

**RULES OF LOCAL PRACTICE AND PROCEDURE  
FOR THE  
CLERMONT COUNTY MUNICIPAL COURT**

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## **SECTION I - GENERAL RULES**

### **RULE 1: SCOPE AND EFFECTIVE DATE**

These Local Rules of Court govern practice and procedure in the Clermont County Municipal Court. They are adopted pursuant to the Court's inherent authority as set forth in the Rules of Civil and Criminal Procedure and Rules of Superintendence. These rules may be cited as "Loc.R. x". They are effective as of February 1, 2026 and shall govern all proceedings filed subsequent to that date.

These rules shall be applied, construed and enforced so as to avoid inconsistency with other rules of court, case law, and statutes governing proceedings, functions and services of this Court; to provide equity and simplicity in procedure; to avoid technical and unjustifiable delays; and to secure just and expeditious determination of all actions and proceedings in this Court. These Local Rules and any amendments thereto shall govern practice and procedure in this Court.

### **RULE 2: DAY AND TIME OF SESSIONS**

The sessions of the Clermont County Municipal Court shall be from 8:30 a.m. until 12:00 p.m. and from 1:00 p.m. to 4:00 p.m., Monday through Friday, except on holidays. The offices of the Clerk of Court shall be open from 8:00 a.m. until 4:30 p.m., Monday through Friday.

These hours may be extended or reduced by order of the Court to accommodate special circumstances at the Court's discretion.

### **RULE 3: USE OF ABBREVIATIONS AND IDENTIFIERS**

The Court may adopt abbreviations and/or symbols that may be used in entries, and special identifiers that shall be used in cases with multiple counts or charges.

### **RULE 4: ADMINISTRATIVE JUDGE**

The Administrative Judge of the Clermont County Municipal Court shall be selected and exercise the powers provided for in the Rules of Superintendence for the Courts of Ohio (hereinafter "Sup.R.") 4 and 4.01. The Administrative Judge of the Clermont County Municipal Court shall also serve as the Presiding Judge of the court and exercise the powers provided in Sup.R. 3.02 and 4.04. During any extended absence of the Administrative Judge of the Court, the next most senior Judge of the Court shall be acting Administrative Judge and shall perform all duties related thereto; including the duties of the Presiding Judge.

### **RULE 5: DESIGNATION OF COUNSEL**

Attorneys shall designate their capacity as counsel on all documents in civil, criminal and traffic cases and shall include their office address, telephone number, fax number, email address, and Supreme Court registration number or pro hac vice registration number.

Counsel's designation in a criminal-traffic case shall be made on the appropriate form. One copy of the designation form must be filed per case number.

No designation of a law firm or governmental agency will be acceptable as trial counsel. However, substitution of counsel within the same law firm or agency may be authorized by the assigned judge or magistrate.

#### **RULE 6: WITHDRAWAL OF COUNSEL**

Counsel may be granted leave to withdraw as counsel with the consent of the assigned judge or magistrate. No such application will be considered unless a motion is made stating the reasons for the application. Withdrawing counsel shall notify the client of the motion to withdraw. The Court, at its discretion, may hold a hearing on the matter. An entry ruling on the motion shall be journalized. Withdrawing counsel shall mail a copy of the entry to the client at his/her last known address.

#### **RULE 7: UNAUTHORIZED PRACTICE OF LAW**

No person, not a party in interest, who is not an attorney licensed to practice in the State of Ohio, or admitted to practice pro hac vice, will be permitted to file, conduct or defend any action or proceeding in the Clermont County Municipal Court.

A corporation may, through a bona fide officer or salaried employee, file and present its claim or defense in an action heard on the small claims docket where the corporation is a party to the underlying contract or claim. The officer or employee may not engage in argument, cross examination, or other acts of advocacy.

## **RULE 8: PLEADINGS**

Other than the original complaint, every pleading, motion, or other paper filed with the Clerk shall contain a certification of service on the other parties to the action.

## **RULE 9: FILINGS BY ELECTRONIC TRANSMISSION**

Pleadings and other papers may be filed with the Clerk of Court by facsimile transmission to 513-732-7831 for criminal and traffic filings, and 513-732-8134 for civil filings, from 8:00 a.m. until 4:30 p.m., Monday through Friday, excluding holidays. A party filing by fax shall ensure that all fees are paid in a timely manner. A document shall not be considered filed until the document is received and all applicable fees are paid.

A document filed by fax shall be accepted as the effective original filing. The person making a fax filing need not file any source document with the Clerk of Court, but must maintain in their record, and have available for production on request by the Court, the source document filed by fax with original signatures as otherwise required under the applicable rules and the source copy of the facsimile cover sheet used for the filing. The source document filed by fax shall be maintained by the person making the filing until the case is closed and all opportunities for post-judgment relief are exhausted.

A signature on an electronically transmitted document shall be considered that of the attorney or party it purports to be for all purposes. If it is established that the filing was transmitted without authority, the Court may order the filing stricken from the record.



Any risk associated with transmitting a document electronically shall be borne by the sending party.

The Clerk of Court is not required to send any form of notice to the sending party of a failed fax filing.

No document filed by facsimile that requires a filing fee shall be accepted by the Clerk for filing until court costs and fees have been paid. Documents tendered to the Clerk without payment of court costs and fees will not be filed.

No additional fee shall be assessed for facsimile filings.

Facsimile filings shall not exceed fifteen (15) pages in length. The filer shall not transmit service copies by facsimile.

#### **RULE 10: EXHIBITS**

All evidence of a tangible nature to be offered at trial shall be:

- A. Marked numerically and identified as "Plaintiff's Exhibit" or "State's Exhibit" or marked alphabetically and identified as "Defendant's Exhibit" and;
- B. Prepared in numbers sufficient to provide one copy each for the Court, the witness and each party.

#### **RULE 11: CONTINUANCES**

Except by leave of Court, upon good cause shown, every request for continuance shall be made by motion and be granted upon showing of good cause. The motion shall set forth a date from which a continuance is requested and the reason for the continuance.

The granting of any request for continuance shall be a matter within the discretion of the Court. Consent of opposing parties or counsel shall not, in and of itself, constitute good cause. No continuance shall be granted without first setting a definite date of trial or hearing.

Any praecipe for subpoena or order designating a person to serve a subpoena shall be filed with the Clerk not later than seven (7) days before the date of trial. If a witness fails to appear at a trial and the filing for such service was made less than seven (7) days before trial, then such non-appearance may not constitute a ground for continuance. The application for continuance on the grounds of unavailability of a particular witness shall be made as soon as a party is informed of that fact.

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, the case, which was set first for trial, shall have priority and shall be tried on the date assigned. If a prior trial conflict exists, the date of scheduling shall be stated in the motion. Criminal cases shall have priority over civil cases.

If a designated trial attorney has such a number of cases assigned for trial in this Court so as to cause undue delay in the disposition of such cases, the Administrative Judge may summon such trial attorney who persistently requests continuances and extensions to warn the attorney of the possibilities of sanctions and to encourage the attorney to make necessary adjustments in the management of their practice. Where such measures fail, restrictions may properly be imposed by the Administrative Judge on the number of cases in which the attorney may participate at any one time.

The Court will not consider any request for continuance prior to the hearing date, unless the motion is accompanied by an agreed entry, signed by all parties, containing an appropriate time waiver, if applicable, and containing the position of the victim pursuant to Ohio Revised Code (hereinafter “R.C.”) section 2930.08. The Court will not contact opposing counsel for their position on a request for continuance prior to the hearing. Counsel must appear along with their client unless otherwise notified by the Court that the continuance was granted.

## **RULE 12: MOTION PRACTICE**

All motions, except those normally made at a trial, shall be in writing, signed by the party or counsel making the motion, served on opposing counsel or party, and made within the applicable time limits.

All motions for a definite statement and all motions to strike shall set out the language, in full, sought to be stricken or claimed to be indefinite. In a motion to suppress, the items of evidence in question shall be specified.

