

**COURT OF COMMON PLEAS
HAMILTON COUNTY, OHIO**

STATE OF OHIO, : **Case Number** _____
Plaintiff, :
 :
v. : **JUDGE JENNIFER L. BRANCH**
 :
_____ : **Criminal Case Scheduling Order**
Defendant.

On the Court’s Order, this case is continued. Pursuant to the Discovery Scheduling Conference (DSC), the following schedule is established. **Does Defendant waive time?** _____yes _____no

1. All parties **must read and follow** the Court’s Rules of Court which can be found on the Court’s webpage.
2. **Initial Discovery Disclosures and Reciprocal Discovery:** will be exchanged 30 days after the DSC.
3. **Parties and Pleadings:**
 - a. Motions to Suppress shall be filed 35 days after arraignment or no later than seven days before trial pursuant to Rule 12(D) of Ohio Rules of Criminal Procedure, whichever is earlier.
 - b. Motions Regarding Bond must be in writing and filed at least ten calendar days before the hearing.
 - c. Motions to Continue must be filed in writing at least seven days before the trial or hearing and state the grounds. No continuance will be granted without good cause.
 - d. All pretrial motions shall be filed no later than 1 week before the final pretrial conference or _____. **The moving party must hand-deliver a copy of pretrial motions to the Court on the date of filing. Motions filed after the above deadline must first receive permission from the Court for late filing.**
4. **Trial:** This case is set for **Jury /Bench Trial** on _____ at _____ a.m.
5. **Final Pretrial Conference:** is scheduled on _____ at _____ a.m.
 - a. Counsel must be prepared to discuss plea negotiations, trial procedures, proposed jury instructions, stipulations, expert witnesses, motions in *limine*, and use of exhibits at the Pretrial Conference. Parties are required to attend the Final Pretrial Conference.
 - b. Please see Judge Branch’s Courtroom Rules for requirements regarding criminal cases including proposed pretrial statements, jury instructions, pretrial conferences, and sentencing. Any audio recordings intended to be introduced at trial will require a transcript – all transcripts are to be ordered from the Judge’s court reporter no later than 30 days before the Final Pretrial.
6. **Pretrial Conferences** are set every 30 days before the FPTC on _____ at 9 a.m.
7. **Discovery:** All discovery shall be completed no later than _____ except as otherwise provided by the Court.
8. **Plea Negotiations:** Parties must notify the Court as soon as possible of any negotiated plea agreement. All **Agreed Pleas** and **Reagan Tokes (F1 or F2) Pleas** require discussion with the Judge **BEFORE** the day of the Plea and they require a PSI, so plan accordingly.

Counsel for Plaintiff Date: _____

Counsel for Defendant Date: _____

IT IS SO ORDERED.

Jennifer L. Branch, Judge