall be effective January 1, 2006 and until further order of the Court.

RULE 45: Foreclosure

(A) Pleading

In every action demanding the judicial sale of real estate, the party or parties seeking such judicial sale shall attach legible copies of the following documents to the initial pleading:

1. the Note and recorded mortgage drafted pursuant to Chapter 5301.; or
2. the recorded Affidavit for Mechanic's Lien drafted pursuant to R.C. § 1311.06; or
3. the file-stamped copy of the Certificate of Judgment filed pursuant to R.C. § 2329.02 or Authenticated Foreign Judgment and Affidavit filed pursuant to R.C. §§ 2329.022 and 2329.023; or
4. any other written instrument upon which the party relies as the basis for a judicial sale.

If the plaintiff is not the payee of the Note or the original mortgagee, then the assignment of mortgage bearing the plaintiff's name shall also be attached to the complaint. If the documents are not attached, the reason for the omission must be stated in the pleading.

(B) Receiverships

1. The following procedure shall be applied upon the filing of a motion for the appointment of a receiver in a foreclosure case with the Clerk of Courts:

- a. The party seeking the appointment shall schedule a hearing before the Common Pleas Magistrate;
- b. Unless the mortgage provides for appointment of a receiver without notice, notice of the hearing shall be served on interested parties either by attachment to the complaint and original summons, or by certified mail in accordance with the Ohio Rules of Civil Procedure;
- c. Notice, if required, shall be served on the owner of the property three (3) days before the hearing; and
- d. The Court may continue hearings from time to time upon the showing of good cause.

2. Appointment of Receivers – Prerequisites:

- a. Before any receiver is appointed in a foreclosure case, the following must be demonstrated by affidavit, evidence or representation of counsel:
 - (1) That legal or equitable grounds exist necessitating the appointment of a receiver, and
 - (2) That the mortgaged property is in danger of being lost, removed, or materially injured, or that the condition of the mortgage has not been performed, and the property is probably insufficient to discharge the mortgage debt, or on grounds other than those prescribed herein.

3. Oath and Bond:

- a. Upon appointment, a receiver shall qualify and give a bond in the amount required by the Court. Bond shall generally be of a nominal sum in the amount of \$100.00, when the property is vacant and it is anticipated in the motion and order that the receiver's duty will be that of caretaker. Bond shall generally be in a sum equal to the sum of monthly rents or accounts receivable, where there are rents and profits to be collected. If the receiver fails to qualify and give bond, the appointment is voidable.

4. Duties of Receivers:

- a. All receivers shall take charge of property pending litigation, preserve property from waste or destruction, receive rents and profits, hold income subject to order of the Court, and have authority to sue in forcible entry in the receiver's name and capacity.
- b. Within ninety (90) days of the date of their appointment and every ninety (90) days thereafter, receivers shall file a report of receipts and disbursements with the Clerk of Courts.
- c. Absent wording in the original Order, no receiver shall diminish the financial resources of the receivership through expenditure for repairs, real estate taxes and assessments, gas, light and water bills, trash pick-up and insurance, without first procuring an order from the Court for that purpose, except that necessary outlays under \$200.00 which may be made without the order, subject, however, to the final approval of the Court in the receiver's account.
- d. A Final Receiver Report shall be filed with the court within 60 days after the filing of the Order Distributing Proceeds. The Final Receiver Report shall indicate that no funds remain in the receiver's account and that all outstanding bills have been paid. The receiver shall not be dismissed until the Final Receiver's Report is approved by the Court as filed.

(C) Case Management

Any party, or counsel thereof, with an active claim with a cause of action for judicial sale of real property must be present at all case management conferences. No telephonic appearances are authorized except through written leave of the Common Pleas Magistrate or Judge.

(D) Bankruptcy

Where a defendant has filed bankruptcy, the defendant, or plaintiff upon notification from the defendant, shall file a “Notice of Bankruptcy and Suggestion of Stay” and send a file-stamped copy of the Notice to the Common Pleas Magistrate as soon as practicable. Upon the receipt of the Notice, no further court settings will be scheduled and no further documents shall be filed with the Clerk of Courts regarding the bankrupt party until plaintiff or other party seeking judgment moves for, and is granted, an order to reinstate the case to the active docket. **NOTHING IN THIS RULE SHALL PREVENT A PARTY FROM COMPLYING WITH FEDERAL BANKRUPTCY LAW.**

