RULE 33. Hamilton County Courthouse

This Local Rule applies to all Court Facilities. For purposes of this Local Rule, "Court Facilities" includes the Hamilton County Courthouse at 1000 Main Street, Cincinnati, Ohio (Courthouse), and to Common Pleas, General Division and Municipal Court courtrooms and operations in the Hamilton County Justice Center at 1000 Sycamore Street, Cincinnati, Ohio (Justice Center), and the immediate curtilage of those respective buildings. The Courthouse and the allocation of space therein rests within the authority of the General Division of the Hamilton County Court Common Pleas (the "Court").

(A) Use of Facilities

Any person, agency or organization requesting to use interior space within Court Facilities or outside on the Courthouse Square (the plaza and steps) or the Justice Center plaza and steps immediately outside of Justice Center buildings housing Court operations, for any purpose other than ordinary Court business, shall contact Hamilton County Risk Management and request an Application for Permit to Use County Facilities or Property (Building Exterior) or an Application for Permit to Use County Space (Building Interior). Risk Management shall submit all applications for use that involve Court Facilities to the Court Administrator for final approval.

(B) Smoking/Tobacco Use Prohibited

No person shall use any tobacco product or electronic inhalers intended to simulate the act of tobacco smoking in the Courthouse or areas immediately adjacent to locations of ingress or egress to the building. This prohibition includes all tobacco products such as cigarettes, oral tobacco or nasal tobacco, as well as e-cigarettes, personal vaporizers or electronic inhalers and any other devices intended to simulate tobacco products, contain tobacco flavoring or deliver nicotine other than for the purpose of cessation.

(C) Hamilton County Courthouse Security

(1) Security Policy and Procedure Manual

For purposes of ensuring security in the Courthouse and Justice Center, and in accordance with Rule 14.10 of the Rules of Superintendence for the Courts of Ohio, the Hamilton County Court of Common Pleas. General Division and the Hamilton County Municipal Court have developed and implemented a court security plan that addresses the provisions of the Ohio court security standards adopted by the Supreme Court and as set forth in Sup. R. 14.11-14.26. The court security plan, including any security policy and procedures manual, emergency preparedness manual, and continuity of operations manual adopted

as part of the court security plan, shall not be available for public access as provided in Sup. R. 14.10 (B).

(2) Court Security Officers

For purposes of these Local Rules, court security officers are individuals employed to perform security duties at the Court Facilities, including Hamilton County Sheriff Deputies and the Hamilton County Clerk of Court Bailiffs and Deputy Bailiffs. Court security officers are deemed by the Court to be officers of the Court they serve when acting in their official capacity as court security officers in enforcing this and other Local Rules, and maintaining order in Court facilities.

(3) Arrest and Detention Authority of Court Security Officers

While acting in their official capacity as Court Security Officers, Bailiffs may detain a person in the court facilities for a time only as long as reasonably necessary to confirm the validity of suspected warrant. Once the validity of an arrest warrant is confirmed, Bailiffs shall further act to effectuate the valid warrant to arrest when such arrest is necessary to protect the peace, maintain court security, prevent interference with judicial proceedings, or enforce the orders of the Court. Court Security Officers shall detain a person in the court facilities that is being cited for contempt of court and transport that person to the location of the contempt hearing.

(4) Persons Subject to Security Screening

All persons entering Court Facilities shall be subject to security at each visit regardless of purpose, subject to the exemptions in this Rule. A security screening exempt person shall carry proper identification at all times while in Court Facilities on official business and shall display identification upon request. A security screening exempt person may be required to submit to security screening when deemed necessary by a court security officer, the hiring agency, or the Administrative and Presiding Judge of the Court of Common Pleas or Municipal Court.

(5) Security Screening Exemptions:

(a) Specified Local Elected Officials and Specified Court Employees

Elected Officials whose offices are maintained in the Courthouse, Court Employees, Clerk of Court employees, Hamilton County Clerk of Court Help Center Employees, Law Library staff, Building

Superintendent staff, Probation Officers, including Probation Officers authorized to carry firearms within the scope of their employment, are exempt from security screening, All Court employees, Clerk of Court employees, Hamilton County Clerk of Court Help Center Employees, Law Library staff, Building Superintendence staff and Probation Officers shall be provided with an identification badge. All such identification badges shall be returned upon the termination of employment of vacating office.

(b) Law Enforcement

Uniformed police officers acting within the scope of their employment are exempt from security screening. Uniformed police officers shall display their badges or other identification to gain access to the Courthouse.

(c) Ohio Attorney Exemption

Attorneys admitted to practice law in Ohio with an "active" status as defined by the Supreme Court of Ohio, may obtain an attorney identification badge allowing the attorney to bypass security screening. The attorney identification badge shall be presented upon entering the Courthouse.

