

**UNIFORM RULES**  
**OF THE COURT OF COMMON PLEAS OF ALLEN COUNTY, OHIO**  
**JUVENILE DIVISION**  
**EFFECTIVE DECEMBER 28, 2011**  
**HONORABLE GLENN H. DERRYBERRY, JUDGE**

Pursuant to Rule 45 of the Ohio Rules of Juvenile Procedure, Chapters 2151 and 2152 of the Ohio Revised Code, and Rule 5 of the Rules of Superintendence for Courts of Common Pleas, the following rules are adopted by the Juvenile Division of the Court of Common Pleas of Allen County, Ohio effective December 28, 2011.

These rules supersede any other previously adopted rules and the same are hereby repealed.

## TABLE OF CONTENTS

<b>RULE 1</b>	<b>FILES/RUNNING CASE HISTORIES</b>
1.1	Files and Court Records
1.2	Running Case Histories
<b>RULE 2</b>	<b>TRIAL DOCKET</b>
2.1	Docketing of New Actions
2.2	File Stamping
2.3	Case Management
<b>RULE 3</b>	<b>SECURITY FOR COSTS</b>
3.1	Deposit for Costs
3.2	Inability To Secure Costs
3.3	Payment of Fines and Costs
3.4	Transcript of Proceedings
3.5	Discretion of the Court
3.6	Statutory Charges
3.7	Deposit for Fees of Guardian Ad Litem
3.8	Publication by Posting
<b>RULE 4</b>	<b>COURT APPOINTED ATTORNEY FEES</b>
4.1	Assigned Counsel Fees and Expenses
4.2	Affidavits of Indigency
<b>RULE 5</b>	<b>COUNSEL OF RECORD</b>
5.1	Counsel of Record
5.2	Appointment of Counsel for Indigent Parties
<b>RULE 6</b>	<b>PARENTING TIME ALLOCATION</b>
<b>RULE 7</b>	<b>PLEADINGS</b>
7.1	Complaints
7.2	Subsequent Pleadings
7.3	Amendment to Pleadings

<b>RULE 8</b>	<b>DISPOSITION OF MOTIONS</b>
8.1	Form and Procedure
8.2	Motions for Temporary Support
8.3	Motions for Temporary Custody
8.4	Requests for Oral Hearing
8.5	Hearings on Temporary Custody and Support
<b>RULE 9</b>	<b>MAGISTRATES</b>
9.1	Objections to Decisions of the Magistrate
9.2	Response to Objections to Magistrate's Decisions
9.3	Objections to Factual Findings of the Magistrate
9.4	Responsibility for Preparation of Transcripts
<b>RULE 10</b>	<b>PREPARATION OF JUDGMENT ENTRIES AND ORDERS</b>
10.1	Filing of Judgment Entries and Orders
10.2	Notice of Filing
<b>RULE 11</b>	<b>APPEARANCES</b>
<b>RULE 12</b>	<b>HEARING/TRIAL ASSIGNMENTS AND CONTINUANCES</b>
12.1	Continuances
12.2	Scheduling of Pre-Trial Conferences
<b>RULE 13</b>	<b>JURY TRIALS</b>
13.1	Demands for Jury Trial
13.2	Jury Management Plan
<b>RULE 14</b>	<b>DETENTION/SHELTER CARE</b>
14.1	Detention
14.2	Shelter Care
<b>RULE 15</b>	<b>BOND</b>
15.1	Adult
15.2	Juvenile Traffic Offenders

<b>RULE 16</b>	<b>JUVENILE TRAFFIC VIOLATIONS BUREAU</b>
16.1	Procedure
16.2	Fines and Costs/Mandatory Appearance Offenses
<b>RULE 17</b>	<b>FACSIMILE FILING</b>
17.1	Original Filing
17.2	Cover Page Requirements
17.3	Time of Filing
17.4	Fees and Costs
<b>RULE 18</b>	<b>CHILD RELOCATION</b>
18.1	Notice of Intent to Relocate
18.2	Procedure and Filing
<b>RULE 19</b>	<b>MEDIATION</b>
19.1	Procedure
19.2	Confidentiality
19.3	General Provisions
<b>RULE 20</b>	<b>JUVENILE TOBACCO VIOLATIONS</b>
<b>RULE 21</b>	<b>GUARDIANS AD LITEM</b>
<b>RULE 22</b>	<b>PUBLIC ACCESS TO PROCEEDINGS</b>
22.1	Hearing Closure
22.2	Media Access
<b>RULE 23</b>	<b>HOURS OF COURT</b>
<b>RULE 24</b>	<b>PROCEEDINGS UPON MOTION TO DETERMINE COMPETENCY</b>

## **RULE 1**

### **FILES/RUNNING CASE HISTORIES**

#### 1.1 **FILES AND COURT RECORDS**

The Judge and Ex-Officio Clerk of the Juvenile Division of the Allen County Court of Common Pleas is responsible for all pleadings and papers filed, and the confidentiality of said records shall be inviolate. Copies of all pleadings and judgment entries of record are available to any party, or their counsel, at the expense of that party or counsel. The term "party" as used in this Rule shall be as defined in the Ohio Rules of Juvenile Procedure.

#### 1.2 **RUNNING CASE HISTORIES**

Once the juvenile has attained the age of 21 years, his/her Running Case History may be destroyed by this Court.

## **RULE 2**

### **TRIAL DOCKET**

#### **2.1 DOCKETING OF NEW ACTIONS**

Upon the filing in this Court of any pleadings initiating suit, the Chief Deputy Clerk shall cause each case to be entered on the trial docket and shall note thereon the date of said filing.

#### **2.2 FILE STAMPING**

The top right hand corner of the initial sheet of every pleading, motion, brief, or other paper filed for record shall have an area approximately 3" x 3" left blank for the Clerk's Office to stamp the date and time of filing. The Clerk's Office is authorized to refuse to accept any document not conforming to this requirement.

#### **2.3 CASE MANAGEMENT**

This rule is adopted in compliance with the mandate of Rule 39 of the Rules of Superintendence for Common Pleas Courts, to achieve the timely disposition of cases. This rule shall be applied and interpreted to the achievement of that goal and consistent with all applicable statutes and Rules promulgated by the Supreme Court of Ohio and this Court.

- A. All cases filed in this Court shall be handled and concluded pursuant to the time frames set forth herein, which are intended to be outside time limits. The Court may, in appropriate cases, modify these schedules as necessary.
- B. Unruly, Adult Criminal, and Support Enforcement/Modification cases shall be handled and concluded as follows:
  - 1) Within six (6) weeks of the filing of the case, an initial hearing shall be held;
  - 2) Within ten (10) weeks of the filing of the case, the trial date shall be confirmed and a final pre-trial conference shall be held;
  - 3) Within twelve (12) weeks of the filing of the case, the trial shall be completed.
- C. Abuse, Neglect, and Dependency cases shall be handled and concluded as follows:

- 1) Within six (6) weeks of the filing of the case, an adjudicatory hearing shall be held;
  - 2) Within twelve (12) weeks of the filing of the case, the dispositional hearing shall be completed.
- D. Except as required by Chapters 2151 and 2152 of the Revised Code and Juvenile Rule 29 (A), delinquency and all other cases not specifically mentioned herein, shall be handled and concluded as follows:
- 1) Within six (6) weeks of the filing of the case, an initial hearing shall be held;
  - 2) Within sixteen (16) weeks of the filing of the case, the trial date shall be confirmed and the final pre-trial conference shall be held;
  - 3) Within twenty-four (24) weeks of the filing of the case, the trial shall be completed.
- E. Motion for Permanent Custody, Custody, Change of Custody, Parenting Time and Visitation, shall be handled and concluded as follows:
- 1) Within eight (8) weeks of the filing of the case, an initial hearing shall be held;
  - 2) Within twenty-four (24) weeks of the filing of the case, the trial date and final pre-trial conference shall be held;
  - 3) Within thirty-six (36) weeks of the filing of the case, the trial shall be completed.
- F. Parentage cases shall be handled and concluded as follows:
- 1) Within twelve (12) weeks of the filing of the case, an initial hearing shall be held;
  - 2) Within twenty-four (24) weeks of the filing of the case, the trial date shall be confirmed and a final pre-trial conference shall be held;
  - 3) Within seventy-two (72) weeks of the filing of the case, the trial shall be completed.
- G. The first court date assigned by the Clerk's Office in a case shall also be considered the Case Management Conference. The Case Management Conference shall, when appropriate, include consideration of referral to appropriate and available alternative dispute resolution programs.

## RULE 3

### SECURITY FOR COSTS

The Juvenile Division of the Allen County Court of Common Pleas requires a security deposit for costs in the filing of any original action, except complaints alleging that a child is delinquent, unruly, neglected, dependent, abused, or a juvenile traffic offender and in criminal actions filed against adults.

#### 3.1 DEPOSIT FOR COSTS

No civil action or proceeding shall be accepted by the Clerk's Office for filing unless the party or parties offering the same for filing shall have first deposited a sum to secure the payment unless otherwise provided by law. Such advance deposit shall be in accordance with the following schedule, unless otherwise ordered by the Court:

- |    |  |          |
|----|--|----------|
| A. | Civil Petitions, Complaints, Counterclaims, Cross Claims,<br>or Third Party Claims   | \$125.00 |
| B. | Proceedings in aid of execution  | \$ 50.00 |
| C. | Motion to vacate, revive, or modify a former Judgment Entry of this Court; the<br>moving party shall pay all unpaid court costs which said moving party has been<br>ordered to pay and in addition thereto shall deposit | \$ 75.00 |

If said motion or application is accompanied by a Judgment Entry determining said issue, and in which court costs can be immediately determined, the costs shall be paid concurrent with the filing.

- |    |   |                  |
|----|---|------------------|
| D. | Application for Expungement/Seal of Record:<br><br>Juvenile   | <br><br>\$ 55.00 |
|    | Adult (includes a \$50.00 deposit required by O.R.C.<br>2953.32 (C)(3))   | \$125.00         |
| E. | In any case in which any party requests a home investigation and a report for<br>consideration by the Court in the determination of the custody of a child, the party<br>requesting the home investigation shall deposit an additional  | \$750.00         |
| F. | Except as permitted by Rule 3.8 herein, in cases in which service is by publication,<br>the party desiring such service shall file a praecipe and legal notice with any<br>newspaper of general circulation and the cost of such <u>service shall be paid directly<br/>to the publisher</u> by counsel. Counsel shall provide a copy of the legal notice to the |                  |

Clerk of Courts for filing. A proof of publication shall be forwarded to the Clerk upon completion of publication for filing in the appropriate case.