(E) Judgment

1. Default

- a. All motions for default shall list each defendant and the date service was perfected thereon.
- b. A party seeking default judgment shall file an “Affidavit of Account”. The affiant shall be the party seeking judgment or an employee of the plaintiff familiar with the mortgagor’s account. All relevant information required pursuant to 50 App. U.S.C. § 521(b)(1) [Service members Civil Relief Act] may be included within the Affidavit of Account, or by separate affidavit. The amount claimed due and owing in the Affidavit of Account must match the amount listed on the proposed Judgment and Decree in Foreclosure.
- c. Pursuant to Civ. R. 55(A) and L.R. 13(A), parties seeking default judgment shall deliver to the Common Pleas Magistrate a file-stamped copy of the Motion for Default, file-stamped copies of all relevant affidavits and the proposed Judgment and Decree in Foreclosure. The moving party shall also include a file-stamped copy of the Final Judicial Report or commitment. Where a party otherwise in default has made an appearance, the moving party shall contact the Common Pleas Magistrate to schedule a hearing on the Motion for Default and notify all appearing defendants. The hearing shall be set at least seven days after notice is sent to the appearing party.
- d. Where a junior lienholder seeks default judgment on its claim, all lienholders who claim an interest senior to that of the party seeking judgment shall file an Affidavit of Account attesting to the outstanding balance due and owing. This requirement shall not apply if the Court has previously awarded a decree of foreclosure to the lienholder claiming the senior interest, or the attorney for the senior lienholder signs the proposed entry.

2. Summary Judgment

- a. Where a junior lienholder seeks summary judgment on its claim, all lienholders who claim an interest senior to that of the party seeking judgment shall file an Affidavit of Account attesting to the outstanding balance due and owing. This requirement shall not apply if the Court has previously awarded a decree of foreclosure to the lienholder

claiming the senior interest, or the attorney for the senior lienholder signs the proposed Magistrate's Decision.

b. If one or more of the defendants have failed to timely answer and the plaintiff has filed motions for default, the moving party may include the defaulting parties in the Entry Adopting the Magistrate's Decision granting summary judgment.

c. The moving party shall attach a file-stamped copy of the Final Judicial Report or commitment with the Entry Adopting the Magistrate's Decision granting summary judgment.

(F) Judicial Sale

1. Parties seeking an Order of Sale shall complete the "Praecipe for Order (Sale of Possession)" located at www.courtclerk.org/cp_civil_forms.asp. Parties seeking an Order of Sale and interested buyers shall also complete a "Purchaser Information Sheet" located at www.courtclerk.org/cp_civil_forms.asp. Parties may generate and utilize alternative "Praecipe for Order - Sale" and "Purchaser Information Sheet" forms, so long as information contained on the alternative forms is identical to that contained on the published forms.

2. Terms of Sale. Purchasers at judicial sale must present a cashier's check to the execution officer equal to 10% of the appraised value of the real property ("the deposit"). The balance of the sale price, payable by cashier's check, shall be due within thirty (30) days of the Confirmation of Sale. Failure to timely pay the balance of the sale price may result in the forfeiture of the deposit.

(3) Because R.C. 323.11 and 5721.10 provide that the lien of the state for real estate taxes is the first lien on the subject property and continues until paid, neither the Hamilton County Treasurer nor the Hamilton County Auditor shall be joined as a party to any such action unless the party requesting the judicial sale intends to contest either the amount of, or the priority of, the charges against each of the subject real estate parcels as shown on the general tax list prepared and certified by the Hamilton County Auditor. Any such claim shall be pled as a separate claim for relief and shall join only the Hamilton County Treasurer as the party responsible for collection of taxes.

If either the Hamilton County Treasurer or the Hamilton County Auditor, or both, are joined as a party in violation of this rule, neither shall be required to file an Answer, or otherwise plead in the action and the court shall proceed to adjudicate the matter as though neither the Treasurer or Auditor had been joined. The Auditor and Treasurer will also not be required to attend any hearings unless specifically directed to do so by the court with notice to the Prosecutor's office.

For any judicially ordered sale, the party responsible for the sale shall make certain the real property taxes are paid from the proceeds of the sale. No entry distributing proceeds shall be accepted by the Clerk of Courts which does not provide for payment to the Hamilton County Treasurer of all required real estate taxes. The party responsible for the preparation of the entries shall obtain written verification of the amount due from the Treasurer's office to be delivered to the officer of the sale and attached to the Confirmation and Distribution Entries.