(1) The Court Administrator has been designated by the Court as the person who may authorize the Hamilton County Sheriff to issue attorney identification badges. Applications for attorney identification badges are available in Room 410 of the Hamilton County Courthouse between 8:00 a.m. and 4:00 p.m. Upon completion of the application, the Court Administrator will verify the attorney's registration and "active" status with the Supreme Court of Ohio.

(2) Attorneys shall take their authorized applications to Room 260 of the Hamilton County Courthouse where attorney badges are issued by the Hamilton County Sheriff between the hours of 8:00 a.m. and 3:30 p.m. upon payment of a $20.00 fee. Attorney identification badges are valid for two (2) years from the date of issuance, unless revoked. Upon expiration, the application process and payment must be completed again to renew the attorney identification badge.

(3) Attorney identification badges shall be revoked if an attorney is suspended or disbarred from the practice of law in Ohio, or may be revoked at any time by the Court Administrator or the Administrative and Presiding Judge of the Court of Common Pleas or Municipal Court. Expired attorney identification badges may be confiscated by court security officers and exemption from security screening will be immediately revoked until the badge is renewed.

(4) Attorneys employed by the Hamilton County Prosecutors Office, and the Hamilton County Public Defender's office shall follow the same procedure for the issuance of an attorney identification badge described here, but the $20 fee shall be waived for those currently employed by either of those county offices.

(5) Attorneys who have been admitted *pro hac vice* and attorneys who have been temporarily certified by the Ohio Supreme Court to practice law for a local legal service or public defender program who wish to be issued a temporary attorney identification badge, shall make a written request to the Court Administrator and shall attach to his or her request a copy of the appropriate certification. The Court Administrator shall grant such requests at his or her discretion.

(d) Certified Paralegal Professionals

A paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs substantive legal work for which a lawyer is responsible.

(1) A paralegal eligible for security screening exemption must be certified by the Paralegal Certification Board of the Ohio State Bar Association, and will herein be known as a Certified Paralegal.

(2) In order to maintain their designation as a certified paralegal, the individual must follow all eligibility requirements of the Paralegal Certification Board including, but not limited to, maintaining all continuing legal and paralegal education requirements.

(3) A certified paralegal may be issued a paralegal identification badge which allows them to bypass security screening upon the completion of the following criteria:

(a) Only certified paralegals who are employed by an active member of the Ohio Bar Association or supervising government agency, herein known as supervising attorney, will qualify for a paralegal identification badge;

(b) It is the responsibility of the supervising attorney to provide a criminal background check of the certified paralegal to the Hamilton County Sheriff's Department prior to the issuance of the paralegal identification badge. Pursuant to the requirements of the Hamilton County Sheriff's Department, the criminal background must be completed at the local, state and federal level and must be renewed annually;

(c) It is the responsibility of the supervising attorney to oversee the paralegal at all times and to take responsibility for the paralegal while he/she is using the paralegal identification badge;

(d) It is the responsibility of the supervising attorney to retrieve the paralegal identification badge from the paralegal prior to the termination of the paralegal's employment, or upon the revocation of the paralegal certification from the Paralegal Certification Board of the OSBA, and to return the paralegal identification badge to the Hamilton County Sheriff immediately.

(4) The Court Administrator, or designee, shall be the person who may authorize the Hamilton County Sheriff to issue the paralegal identification badge. Application for paralegal identification badges are available in Room 410 of the Hamilton County Courthouse between 8 a.m. and 4 p.m.

(5) Applications must be completed and signed jointly by the certified paralegal and their supervising attorney.

(6) Upon completion of the application, the Court Administrator, or designee, will verify that both the certified paralegal and the

supervising attorney have met all prerequisites as stated in (C)(1)(d)(1); (C)(1)(d)(2); and (C)(1)(d)(3) (i-iv) above.

(7) Thereafter, paralegals shall take their authorized application to Room 260 of the Hamilton County Courthouse where paralegal attorney identification badges are issued by the Hamilton County Sheriff between the hours of 8:00 a.m. and 3:30 p.m. upon payment of a $10.00 fee.

(8) Paralegal identification badges are valid for one year from the date of issuance, unless revoked. Upon expiration, the application process and payment must be completed again to renew paralegal identification badge.

(9) Paralegal identification badges may be revoked at any time by the Court Administrator or the Administrative and Presiding Judge of the Court of Common Pleas or Municipal Court. Expired paralegal identification badges may be confiscated by the court security officers and exemption from security screening will be immediately revoked until the badge is renewed.