Motions interposed under Ohio Rules of Civil Procedure (hereinafter “Civ.R.”) 12, 37, 41(B)(1), 42, 50(B), 56, 59, 60(B) and 65(A), and pretrial motions timely filed under the Criminal and Traffic rules, shall be scheduled for hearing before the Court. A party filing such a motion shall obtain a date for hearing from the Assignment Commissioner or the Court, and shall promptly notify the other parties to the action.

All other motions will not be set for hearing except as required by law, or as the Court, in its discretion, orders. A party desiring an oral hearing shall request the same in a clearly identifiable portion of the motion.

A party filing a motion, not required to be scheduled for hearing pursuant to this Rule, shall submit a proposed entry at the time of filing of the motion.

Unless otherwise defined by statute or rule of procedure, or pursuant to a schedule established by the Court, parties wishing to file a written response to a motion shall do so no later than fourteen (14) days following service of the motion or three (3) days prior to the oral hearing date, if one is scheduled, whichever is earlier. When a motion is set for hearing, the Court shall advise the parties to the action of the date and time of the hearing.

Any motion not filed in compliance with this Rule may be summarily dismissed.

### **RULE 13: COURT COSTS AND FEES**

Costs and fees shall be assessed in accordance with the Schedule of Deposits and Costs published by the Clerk of Courts and as amended from time to time by the Court.

In criminal and traffic cases, if a defendant is charged with more than one offense arising out of the same act or transaction or series of acts or transactions, and one or more but not all of the offenses charged are felonies, the felonies shall be given one case number and the misdemeanors a separate case number. The basic cost identified in the Schedule of Deposits and Costs shall be charged for the felonies, and for the misdemeanors, and costs shall be charged as determined by the Court and included in the Schedule of Costs.

In all other criminal and traffic cases, if a defendant is charged with more than one misdemeanor arising from the same act or transaction, or series of acts or transactions, the basic cost identified in the schedule of costs shall be charged with respect to these misdemeanors, and an additional cost may be charged as determined by the Court and included in the Schedule of Costs.

#### **RULE 14: JURY DEMANDS AND WAIVERS**

Any party filing a jury demand shall include a motion to continue a prior scheduled non-jury hearing with certificate of service to all parties. A party may file a withdrawal of jury demand in a civil case. The withdrawal must include written consent of all parties and a motion to continue any scheduled jury trial with a certificate of service to all parties.

#### **RULE 15: TRIAL BRIEFS AND PROPOSED JURY INSTRUCTIONS**

In the event the Court determines that the issues in a particular action require it, the Court may require the parties or their counsel to file with the Court trial briefs and/or proposed jury instructions at least five (5) days before a trial is to commence. Counsel for the parties shall submit with proposed jury instructions citations of authority for any such instructions.

#### **RULE 16: VIEWS**

A request for a view by a judge or jury will be made at the time of the pretrial conference.

#### **RULE 17: RECORD OF ALL PROCEEDINGS**

The official record of this Court shall be taken by audio electronic

recording.

A party appealing a decision of a trial court shall file a praecipe advising the Court what portion(s) of the record he/she wishes transcribed. If the party wishes a typewritten transcript, then payment arrangements shall be made with a certified court stenographer who will certify the typewritten transcript. Subject to prior certification by the Court, a party may make arrangements with another to provide a typewritten transcription.

## **RULE 18: ASSIGNED JUDGE PROCEDURE**

All cases shall be assigned to an individual judge or to a particular session of court in accordance with Sup.R. 36 and Loc.R. 19. The assignment of individual judges shall be accomplished in compliance with Sup.R. 36.

One of the judges of the Court may be substituted for another judge of the Court when the assigned judge is unavailable for any reason including illness or a scheduling conflict. Where related cases are assigned to different judges, and consolidation is appropriate, a judge may transfer one or more of the related cases to the judge having the lowest case number for trial. Before transferring the case(s), the consent of the transferee judge shall be obtained by an endorsement on the proposed entry consolidating the cases.

Where necessary or proper, a judge may disqualify himself/herself from a particular case. In those circumstances, an entry shall be prepared and signed by the Administrative Judge transferring the case to another judge of the Court, to be selected in accordance with Sup.R. 36

Where a case is returned on an appeal for further review or action by the Municipal Court, the case file shall be submitted for review to the originally assigned judge for proper disposition.

If a case has been individually assigned to a judge and a warrant is issued, upon recall of the warrant or establishment of bond, the matter shall be rescheduled to the assigned judge.

All probation violation cases shall be assigned to the judge who imposed the original sentence. When more than one judge has been assigned to the same defendant on more than one case, the probation violations shall be heard by the judge presiding over the case with the lowest case number. If the defendant has been charged with new offenses, the judge assigned to the new case may adjudicate the probation violation subject to the agreement of the State, Defendant, and both judges.

A motion for new trial, for judgment notwithstanding verdict or for relief from a judgment or order shall be heard by the judge who rendered the judgment or order from which relief is sought.

## **RULE 19: REILING OF CASES**

In any instance where a previously filed and dismissed case is refiled, that case shall be referred to the Assignment Commissioner for scheduling and shall be assigned to the judge originally assigned to hear it, unless for good cause that judge is precluded from hearing the case. In a criminal/traffic case, the complainant in such case shall indicate to the Clerk, upon reiling, that the complaint was previously filed and dismissed, and the Clerk shall so advise the Assignment Commissioner.

## **RULE 20: MAGISTRATES**

A Magistrate may be appointed by the Administrative Judge and shall

have all of the authority and powers set forth in. Sup.R. 19 and 19.1, Civ.R. 53, Crim.R. 19, and this Court's general order of reference.

The Court may, from time to time, establish forms for the Magistrate's report on various types of cases which will be used by the Magistrate.

When a party asserts as error any of the factual findings of the Magistrate, and a copy of all relevant portions of the transcript is not filed with the objections, a statement shall be included that a transcript was ordered and the approximate date when the transcript will be provided. An affidavit in lieu of a transcript will only be accepted when no audio electronic recording is available of a hearing to allow for the making of a transcript.

## **RULE 21: FORMS**

The court may develop standardized forms for the convenience and use of the court, attorneys, and parties to an action. The Clerk of Court shall make those forms available on the Clerk of Court's website.

## **RULE 22: PUBLICATION OF COURT NOTICES**

The Clerk of Court is authorized to publish notices authorized by the Court or by law in any newspaper of general circulation in the County of Clermont.

Unless waived by order of the Court for indigency or hardship, upon filing of a praecipe for publication of notice in a particular cause of action, the party filing such request shall deposit with the Clerk of Court security for the costs of such publication as set forth in the Schedule of Deposits established from time to time by the Court. The party shall not publish the notice until such deposit has been received.



## **RULE 23: JURY USE AND MANAGEMENT PLAN**

All jury trials shall be heard by the judges of this court. Upon the filing of a jury demand, the magistrate shall transfer the case to the docket of the assigned judge for a formal pretrial conference after disposing of all preliminary matters.

The responsibility for administration of the jury system shall be vested in the Clermont County Jury Commissioner. The Jury Commissioner shall be responsible for the selection of potential jurors from the public at large, determination of eligibility, notification, compensation, and assignment to the Municipal Court. All procedures concerning jury selection and service should be governed by Ohio Rules of the Court.

The Court shall employ the services of prospective jurors so as to achieve optimum use with a minimum of inconvenience to jurors. The Court shall determine the minimally sufficient number of jurors needed to accommodate trial activity. This information and appropriate management techniques shall be used to adjust both the number of individuals summoned for jury duty and the number assigned to jury panels.

Voir dire examination shall be limited to matters relevant to determining the juror's fairness and impartiality. Basic background information regarding panel members will be made available to counsel for each party. The court may conduct a preliminary voir dire examination of the jurors. Counsel will then be permitted to voir dire panel members.

The Court shall ensure that the privacy of prospective jurors is reasonably protected, and questioning is consistent with the purpose of the voir dire process.