(G) Confirmation of Sale, Ordering Deed, and Distribution of Proceeds

1. The Entry Confirming Sale and Ordering Deed shall be proffered to the Common Pleas Magistrate within thirty (30) days of the writ of execution indicating the sale was made, in all respects, in conformity with [sections 2329.01](#) to [2329.61 of the Revised Code](#). The attorney who filed the writ of execution shall make to the purchaser a deed for the lands and tenements and deliver said deed to the sheriff's office within seven (7) days following the journalization of the Entry Confirming Sale and Ordering Deed.

2. An Order Distributing Proceeds shall not be proffered to the Common Pleas Magistrate until the full purchase price and fees have been received by the Sheriff's Office. The Order Distributing Proceeds shall state whether the distribution is in full or partial satisfaction of the judgment. If the foreclosing party seeks a distribution pursuant to R.C. § 5301.233 or in equity for funds in excess of court costs, unpaid property taxes, or the amount equal to the unpaid principal, accrued interest, and late fees, then the attorney of record for the foreclosing party shall prepare and file a Confirmation Worksheet which shall indicate how much additional distribution is requested. Documentation sufficient to support the additional distribution shall be attached to the Confirmation Worksheet. A blank Confirmation Worksheet is available at www.courtclerk.org/cp_civil_forms.asp.

3. A clause allowing a mortgagee to collect reasonable attorney fees in a Note backing a commercial transaction is enforceable only if the total amount owed on the Note at the time the Note was executed exceeds \$100,000.00. Attorney's fees for cases involving the foreclosure of residential property are collectable only where the Note backs a commercial transaction and contains a provision allowing said fees. Reasonable attorney fees incurred by a unit owners' association in a foreclosure action against the defaulting unit owner for unpaid common assessments are enforceable if such a provision is contained within a declaration of condominium ownership and/or condominium by-laws.

4. No Writ of Possession shall issue until all sale proceeds and fees have been paid. A Writ of Possession may issue pursuant to R.C. §§ 2327.02(C) and 5303.15 against any named occupant of real property if a judgment against said occupant has been obtained. The Sheriff shall return the Writ unexecuted when he/she determines that the occupant is other than a named party.

(H) Distribution of Excess Funds

Any defendant claiming an interest in any excess funds from a judicial sale must file a motion requesting a supplemental distribution. Such motion must set forth the reasons why the movant is entitled to the claimed funds. The movant shall schedule a hearing on the motion with the Common Pleas Magistrate and serve the plaintiff and all other parties not in default a copy of the motion and a notice of hearing.

The above rule shall be effective January 1, 2012.

RULE 46. Certificate of Qualification for Employment

(A) The purpose of this local rule is to define the specific local court requirements and procedures that relate to a petitioner's application for a Certificate of Qualification for Employment (CQE) as set forth in Revised Code 2953.25 and in related rules established by the Department of Rehabilitation and Corrections (DRC) under OAC 5120-15-01.

- (B) To request a CQE, the petition must be made on the form prescribed by the DRC. The petition and instructions regarding how to complete and submit the petition electronically are accessible on the DRC website. All petitions must be completed electronically online. The petitioner shall provide the DRC electronic petition number and attach a printed copy of the fully completed electronic petition submitted through the DRC to the Clerk of Courts.
- (C) All petitions submitted through the DRC shall be accompanied by the Department of Rehabilitation and Corrections CQE Summary if applicable.
- (D) Before the petition is accepted and before any action is required to be taken on the petition, the petitioner must pay a deposit in the amount of \$150.00. Payment may be made in any form otherwise accepted by the Clerk of Courts. The Court may waive some or all of the deposit required by this Rule. If requesting a reduction in the deposit, the petitioner must submit an Affidavit of Indigency (available through the Clerk of Courts) and possibly other relevant information for the Court's consideration.
- (E) All social security numbers and other information that must be excluded from public record shall be redacted by the party submitting the document 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.
- (F) Upon receipt of a fully completed electronic petition submitted through the DRC and the required deposit, the Clerk of Courts shall assign the petition a CQ case number, treat the case as a miscellaneous civil case, and the case shall be randomly assigned to a trial judge. Unless otherwise ordered by a particular judge, all CQ cases, shall be referred to a magistrate by general order of reference.