### 3.2 INABILITY TO SECURE COSTS

If a litigant claims inability to either pre-pay or give security for costs, the litigant shall complete an Affidavit of Poverty required by the O.R.C. 2323.30 and O.R.C. 2323.31, substantiating such inability, all of which shall be filed with the pleadings and treated as other papers in such case, and be subject to review by the Court at any stage of the proceedings.

### 3.3 PAYMENT OF FINES AND COSTS

In any case, regardless of its nature, where fines and/or court costs are assessed against a party, said fine and/or court costs are due and payable immediately unless otherwise ordered by the Court.

### 3.4 TRANSCRIPT OF PROCEEDINGS

A party requesting all or any part of a transcript of any proceeding shall request from the Court Reporter a written estimate of the approximate cost of the transcript and shall deposit that amount with the Court Reporter as security for the Reporter's fees for production of the transcript. Upon completion of the transcript, the Reporter shall provide the requesting party or attorney a statement for services, and in the event the monies on deposit are insufficient to satisfy those fees, the requesting party or attorney shall forthwith deposit sufficient funds to satisfy the balance of the cost. If excess funds are on deposit, the unused portions shall be refunded by the Reporter to the appropriate party or attorney.

Request for transcripts for the purpose of an indigent appeal may, in lieu of the deposit to secure fees, be accompanied by an entry from the appropriate Court directing payment for the transcript costs from public funds upon completion.

### 3.5 DISCRETION OF THE COURT

The Clerk's Office is granted the following use of discretion:

- A. If the costs are not paid at the termination of the litigation, any deposit for costs or bond to secure appearance may be applied to the unpaid costs.
- B. The Clerk's Office may make periodic or partial distribution of monies deposited for the purpose of restitution, pursuant to court order, unless otherwise ordered by the Court in a particular case.

### 3.6 STATUTORY CHARGES

- A. Pursuant to the authority of O.R.C. 2303.201 (A), it is determined that for the efficient operation of this Court, additional funds are required to obtain computerized legal research services.

The Clerk of this Court is directed and hereby authorized to charge and collect an additional fee of three dollars (\$3.00) upon the filing of each cause or appeal under O.R.C. 2303.20 (A), (Q), and (U).

All funds collected pursuant to this rule shall be paid to the County Treasurer to be maintained by the County Auditor in a separate account for utilization by this Court in procuring and maintaining computerized legal research services.

- B. Pursuant to the authority of O.R.C. 2303.201 (B), it is determined that, for the efficient operation of this Court, additional funds are required to computerize the office of the Clerk of the Court of Common Pleas, Juvenile Division.

The Clerk of this Court is directed and hereby authorized to charge an additional fee of ten dollars (\$10.00) upon the filing of each cause of action, appeal, certificate of judgment, or the docketing and indexing of each aid in execution or petition to vacate, revive, or modify a judgment under O.R.C. 2303.20 (A), (P), (Q), (T), and (U).

All funds collected pursuant to this rule shall be paid to the County Treasurer and maintained by the County Auditor in a separate account, to be disbursed, upon an Order of the Court of Common Pleas, Juvenile Division, and subject to appropriation by the Board of Commissioners, in an amount no greater than the actual cost to the Court of procuring and maintaining computer systems for the office of the Clerk of the Court of Common Pleas, Juvenile Division.

- C. Pursuant to the authority of O.R.C. Section 2303.201 (E)(1), it is determined that, for the efficient operation of this Court, additional funds are necessary to acquire and pay for special projects of the Court.

The Clerk of this Court is directed and hereby authorized to charge an additional fee of twenty-five dollars (\$25.00) upon the filing of each criminal cause, civil action or proceeding, or judgment by confession.

All funds collected pursuant to this Rule shall be paid to the County Treasurer and maintained by the County Auditor in a separate account, to be dispersed upon an Order of the Court of Common Pleas, Juvenile Division, and subject to appropriation by the Board of County Commissioners in an amount no greater than the actual cost to the Court of the projects.

### 3.7 DEPOSIT FOR FEES OF GUARDIAN AD LITEM

Any party requesting appointment of a guardian ad litem in a proceeding involving custody, parenting time or visitation shall, at the time of the filing of the motion, deposit with the Clerk the sum of \$750.00 to be applied toward the satisfaction of the fees for the guardian ad litem. For good cause shown, and upon motion of the party, the Court may waive the deposit requirement. No deposit for fees of guardian ad litem shall be required in cases alleging a child to be dependent, neglected, abused, unruly, or delinquent. The assessment of the costs for the fees of guardian ad litem shall be made by the Court at the completion of the proceedings.

### 3.8 PUBLICATION BY POSTING

- A. Pursuant to Ohio Juvenile Rule 16 (A), service by publication shall be made by posting unless otherwise ordered by the Court.
- B. In addition to the Juvenile Courthouse at 1000 Wardhill Avenue, Lima, Ohio, the Court designates the following as locations where publication of service of process by posting may be made, in accordance with Juvenile Rule 16 (A). Pursuant to that Rule, posting shall be made at any two (2) of the following designated locations:
  - (1) The Allen County Courthouse, General Division of the Common Pleas Court, 301 North Main Street, Lima, Ohio, or any other location to which it might relocate;
  - (2) The Allen County Department of Job and Family Services, 1501 South Dixie Highway, Lima, Ohio, or any other location to which it might relocate;
  - (3) The Allen County Department of Health, 219 East Market Street, Lima, Ohio, or any other location to which it might relocate.
- C. The Clerk of this Court shall cause the required notice to be posted in a conspicuous place and manner in the above denominated places for the requisite seven (7) days. Upon completion of the posting for seven (7) days, the Clerk shall remove the notice, complete the return of service, file the same and notify counsel as provided by law.

**RULE 4**

**COURT APPOINTED ATTORNEY FEES**

4.1 **ASSIGNED COUNSEL FEES AND EXPENSES**

- A. Reimbursement for assigned counsel fees and expenses shall be made in accordance with the Resolution of the Board of the Allen County Commissioners in effect at the time the legal services are performed and up to the maximum amounts stated in the Resolution, currently as follows, pursuant to Resolution #251-88:

**JUVENILE PROCEEDINGS**

Felony Delinquency Offenses (including relinquishment of jurisdiction for purpose of criminal prosecution)	\$750.00 with Trial \$350.00 without Trial
--	---

Misdemeanor Delinquency Offenses	\$500.00 with Trial \$300.00 without Trial
----------------------------------	---

Guardian Ad Litem	\$250.00
-------------------	----------

All other (including Adult cases)	\$500.00 with Trial \$250.00 without Trial
-----------------------------------	---

Parole, Probation and all other proceedings not elsewhere classified	\$350.00
---	----------

Contempt of Court	\$150.00
-------------------	----------

Habeas Corpus	\$750.00 with Evidentiary Hearing \$350.00 without Evidentiary Hearing
---------------	---

Reimbursement for representation which exceeds the above-stated maximum will be made only with prior approval of the Court, and shall be subject to increased reimbursement from the office of the Ohio Public Defender pursuant to O.R.C. 120.04 (B) (9).

- B. Reimbursement for expenses associated with providing representation shall be made when submitted with the attorney's fee certificate (OPD-1026R),

accompanied by appropriate documentation of those expenses and approved by the Court. Allowable expenses include, but are not limited to, such items as expert witness fees, polygraph examination costs, and investigative costs. Reimbursement for expenses which exceed \$150.00 per case will be made only with prior approval of the Court. Parking and meal expenses, long distance telephone calls, copying and postage will not be reimbursed without prior approval of the Court.

#### 4.2 AFFIDAVITS OF INDIGENCY

Pursuant to Revised Code, Chapter 120, it is mandatory that a Financial Disclosure/Affidavit of Indigency form be filed by each indigent defendant or parent in order for the court appointed attorney or guardian ad litem to be compensated. The Affidavit of Indigency shall be submitted on Ohio Public Defender Form OPD-206R.

All affidavits and forms required by this rule shall, when possible, be completed by the party requesting assigned counsel, and be submitted to the Clerk's Office prior to the appointment of counsel. In the event the necessary affidavits and forms required by this rule are not submitted prior to appointment, assigned counsel shall cause the documents to be filed with the Clerk's Office at or prior to the first scheduled hearing. Failure by counsel to file all necessary forms and affidavits shall result in non-payment.

## RULE 5

### COUNSEL OF RECORD

#### 5.1 COUNSEL OF RECORD

Each attorney retained to represent a party in this Court shall immediately file a written designation of counsel with the Court, and provide a copy of the designation to all other counsel of record in the case, and any unrepresented parties. Upon the filing of the written designation or other appearance in the proceeding, the attorney will be considered counsel of record until such time as a Judgment Entry of Withdrawal is approved by the Court and filed in the case. The Court will not consider such representation to include any case other than the particular case in which the designation of counsel is filed or other appearances entered.

#### 5.2 APPOINTMENT OF COUNSEL

- A. **Appointments** – The Court shall appoint counsel to represent parties in Delinquency, Unruly, Juvenile Traffic, Juvenile Tobacco, Dependent, Neglect and Abuse proceedings consistent with Rule 4 of the Ohio Rules of Juvenile Procedure and Ohio Revised Code Section 2151.352. An attorney may be appointed for a party to the proceeding, upon proper request, contingent upon financial eligibility requirements and as provided by law.
- B. **Lists for Appointments** – The Court shall maintain a list of approved attorneys qualified to serve as counsel in each type of proceeding:
1. In order to be placed on the assigned counsel list, the attorney must be licensed to practice in the State of Ohio and in good standing. The Clerk of this Court shall maintain these lists, and attorneys wishing to be placed on a list should submit a letter to the Judge for review. Final approval for placement on the various lists remains at the sole discretion of the Judge.
  2. Attorneys on the assigned counsel list will be considered for appointment on a rotating basis. Once the Clerk has found an available attorney willing to accept the appointment, the next attorney will then be considered first for the next appointment. Cases that require specialized skill or knowledge or involve parties previously represented by court appointed counsel may require that the Court make an appropriate alternative appointment.
  3. The Chief Deputy Clerk shall review the assignments on a quarterly basis to ensure the equitable distribution of appointments among persons on each list maintained by the Court.