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

Jury deliberations shall take place under conditions that are designed to ensure impartiality and to enhance rational decision making. The Court shall instruct the jury concerning appropriate procedures to be followed during deliberations. A jury shall not be required to deliberate after a reasonable hour unless the Court determines that evening or weekend deliberations would not impose an undue hardship upon the jurors and are required in the interest of justice.

The jury shall be sequestered only for good cause, including but not limited to insulating its members from improper information or influences. The trial judge shall have the discretion to sequester a jury on the motion of counsel or on the judge's initiative and shall have the responsibility to oversee the conditions of the sequestration. The Court shall ensure that training is provided to personnel who escort and assist jurors during sequestration.

## **RULE 24: CONDUCT IN FACILITY**

It is the duty of every person in the courthouse to act with proper decorum and respect at all times. The use of insulting, vulgar, profane, or threatening language in the presence of the Court or a court employee is strictly prohibited.

No tobacco use is permitted in the courthouse. This includes, but is not limited to, cigarettes, smokeless tobacco, e-cigarettes, and vaping instruments.

No eating or drinking is permitted in the courthouse without the express permission of the judge or magistrate.

All electronic devices, including but not limited to, cell phones, tablets, smart watches, portable computers, and pagers must be turned off or placed in “silent” mode while in the courthouse.

No cell phone usage may be initiated or received while in the courtrooms, except for attorneys or law enforcement acting in official business regarding a case.

All individuals appearing at the courthouse, including court employees, attorneys, parties, jurors, media, and the general public must be properly attired. The Court will determine what is considered properly attired.

All individuals scheduled to appear before the Court, including parties, attorneys and witnesses, shall arrive and be prepared to act on their case at the scheduled time.

## **RULE 25: BROADCASTING, PHOTOGRAPHING, AND RECORDING**

A. This rule, pertaining to recording or broadcasting within the courthouse, is to be read in conjunction with Sup.R. 12.

- i. Individuals wishing to make a video, photographic, or audio recording of court proceedings, may do so only upon prior approval of the Court.
- ii. Photographing or videotaping of jurors and potential jurors is prohibited.
- iii. Audio equipment shall be controlled so that it will not record conferences or conversations between counsel and client, or between counsel and the judge at the bench.

- iv. No equipment may be used in the courtroom that causes distracting sounds or light.
- B. Requests for permission to broadcast, televise, photograph, or otherwise record proceedings in the courthouse or a specific courtroom shall be made in writing to the Court Administrator. Such applications shall be made as far in advance as is reasonably possible, but in any event, not later than 10 minutes prior to the court session to be recorded. The assigned trial judge may waive the advance notice provision for good cause.

## **RULE 26: COURTHOUSE SECURITY**

For purposes of ensuring security in the Clermont County Municipal Court, this Court shall develop and implement a court security plan. The court security plan, including any security policies and procedure manual, emergency preparedness manual, and continuity of operations manual, adopted as part of the court security plan, shall not be available for public access.

## **RULE 27: COURT RECORD RETENTION POLICY**

All dockets, indexes, journals, and cash books of the Court shall be retained and preserved by the Court in a manner consistent with Sup.R. 26. Court docket, indexes, journals, cash books, and all other court records shall also be subject to destruction or other disposition.

## **RULE 28: PUBLICATION OF LOCAL RULES**

The Clerk of Clermont County Municipal Court shall order production of copies of these rules and amendments made thereto. Such copies shall be made available by the Clerk of Court at the costs of production. The Clerk shall make a copy of these rules available on its website.

## **RULE 29: TECHNOLOGY PLAN**

For purposes of ensuring the efficient and effective use of technology in the delivery of services of the court, this Court shall develop and implement a technology plan.

## **SECTION II-CIVIL RULES**

## **RULE 30: CLASSIFICATION FORM**

The plaintiff(s), or counsel for the plaintiff(s), shall, when filing a civil complaint, attach a completed classification form indicating the classification into which the case falls and all other information which may be requested on the classification form.

## **RULE 31: CASE MANAGEMENT IN CIVIL CASES**

Sufficient copies of pleadings shall be filed with the Clerk to accomplish service of process, if required. Summons shall be served in accordance with Ohio Rules of Civil Procedure.

The Clerk of Court shall accept service of process methods as outlined in Civ.R. 4.1 and include “virtual” service of process through the U.S. Post Office’s eCertified mail. All service of process of complaints or other

documents served with virtual services are subject to review and/or challenge as further outlined in Civ.R. 4.1 with confirmation of service of process data being made available through the Clerk's office.

In the event there is a failure of service, the Clerk shall notify the party or counsel immediately. If no action is taken within sixty (60) days thereafter, the Clerk shall notify the party or counsel that the case will be dismissed in ten (10) days unless good cause is shown to the contrary. The action shall be set for an informal pretrial conference within thirty (30) days after an answer or other responsive pleading is filed by at least one defendant.

After any responsive pleading or motion is filed, the Clerk shall immediately forward said pleading or motion and file to the Assignment Commissioner for scheduling and/or submission to the judge for a ruling.

If no action has been taken on a case for a six (6) month period, and the case is not set for trial, then the Clerk shall set the matter for report/dismissal and notify all parties or their counsel of the report/dismissal and inform them that their failure to appear may result in a dismissal of the action without prejudice.

When a file has been marked "entry to be submitted" and the entry has not been received within thirty (30) days, then the Clerk shall set the matter for report and notify all parties or their counsel of the report and inform them that their failure to appear may result in a dismissal of the action without prejudice.

The Court may refer any matter to a magistrate to conduct a settlement conference or to a private organization for participation in alternative dispute resolution activities. The cost of participation shall be borne by the parties.

## **RULE 31.1: PROCESS SERVERS**

### **A. Application for Appointment**

An individual or a legal organization, through an authorized agent, may apply to be appointed as Special Process Server, pursuant to R.C. 311.22, Civ. R. 4.1, Civ. R. 45, and Crim. R. 17, for the Municipal Court of Clermont County.

### **B. General Requirements for all Applicants**

- i. The Applicant shall file an Application for an Appointment as a Special Process Server which substantially complies with Form 33.1(a). (See, Appendix)
- ii. With each Application, the Applicant shall file an affidavit which shall aver all of the following:
  - a. The Applicant is 18 years of age or older;
  - b. The Applicant is not a party to the proceeding, related to a party to the proceeding, or having a financial interest in the outcome of the proceeding;
  - c. The Applicant is a United States citizen or a legal resident of the United States;
  - d. The Applicant holds a valid government-issued identification card, passport, or driver's license;
  - e. The Applicant has not been convicted in the last 10 years of any felony, offense of violence, or offense involving dishonesty or false statement, and not currently under community control sanctions, probation, post-release control, or parole;

- f. The Applicant is not currently a respondent under any civil protection order;
  - g. The Applicant is familiar with the required procedure for service of process;
  - h. The Applicant will conduct themselves in a professional manner;
  - i. The Applicant will carry out his or her duties in accordance with all applicable Court Rules and the laws of Ohio.
- iii. If the Applicant is an authorized agent of any legal organization and more than one employee of the organization may serve process for the organization, each additional employee shall be identified and shall satisfy the requirements set forth at 33.1(ii)(a-i) as fully as if that person had submitted his or her own signed affidavit.
- iv. All Applicants shall submit the required affidavit in substantial compliance with Form 33.1(b). (See, Appendix)
- v. With each Application and affidavit, all Applicants shall present an order which shall be reviewed and signed by the Administrative Judge. This order shall substantially comply with Form 33.1(c). (See, Appendix)
- vi. The Clerk shall record the application and affidavit when submitted by an Applicant as a miscellaneous civil case filing. When the order is signed, it shall also be entered on the Clerk's docket and a copy then provided to the Applicant. No Applicant may serve process until a signed order has been filed with the Clerk and provided to the Applicant.