- (G) The Court shall obtain a criminal history for the petitioner through an investigation conducted by the Probation Department. Through the Probation Department's investigation, the Court shall attempt to determine all other courts in the state in which the petitioner has been convicted of or plead guilty to an offense. The Clerk of Courts shall send a Notice Regarding Petition for Certificate of Qualification for Employment and Response to Request for Information Regarding Petition for Certificate of Qualification for Employment to each court so identified. Such Notice shall be sent via ordinary US mail.
- (H) The Clerk of Courts shall also issue notice regarding the Petition for Certificate of Qualification for Employment and Response to Request for Information Regarding Petition for Certificate of Qualification for Employment to the Hamilton County Prosecuting Attorney.
- (I) The magistrate or 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.
- (J) The magistrate or judge may order any report or investigation concerning the petitioner, or disclosure by the petitioner that they believe is necessary to reach a decision through an order for investigation and/or an order for additional information.
- (K) Once all information requested has been received, the magistrate or judge shall decide whether to grant or deny the petition within sixty days, unless petitioner requests and is granted an extension of time. The decision to grant or deny a petition that was referred to a magistrate, shall be sent to the assigned judge for a final Judgment Entry and Order. All notice and objection periods regarding a magistrate's decision apply as set forth in Civ. R. 53 and Local Rule 23(E).
- (L) The Clerk of Courts shall send to petitioner a copy of the judgment entry. If denied, the judgment entry shall include conditions, if any, placed on subsequent filings and language that a final appealable order has been filed. The Clerk shall also notify the DRC of the disposition of the petition as required under the Administrative Rules, and if granted, the Clerk shall notify the DRC of the order to issue the CQE to petitioner.

Effective 7/1/13

RULE 47. Specialized Dockets

The purpose of this local rule is to define the specific local court requirements and procedures that relate to Specialized Dockets. Specialized Dockets offer a therapeutically oriented judicial approach to providing court supervision and appropriate treatment to individuals.

I. Mental Health Court Docket

- (A) Establishment of Mental Health Court Docket** - Recognizing that offenders with severe mental illness pose a special challenge within the criminal justice system, the Court has created a Mental Health Docket in accordance with the requirements set forth in Rules 36.20 through 36.29 of the Rules of Superintendence for the Courts of Ohio. The Mental Health Court Docket was created with the intent of protecting the community by reducing the recidivism of these offenders by improving and expediting the delivery of services through intense supervision and treatment.
- (B) Placement on the Mental Health Court Docket** - A referral may be initiated by a judge, pre-trial services, defense attorney, prosecuting attorney, or probation officer. The formal referral process initiates upon a “Mental Health Docket Assessment Order” (“MHDA Order”) issued by a Hamilton County Common Pleas Court Judge. The MHDA Order states that the Court Clinic shall complete a clinical assessment of a defendant for their suitability for the Mental Health Docket. The MHDA Order shall provide at least 30 days for the assessment to be complete.
- (C) Eligibility** - The legal and clinical eligibility criteria described below do not create a right to enter the specialized docket, but rather, provide guidelines. Eligibility is at the discretion of the assigned Mental Health Docket Judge.

(1) Legal Eligibility

- i. Third, fourth, and fifth degree felony level offenses, with prosecutorial and victim consent, are preliminarily eligible. First and Second degree felony offenses are not eligible.
- ii. A case may be accepted at multiple stages of the proceedings including: Pre-Plea, Post-Conviction, or Violation of Probation.
- iii. Participants are required to plead guilty as charged.

- iv. Participants, if eligible, may complete the program as an Intervention in Lieu of Conviction.
- v. Any history of serious or repetitive violence will be reviewed by the Mental Health Court Prosecutor and Mental Health Court Team.
- vi. Exclusions: NGRI, Incompetent to Stand Trial, any history of sex offenses, offenses involving the use or threatened use of weapons (significant history of weapon offenses), persistent offending that is not mental health driven.
- vii. Participant must be a resident of Hamilton County, both currently and at the time of the offense.

(2) Clinical Eligibility

- i. Axis I Diagnosis of Schizophrenia; Schizoaffective Disorder; Bipolar Disorder; or Major Depressive Disorder, Recurrent
- ii. Must also be appropriate for intensive case management services and treatment. This means that an individual may have a “qualifying diagnosis” but not be appropriate for the program’s treatment services.
- iii. Must have cognitive ability to understand and voluntarily participate in a mental health service plan.