## RULE 6

### PARENTING TIME ALLOCATION

- A. Parents are encouraged to create an agreed, equitable written parenting time schedule that fits their circumstances and their children's lives, with the following serving as a schedule when the parents cannot agree. Nothing herein prohibits the parents from changing the schedule upon mutual agreement. Parenting time shall not be less than the time allocated in accordance with this rule unless otherwise ordered by the Court or by mutual agreement of the parties.

In compliance with Ohio Revised Code Section 3109.051 (F)(2), the following Standard Visitation Guidelines are to be applied in all cases, subject to deviations based upon consideration of the factors in Ohio Revised Code Section 3109.051 (D).

- B. The non-residential parent shall have parenting time on alternate weekends from Friday at 6:00 p.m. to Sunday evening at 6:00 p.m.
- C. The non-residential parent shall have weekly parenting time from 5:30 p.m. to 8:30 p.m. (one evening per week). The beginning and ending times may be varied to accommodate the work schedules of the parties, the schedule of the children and the appropriate bedtime for children during the school year. If the parties are unable to agree upon the date of the week for this time, Wednesday will be used unless otherwise ordered by the Court.
- D. The parent receiving the children shall be responsible for transportation unless otherwise ordered by the Court.
- E. Holiday parenting time shall be as follows:

#### EVEN NUMBERED YEARS

<u>Mother</u>	<u>Father</u>
<b>Martin Luther King Day</b> – Friday evening to Monday evening	<b>President's Day</b> – Friday evening to Monday evening
<b>Memorial Day</b> – Friday evening to Monday evening	<b>Easter</b> – Thursday evening to Sunday evening

<p><b>Labor Day</b> – Friday evening to Monday evening</p>	<p><b>July 4<sup>th</sup></b> – If the 4<sup>th</sup> falls on Tuesday, Wednesday or Thursday, the time shall commence at 6:00 p.m. on July 3<sup>rd</sup> until 9:00 a.m. on July 5<sup>th</sup>.</p> <p>If the 4<sup>th</sup> falls on Sunday or Monday, the time shall commence on Friday night at 6:00 p.m. and conclude on July 5<sup>th</sup> at 9:00 a.m.</p> <p>If the 4<sup>th</sup> falls on Friday or Saturday, parenting time shall commence at 6:00 p.m. on July 3<sup>rd</sup> and conclude Sunday at 6:00 p.m.</p>
<p><b>Christmas Eve and Christmas Day</b> until 9:00 a.m. December 26<sup>th</sup>.</p>	<p><b>Thanksgiving Day</b> – Wednesday evening to Sunday evening.</p> <p><b>Christmas</b> – 9:00 a.m. December 26<sup>th</sup> for the remainder of the Christmas Holiday until 6:00 p.m. on January 1<sup>st</sup>. If January 1<sup>st</sup> falls on a Friday or Saturday, the parenting time shall continue until the Sunday immediately following that date at 6:00 p.m.</p>

During the ODD YEARS, this shall be reversed.

Christmas and other holidays may be modified by agreement of the parties to suit individual family schedules.

The child shall spend **Mother’s Day** in the companionship of the mother commencing at 6:00 p.m. the Friday before Mother’s Day and concluding at 6:00 p.m. on Mother’s Day.

The child shall spend **Father’s Day** in the companionship of the father commencing at 6:00 p.m. the Friday before Father’s Day and concluding at 6:00 p.m. on Father’s Day.

Unless otherwise specified, evening parenting time shall be deemed to begin or conclude at 6:00 p.m. and morning parenting time shall be deemed to begin or conclude at 9:00 a.m.

The holiday schedule may be modified by agreement of the parties or by Court order upon proper motion to accommodate the parties’ religious preference.

- F. The child’s birthday shall be celebrated in the home of the parent exercising parenting time in accordance with these orders without regard to that party being designated as residential or non-residential parent.

- G. The non-residential parent shall be entitled to four (4) weeks of extended summer parenting time each year to be exercised in blocks of time consisting of fourteen (14) or seven (7) consecutive days per time period.
- 1.) This extended parenting time shall not interfere with the child's school.
  - 2.) If exercised in a seven (7) day period, the period will include one regular weekend parenting time of the requesting party.
  - 3.) The non-residential parent shall provide written notification to the residential parent not less than thirty (30) days prior to the exercise of any extended parenting time.
  - 4.) The residential parent shall also notify the non-residential parent in writing of any extended vacation time the residential parent wishes to exercise. In the event of a scheduling conflict, the parent first to notify the other parent in writing of the intent to exercise extended parenting time will be entitled to that time.
  - 5.) Unless otherwise ordered, holiday parenting time shall take precedence over extended parenting time. Extended parenting time, after notice, shall take precedence over weekend parenting time.
  - 6.) The first non-holiday weekend following the completion of an extended parenting time shall be spent with the other parent and thereafter alternate between the parties pursuant to this rule.
- H. Each parent shall provide his or her address and phone numbers to the other party at all times. Non-residential parents shall be entitled to exercise reasonable telephone communications not less than twice weekly, with each conversation lasting not longer than thirty (30) minutes per conversation.
- I. The residential parent shall keep the non-residential parent advised of all parent/teacher meetings, school programs and schedules regarding the minor children. Copies of grade cards shall be submitted to the non-residential parent on the weekend following the receipt of the grade cards.
- J. Each parent shall provide formula and diapers to be used for infants during the time they spend with the infant in their respective homes.
- K. Adequate clothing shall be provided by the residential parent for parenting times and the same shall be returned at the end of said parenting times.
- L. A copy of this rule shall be affixed to all parenting time orders adopting Local Rule 6.

## **RULE 7**

### **PLEADINGS**

#### **7.1 COMPLAINTS**

No original action shall be docketed or processed by this Court unless the following is received by the Court at the initiation of the proceedings and is satisfactorily completed:

- 1) Delinquent Child - Juvenile Complaint
- 2) Unruly Child (Truancy only) - Juvenile Complaint & Student Information Summary
- 3) Unruly Child (All Other) - Juvenile Complaint
- 4) Dependent/Neglected/Abused - Juvenile Complaint
- 5) Juvenile Traffic Offender - Uniform Traffic Citation or Complaint
- 6) Parent/Child Relationship – Complaint
- 7) Adult Criminal - Affidavit/Complaint
- 8) Other Civil Actions - Petition/Complaint

#### **7.2 SUBSEQUENT PLEADINGS**

This Court shall not accept any pleading which is incomplete in form. All Deputy Clerks shall refuse any pleadings which do not contain a full caption, including the pertinent case number and signatures of either trial counsel or the party. No pleading shall be accepted which contains more than one case number.

#### **7.3 AMENDMENT TO PLEADINGS**

In no case when pleadings are amended shall the original pleadings be withdrawn from the files, nor shall any part be obliterated. In no case shall any amendment be made by interlineation without leave of Court. In all cases where an amendment is made by interlineation, the Judgment Entry must state what changes were made in the original pleadings.

## **RULE 8**

### **DISPOSITION OF MOTIONS**

#### **8.1 FORM AND PROCEDURE**

All motions shall be accompanied by a memorandum stating the grounds therefore and citing the authorities relied upon, and any affidavits in support of the motion. The opposing counsel or party may file a responsive memorandum and any affidavits in support of the response by the fourteenth day after the date on which the motion was served. When the motion requests the establishment or modification of an order of child support, both the motion and response shall also be accompanied by a completed and executed Child Support Affidavit (Form JC-1, Appendix). On the fourteenth calendar day after the motion was served, the motion shall be deemed submitted to the Court, unless oral hearing is scheduled.

Neither evidentiary hearing nor oral argument shall be held on a motion unless there is filed with the motion or opposing memorandum a written request of a party. The written request shall accompany the motion or opposing memorandum and shall be endorsed in the caption thereof, i.e. "Motion for \_\_\_\_\_ - Oral Hearing Requested."

This rule shall apply to all motions, including without limitation, motions for new trial and motions for relief from judgment.

Nothing in this Rule shall limit the Court in assigning a matter for evidentiary hearing or oral argument on its own motion.

#### **8.2 MOTIONS FOR TEMPORARY SUPPORT**

In all cases in which a pendente lite order of temporary support is requested, the motion for temporary support shall be accompanied by a completed child support computation worksheet and a completed and executed Child Support Affidavit (Form JC-1). The party responding to such motion or pleading shall file a completed and executed Form JC-1 with the Court not later than the fourteenth day after the date on which the motion or pleading was served. After the fourteenth day, the matter will be deemed submitted.

#### **8.3 MOTIONS FOR TEMPORARY CUSTODY**

In all cases in which a pendente lite order of temporary custody is requested, the motion for temporary custody shall be accompanied by a completed Custody Affidavit (Form JC-4, Appendix) pursuant to O.R.C. Sections 3127.23 and 3109.04(M), and an affidavit in support of the motion. The party responding to such motion or pleading shall file with

the response a Custody Affidavit (Form JC-4) pursuant to O.R.C. Sections 3127.23 and 3109.04(M) and an affidavit in support of the respondent's position on the motion not later than the fourteenth day after the date on which the motion or pleading was served. After the fourteenth day, the matter will be deemed submitted.

#### 8.4 REQUESTS FOR ORAL HEARING

After issuance of an order of temporary custody or temporary support pursuant to Rules 8.2 or 8.3 above, any party may request an oral hearing on the motion. Such request shall not suspend or delay the operation of the order until specifically modified or vacated.

#### 8.5 HEARINGS ON TEMPORARY CUSTODY AND SUPPORT

At hearing on any motion for pendente lite temporary custody or support, testimonial evidence presented by each side shall be limited to the party and one (1) additional witness. Each side shall be limited to one (1) hour in the presentation of the case at such hearing.