#### C. Term for a Special Process Server



- i. An Applicant may request to be appointed as a one-time Special Process Server for a particular matter. In this instance, the Applicant's term shall terminate when the case is terminated by a final entry or as otherwise ordered by the Administrative Judge.
- ii. An Applicant may request to be appointed as a Standing Process Server. The term for a Standing Process Server is one year from the date the signed order granting the Application is journalized. A Standing Process Server may serve process in any action pending in this Court during this term.
- iii. No duly appointed Special Process Server may represent or advertise to the public, in any manner, that he or she is the official Process Server for the Court.
- iv. After the Applicant is duly appointed as a Special Process Server under this Rule, he or she shall present a time-stamped copy of the signed order to the Clerk to verify his or her appointment.
- v. If any standing process server seeks to continue any term, he or she shall, not later than 30 days prior to the expiration of the current term, file an application, affidavit, and proposed order as herein required seeking to be reappointed for another term.

#### D. Filing Fee

- i. The filing fee for an individual applicant shall be \$25.00. The filing fee for a legal organization for which two or more employees may be authorized to serve process shall be \$50.00.

Any fee shall be paid when the Application and Affidavit are filed.  
No order shall issue until the filing fee is paid in full.

- ii. The filing fee shall be waived for any applicant who is an employee of a Clermont County office, department, board, agency, commission or the like.
- iii. The fees shall be paid to the Special Projects account of the Court.

### **RULE 32: AGREED JUDGMENT ENTRIES**

The parties in a civil action may submit an agreed judgment entry for approval by the Court. That entry must be signed by the plaintiff(s) or their counsel and the defendant(s) or their counsel. The entry may dispose of all or a portion of all of the parties' claims. The entry shall indicate whether service has been made, and if not made, whether it is waived. While the parties may include any post-judgment terms upon which they agree within the text of the entry, those terms shall be specifically identified as "agreements" or similar and shall not be construed as an order for any conduct after the judgment is awarded. The Court may, in its sole discretion, amend or redact any term of the entry to ensure compliance with this rule.

### **RULE 33: DEPOSITS FOR COSTS**

Unless waived by this Rule, no civil action or proceeding shall be accepted for filing by the Clerk of the Court unless there is deposited a sum of money set forth in the Schedule of Deposits as amended by this Court. A copy of such schedule shall be made available by request to the Clerk of Court and shall be placed on the Court's website. The Clerk may, in a case

where the deposit of costs is insufficient, require additional security if deemed necessary.

In the event that a party wishing to file an action in this Court is indigent, the party or his counsel shall file an Affidavit of Indigency. The Clerk shall submit such affidavit to a magistrate or judge for review before accepting any pleadings for the filing. Upon finding that such indigency does exist, the deposit by that party shall be waived.

Where a jury demand is filed in a civil case, the demanding party shall pay the fee established by the court at the time of filing their demand. For good cause shown, this deadline may be extended by the magistrate or judge assigned to the case. Failure of the parties to timely comply with this provision shall be deemed a waiver of the jury demand.

Notice to the Court of withdrawal of a jury demand shall be made to the Court no later than seven (7) days prior to the date of a jury trial. In the event a party or counsel fails to comply with this Rule, or if the case is settled or dismissed prior to trial and notice is not made to the Court at least seven (7) days in advance of the commencement of the trial, the requesting party shall bear the costs of juror fees incurred if a panel of jurors appears for service, unless such failure to comply is a result of an extreme emergency or conditions beyond the control of the party or his/her counsel, and such compliance is waived by the Court.

#### **RULE 34: PHOTOGRAPHS AND VIDEOS SUBMITTED AS EVIDENCE**

In all civil cases, any party who intends to offer a photograph, text message, document, or other electronically stored information as evidence shall provide the Court and the opposing party a paper copy of that exhibit.

The Court will not make copies of exhibits. Failure to provide sufficient copies for the Court and the opposing party may result in exclusion of the exhibit. Any party who intends to submit a video as evidence must provide that video on a USB flash drive and in MPEG or AVI format. While parties may submit multiple videos on the same USB flash drive, no other extraneous files may be on the drive.

### **RULE 35: CIVIL PRETRIALS**

A pretrial conference shall be conducted in civil cases where an answer has been filed, except in forcible entry and detainer actions, small claims, and Bureau of Motor Vehicle license suspension appeals, unless waived by the Court. A pretrial conference will be scheduled by the Assignment Commissioner within ninety (90) days of completion of the pleadings. All parties or their counsel are encouraged to have a preliminary conference before any pretrial conference at which time they will inspect exhibits, arrive at all possible stipulations and fully explore the question of settlement.

Subsequent to the completion of a pretrial conference, the Court may enter upon the record a pretrial order embracing all stipulations, admissions, and other matters which have come before the Court. The Court may require a pretrial memorandum of law and/or proposed jury instructions, where applicable, and may request that the pretrial order be prepared and submitted by the parties.

For the purpose of this Rule, a “pretrial conference” is defined as a court-supervised conference designed to help produce an amicable settlement; to establish the procedure to be followed in the case; to establish time limits to be observed in the case pertaining to discovery and other

matters; to establish procedures to inform the Court as to the law and as to jury instructions; and to limit the issues at trial. A pretrial conference may be formal or informal.

#### A. Informal Pretrial Conference

The Court may, in its discretion, conduct one or several informal pretrial conference(s) by telephone provided that every statement is audible to every person. Each party is responsible for any fees associated with their appearance by telephone. A party's failure to appear may result in a dismissal of the action or counterclaim and/or a finding that the party or its counsel is in contempt of court.

#### B. Formal Pretrial Conference

The Court in its discretion may order the parties to appear in person at a formal pretrial conference. Upon scheduling of a formal pretrial conference, each party shall, at least three (3) days before the conference, present the Court in writing with a statement of:

1. The issues involved;
2. Whether or not a jury trial previously demanded will be waived, and if not, the number of jurors demanded;
3. Whether the case is one where the issue of liability should be tried separately with a subsequent trial on the issue of damages, if liability be found;
4. Any discovery difficulty;
5. List of exhibits;
6. Itemization of special damages;
7. Witness list;

8. Whether a view is requested;

9. Other matters which are expected to be involved in the case.

Counsel and pro se parties will have in their pretrial statements a list of all witnesses they expect to call or testify. In the absence of reasonable notice to opposing counsel of additions to this list, only those witnesses listed in the pretrial statement, or pretrial order issued by the Court, will be permitted to testify at the trial. The only exception will be witnesses solely for the purpose of impeachment, rebuttal or other witnesses permitted to be called upon the showing of good cause. All pretrial statements must contain certificates of service.

Upon the failure of a party to appear at a pretrial conference or otherwise comply in any respect to this Rule, and any order made pursuant thereto, the Court may make such order as deemed appropriate under the circumstances, including, but not limited to dismissal of a cause of action for lack of prosecution, a hearing on whether the non-complying party shall be held in contempt of court, and/or an ex parte proceeding for the party in compliance.

At the completion of a pretrial conference, a trial date shall be scheduled by the assigned judge unless another pretrial conference or a motion hearing is scheduled at that time.

### **RULE 36: SCHEDULING OF AND APPEARANCE AT CIVIL HEARINGS**

Pretrials, informal pretrials, hearings and trials in civil cases are to be scheduled to ensure compliance with Sup.R. 39.

Unless the parties submit a written motion to continue, agreed entry, or a dismissal that is adopted by the Court before 12:00 p.m. on the last

business day (weekends and holidays not included) before a pretrial, informal pretrial, or hearing is scheduled to commence, all counsel, or parties if acting pro se, shall appear as scheduled. Any failures to appear or otherwise comply with this rule may, at the discretion of the Court, result in the action being dismissed, the motion being overruled for failure to prosecute, a show cause hearing to determine whether any party and/or counsel should be held in indirect contempt of court for failure to appear.