(10) Paralegals employed by the Hamilton County Prosecutors Office, and the Hamilton County Public Defender's office shall follow the same procedure for the issuance of a paralegal identification badge described here, but the $10.00 fee shall be waived for those currently employed by either of those county offices.

(D) Weapons and Explosives

No weapons shall be permitted in the Courthouse except those carried by Hamilton County court security officers, Judges, Hamilton County Probation Officers or by law enforcement officers acting within the scope of their employment. Any court security officer, Probation Officer or law enforcement officer who is party to a judicial proceeding as a plaintiff, defendant, witness or interested party outside of the scope of their employment shall not bring weapons, including but not limited to their official firearm, within the Courthouse.

(1) No person entering the Courthouse shall carry or possess explosives or items intended to be used to fabricate an explosive or incendiary device except for official business.

(E) Possession and Use of Electronic Devices

(1) Subject to the restrictions and prohibitions set forth in this section, a person may bring an electronic device into the Courthouse or the public areas of the Justice Center and use the electronic device for the purpose of sending and receiving phone calls and electronic messages, and for other lawful purposes not otherwise prohibited by this Rule, but only in areas specifically designated through signage.

(2) An electronic device includes a cell phone, computer and any other device that is capable of transmitting, receiving or recording messages, images, sounds, data or other information by electronic means or that, in appearance, purports to be a cell phone, computer or such other device; and a camera, regardless of whether images are recorded by using digital technology, film light-sensitive plates, or other means.

(3) Electronic devices may only be used in courtrooms, jury rooms and judges' chambers when expressly allowed by the judge presiding in those areas, or in accordance with the procedures set forth in Local Rule 30 (Media Coverage of Court Proceedings). Unless otherwise permitted by this Rule or Local Rule 30, all electronic devices shall be turned off and put away.

(4) Except when expressly permitted by a Hamilton County Judge under this Rule, or Local Rule 30, electronic devices shall not be used within any area of the Courthouse or Justice Center, including designated areas, to:

(a) Take, record, or transmit a photograph, video or other visual image, or;

(b) Record, transmit, or receive audio or sound.

(5) Thereupon, any person who violates this Rule may be subject to ejection from court facilities, or sanctions for contempt under Revised Code Chapter 2705 and a Judge or Magistrate's inherent contempt powers. Any electronic device operated in violation of this Rule may be subject to criminal or civil contempt including the device being retained by court staff, or court security officers until a contempt hearing is held, a contempt determination is made, or until any offending recording or image is deleted or any offending transmission (including receiving, sending, or uploading) is interrupted and stopped.

(a) If a violation of this Rule occurs in the visual or auditory presence of a Judge or Magistrate, and tends to impede or obstruct the Court in the performance of its functions, that Judge or Magistrate may direct the seizure of an electronic device operated in violation of this Rule.

Depending on the circumstances, that Judge or Magistrate may proceed to find and punish such direct contempt summarily pursuant to R.C. 2705.01, or that Judge or Magistrate may conduct a direct contempt hearing pursuant to R.C. 2705.05.

(b) If a violation of this Rule occurs outside the visual or auditory presence of a Judge or Magistrate, but is observed by or reported to court staff or court security officers in court facilities, that person may be compelled to appear before a Judge or Magistrate as specified in subsections (1) and (2), that Judge or Magistrate may direct the seizure of an electronic device operated in violation of this Rule, and that Judge or Magistrate may issue an indirect contempt citation pursuant to R.C. 2705.05.

(6) If it can be determined that the violation of this Rule occurred in or immediately outside a particular courtroom, including Room A or Room B at the Justice Center, or in relation to a case that is already assigned to a particular Judge or Magistrate, the person shall be compelled to appear before the Judge or Magistrate presiding over that courtroom or case, and the indirect contempt hearing shall be first assigned to the Judge or Magistrate who issued the indirect contempt citation pursuant to R.C. 2705.05.

(a) If it cannot be determined that the violation of this Rule is associated with a particular courtroom or case, then a person who commits a violation on the first or second floor of the Courthouse or anywhere in the Justice Center shall be compelled to appear before the Municipal Court Duty Judge, and any person who commits a violation anywhere else in the Courthouse shall be compelled to appear before the Common Pleas Equity Judge or a Common Pleas Magistrate, and the indirect contempt hearing shall be first assigned to the Judge or Magistrate who issued the indirect contempt citation pursuant to R.C. 2705.05.

(b) All indirect contempt hearings for alleged violations of this Rule shall take place in an expedited manner. Under R.C. 2705.02, any person who is cited for indirect contempt shall have the right to be represented by counsel.

In no event shall the Court, the Clerk of Court, any deputies, any court staff, or any court security officer be liable for damages to any electronic device confiscated or held in accordance with an alleged violation of this Rule.

Effective: (November 19, 2026)