## **RULE 9**

### **MAGISTRATES**

#### **9.1 OBJECTIONS TO DECISIONS OF THE MAGISTRATE**

Objections to the decision of a magistrate shall be made consistent with the provisions of Ohio Civil Rule 53, Ohio Juvenile Rule 40, and Ohio Criminal Rule 19, as applicable. Objections shall be in writing and shall be filed within fourteen (14) days of the filing of the decision to which the objections are being made. Any request for extension of time in which to file objections to a decision of the magistrate shall be filed within fourteen (14) days of the filing of the decision to which the objections are to be made and shall state with specificity good cause for the extension. Absent good cause, any request for extension of time in which to file objections to a decision of the magistrate filed more than fourteen (14) days after the filing of the decision will be subject to summary denial by the Court.

#### **9.2 RESPONSE TO OBJECTIONS TO MAGISTRATE'S DECISIONS**

If a party files objections to the decision of a magistrate pursuant to Ohio Civil Rule 53, Ohio Juvenile Rule 40, or Ohio Criminal Rule 19, an opposing party shall file any response to those objections within fourteen (14) days after the filing of the objections. The objections will be taken under consideration by the Court after the time for the filing of the response provided in this rule has passed.

#### **9.3 OBJECTIONS TO FACTUAL FINDINGS OF THE MAGISTRATE**

An objection to a factual finding of the magistrate shall be supported by a transcript of all the evidence submitted to the magistrate relevant to that finding, or an affidavit of that evidence if a transcript is not available. The objecting party shall file the transcript or affidavit with the Court within thirty (30) days after filing objections unless the court extends the time in writing to allow for the preparation of the transcript. Any request for an extension of the time for filing the transcript shall be made prior to the expiration of the thirty (30) days provided by this rule, Ohio Juvenile Rule 40, Ohio Criminal Rule 19, and Ohio Civil Rule 53. If a party files timely objections prior to the date on which the transcript is prepared, the party may supplement the objections within seven (7) days after the date on which the transcript is filed with the court. Absent leave of Court, the objecting party may not supplement objections more than seven (7) days after the date on which the transcript is filed with the Court. Leave to supplement objections must be requested by the objecting party within seven (7) days after the date on which the transcript is filed with the Court.

#### 9.4 RESPONSIBILITY FOR PREPARATION OF TRANSCRIPTS

The party objecting to a decision of a magistrate is responsible for arranging the preparation of the transcript necessary to pursue the objection, and the timely filing of the transcript with the court. The party or counsel shall contact the court reporter, secure from the court reporter an estimate of the costs for preparation of the transcript, the date on which the transcript will be available, and make satisfactory arrangements with the court reporter for the payment of the cost of the preparation of the transcript.

Parties requesting payment for the preparation of the transcript at public expense shall apply for prior approval of payment by motion to the Court. The motion shall include the estimated cost of the transcript and the date on which the transcript will be available as provided by the court reporter. Unless otherwise approved by the Court by journal entry, the court reporter will be paid from public funds only for the preparation of the original transcript necessary for the objections and not for the costs of any copy of the original transcript.

## **RULE 10**

### **PREPARATION OF JUDGMENT ENTRIES AND ORDERS**

#### **10.1 FILING OF JUDGMENT ENTRIES AND ORDERS**

In all Juvenile Delinquency, Unruly, Traffic Offender and Juvenile Tobacco Offender cases and Adult Criminal cases, the Court will prepare all final orders, unless the Court otherwise directs. However, all preliminary matters decided by the Court prior to the final adjudicatory hearing which require journalization are the responsibility of counsel unless otherwise directed by the Court.

In all Dependent, Neglected, Abused, Parent-Child Relationship, and other civil actions, it is the responsibility of counsel for the party so designated by the Court to prepare the appropriate judgment entry. The counsel for the party so designated shall submit the proposed entry to counsel for the opposing party for approval within seven (7) days of the announcement of the decision or the filing of the Magistrate's Decision. Counsel for the opposing party shall either approve or reject the proposed entry within five (5) days after the receipt thereof.

When the entry is approved by counsel, it shall be presented to the Court for approval and journalization of record. If counsel are unable to agree upon the entry, each counsel shall prepare and submit his/her own proposed entry for consideration by the Court, and either the approved entry, or the two (2) proposed entries shall be presented to the Court within twenty-one (21) days after the decision of the Court is announced. Upon the expiration of twenty-one (21) days, if no entry has been submitted to the Court, all parties and counsel shall be summoned to appear before the Court to show cause why they should not be held in contempt of Court for failure to abide by the orders of the Court.

#### **10.2 NOTICE OF FILING**

Within three (3) days of the filing of an entry of any final appealable judgment or order, the Ex-Officio Clerk of the Juvenile Division of the Allen County Court of Commons Pleas shall serve notice of the entry upon every party who is not in default for failure to appear and make notation of the service upon the docket.

## **RULE 11**

### **APPEARANCES**

Any juvenile summoned to appear as an alleged Delinquent child, alleged Unruly child, alleged Juvenile Traffic Offender or alleged Juvenile Tobacco Offender shall appear and be accompanied by a parent, custodian or guardian, unless otherwise notified by the Court.

Any person summoned to appear before the Court who fails to do so may be punished as in other cases for contempt of Court.

## **RULE 12**

### **HEARING/TRIAL ASSIGNMENTS AND CONTINUANCES**

#### 12.1 **CONTINUANCES**

- A. Continuances shall be granted only when imperative to secure fair treatment for the parties.
- B. To promote the best interests of the juvenile(s) involved and the docket of the Court, no request for continuance shall be granted unless filed at least seven (7) days prior to any assigned hearing or trial. Any request for continuance filed less than seven (7) days prior to the assigned hearing or trial may be summarily denied unless it involves a case of severe illness or death.
- C. To obtain a continuance, the party or counsel must file a written motion with the Court requesting the continuance and stating therein the reasons why the continuance is imperative to secure fair treatment for the parties. Any motion requesting a continuance due to a scheduling conflict involving another court shall be accompanied by a copy of the assignment notice issued by the other court as required by C.P. Sup. R. 41(B)(1). All motions for continuance shall be endorsed in writing by the litigants as well as counsel in accordance with C.P. Sup. R. 41 (A), and shall be accompanied by a proposed journal entry granting continuance, approved by the opposing party or counsel. If not approved by the opposing party or counsel, the proposed entry shall recite that the Motion for Continuance has been submitted for consideration with the objection of the opposing party.
- D. Counsel considering representation of a party in a matter already scheduled for hearing should not assume that a continuance will be granted due to an existing scheduling conflict of which counsel or the party was aware prior to counsel's assuming representation.
- E. An order of continuance shall be signed by the Judge or Magistrate before the hearing or trial assignment will be vacated and a continuance deemed granted. All parties and counsel shall be required to appear as scheduled unless notified by the Court that the requested continuance has been granted.

#### 12.2 **SCHEDULING OF PRE-TRIAL CONFERENCES**

- A. Pre-trial conferences shall be scheduled at the discretion of the Court. Unless otherwise ordered by the Court, the attendance of all parties and counsel is required at pre-trial conferences.

- B. At the conclusion of the pre-trial conference in delinquency, unruly, juvenile traffic offense cases, and adult criminal cases, counsel shall complete a Pre-Trial Conference Report Form (Appendices JC-2 or JC-3) and submit the form to the Court for review and approval.

## **RULE 13**

### **JURY TRIALS**

#### **13.1 DEMAND FOR JURY TRIALS**

- (A) Any adult charged with a criminal offense under the Ohio Revised Code, and any child charged as a serious youthful offender under Ohio Revised Code Section 2152.13 may demand a trial by jury. All jury demands shall be made pursuant to and in accordance with Rule 23 of the Ohio Rules of Criminal Procedure.
- (B) No jury trial assignment date will be vacated subsequent to fourteen (14) days before said trial date except in case of severe illness or death of a party or his/her counsel. An attorney's caseload is not sufficient grounds for the continuance of a jury trial.

#### **13.2 JURY MANAGEMENT PLAN**

Pursuant to Supt. Rules, Appendix B, for the Court of Common Pleas, the Court hereby adopts a jury management plan for implementation of the jury standards adopted by the Ohio Supreme Court on August 16, 1993.

##### **(A) OPPORTUNITY FOR SERVICE**

- (1) The opportunity for jury service shall not be denied or limited on the basis of race, national origin, gender, age, religious belief, income, occupation, disability or any other factor that discriminates against a cognizable group in the jurisdiction.
- (2) Jury service is an obligation of all qualified citizens.

##### **(B) JURY SOURCE LIST**

- (1) The names of potential jurors shall be drawn from a jury source list compiled from one or more regularly maintained lists of persons residing in the Court's jurisdiction.
- (2) The jury source list shall be representative and should be as inclusive of the adult population as is feasible.
- (3) The Court shall periodically review the jury source list for its representativeness and inclusiveness of the adult population in the jurisdiction as is feasible.

- (4) In the event the Court determines that improvement is needed in the representativeness or inclusiveness of the jury source list, appropriate corrective action should be taken.

(C) RANDOM SELECTION PROCEDURES

- (1) Random selection procedures shall be used throughout the juror selection process. Any method may be used, manual or automated, that provides each eligible and available person with an equal probability of selection. These methods shall be documented.
- (2) Random selection procedures shall be employed in:
  - (a) selecting persons to be summoned for jury service;
  - (b) assigning prospective jurors to panels; and
  - (c) calling prospective jurors for voir dire.
- (3) Departures from the principle of random selection are appropriate:
  - (a) to exclude persons ineligible for service in accordance with Local Rule 13.2 (D);
  - (b) to excuse or defer prospective jurors in accordance with Local Rule 13.2 (F);
  - (c) to remove prospective jurors for cause or if challenged peremptorily in accordance with Local Rule 13.2 (H) and (I); and
  - (d) to provide all prospective jurors with an opportunity to be called for jury service and to be assigned to a panel in accordance with Local Rule 13.2 (K).

(D) ELIGIBILITY FOR JURY SERVICE

All persons shall be eligible for jury service except those who:

- (1) are less than eighteen (18) years of age;
- (2) are not citizens of the United States;
- (3) are not residents of the jurisdiction in which they have been summoned to serve;
- (4) are not able to communicate in the English language; or
- (5) have been convicted of a felony and have not had their civil rights restored.