If the action is scheduled for a trial, unless the parties submit an agreed entry or a dismissal satisfactory to the Court by 12:00 p.m. on the last business day (weekends and holidays not included) before trial all parties and counsel are to appear in person in court at the time the trial is scheduled to commence. A failure to appear or otherwise comply with this order may, at the discretion of the Court, result in the action being dismissed without prejudice or a show cause hearing to determine whether any party and/or counsel should be held in indirect contempt of court for failure to appear.

### **SECTION III-SPECIAL CIVIL PROCEEDINGS**

#### **RULE 37: TIME LIMITS; APPLICABILITY OF CIVIL RULES**

Cases that have time limits established by the Ohio Revised Code and the Ohio Rules of Civil Procedure shall be set for hearing within those time limits. In all other special proceedings, a case shall be set for a hearing within a reasonable time not to exceed six (6) months.

The Civil Rules pertaining to case management in civil proceedings shall also apply to special civil proceedings, including provisions for notice of service, dismissal of an action, submission of entries, notification of the judge

upon filing of a responsive pleading and other such provisions.

### **RULE 38: FORCIBLE ENTRY AND DETAINER**

Actions in forcible entry and detainer shall be filed and proceedings conducted in accordance with the provisions of Ohio Revised Code and case law. A complaint in forcible entry and detainer shall state the reason for the eviction, and plaintiff shall include copies of the required notice(s) and a copy of any written instrument upon which the claim is based as attachments to the complaint. If an action in forcible entry and detainer contains an additional cause of action for money, then the Court shall schedule a separate hearing on the additional cause of action.

The plaintiff's failure to appear on a claim for forcible entry and detainer may result in the dismissal of the claim, in addition to the dismissal of any other causes of action which are stated in the complaint. Trial by jury will be deemed waived unless demand is made and the appropriate deposit required by these rules is paid unless such deposit is waived pursuant to these Rules.

Once judgment has been entered ordering a defendant to vacate property, a writ of restitution for the premises shall be issued by the Clerk upon receipt of a praecipe requesting that said action be taken and upon deposit of the costs set forth in these Rules.

Should actual physical eviction of property be required pursuant to writ of restitution of premises, the Plaintiff shall arrange for sufficient equipment and workers to be present to accomplish the vacation under the supervision of a Deputy Sheriff.

An objection to a magistrate's decision shall not stay the issuance and execution of a writ of restitution. A defendant who seeks a stay shall file a



motion with the Court requesting a hearing on the matter by the assigned judge.

### **RULE 39: ABANDONED MOBILE HOMES**

The Plaintiff in a forcible entry and detainer action shall provide the Clerk of Court with the names and last known mailing addresses of any person eligible for a notice pursuant to R.C. §1923.14(B)(1).

In the event the Clermont County Auditor disagrees with the stated value of a manufactured home, mobile home, or recreational vehicle pursuant to R.C. §1923.13(B)(2)(b), the park operator must appeal for a ruling to this Court within 14 days of receipt of Auditor's notice. All appeals are referred to the magistrate for hearing. Any party may file Objections to the Magistrate's Decision on the appeal as provided for in Civ.R. 53.

### **RULE 40: RENT ESCROW**

A tenant may initiate a rent escrow by filing a form supplied by the Clerk which shall include a statement that the tenant is current in his/her rent and has given the landlord written notice of the defect(s).

The tenant may apply to the Court for an order directing the landlord to remedy the condition(s); and/or using the rent deposited to remedy condition(s). The tenant shall, in his/her application shall specify the periodic rental due from the date of filing. The tenant must deposit any rent due, subject to reduction by order of the Court, on or before the due date.

The Clerk shall assign the rent escrow a case number and shall give written notice by certified mail to the landlord. Upon filing of an application by a landlord, a hearing shall be scheduled before a judge or magistrate, within

the time allowed by law.

A one percent (1%) fee shall be charged as costs to be applied against all amounts escrowed and shall be assessed to the landlord unless the court directs otherwise.

#### **RULE 41: SMALL CLAIMS**

Actions filed in the Small Claims Division of the Court shall be filed, and proceedings had, in accordance with provisions of the Ohio Revised Code and case law.

A plaintiff must file sufficient copies of any documents supporting his/her claim to allow for service of process and provide the current address of each defendant. The plaintiff may also file, at the time of filing the complaint, a request for regular mail service in the event of failure of certified mail service.

At trial, parties shall comply with the exhibit provisions of Loc.R. 34.

Upon failure of service on the defendant(s), the Clerk shall notify the party or counsel immediately. If no action is taken within sixty (60) days thereafter, the Clerk shall notify the party or counsel that the case will be dismissed unless good cause is shown to the contrary.

At any time before a trial is held on a small claims complaint the Court may, at the request of a party, or on its own motion, refer the parties to a conciliator for conciliation proceedings, if the Court determines that the parties have not previously attempted to settle their dispute, or if it appears that the matter might be reasonably resolved through conciliation. If the conciliation procedures are unsuccessful, this fact shall be reported to the Court and the matter shall then proceed to trial. If the conciliation procedures

are successful, the case may be continued for report or be dismissed in accordance with the agreement reached between the parties.

No transfer to the regular docket of the Court will be permitted until filing costs are paid, unless waived by the Court pursuant to these rules.

If more than one attorney appears in a small claims action, the case shall be transferred to the regular docket of the Court.

#### **RULE 42: JUDGMENTS UPON WARRANT OF ATTORNEY TO CONFESS**

Immediately upon entering a judgment by confession upon warrant of attorney, the attorney for plaintiff shall cause a praecipe to be filed with the Clerk of Court requesting a copy of the judgment entry to be forwarded to the defendant at the address shown in the complaint by certified mail, return receipt requested, in accordance with the Ohio Revised Code and case law.

#### **RULE 43: GARNISHMENT CONTEMPT MOTIONS**

The party moving to hold a garnishee in contempt for failure to answer a garnishment order shall obtain service of such motion by personal service or sheriff service.

### **SECTION IV-CRIMINAL RULES**

#### **RULE 44: CASE MANAGEMENT-ARRAIGNMENT**

Arraignment will be scheduled on the first working day after a physical arrest and lock up. Except in extraordinary cases, no case will be continued more than one time for arraignment.

A. Waiver of Arraignment: Except for those offenses outlined in Loc.R. 44(B), a written “not guilty” plea may be entered prior to the date scheduled for arraignment. A written “not guilty” plea shall be made in compliance with Crim.R. 10 and Ohio Traffic Rule (hereinafter “Traf.R.”) 8. Such plea shall be filed with the Court, and the person filing the not guilty plea shall obtain a hearing date from the Assignment Commissioner. When filing written “not guilty” pleas on multiple charges, it is required that a plea be signed and completed for each case. The plea form shall contain the following information:

1. Full name of defendant
2. Case number

If a written not guilty plea is entered in accordance with this rule and complies with Crim.R. 8 and Traf.R. 5, neither counsel nor the defendant need to appear at the scheduled arraignment. However, if a separate hearing is required to be scheduled, for review of license or bond, the appearance of counsel and/or defendant is not excused from this hearing.

B. Offenses Not Eligible for Waiver: Appearance at arraignment may not be waived for any charge classified as a Misdemeanor of the First Degree, any OVI pursuant to R.C. §4511.19, or any sexually oriented offense, as defined by R.C. §2950.01(A).

## **RULE 45: JURY DEMAND**

All jury demands must be filed within the time limits established by the

Ohio Rules of Criminal Procedure, Ohio Traffic Rules, and the Ohio Revised Code. A jury demand may be signed by counsel on behalf of a defendant. A jury demand shall be filed with the Clerk and shall be scheduled for pretrial conference.

A written jury demand is not required if the offense is “serious” as that term is used in the Ohio Rules of Criminal Procedure and Ohio Traffic Rules.

No cash deposit for costs shall be required to accompany a demand for jury trial.

