

Local Rule 1. ADMINISTRATIVE/PRESIDING JUDGE (SUP R. 3 & 4)

1.0 ELECTION

The election of the Administrative/Presiding Judge for the following year will be held at the November Joint Session of the Hamilton County Municipal Court and the term of office shall be for **one calendar year, beginning January 1, 2027. The Administrative/Presiding Judge shall be elected by majority vote from the judges of the court.** In the event of a vacancy in the office of Administrative/Presiding Judge caused by resignation or otherwise, such vacancy, (i.e., the remainder of the term), shall be filled by a vote of the majority of permanent judges, said election to occur within 15 days after such vacancy.

Local Rule 2. DUTIES OF TRIAL COUNSEL

2.04 MOTIONS FOR CONTINUANCES (SUP R. 41)

The continuance of a scheduled trial or hearing is a matter within the sound discretion of the trial court.

All requests for continuances of a criminal case must be made by motion on the appropriate form.

A copy of the original Judge's Journal Entry (Judge's sheet) must be attached for those cases which have been individually assigned.

The movant will state in the body of the motion the reason(s) justifying the continuance. If the opposing party does not object to the granting of the continuance, that fact will be noted on the form and filed with the Assignment Commissioner's Office which will select a new date and notify the prosecution and defense.

If the opposing party objects to the continuance, that fact will be noted on the motion and filed at the Assignment Commissioner's Office. The Assignment Commissioner's Office will schedule the motion for a hearing on the current date unless otherwise directed by the court. If the judge grants the motion, he or she will sign the entry portion of the form and refer the case to the Assignment Commissioner's Office for re-setting. If the motion is denied, the judge will note the denial in the space provided.

If the motion for continuance does not have the signature of the prosecutor and Judge, the motion will be scheduled for a hearing on the next action date.

When a continuance is requested for the reason that counsel is scheduled to appear in another case assigned for trial on the same date in the same or another trial court of this state, the case which was first set for trial shall have priority and shall be tried on the date assigned. Criminal cases assigned for trial have priority over civil cases assigned for trial.

Local Rule 5. RECORDING OF PROCEEDINGS. (SUP R 11)

5.01 AUDIO RECORDING

Proceedings may be recorded by audio electronic recording devices, video recording systems, and/or stenographic means. The Administrative Judge may order the use of any method of recording authorized by Rule 11 of the Ohio Rules of Superintendence.

5.02 APPEAL

Transcripts of proceedings in electronic media shall be prepared in accordance with Rule 9(A) of the Rules of Appellate Procedure.

5.03 CUSTODY

Electronically recorded transcripts of proceedings shall be maintained and transcribed in the manner directed by the trial court, consistent with the requirements of SUP R. 26.05(C).

5.04 EXPENSE OF ELECTRONICALLY RECORDED TRANSCRIPT OF PROCEEDINGS

The expense of copies of electronically recorded transcripts of proceedings or such portions as are considered necessary by a party shall be borne by the requesting party. All other expenses of electronically recorded transcripts of proceedings shall be costs in the action.

5.05 FACSIMILE TRANSMISSIONS

Whenever deemed necessary, the court may use Facsimile Transmitted documents in day-to-day operation of the court.

Local Rule 7. ASSIGNMENT OF CASES (SUP R. 36)

7.03 PARTICULAR SESSIONS

The following particular sessions are established:

Criminal Arraignment

**Traffic Arraignment*

**Area Court Arraignment*

**Judgment Debtor Examinations & J.D. Citations*

**Replevins & Civil Matters & Civil Matters Referred to Magistrates Pursuant to Civil R. 53*

**Bond Forfeitures*

**Unliquidated Damages/Pauper Affidavits/Special Process Servers*

**Point Suspension and Petitions for Out of State Driving Privileges*

**Applications for Trusteeship*

**Dismissals of Defective Affidavits*

**Rent Escrow Hearings*

Report of Grand Jury

**Evictions*

**Garnishments & Garnishment Citation*

**Small Claims*

****Probable Cause Hearing Regarding Seizure/Impoundment of Companion Animals Pursuant to ORC 959.132***

****Dog Designation Hearings Pursuant to ORC 955.23***

Particular sessions marked thusly “*” shall be referred for disposition by magistrates subject to all rights and limitations under Civil Rule 53, Traffic Rule 14, Criminal Rule 19, and Superintendence Rule 36.

The Room A/Duty judge shall be responsible for search warrants from 4 PM Friday to 4 PM the following Friday, including weekends and holidays. In addition, the Room A/Duty judge shall be responsible for setting civil, criminal, traffic entries, orders of the magistrates, Turning Point and Extended Treatment motions, and Capias recalls when the assigned judge is not available because of vacation, illness, or seminar. The Room A/Duty judge is responsible for the day-to-day problems that arise with the magistrates or due to the unavailability of the judges of the Court.

The Room A/Duty judge shall be responsible for setting bonds from 4 PM Friday to 4 PM the following Friday.

Local Rule 9. MISCELLANEOUS RULES

9.03 COURT ADMINISTRATOR

a. DUTIES

The court may appoint a qualified Court Administrator who will function as the chief nonjudicial officer of the court. In addition to providing general supervision of the court’s case-flow, 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 Presiding/Administrative Judge.

The court may also appoint a qualified Deputy Court Administrator who will function as the primary aide to the Court Administrator, performing all duties as assigned by the Court Administrator, Joint Session and Presiding Judge. In addition to assisting the Court Administrator in executing all of his/her duties as defined in Local Rule 9.03, the Deputy Court Administrator will also advise the Chief Municipal Court Magistrate as directed by the Court Administrator, Joint Session and Presiding/Administrative Judge.

b. SELECTION

The Court Administrator will be appointed and removed and **his/her** salary determined by a vote of the majority of the judges in the Municipal Court. If the Common Pleas Court and the Municipal Court agree, the same individual appointed as Common Pleas Court Administrator may also serve as administrator for the Municipal Court. **The Deputy Court Administrator will also be appointed and removed and his/her salary determined by a vote of the majority of the judges in the Municipal Court.**