(E) TERM OF AND AVAILABILITY FOR JURY SERVICE

- (1) The time that persons are called upon to perform jury service and to be available should be the shortest period consistent with the needs of justice.

- (2) A term of service of one day or the completion of one trial, whichever is longer, is recommended. However, a term of one week or the completion of one trial, whichever is longer, is acceptable.
- (3) Persons should not be required to maintain a status of availability for jury service for longer than two weeks unless the Court determines that it is appropriate for persons to be available for service over a longer period of time.

(F) EXEMPTION, EXCUSE AND DEFERRAL

- (1) All automatic excuses or exemptions, with the exception of statutory exemptions, from jury service shall be eliminated.
- (2) Eligible persons who are summoned may be excused from jury service only if:
  - (a) their ability to receive and evaluate information is so impaired that they are excused for this reason by a Judge; or
  - (b) they request to be excused because their service would be a continuing hardship to them or to members of the public, and they are excused by a Judge or specifically authorized court official.
- (3) Deferrals for jury service for reasonably short periods of time may be permitted by a Judge or specifically authorized court official.
- (4) Requests for excuses and deferrals and their disposition should be written or otherwise made or recorded.

(G) VOIR DIRE EXAMINATION

- (1) Voir dire examination shall be limited to matters relevant to determining whether to remove a juror for cause and to determine the juror's fairness and impartiality.
- (2) To reduce the time required for voir dire, basic background information regarding panel members shall be made available to counsel in writing for each party prior to the day on which jury selection is to begin.
- (3) The trial Judge shall conduct a preliminary voir dire examination. Counsel shall then be permitted to question panel members for a reasonable period of time.
- (4) The Judge should ensure that the privacy of prospective jurors is reasonably protected, and that the questioning is consistent with the purpose of the voir dire process.

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

(H) REMOVAL FROM THE JURY PANEL FOR CAUSE

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

(I) PEREMPTORY CHALLENGES

Peremptory challenges shall be exercised in accordance with the applicable Civil Rules, Criminal Rules, and/or statutes.

(J) ADMINISTRATION OF THE JURY SYSTEM

- (1) The responsibility for administration of the jury system shall be vested exclusively in the Judges of the Court.
- (2) All procedures concerning jury selection and service shall be governed by Ohio Rules of Court.
- (3) Responsibility for administering the jury system shall be vested in a single administrator acting under the supervision of the Administrative Judge of the Court.

(K) NOTIFICATION FOR SERVICE

- (1) The notice summoning a person to jury service and the questionnaire eliciting essential information regarding that person shall be:
  - (a) contained in a single document;
  - (b) phrased to be readily understood by an individual unfamiliar with the legal and jury systems; and
  - (c) delivered by ordinary mail unless otherwise ordered.
- (2) A summons shall clearly explain how and when the recipient must respond and the consequences of a failure to respond.
- (3) The questionnaire should be phrased and organized so as to facilitate quick and accurate screening and should request only that information essential for:
  - (a) determining whether a person meets the criteria for eligibility;
  - (b) providing basic background information ordinarily sought during voir dire examination; and
  - (c) efficiently managing the jury system.

- (4) Policies and procedures shall be established for monitoring failures to respond to a summons and for enforcing a summons to report for jury service.
- (L) The Court shall collect and analyze information regarding the performance of the jury system on a regular basis in order to evaluate:
- (1) the representativeness and inclusiveness of the jury source list;
  - (2) the effectiveness of qualification and summoning procedures;
  - (3) the responsiveness of individual citizens to jury duty summonses;
  - (4) the efficient use of jurors; and
  - (5) the cost-effectiveness of the jury management system.
- (M) JUROR SERVICE
- (1) The Court shall employ the services of prospective jurors so as to achieve optimum use with a minimum of inconvenience to jurors.
  - (2) The Court shall determine the minimally sufficient number of jurors needed to accommodate trial activity. This information and appropriate management techniques should be used to adjust both the number of individuals summoned for jury duty and the number assigned to jury panels.
  - (3) The Court shall coordinate jury management and calendar management to make effective use of jurors.
- (N) JURY FACILITIES
- (1) The Court shall provide an adequate and suitable environment for jurors.
  - (2) The entrance area shall be clearly identified and appropriately designed to accommodate the daily flow of prospective jurors to the facility.
  - (3) Jurors shall be accommodated in pleasant waiting facilities furnished with suitable amenities.
  - (4) Jury deliberation rooms shall include space, furnishings, and facilities conducive to reaching a fair verdict. The safety and security of the deliberation rooms should be ensured.
  - (5) To the extent feasible, juror facilities should be arranged to minimize contact between jurors, parties, counsel, and the public.

(O) JURY COMPENSATION

- (1) Persons called for jury service shall receive a reasonable fee for their service and expenses.
- (2) Such fees shall be paid promptly.
- (3) Employers shall be prohibited from discharging, laying-off, denying advancement opportunities to, or otherwise penalizing employees who miss work because of jury service.

(P) JUROR ORIENTATION

- (1) Orientation program shall be:
  - (a) designed to increase prospective jurors' understanding of the judicial system and prepare them to serve competently as jurors; and
  - (b) presented in a uniform and efficient manner using a combination of written, oral, and audio-visual materials.
- (2) The Courts shall provide orientation or instructions to persons called for jury service:
  - (a) upon initial contact prior to service;
  - (b) upon first appearance at the Court; and
  - (c) upon reporting to a courtroom for voir dire.
- (3) The trial judge shall:
  - (a) give preliminary instructions to all prospective jurors;
  - (b) give instructions directly following impanelment of the jury to explain a jury's role, the trial procedures including notetaking and questioning by jurors, the nature of evidence and its evaluation, the issues to be addressed, and the basic relevant legal principles;
  - (c) prior to the commencement of deliberations, instruct the jury on the law, on the appropriate procedures to be followed during deliberations, and on the appropriate method for reporting the results of its deliberations. Such instructions should be made available to the jurors during deliberations;
  - (d) prepare and deliver instructions which are readily understood by individuals unfamiliar with the legal system; and
  - (e) recognize that utilization of written instructions is preferable; and
  - (f) Before dismissing a jury at the conclusion of a case:
    - (1) release the jurors from their duty of confidentiality;
    - (2) explain their rights regarding inquiries from counsel or the press;
    - (3) either advise them that they are discharged from service or specify where they must report; and

(4) express appreciation to the jurors for their service, but not express approval or disapproval of the result of the deliberation.

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

(Q) JURY DELIBERATIONS

- (1) Jury deliberations shall take place under conditions and pursuant to procedures that are designed to ensure impartiality and to enhance rational decision making.
- (2) The Judge shall instruct the jury concerning appropriate procedures to be followed during deliberations.
- (3) The jury shall not be sequestered except under the circumstances and procedures set forth in Local Rule 13.2 (R).
- (4) A jury shall not be required to deliberate after a reasonable hour unless the trial judge determines that evening or weekend deliberations would not impose an undue hardship upon the jurors and are required in the interest of justice.
- (5) Training should be provided to personnel who escort and assist jurors during deliberations.

(R) JURY SEQUESTRATION

- (1) A jury shall be sequestered only for good cause, including but not limited to insulating its members from improper information or influence.
- (2) 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 sequestration.
- (3) Standard procedures shall be promulgated to:
- (a) achieve the purpose of sequestration; and
  - (b) minimize the inconvenience and discomfort of the sequestered jurors; and
  - (c) provide for the jury's security.
- (4) Training shall be provided to personnel who escort and assist jurors during sequestration.

## **RULE 14**

### **DETENTION/SHELTER CARE**

#### 14.1 **DETENTION**

- A. When a child is taken into custody and the person taking said child into custody determines that the child's detention is required under the standards of O.R.C. 2151.31 and Juvenile Rule 7, that person shall with all reasonable speed deliver the child to the Allen County Juvenile Detention Center. The person delivering the child to the Detention Center shall give the admissions officer of the facility a signed, written report stating why the child was taken into custody, the charge alleged against the child and why the child was not released to his/her parent, guardian or custodian. The admissions officer of the facility shall review the report and make such further investigation as is feasible, and if detention is required under the standards of O.R.C. 2151.31 and Juvenile Rule 7, shall admit the child to detention in the facility. If the admissions officer of the facility does not determine that detention is required under the standards of O.R.C. 2151.31 and Juvenile Rule 7, the child shall be released to his/her parent, guardian, or custodian.
- B. Upon admission of the child to the Detention Center, the admissions officer of the Detention Center shall:
- 1) immediately notify the Court that the child is being detained;
  - 2) prepare a report stating the time the child was brought to the facility and the reasons why he was admitted;
  - 3) advise the child of (a) his/her right to telephone his/her parents and counsel immediately and at reasonable times thereafter and (b) the time, place, and purpose of the detention hearing; and
  - 4) use reasonable diligence to contact the child's parent, guardian or custodian and advise him/her of:
    - a) the place of and reasons for detention;
    - b) the time the child may be visited;
    - c) the time, place and purpose of the detention hearing; and
    - d) the right to counsel and appointed counsel if indigent.

- C. When a child has been admitted to detention, a detention hearing shall be held promptly. The detention hearing shall be held on the next court date after the child is placed in detention, and not later than seventy-two (72) hours after placement in detention. Detention Hearings shall be held at 1:15 p.m. during regular hours of Court unless otherwise scheduled.