#### **RULE 46: APPEALS/TRANSFERS FROM MAYOR’S COURT**

In any case originating from a Mayor’s Court, transferred for trial where a right to a jury trial exists, or appealed from the Mayor’s Court to this Court pursuant to statute, or transferred pursuant to R.C. §1905.032, the Clerk of the Mayor’s Court shall present to the Court:

- A. A notice of appeal or transfer;
- B. The original traffic citation or criminal complaint and affidavit under which the defendant was charged;
- C. A docket statement, certified by the Mayor or the Mayor’s designated authority which shall serve as certified transcript of the proceedings in such Mayor’s Court, together with all papers filed in the case, every cost to date, the recognizance given and a copy of the ordinance section, including penalty section, under which the defendant was charged.

All appeals or transfers shall be set on the arraignment docket.

## **RULE 47: PRETRIAL DIVERSION/PRIVATE COMPLAINT PROGRAM**

Before completing a complaint, affidavit and warrant, the Clerk of Court shall direct any private citizen wishing to “prosecute” another private citizen for alleged misdemeanor offense to the private complaint program for further prosecutorial review, unless the offense involves domestic violence and there is no one available within the private complaint program to review the complaint.

If the private complaint program is unavailable to develop a solution satisfactory to the parties involved, or if the nature of the offense or other circumstances make processing of the case through the private complaint program inadvisable, the prosecutor may make a recommendation for warrant issuance to the Clerk, or alternatively, the prosecutor may recommend that a probable cause hearing be scheduled before a judge or magistrate of the Court. The Clerk of Court shall complete a complaint, affidavit, and warrant in a case in which a warrant referral form has been issued by a prosecutor indicating that the case was initially screened by the private complaint program and stating the specific reason why the case is being referred for warrant issuance. Where there has been a recommendation for probable cause hearing, the Clerk of Court shall schedule a probable cause hearing on an arraignment docket before a judge or magistrate of the Court.

Private citizen cases, which reach the Court without a program hearing, may be referred back to the program with the consent of all parties at the discretion of the judge in accordance with the following procedures:

- A. Referral from Arraignment
  - 1. No plea will be taken;

2. Arraignment will be continued for one month;
  3. The defendant and complainant, if present, will be directed to schedule a program hearing to attempt an out-of-court settlement;
  4. A protection order or bond hearing will be held where appropriate and any necessary entry made;
  5. The defendant and the complainant, if present, will receive a referral slip and proceed immediately to the private complaint program office;
  6. The defendant shall execute a waiver of time limitations for the period of referral.
- B. Referral from post-arraignment proceedings. The same procedure will be followed as with referral from arraignment, except that a report hearing shall be scheduled.
- C. Reappearance at arraignment or trial court following a program hearing. On the reappearance day, the prosecutor will report to the Court the results of the mediation hearing.
1. If the parties have resolved their dispute, the Prosecutor will present to the Court a statement of voluntary settlement signed by both parties for inclusion in the case jacket.
  2. If, for any reason, the complainant requests a dismissal of charges, the Prosecutor will present to the Court such a request signed by the complainant for inclusion in the case jacket.
  3. The Court will take note of the Prosecutor's report and proceed

with or dispose of the case as it deems appropriate.

#### **RULE 48: CASE MANAGEMENT - PLEA OR TRIAL SETTING/PRETRIAL CONFERENCE**

No case, with the exception of a minor misdemeanor case, shall be scheduled for trial without first being scheduled either for a plea or trial setting or pretrial conference, unless the defendant is represented by, or waives his/her right to, counsel and requests the immediate scheduling of a trial to the Court or the assigned judge directs the immediate scheduling of the case for trial.

Unless a pretrial conference is requested, or counsel files a jury demand, a case shall be scheduled for plea or trial setting within twenty-one (21) days (1 week if the defendant is confined), unless there is a time waiver, or unless the judge directs otherwise. Without prior approval from the assigned judge, no plea or trial setting shall be scheduled more than six (6) weeks from the date of arraignment. At the plea or trial setting, if the case is not concluded, the case shall be scheduled by the judge, magistrate, or Assignment Commissioner for a subsequent hearing.

A pretrial conference shall not be scheduled except upon request or if the judge so directs. The filing of a jury demand by counsel for a defendant shall be construed to include a request for pretrial conference. Pretrial conferences shall be scheduled within fifteen (15) days of the arraignment unless there is a time waiver, or the judge otherwise directs. Without prior approval from the assigned judge, no initial pretrial conference shall be scheduled more than six (6) weeks from the date of arraignment.

Unless the assigned judge otherwise directs, the defendant, counsel for



the defendant, private complainant, and prosecutor who will try the case shall be present at the pretrial conference.

If a case is not concluded at a pretrial conference, the case shall be scheduled for an appropriate hearing by the assigned judge.

If a jury demand has been timely filed, no case shall be scheduled for a bench trial, unless a waiver of jury trial is signed by the defendant and counsel, if applicable, and filed with the Clerk.

#### **RULE 49: CASE MANAGEMENT-TRIALS, MOTIONS AND SENTENCING**

In scheduling a case for hearing on a motion, trial to the Court, or a trial to a jury, it shall be the responsibility of counsel to advise the Court or the Assignment Commissioner of the estimated time required for the hearing or trial, if the time required will be more than fifteen (15) minutes.

Based on the number of cases scheduled for jury trials, and the need to resolve cases within the time limits specified in the Ohio Revised Code and the Rules of Superintendence, it may be necessary to schedule more than one case for trial to a jury on a given day. In such event, it shall be assumed that each case will proceed to trial on that day, and counsel and parties shall prepare accordingly. In the event more than one case remains unresolved seventy-two (72) hours prior to the time for commencement of a jury trial, the judge shall, in order to minimize inconvenience to parties, attorneys and witnesses, designate which case shall be tried on that date. The Assignment Commissioner shall then notify counsel and unrepresented parties to any other case scheduled for trial on that date, that their case is being continued due to a crowded trial docket. At the same time, the Assignment

Commissioner shall notify the counsel and unrepresented parties to this case of the trial date(s).

Upon a finding of guilty, sentencing shall occur within seven (7) days from trial, if no pre-sentence investigation is requested, or, in the case of a pre-sentence investigation, within forty-two (42) days. The Court may extend these time limits for good cause shown.

## **RULE 50: APPOINTMENT OF COUNSEL FOR INDIGENT DEFENDANTS**

When it appears to the Court that an accused in a traffic or criminal case is indigent and cannot be represented by a public defender because of a conflict of interest, the Court may appoint an attorney from the approved counsel list to represent the defendant in a criminal case. Generally, the appointments shall be made sequentially from the list. However, the Court may consider the skill and expertise of the attorney when making its selection. The Court shall review appointments at least annually to ensure an equitable distribution of appointments among persons on the list.

The attorney master list of the appointed counsel program and the qualifications therefore shall be created by the court and shall be maintained by the Clerk of Court. Any eligible attorney whose name does not appear on the master list may have his name added upon request to the Clerk. The attorney is responsible for obtaining and maintaining eligibility.

An attorney appointed to represent an indigent defendant shall submit his/her request for payment, on a form approved by the Court, within thirty (30) days after the termination of the case. Any failure to comply with this requirement may result in a disallowance of the request, to the extent that the compensation would be subject to reimbursement by the State Public

Defender's Office.

## **RULE 51: VIOLATIONS BUREAU**

A Traffic Violations Bureau is hereby established in accordance with Traf.R. 13 with authority to process and dispose of those traffic offenses for which no court appearance is required by law or the Court. In accordance with Crim.R. 4.1, there is hereby established a Minor Misdemeanor Violations Bureau, for which no court appearance is required by law. A schedule of fines shall be established from time to time by this Court and shall be posted in the Clerk's Office. The judges of the Court may prescribe statistical forms to be used in the reporting of cases processed through the Bureau.

## **SECTION V-SPECIAL CRIMINAL PROCEEDINGS**

### **RULE 52: CASE MANAGEMENT-SPECIAL CRIMINAL PROCEEDINGS**

The purpose of this rule is to establish, pursuant to Sup.R. 5, a case management system for special criminal proceedings to achieve a prompt and fair disposition of these matters. Examples of special criminal proceedings include probation violations, contempt hearings, preliminary hearings, extradition hearings, and bond hearings.