(D) Case Assignment in Multi-Judge Court - If the referred defendant is found eligible, the Program Coordinator shall be responsible for attending the “Report” date in front of the referring Judge. The Program Coordinator shall consult with the attorney, defendant and referring Judge to confirm the decision to transfer the case to the Mental Health Docket. The referring Judge shall sign an “Entry Directing Transfer of Case to the Mental Health Docket” and the Program Coordinator shall be responsible for filing the Entry and setting a date on the Mental Health Docket. The transferred case shall be randomly assigned to one of the two general division common pleas judges designated to hear cases assigned to the Mental Health Docket. The Program Coordinator shall provide the defendant with a date to report to the appropriate Mental Health Docket Judge. Should a defendant subsequently decide not to participate, or unsuccessfully terminates the program, the case shall remain on the regular docket of the assigned Mental Health Docket Judge.

(E) Mental Health Docket Case Management - Upon admission to the Mental Health Docket, each participant shall be registered for services through the primary case management agency. An initial treatment plan shall be created by the primary case management agency, Court Clinic Mental Health Assessment recommendation, and the participant. Services, including mental health treatment, medication, psychiatric consultation, substance abuse, and community support services shall be promptly

available upon admission to the Mental Health Court Docket. The policies regarding treatment planning, provided services, treatment compliance, program rules, and program admission, are contained in the Mental Health Court Program Description, Handbook, and Participation Agreement, and incorporated herein by reference.

- (F) Termination from Mental Health Docket** - There are two types of termination classification used by the Mental Health Court: unsuccessful discharge and, neutral discharge. The Judge has discretion to decide termination from the Mental Health Docket in accordance with the written criteria. The treatment team shall advise the Judge on matters of termination.

(1) Unsuccessful Discharge:

(a) Criteria

- i. Ongoing noncompliance with treatment or resistance to treatment plan.
- ii. New serious criminal conviction.
- iii. A serious probation violation or series of probation violations.
- iv. A serious infraction of the Mental Health Court participant contract.

(b) Result of Unsuccessful Discharge

- i. Loss of future eligibility for the Mental Health Court
- ii. Further legal action, including revocation of Intervention in Lieu of Conviction, motion for probable cause, or probation violation.
- iii. Depending on the circumstances, the participant may be subject to jail, prison, or other penalties.
- iv. Should the defendant remain on probation, the defendant shall be transferred to the regular criminal docket of the Mental Health Court Judge, assigned a probation officer, and continued under the terms of probation.

- v. An unsuccessful discharge from the Mental Health Court program shall not mean a discharge from appropriate mental health, substance abuse, or other programming available to a qualified defendant.

(2) Neutral Discharge

(a) Criteria

- i. A serious medical condition resulting in inability to participate in program requirements
- ii. Serious mental health condition resulting in inability to participate in program requirements
- iii. Death
- iv. Choice to voluntarily withdrawal from the program prior to completion of a plea and signing of the Mental Health Court Participation Agreement
- v. Other factors that may keep the participant from meeting the requirements for successful completion

(b) Result of Neutral Discharge

- i. Defendant is returned to the regular criminal docket of the Mental Health Court Judge for regular case proceedings.
- ii. Defendant shall have the right to request new representation other than the representation of the assigned Mental Health Court Defense Attorney.
- iii. A prior neutral discharge from the Mental Health Docket will be considered by the Treatment Team and the Mental Health Docket Judge in considering admission. Discretion to admit a defendant with a prior neutral discharge is within the discretion of the assigned Mental Health Docket Judge.

II. Veterans' Treatment Court Docket

- (A) Establishment of Veterans' Treatment Court Docket** –Recognizing that United States Veteran offenders with mental illness, substance abuse, and/or trauma related

injuries pose a special challenge within the criminal justice system, the Court has created a Veterans' Treatment Docket, in accordance with the requirements set forth in Sup. R 36.20 through 36.29, with the intent of protecting the community by reducing the recidivism of these offenders by improving and expediting the delivery of services through intense supervision and treatment.

- (B) Placement on the Veterans' Treatment Court Docket** –Referrals may be made formally and informally from many sources, including: judges, attorneys, prosecutors, case managers, self-referral, police officers, pre-trial services, probation officers, jail staff, or others. An informal referral may consist of a phone call or discussion with any member of the Veterans' Treatment Court Team. The Team shall pass along referral information to the Program Coordinator from all sources.

The formal referral process initiates upon a request from a Hamilton County Common Pleas Court Judge for a Veterans' Treatment Court Assessment. The referral states that the Veterans' Treatment Court Team shall complete an assessment of a defendant for their suitability for the Program. The request shall provide at least 30 days for the assessment to be complete.