#### 14.2 SHELTER CARE

- A. When a child is taken into custody, and the person taking said child into custody determines that shelter care placement is required under the standards of O.R.C. Section 2151.31 and Juvenile Rule 7, that person shall with all reasonable speed deliver the child to the Allen County Children Services Board. The person delivering the child to the Allen County Children Services Board shall give to the duty intake worker a written report stating why the child was taken into custody, and why the child was not released to his/her parent, guardian, or custodian. The duty intake worker shall review the report and make such further investigation as is feasible, and if shelter care is required under the standards of O.R.C. Section 2151.31 and Juvenile Rule 7, shall admit the child to shelter care. If the duty intake worker does not determine that shelter care is required under the standards of O.R.C. Section 2151.31 and Juvenile Rule 7, the child shall be released to his/her parent, guardian, or custodian.
- B. Upon the admission of a child to shelter care, the duty intake worker shall:
- 1) immediately notify the Court that the child has been admitted to shelter care;
  - 2) prepare a report stating the time the child was brought to the agency and the reasons that he/she was admitted to shelter care;
  - 3) where not inapplicable by reason of the child's age, advise the child of (a) his/her right to telephone his/her parents and counsel immediately and at reasonable times thereafter and (b) the time, place, and purpose of the shelter care hearing; and
  - 4) use reasonable diligence to contact the child's parent, guardian, or custodian and advise him/her of:
    - a) the place and reasons for shelter care;
    - b) the time the child may be visited;
    - c) the time, place, and purpose of the shelter care hearing; and
    - d) the right to counsel and appointed counsel if indigent.

- C. When a child has been admitted to shelter care, a shelter care hearing shall be held promptly. The shelter care hearing shall be held on the next court date after the child is placed in shelter care and not later than seventy-two (72) hours after placement in shelter care. Shelter Care Hearings shall be held at 8:30 a.m. during regular hours of Court unless otherwise scheduled.

## **RULE 15**

### **BOND**

The following Bond Schedule is hereby adopted by the Juvenile Court to secure appearance of a person charged with the following offenses, and shall apply unless otherwise ordered by the Court:

15.1 **ADULT** (Regardless of residency when Warrant is issued)

Contributing to Delinquency/Unruliness of Minor (O.R.C. 2919.24) [M1]	\$1000.00
Corruption of a Minor (O.R.C. 2907.04) [M1]	\$1000.00
Endangering Children (O.R.C. 2919.22) [M1]	\$1000.00
Interference with Custody (O.R.C. 2919.23) [M1, M3]	\$ 500.00
Domestic Violence (O.R.C. 2919.25 (A) & (B)) [M1]	\$1000.00
Domestic Violence (O.R.C. 2919.25 (C)) [M4]	\$ 500.00
Criminal Non-Support (O.R.C. 2919.21) [M1]	\$ 500.00
Sexual Imposition (O.R.C. 2907.06) [MI & M3]	\$1000.00
Importuning (O.R.C. 2907.07 (A) & (C)) [M1, M4]	\$1000.00
Failure to Send Child to School (O.R.C. 3321.38) [Uncl. M]	\$ 350.00
Unauthorized Fingerprint or Photograph of a Child (O.R.C. 2151.313) [M4, MM]	\$ 350.00
Failure to Report Abuse (O.R.C. 2151.421 (A)(1)) [M4]	\$ 350.00

Unauthorized Dissemination of Report of Abuse  
(O.R.C. 2151.421 (H)) [M4] \$ 350.00

Parental Education Neglect  
(O.R.C. 2919.222) [M4] \$ 350.00

Divulging Confidential Information  
(O.R.C. 2151.358 (J)) [M4] \$ 350.00

Any other cases of Misdemeanor charging an  
adult with any act or omission with respect to  
any child which is in violation of State Law  
or Ordinance \$ 350.00

Probation Violation \$ 200.00 CASH

The above Bonds may be posted in either of the following manners, at the discretion of the defendant:

- 1) By depositing the cash sum equal to 10% of the total bond required from said defendant; or
- 2) By obtaining a surety bond in the face amount of the bond required from said defendant.

The Allen County Sheriff agrees and is authorized to accept all such bonds and hold them for the benefit of the Allen County Juvenile Court, during non-business hours.

In all cases not covered above, bail shall be established in accordance with Rule 46, Ohio Rules of Criminal Procedure.

Unless otherwise specifically ordered by the Court, all monies posted for bail shall be deposited in the name of the defendant only.

#### 15.2 JUVENILE TRAFFIC OFFENDERS (Out of State residents ONLY)

Bond in all juvenile traffic cases in which the alleged offender is an out of state resident shall be one-hundred fourteen (\$114.00) dollars.

All Juvenile Traffic Offender Bonds shall be in cash and shall be accepted by a receipt at the Allen County Juvenile Court during regular business hours.

The Allen County Sheriff agrees and is authorized to accept such bonds and hold them to the benefit of the Allen County Juvenile Court, during non-business hours.

## **RULE 16**

### **JUVENILE TRAFFIC VIOLATIONS BUREAU**

#### **16.1 PROCEDURE**

There is hereby created the Allen County Juvenile Traffic Violations Bureau, as part of the Juvenile Court Clerk's Office. A person charged with being a Juvenile Traffic Offender by reason of a violation which does not require a mandatory appearance pursuant to this Rule may elect to proceed without a court appearance under the following procedures:

- (A) The child must appear personally and in the company of his/her parent, guardian or custodian, at the Juvenile Traffic Violations Bureau, Clerk's Office, Allen County Juvenile Court, 1000 Wardhill Avenue, Lima, Ohio, during the regular hours of the Court.
- (B) The child must enter an admission in writing to the offense charged by signing the appropriate Admission and Waiver Form available at the Violations Bureau. The Admission Form **MUST** also be signed as approved by the parent, guardian, or custodian.
- (C) The child or his/her parent, guardian or custodian **MUST** pay the fine imposed in accordance with section 16.2 of this Rule, along with the court costs in the case. Should the child or his/her parent, guardian or custodian not tender, in full, the fine and court costs imposed at the time of the entry of admission, then the Bureau shall **NOT** accept the admission and court appearance shall be required.

#### **16.2 FINES AND COURT COSTS/MANDATORY APPEARANCE OFFENSES**

- (A) Except as provided in sub-section (C) of this Rule, no fine shall be paid to the Juvenile Traffic Violations Bureau upon entry of an admission pursuant to the procedure set forth in section 16.1 of this Rule. Court costs in the amount of one-hundred twelve dollars (\$112.00) shall be assessed in each case processed through the Juvenile Traffic Violations Bureau involving an offense classified as a moving violation. Court costs in the amount of seventy-three dollars (\$73.00) shall be assessed in each case classified as a non-moving violation.

**ANY VIOLATION WHICH INVOLVES AN ACCIDENT MAY NOT BE PROCESSED THROUGH THE TRAFFIC VIOLATIONS BUREAU, AND A MANDATORY COURT APPEARANCE IS REQUIRED.**

**ANY SECOND TRAFFIC VIOLATION OF ANY KIND WHICH OCCURS PRIOR TO THE AGE OF EIGHTEEN (18) YEARS MAY NOT BE PROCESSED**

THROUGH THE TRAFFIC VIOLATIONS BUREAU, AND A MANDATORY COURT APPEARANCE IS REQUIRED. IF MORE THAN ONE MOVING TRAFFIC VIOLATION IS CHARGED ARISING FROM A SINGLE INCIDENT OR SERIES OF INCIDENTS, NONE OF THOSE VIOLATIONS MAY BE PROCESSED THROUGH THE TRAFFIC VIOLATIONS BUREAU, AND A MANDATORY COURT APPEARANCE IS REQUIRED.

- (B) The following offenses require formal court appearance and may not be processed through the Juvenile Traffic Violations Bureau, although otherwise permitted by these Rules:
- 1) Offenses which would be indictable if committed by an adult.
  - 2) Operating a motor vehicle while under the influence of alcohol or drugs.
  - 3) Leaving the scene of an accident.
  - 4) Driving while under suspension or revocation of driver's license.
  - 5) Driving without being licensed to drive.
  - 6) Failure to stop and remain standing upon meeting or overtaking a school bus stopped on the highway for the purpose of receiving or discharging a school child.
  - 7) Drag racing.
  - 8) Reckless operation.
  - 9) Failure to maintain reasonable control.
  - 10) Speeding (in excess of 20 m.p.h. over posted limited)
  - 11) Speeding in a school zone
  - 12) Permitting unlicensed driver to operate a motor vehicle.
  - 13) Operating a motor vehicle under temporary instruction permit unaccompanied by a licensed operator.
  - 14) Offenses charging a violation under Revised Code Chapter 29.
  - 15) Resisting/Interfering with an officer.
  - 16) Presenting false name or information to an officer.

- 17) Any other offense or proceeding as determined by the Court.
- (C) A seat belt violation may be processed through the Juvenile Traffic Violations Bureau as provided in section 16.1 of this Rule. In such cases, upon the filing of the Admission and Waiver, the fine shall be assessed as follows:
- 1) Thirty dollars (\$30.00) if the child is charged with operating the vehicle without a seat belt.
  - 2) Twenty dollars (\$20.00) if the child is charged with operating the vehicle in which a front seat passenger did not wear a seat belt.
  - 3) Fifteen dollars (\$15.00) if the child is charged with being a front seat passenger in a vehicle without a seat belt, and where the child is sixteen (16) years of age or older.
  - 4) No fine shall be imposed if the child is charged with being a front seat passenger in a vehicle without a seat belt, where the child is less than sixteen (16) years of age.

## **RULE 17**

### **FACSIMILE FILING**

#### **17.1 ORIGINAL FILING**

- (A) Pursuant to the authority extended to the Court by Civil Rule 5 (E), the Juvenile Division of the Court adopts the following procedures for the acceptance of facsimile copies, subsequent to the original complaint, of pleadings and other papers not longer than ten (10) pages in length. No documents longer than ten (10) pages in length shall be filed in this manner without prior approval of the Court.
- (B) The Court shall maintain an independent private telephone line, publish the number of the same, and maintain a facsimile machine for utilization by members of the bar authorized to practice law in Ohio in filing documents with the Court as provided herein. Pleadings and other papers may be filed with the Court by transmission to 419-222-7403 subject to the following conditions.
- (C) The filing of pleadings or other papers, subsequent to the original complaint and not requiring a security deposit pursuant to Local Rule, may be filed with the Clerk by facsimile copy. 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 Court, but must, however, maintain in his or her records 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, together with the source copy of the facsimile cover sheet used for the subject filing.
- (D) 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.
- (E) Proposed Judgment Entries and Orders submitted for the Court's review and signature of either judge or magistrate shall become the original copy for the purposes of filing with the Court. There is no need to send the original source document.
- (F) Fax filings may NOT be sent directly to the Court for filing, but shall only be transmitted directly through the facsimile equipment operated by the Court.