A case that has a time limit established by the Ohio Revised Code or the Ohio Rules of Criminal Procedure shall be set for hearing within these time limits. In all other special proceedings a case shall be set for hearing within a reasonable time, not to exceed ninety (90) days unless, upon the request of the defendant or for other good cause, the Court extends this time limit.

## **RULE 53: CONCURRENT SUPERVISION WITH THE CLERMONT COUNTY COURT OF COMMON PLEAS**

For individuals placed on reporting community control in both the Clermont County Municipal Court and the Clermont County Court of Common Pleas, the probation departments of both courts shall confer to determine if resources can be conserved by having one probation officer supervise the offender's compliance with the sentences imposed by both courts. If the Common Pleas Adult Probation Department and Municipal Court Adult Probation Department agree that only one department should supervise the offender, and further agree on which department should provide said supervision, then their joint recommendation shall be presented to the original sentencing Judges in both Common Pleas and Municipal Courts. If, upon consideration of the factors set forth in R.C. §2951.022(C), both judges agree with the recommendation of the probation departments to consolidate supervision, said supervision shall be consolidated per the agreement and this fact journalized by an Entry.

If, upon consideration of the factors set forth in R.C. §2951.022(C), either sentencing judge objects to the consolidation of supervision, the consolidation shall not occur, and the offender shall be supervised by both probation departments.

Individuals placed on court monitored, non-reporting community control in Clermont County Municipal Court shall remain subject to the Clermont County Municipal Court's monitoring of compliance with the sanctions imposed. No offender placed on court monitored, non-reporting community control in Municipal Court shall have their supervision transferred to the Common Pleas Adult Probation Program.

## **RULE 54: SPECIALIZED DOCKET FOR MULTIPLE OVI OFFENDERS**

The Court hereby establishes the “Clermont County Municipal OVI Court Specialized Docket Program” effective March 1, 2013. This docket is created pursuant to the authority and requirements under Sup.R. 36.20 through Sup.R. 36.28. The goals and objectives of the program are to provide supervision and effective treatment for multiple OVI offenders and to reduce recidivism of multiple OVI offenders as set forth in the OVI Court Specialized Docket Program Description. The docket implements the Ohio Specialized Docket Standards contained in Sup.R. Appx. I. The guidelines for how an individual is considered for the OVI Court Docket are set forth in the Program Description. The legal and clinical eligibility criteria for the program as well as any disqualifying factors are also listed therein.

Upon the request of an OVI offender or probation officer following a conviction for an OVI offense, a judge may refer an individual to the OVI Court Team for consideration to participate in the Specialized Docket Program. The offender will complete a screening and assessment. The OVI Court Team will then determine appropriateness for participation in the program based upon specific eligibility criteria and make recommendations to the OVI Court Program Judge. The OVI Court Judge will determine whether to accept the individual into the program.

If an individual is accepted into the program, the case shall be transferred to the OVI Court Judge for further proceedings. The OVI Court Judge is authorized to accept any plea from the offender, sentence the offender, and shall have supervision responsibility over the offender. If terminated from the OVI Court Program, the individual shall be sentenced by

the OVI Court Judge. A participant could face the imposition of the balance of sentence, transfer to an alternative supervision program, placement in a residential treatment program, or other penalties deemed appropriate by the OVI Court Judge. Individuals who are terminated unsuccessfully from the program are not eligible to participate in the future.

For purposes of Supreme Court statistical reporting, the case shall be considered disposed by the assigned judge when the offender is found guilty of the offense. The OVI Court Judge may request the Administrative Judge to reassign an OVI case by lot to another judge in the event that the OVI Court Judge determines the reassignment is in the interest of justice.

Requirements of the OVI Court Specialized Docket are set forth in the Program Description, Participant Handbook and the Participation Agreement, all incorporated herein and adopted by reference.

## **RULE 55: USE OF ELECTRONICALLY PRODUCED TICKETS**

The use and filing of a traffic ticket that is produced by computer or other electronic means is hereby authorized in the Clermont County Municipal court pursuant to Traf.R. 3(F). The electronically produced traffic ticket shall conform in all substantive respects to the Ohio Uniform Traffic Ticket. If an electronically produced ticket is issued at the scene of an alleged offense, the issuing officer shall provide the defendant with a paper copy of the ticket as required Traf.R. 3(E). A copy of the ticket shall be filed by the charging agency with the Clerk of Courts on paper, other than thermal paper, approved by said Clerk and sufficient to comply with the records retention requirements set forth in the Rules of Superintendence. The ticket may also be filed electronically with the Municipal Clerk of Courts in lieu of paper filing.

## **RULE 56: USE OF CHILD RESTRAINTS**

Physical restraint of a child in court proceedings shall not be utilized unless the judge or magistrate before whom the child is appearing makes an individualized determination on the record that there is no less restrictive alternative to the use of physical restraint and that the physical restraint of the child is necessary because the child represents a current and significant threat to the safety of the child's self or other persons in the courtroom, or there is a significant risk the child will flee the courtroom.

The child who is the subject of a Municipal Court proceeding, the child's spouse, if any, the child's parent or parents, or if the parent of the child is a child, the parent of that parent, in appropriate cases, the child's custodian, guardian or guardian ad litem, the child's counsel, the state, court security staff, detention personnel, probation officers, and any other person specifically designated by the court shall have the right upon written or verbal request to be heard on the issue of whether the use of physical restraint is necessary for that particular child at that particular proceeding. The juvenile may attend the restraint hearing or may be excused from the hearing on the child's request.

If the judge or magistrate determines that physical restraint is necessary, the restraint shall be the least restrictive means necessary to meet the risk requiring the restraint as determined by the judge or magistrate. Such restraint should not unnecessarily restrict the movement of the child's hands.

This rule shall not prohibit the use of restraints during transportation to and from the court or in the court buildings either before or after hearings.

## **RULE 57: PROBATION RECORDS**

Reports and records of the Probation Department shall be considered confidential information and shall not be made public pursuant to R.C. §149.43A(1)(b). Any probation record including but not limited to: drug screens, social, physical or mental examinations, case notes, records, criminal histories, or other reports prepared at the direction of the Court shall not be copied without leave of the Court. Pursuant to R.C. §2951.05 Probation has general control and supervision over offenders who are required to submit to random testing. The Court may limit or deny inspection of any reports or records including results of drug or alcohol screens for good cause shown or if such inspection would negate the Court's ability to engage in probation efforts. Drug and alcohol testing for purposes of rehabilitation or other probation records or reports shall not be used for further criminal, traffic, or civil prosecution or for any other purpose relevant to other court's procedures not limited to Juvenile or Domestic Court unless authorized by the Clermont County Municipal Court Administrative Judge.

## **RULE 58: VICTIM NOTIFICATION**

Pursuant to Criminal Rule 37, and to the extent required by Article I, Section 10a of the Ohio Constitution, or by the Ohio Revised Code, the Court hereby directs that the Prosecuting Attorney shall be responsible for providing the alleged victim(s), upon request, notice of all public proceedings involving the alleged criminal offense against the victim(s) and the opportunity to be present at all such proceedings.



## **RULE 59: SURETY BOND**

### **A. Registration of Bail Bond Agents**

All surety bail bond agents seeking to do business in the Clermont County Municipal Court shall register and file their required credentials with the Clerk of the Clermont County Municipal Court prior to filing any bond in this Court. Each agent so registered shall renew their registration biennially by the first day of April of each odd numbered year in accordance with O.R.C. 3905.87. A registration application can be obtained by contacting the Clermont County Municipal Court.