The legal and clinical eligibility criteria described below do not create a right to enter the specialized docket, but rather, provide guidelines. Eligibility is at the discretion of the Veterans' Treatment Court Judge.

(C) Eligibility

(1) Legal Eligibility

- i. Third, fourth, and fifth degree felony level offenses, with prosecutorial and victim consent, are preliminarily eligible. First and second degree felonies are not eligible.
- ii. A case may be accepted at multiple stages of the proceedings including: Pre-Plea, Post-Conviction, or Violation of Probation.
- iii. Participants are required to plead guilty as charged.
- iv. Participants, if eligible, may complete the program as an Intervention in Lieu of Conviction. If the participant is not eligible for Intervention in Lieu of Conviction, they shall complete the program on a standard community control.
- vi. Any history of serious or repetitive violence will be scrutinized by the Veterans' Treatment Court Prosecutor and the Veterans' Treatment Court Team).
- vii. Exclusions: NGRI, Incompetent to Stand Trial, any history of sex offenses, offenses involving the use or threatened use of weapons (significant

history of weapon offenses), persistent offending that is not related to treatment need.

viii. Participants must be a United States Veteran.

(2) Clinical Eligibility

- i. Preference is given to individuals with a demonstrated trauma related injury such as Post Traumatic Stress Disorder or Traumatic Brain Injury.
- ii. Must have need for intensive treatment related to trauma, substance use and/or mental illness.
- iii. Must have cognitive ability to understand and voluntarily participate in Veterans' Treatment Court.

(G) Veterans' Treatment Docket Case Management - Upon admission to the Veterans' Treatment Docket, each participant shall be registered for services through the primary case management agency, the VA Veterans Justice Outreach Program. An initial treatment plan shall be created by the primary case management agency and the participant. Services, including mental health treatment, medication, psychiatric consultation, substance abuse, and community support services shall be available upon admission to the Veterans' Treatment Court Docket. The policies regarding treatment planning, provided services, treatment compliance, program rules, and program admission, are contained in the Veterans' Treatment Court Program Description, Handbook, and Participation Agreement, and incorporated herein by reference. Should a defendant subsequently decide not to participate, or unsuccessfully terminates the program, the case shall remain on the regular docket of the Veterans' Treatment Court Judge.

(H) Termination from Veterans' Treatment Docket - There are two types of termination classification used by the Veterans' Treatment Court, unsuccessful discharge and neutral discharge. The Judge has final discretion on decisions concerning termination and classification of termination. The treatment team shall advise the Judge on these decisions.

(1) Unsuccessful Discharge

(a) Criteria

- i. Ongoing noncompliance with treatment or resistance to treatment plan.

- ii. New serious criminal conviction.
- iii. A serious probation violation or series of probation violations.
- iv. A serious infraction of the Veterans' Treatment Court participant agreement.

(b) Result of Unsuccessful Discharge

- i. Loss of future eligibility for the Veterans' Treatment Court Docket.
- ii. Further legal action, including revocation of Intervention in Lieu of Conviction, motion for probable cause, or probation violation.
- iii. Depending on the circumstances, the participant may be subject to jail, prison, or other penalties.
- iv. Should the defendant remain on probation, the defendant shall be transferred to the regular criminal docket of the Veterans' Treatment Court Judge, assigned probation officer and continued under the terms of probation.
- v. An unsuccessful discharge from the Veterans' Treatment Court Docket shall not mean a discharge from appropriate mental health, substance abuse, or other programming available to a qualified defendant. Discharge shall have no effect on access to VA services.

(2) Neutral Discharge

(a) Criteria

- i. A serious medical condition resulting in inability to participate in program requirements.
- ii. Serious mental health condition resulting in inability to participate in program requirements.
- iii. Death.
- iv. Choice to voluntarily withdraw from the program prior to completion of a plea and signing of the Veterans' Treatment Court Participation Agreement.

- v. Other factors that may keep the participant from meeting the requirements for successful completion.

(b) Result of Neutral Discharge

- i. Defendant is returned to the regular criminal docket of the Veterans' Treatment Court Judge for regular case processing.
- ii. Defendant shall have the right to request new representation other than the representation of the assigned Veterans' Treatment Court Defense Attorney.
- iii. Admission of a defendant with a prior neutral discharge from the Veterans' Treatment Court Docket will be considered by the Treatment Team and the Veterans' Treatment Court Judge. Discretion to admit a defendant with a prior neutral discharge is within the discretion of the assigned Veterans' Treatment Court Judge.

Effective 9/23/13