#### **17.2 COVER PAGE REQUIREMENTS**

- (A) The person filing a document by fax shall also provide therewith a cover page containing the following information:
  - (1) The name of the Court;

- (2) The title of the case;
  - (3) The case number;
  - (4) The assigned judge;
  - (5) The title of the document being filed;
  - (6) The date of transmission;
  - (7) The transmitting fax number;
  - (8) The number of pages included in the transmission, including the cover page;
  - (9) The name, address, telephone number, fax number and Supreme Court registration number, if applicable.
- (B) The Court is not required to send any form of notice to the sending party of a failed fax filing. However, if practicable, the Court may inform the sending party of a failed fax filing.
- (C) The risks of transmitting a document by fax to the Court shall be borne entirely by the sending party. Anyone using facsimile filing that does not obtain transmission verification from their facsimile transmission device may verify the receipt of such filing with the Court.
- (D) The Court is not required to file any unsigned fax transmitted documents.

### 17.3 TIME OF FILING

- (A) Subject to the provisions of these rules, all documents sent by fax and accepted by the Court shall be considered filed with the Court as of the date and time the Court receives the document.
- (B) The Court will be deemed open to receive facsimile transmission of documents on the same days and at the same time the Court is regularly open for business. In the event any facsimile copy is received by the Court after the close of Clerk's operations on a regular business day or anytime on a weekend or holiday, the facsimile copy shall be considered filed on the next ensuing regular business day of the Court.

### 17.4 FEES AND COSTS

- (A) Costs to be charged for both incoming and outgoing fax transmissions shall be \$2.00 per transmission plus \$1.00 per page. Unless otherwise arranged for in advance, the costs shall be charged to the case in which the documents are to be filed.

## **RULE 18**

### **CHILD RELOCATION**

#### **18.1 NOTICE OF INTENT TO RELOCATE**

Prior to the relocation of either parent to a residence other than that specified in the visitation or parenting time order or decree of the Court, the relocating parent must file a Notice of Intent to Relocate in advance of the move. (See O.R.C. 3109.051(G)). Included in said notice shall be the last known address of all parties, a new residential address of the parent, and the telephone number and the name and address of the school in the district which the child(ren) shall attend, if applicable. If these items are not available at the time of the notice, they shall be provided immediately upon the receipt of the information by the relocating parent.

#### **18.2 PROCEDURE AND FILING**

- A) The party filing the notice of Intent to Relocate shall file with the Notice one (1) of the following:
  - 1.) A request that a copy of the Notice of Intent to Relocate be served by certified mail on the other party, or
  - 2.) A Motion requesting that the other party or parties not receive a copy of the Notice of Intent to Relocate, pursuant to O.R.C. Section 3109.051 (G)(4).
- B) If the other party is served with the Notice of Intent to Relocate under Subdivision (A) above, and files a Motion for Hearing on Visitation or Parenting Time Rights within fourteen (14) days from the service of the Notice, the Court shall assign the matter for hearing to determine whether it is in the best interest of the child to revise the parenting time schedule for the child.
- C) If the other party is served with the Notice of Intent to Relocate under Subdivision (A) above and does not file a Motion for Hearing on Visitation or Parenting Time Rights within fourteen (14) days from the service of the Notice, the Court may on its own motion assign the matter for hearing to determine whether it is in the best interest of the child to revise the parenting time schedule for the child.
- D) If the other party is not served with the Notice of Intent to Relocate, pursuant to sub-division (A) (2) above and Revised Code Section 3109.051 (G) (4), the matter shall be scheduled for hearing, with service of summons, the motion and notice of hearing on the other party or parties.

## **RULE 19**

### **MEDIATION**

#### **19.1 PROCEDURE**

At any time after service of summons in any action within the jurisdiction of this Court, a case may be ordered to mediation at the discretion of the assigned Judge or Magistrate.

The mediator may schedule such sessions as are necessary to complete the mediation process and the process shall continue until terminated by resolution or the mediator determines that continuation of the mediation procedure would be futile.

Upon conclusion of the mediation, the Court shall be informed as follows:

- 1.) If the mediation reaches an impasse, the mediator should report the lack of an agreement to the Court without comment or recommendation; and
- 2.) If an agreement is reached, the agreement shall be reduced to writing and the appropriate judgment entry reflecting the settlement shall be submitted to the Court for approval.

#### **19.2 CONFIDENTIALITY**

Statements made during the course of the mediation assessment or the mediation sessions shall not be admissible in any subsequent proceeding in the Court (Revised Code 2317.023). Exceptions to confidentiality are only as provided by state statute including the reporting of a crime or suspicion of child abuse or neglect (Revised Code 3109.052 and 2151.421).

The mediator will not be called as a witness in any future legal proceeding that may involve matters discussed by the parties at mediation. No records, notes or other work product resulting from the mediation will be called for or subpoenaed in the future by any party (Revised Code 3109.052 (C)).

#### **19.3 GENERAL PROVISIONS**

Should a party wish to participate in mediation, their attorneys and other individuals they designate shall be allowed to accompany them and participate in mediation.

The mediator shall screen for domestic violence both before and during mediation.

## **RULE 20**

### **JUVENILE TOBACCO VIOLATIONS**

A person charged with being a first-time Juvenile Tobacco Offender may elect to proceed without a court appearance under the following procedures:

- A.) The child must appear personally and in the company of his/her parent, guardian or custodian at the Clerk's Office, Allen County Juvenile Court, 1000 Wardhill Avenue, Lima, Ohio, during regular hours of the Court.
- B.) The child must enter an admission in writing to the offense charged by signing the appropriate Admission and Waiver form available at the Clerk's Office. The Admission form **MUST** also be signed as approved by the parent, guardian or custodian.
- C.) The child or his/her parent, guardian or custodian **MUST** pay the statutorily mandated fine of \$100.00 and court costs in the amount of \$65.00. Should the child or his/her parent, guardian or custodian not tender in full the fine and court costs imposed at the time of the entry of admission, the Clerk's Office **SHALL NOT** accept the admission and court appearance shall be required.

Any second tobacco violation of any kind which occurs prior to the age of eighteen (18) years may not be processed through the Clerk's Office and a mandatory court appearance is required.

## RULE 21

### GUARDIANS AD LITEM

- A. **Qualifications for Appointments as Guardian Ad Litem**– In order for a person to be assigned as Guardian Ad Litem for a minor child, he/she must meet the qualifications set forth in Sup.R. 48 and shall present proof to the Court of having met those qualifications. It shall be the responsibility of the person seeking to be placed on the Court’s list of Guardians Ad Litem approved for appointment to submit to the Court documentation of having met those qualifications set forth in Sup.R. 48. In order to continue to be maintained on the list of persons approved for appointment as Guardian Ad Litem, each person must submit annually, not later than January 15<sup>th</sup> of each calendar year, the certification required under Sup.R. 48 (G)(8) (Form GAL-2, Appendix) and proof of having met the annual training requirements under Sup.R. 48(E)(1) and (4).
- B. **Duties of Guardian Ad Litem and Attorney/Guardian Ad Litem** – Every Guardian Ad Litem shall perform his or her duties in accordance with Sup.R. 48.
- C. **Guardian Ad Litem in Custody, Parenting Time or Visitation Proceedings** – When appointed to serve as Guardian Ad Litem in a Custody, Parenting Time or Visitation Proceeding in which the child protective services agency is not a party, fees shall be paid at the rate of \$50.00/hour unless otherwise ordered by the Court. The attorney appointed to serve as Guardian Ad Litem shall keep accurate records of time expended, services rendered, and expenses incurred as required by Sup.R. 48(D)(16). When the attorney appointed to serve as Guardian Ad Litem determines that the cost deposit required by Local Rule 3.7 is nearing exhaustion, the Guardian Ad Litem shall file a Motion for Further Deposit for Guardian Ad Litem Fees, including the amount of the deposit earned to date by the Guardian Ad Litem, the additional costs anticipated for the Guardian Ad Litem’s future services in the matter pending, and requesting that the Court order an additional deposit to cover those anticipated additional costs. The court will, in its discretion, apportion the final payment of the fees of the Guardian Ad Litem between the parties to the proceeding. Failure of a party to timely pay all Guardian Ad Litem fees as ordered by the court may subject the party to the imposition of appropriate sanctions for contempt.
- D. **Termination of Duties of Guardian Ad Litem** – In Custody, Parenting and Visitation proceedings in which the child protective services agency is not a party, the services of the Guardian Ad Litem shall terminate upon the journalization of the order resolving the pleading or motion then pending before the Court for which the Guardian Ad Litem was appointed.

When appointed as Guardian Ad Litem in a Dependency, Neglect or Abuse case, the Guardian Ad Litem shall continue to serve until final termination of the case, unless otherwise ordered. When appointed as Guardian Ad Litem in a Delinquency or Unruly

case, the Guardian Ad Litem's services terminate upon the journalization of the order resolving the matter then pending before the court, unless otherwise ordered.

- E. **Guardian Ad Litem Report** – Unless otherwise directed by the Court, the Guardian Ad Litem shall prepare a written report and shall mail or hand-deliver the report to the Court and counsel, and any party unrepresented by counsel, not less than seven (7) days in advance of the hearing date. While the Guardian Ad Litem report will be made available to parties and counsel, the report shall be considered confidential, and in the best interest of the minor child, shall not be filed with the Clerk. The Court shall consider the recommendation of the Guardian Ad Litem in determining the best interest of the child only when the report or a portion of the report has been admitted as an exhibit.

A Guardian Ad Litem may meet the requirements for a written report under Sup.R. 48(F) by fully completing this Court's form GAL-1 (Appendix), or by submitting his or her report in some other written format.