### **B. Failure to Produce**

Upon the Defendant's failure to appear at a scheduled hearing or trial, the Court may issue a warrant for the Defendant's arrest, revoke previously established Terms and Conditions of bond, and order the forfeiture of the posted surety bond. In the case of a forfeiture of a posted surety bond, a notice for a show cause hearing will be issued to the surety bail bond agent that he/she shall have not less than 45 days but not more than 60 days to bring the Defendant before the Court, or otherwise show cause why judgement should not be entered against the surety bail bond agent and/or insurer. If the surety bail bond agent is unable to secure the Defendant's appearance within the time frame, judgement may be entered against the surety bail bond agent and/or insurer. If the surety bail bond agent and/or insurer does not satisfy the judgement within 60 days after all appeals have been exhausted, the bail bond agent will be reported to the Ohio Department of Insurance and will be removed from the approved list.

### C. Cancellation

Pursuant to O.R.C. 3905.932(K), a surety bail bond agent and/or insurer shall not execute a bond in this state if a judgement has been entered on a bond executed by the bail bond agent, which judgement had remained unpaid for at least 60 days after all appeals have been exhausted, unless the full amount of the judgement is deposited with the Clerk of the Court.

Therefore, if a judgement remains unpaid for 60 days after all appeals have been exhausted, registration with the Clerk of Court pursuant to O.R.C. 3905.87 will be cancelled. Pursuant to O.R.C. 3908.87(A) the surety bail bond agent will not thereafter be permitted to post bond at the Clermont County Municipal Court until the current judgement is satisfied and credentials are submitted for registration during the next registration period, unless otherwise ordered by the Court.

If the judgement is satisfied within the time outlined, the Clerk will notify the Court and a satisfaction of judgement entry will be placed in the case file.

Money from a surety bail bond forfeiture will be distributed in compliance with O.R.C. 2937.36. Distribution may be held pending Court action pursuant to O.R.C. 2937.39.

Once such funds are distributed, no action will lie to refund, rebate, or otherwise return the funds to the surety bail bond agent or Defendant.

Violation of any term of O.R.C. 3905.932 or O.A.C. 3901-1-66 may result in removal from the approved list and suspension of his or her privileges to participate in any undertaking of bail or bond in this court.

## **RULE 60: REPORTING TO LAW ENFORCEMENT & COMPLIANCE PLAN**

A. The court has a duty to ensure complete, accurate, and timely submission of information into the state's computerized criminal history repository at the Bureau of Criminal Investigation (BCI), the Ohio Law Enforcement Automated Data System (LEADS), and other law enforcement databases.

B. The Court, in collaboration with the clerk of court, law enforcement agencies, and any other applicable justice system partners, will develop a Reporting to Law Enforcement & Compliance Plan.

C. The Reporting to Law Enforcement & Compliance Plan will identify procedures and timelines for:

1. Obtaining and reporting fingerprints as prescribed by the Revised Code and Supreme Court of Ohio rules, including R.C. 109.57(A)(2), 109.60(A), 2923.14, 2929.44(B), and 2945.402(E)(1), Sup.R. 95(C) and Crim.R. 9(A);

2. Reporting information regarding protection orders as prescribed by the Revised Code and Supreme Court rules, including R.C. 2903.213, 2903.214, and 2919.26, and Sup.R. 10(A);

3. Reporting information to the Ohio Department of Public Safety's Bureau of Motor Vehicles as prescribed by R.C. 4510.03, 4513.37, and 5502.10 and Supreme Court rules;

4. Maintaining complete and accurate records in accordance with 18 U.S.C. 922(g), the Revised Code, including R.C. 2923.13, and Supreme

Court rules in the event of an audit by the Federal Bureau of Investigation, BCI, or state or local auditors; and

5. Reporting sealed and expunged records to BCI, LEADS, and other law enforcement databases pursuant to the Revised Code, including R.C. Ch. 2953 and R.C. 2903.214 and 2930.171.

D. The Court will review the Reporting to Law Enforcement & Compliance Plan every three years from its adoption date

## **SECTION VII- APPENDIX**

**IN RE APPOINTMENT OF:** \_\_\_\_\_ : **CASE NO:** \_\_\_\_\_

\_\_\_\_\_ : \_\_\_\_\_

\_\_\_\_\_ : **APPLICATION FOR APPOINTMENT**

**AS SPECIAL PROCESS SERVER** : **AS SPECIAL PROCESS SERVER**

\_\_\_\_\_ Onetime special process server to serve process only in:

(case caption and number)

\_\_\_\_ Standing special process server as defined by Local Rule 33.3(ii)

Applicant Signature

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**CLERMONT COUNTY MUNICIPAL COURT  
BATAVIA, OHIO**

**IN RE APPOINTMENT OF:** \_\_\_\_\_ : **CASE NO:** \_\_\_\_\_  
: \_\_\_\_\_  
: **AFFIDAVIT IN SUPPORT OF**  
: **APPLICATION FOR APPOINTMENT**  
**AS SPECIAL PROCESS SERVER** : **AS SPECIAL PROCESS SERVER**

The Affiant, being first duly cautioned and sworn, states as follows:

1. (a) \_\_\_\_ This affidavit is made in my individual capacity.  
(b) \_\_\_\_ This affidavit is made in my capacity as the authorized agent of:
2. The Applicant is 18 years of age or older.
3. The Applicant is not a party to the proceeding, related to a party to the proceeding, or having a financial interest in the outcome of the proceeding;
4. The Applicant is a United States citizen or a legal resident of the United States;
5. The Applicant holds a valid government-issued identification card, passport, or driver's license;
6. The Applicant has not been convicted in the last 10 years of any felony, offense of violence, or offense involving dishonesty or false statement, and not currently under community control sanctions, probation, post-release control, or parole;
7. The Applicant is not currently a respondent under any civil protection order;
8. The Applicant is familiar with the required procedure for service of process;
9. The Applicant will conduct themselves in a professional manner;
10. The Applicant will carry out his or her duties in accordance with all applicable Court Rules and the laws of Ohio.
11. I, (and all the attached individuals), will follow all applicable Ohio statutes, Ohio Rules of Civil Procedure, and Local Court Rules; all special instructions for service as ordered by the Court in any particular case, and property sign and file all returns of service as required by any rule, statute, or Court order with the Clerk of Courts.

\_\_\_\_\_  
Applicant

Sworn to and subscribed in my presence by the Applicant, this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, at \_\_\_\_\_, County, Ohio.

\_\_\_\_\_  
Signature of person administering the oath  
AFFIX APPROPRIATE SEAL

\_\_\_\_\_  
(Title: Notary, Deputy Clerk of Courts)

**CLERMONT COUNTY MUNICIPAL COURT  
BATAVIA, OHIO**

IN RE APPOINTMENT OF: \_\_\_\_\_ : CASE NO: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
\_\_\_\_\_ : ORDER APPOINTING  
AS SPECIAL PROCESS SERVER SPECIAL PROCESS SERVER

This matter was before the Court upon the application of \_\_\_\_\_,  
to be appointed as a special process server pursuant to this Court's Local Rule 31.1. Upon due  
consideration of the application and the supporting affidavit, the Court finds it to be well taken. Therefore,

\_\_\_\_\_ **IT IS HEREBY ORDERED** that \_\_\_\_\_,  
shall be appointed as a standing special process server for this Court. This standing special process server  
is authorized to make service of process in any matter in which he or she is not a party, counsel of any  
party, a witness, a relative of any party, or an employee of any party.

**IT IS FURTHER ORDERED** that the term of this appointment shall be for one year from the  
date of the journalization of this order. Further, not less than 30 days prior to the termination date of this  
order, the applicant may reapply for appointment in the manner prescribed by Local R. 31.1.

**OR**

\_\_\_\_\_ **IT IS HEREBY ORDERED** that the Applicant is appointed as onetime special process  
server solely for service of process in, \_\_\_\_\_, whose  
term shall end in accord with Local R. 31.1(i).

**IT IS FURTHER ORDERED** that the Clerk shall serve a certified copy of this order on the  
Applicant at the address set forth on the application and note the date of service on the Clerk's docket.

\_\_\_\_\_  
Administrative Judge