- F. **Comment Process** – The parties and counsel participating in any case where a Guardian Ad Litem has been appointed may present comments or complaint regarding the performance of the Guardian Ad Litem as follows:

- 1.) Any comments or complaints regarding the performance of Guardians Ad Litem shall be in writing and submitted to the attention of the Judge of the Court of Common Pleas, Juvenile Division.
- 2.) Within five (5) days of receipt, the Court will provide a copy of the comments or complaints and a Court notice of the response date to the Guardian Ad Litem who is the subject of the comments or complaint.
- 3.) The Guardian Ad Litem may respond in writing to the comments or complaints in conformance with the Court notice accompanying the comments or complaints. A copy of any response will be provided to the commenting or complaining party by the Court.
- 4.) After receipt of all appropriate information, including any supplements or amendments requested by the Court, the Court will issue a disposition within thirty (30) days and notify the person making the comment or complaint and the Guardian Ad Litem of the disposition.
- 5.) The nature of the comments or complaints and the disposition shall be maintained in the individual file of each Guardian Ad Litem maintained in the Juvenile Division of the Common Pleas Court.

- G. **Application for Payment of Guardian Ad Litem Fees** – The fees and expenses for service as a compensated Guardian Ad Litem will be ordered paid upon timely application to the Court. For purposes of this rule, an application for the payment of Guardian Ad Litem fees will be considered timely, if received by the Clerk within thirty (30) days of the completion of the last hearing covered by the billing period. Failure of the Guardian Ad Litem to timely file the application for payment of fees and expenses

with all necessary supporting documentation may result in non-payment of fees and expenses.

## RULE 22

### PUBLIC ACCESS TO PROCEEDINGS

#### 22.1 HEARING CLOSURE

- A. Hearings involving Adult Criminal cases, Parentage and Child Support cases, Serious Youthful Offender proceedings initiated under R.C. § 2152.13 and private-party custody disputes shall be open to the public unless otherwise ordered by the Court. Closure will be considered by the Court only upon written motion of a party.
- B. Hearings held pursuant to Revised Code Section 2151.85 and Superintendence Rules 23 and 23.1 shall be closed pursuant to Superintendence Rule 23(D).
- C. All other hearings before the Court are neither presumed to be open nor presumed to be closed (*St. ex. rel. Plain Dealer Publishing Co. v. Geauga Cty. Court of Common Pleas, Juvenile Division* (2000), 90 Ohio St.3d 79). Closure will be considered on a case-by-case basis on the Court's own motion or upon motion of a party based on 1) whether there exists a reasonable and substantial basis for believing that public access could harm the child or endanger the fairness of the adjudication, 2) whether the potential for harm outweighs the benefits of public access and 3) whether there are no reasonable alternatives to closure (*State ex. rel. Plain Dealer Publishing Co. v. Floyd* (2006), 111 Ohio St.3d 56).
- D. The right of a victim to attend a hearing pursuant to Revised Code Section 2930.09, and the right of a parent, relative or prospective adoptive parent to attend a hearing pursuant to Revised Code Section 2151.424 shall be preserved.

#### 22.2 MEDIA ACCESS

In accordance with Rule 12 of the Rules of Superintendence for the Courts of Ohio, the Court shall permit the broadcasting or recording by electronic means and the taking of photographs in court proceedings to which public access has been permitted pursuant to Local Rule 22.1 above. Broadcasting or recording by electronic means and the taking of photographs in court proceedings shall be governed by Superintendence Rule 12 and by this Rule.

- A. **Applicant** – Media requests for permission to broadcast, televise, record, or photograph proceedings in the David O. Steiner Juvenile Services Center shall be made in writing to the Judge as far in advance as reasonably practicable, but in no event less than twenty-four hours prior to the courtroom session, unless permitted by the Judge for good cause shown. Media Request forms (JC-5) may be obtained

from the Court's Chief Deputy Clerk. If the hearing for which the request is filed is continued for more than 30 days a new request must be submitted

- B. **Procedure** - Upon receipt of a media request, the Clerk shall immediately inform the attorneys for the parties of the receipt of a media request by such means as are appropriate under the circumstances, (mail, telephone, facsimile, in person) in order to give the attorneys an opportunity to be heard, if possible, prior to the Judge deciding a media request.
- C. **Order** - Superintendence Rule 12, and this local rule govern the Judge's granting of a media request. If the request is approved, the Judge shall prepare and sign a journal entry setting forth the conditions of the media broadcasting, televising, recording or photographing the proceedings.
- D. **Equipment** - Only professional quality equipment may be used. Any non-portable equipment shall be set up and ready for operation prior to the commencement of court sessions or during court recesses. In no event will persons be permitted to bring equipment into the courtroom during trial proceedings. Placement and operation of equipment shall be in accordance with Superintendence Rule 12 unless otherwise ordered by the Court. No motor-driven still cameras will be permitted.
- E. **Witness/Victim Permission** - The Judge or Court Personnel shall inform victims and witnesses of their right to object to being filmed, videotaped, recorded, or photographed. Each shall indicate in writing or orally, whether or not they object. Upon objection, the media are prohibited from employing any means to record the victim or witness.
- F. **Specific Prohibitions** - No broadcasting, televising, recording, or photographing will be permitted:
  - 1. In judge's chambers or the jury deliberation rooms;
  - 2. Of witnesses or victims without prior consent of the witness or victim;
  - 3. Of jurors or prospective jurors;
  - 4. Of bench conferences, of conversation or conferences between an Attorney and his client, or of jury deliberations;
  - 5. Of any document or exhibit, before or after such document is admitted into evidence, except those which are clearly visible to spectators, e.g., maps, charts, blackboards, etc.
  - 6. Actions of reporters and photographers in the Courtroom shall not be disruptive or distracting. Movement by still photographers during the testimony of a witness shall be kept to a minimum.

## **RULE 23**

### **HOURS OF COURT**

The Juvenile Clerk of Court's offices shall be open for transaction of business from 8:00 A.M. to 5:00 P.M., Monday through Friday. *Hearings may be scheduled outside those stated hours at the discretion of the Court.* The Juvenile Court and offices shall be closed on Saturday, Sunday, Legal Holidays (as designated by the County Commissioners), and at such other times as the Judge deems necessary and proper.

## **RULE 24**

### **PROCEEDINGS UPON MOTION TO DETERMINE COMPETENCY**

- 24.1** These rules are adopted pursuant to R.C. Section 2152.51(B) to expedite proceedings under R.C. 2152.51 - .59, to ensure that proper notice of competency hearings is provided to the appropriate persons, and to ensure that any proceedings on an underlying complaint are stayed pending the determination under those sections.
- 24.2** Juvenile competency proceedings shall be scheduled and heard on an expedited basis. Hearings in juvenile competency proceedings shall be held in compliance with applicable deadlines as established by R.C. Section 2152.53 - .59.
- 24.3** The Court shall provide written notice of the date, time and place of the next scheduled hearing relating to competency to the prosecuting attorney, the child's attorney, the child's guardian ad litem, and the child's parent, guardian or custodian. Mailed notice shall not be required for any party or other individual designated in this rule if written notice was provided to that party or individual at the conclusion of the immediately preceding hearing.
- 24.4** Upon the filing of a motion for a determination of competency, or upon the Court's own motion, all delinquency proceedings are stayed pending a determination of competency. If the Court determines that the child is not competent, but could likely attain competency, the delinquency proceedings shall continue to be stayed until such time as the child attains competency or until the delinquency proceeding is dismissed.

IN THE ALLEN COUNTY COMMON PLEAS COURT, JUVENILE DIVISION

CASE NO.: \_\_\_\_\_

\_\_\_\_\_  
(Plaintiff)

V.

\_\_\_\_\_  
(Defendant)

CHILD SUPPORT AFFIDAVIT

OF \_\_\_\_\_  
(Name of Affiant)

**EMPLOYMENT & OTHER INCOME** \*

**OTHER INCOME**

AFFIANT'S PLACE(S) OF EMPLOYMENT \_\_\_\_\_

CHILD SUPPORT \_\_\_\_\_

ALIMONY \_\_\_\_\_

PAID:  WKLY  BI-WKLY

SOCIAL SECURITY \_\_\_\_\_

MONTHLY  BI-MONTHLY (CHECK ONE)

PUBLIC ASSISTANCE \_\_\_\_\_

OTHER \_\_\_\_\_

NET PAY/PERIOD \_\_\_\_\_

GROSS PAY/PERIOD \_\_\_\_\_

\*Attach supporting documentation, including copies of pay stubs and your most recent U.S. income tax return

**CHILDREN**

Number of Minor Children of Affiant \_\_\_\_\_

Number in Custody of Affiant \_\_\_\_\_

Number in Custody of Another Person \_\_\_\_\_

Child Support Received By This Affiant \_\_\_\_\_

Child Support Paid By This Affiant \_\_\_\_\_

**HEALTH AND INSURANCE**

Is Health Insurance Coverage For The Child Available Through Your Employer?  Yes  No

Are you Providing Health Insurance Coverage For The Child?  Yes  No

Costs To You To Maintain Coverage: \_\_\_\_\_

Medical Problems or Other Special Needs Of The Children: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ASSETS**  
**CURRENT MONETARY ASSETS**

Checking Account \$ \_\_\_\_\_

Savings Account \$ \_\_\_\_\_

Cash on Hand \$ \_\_\_\_\_

**OTHER ASSETS**

**RESIDENCE**

Current Value \$ \_\_\_\_\_

Outstanding Mortgage Debt

\$ \_\_\_\_\_

**MOTOR VEHICLES**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Current Value \$ \_\_\_\_\_ Debt Owed \$ \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Current Value \$ \_\_\_\_\_ Debt Owed \$ \_\_\_\_\_

**MONTHLY EXPENSES**

**ITEM**

**AMOUNT**

Rent/Mortgage \$ \_\_\_\_\_

Heat \$ \_\_\_\_\_

Electric \$ \_\_\_\_\_

Telephone \$ \_\_\_\_\_

Water \$ \_\_\_\_\_

Clothing \$ \_\_\_\_\_

Groceries \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Gasoline \$ \_\_\_\_\_

Medical, Etc. \$ \_\_\_\_\_

Car Payment \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL MONTHLY EXPENSES \$ \_\_\_\_\_

STATE OF OHIO  
COUNTY OF ALLEN

\_\_\_\_\_ being first duly sworn says that the above statements are true.

\_\_\_\_\_  
Signature of Affiant

Sworn before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

IN THE COURT OF COMMON PLEAS, ALLEN COUNTY, OHIO  
JUVENILE DIVISION

IN THE MATTER OF: \_\_\_\_\_ : CASE NO(S): \_\_\_\_\_  
\_\_\_\_\_ : \_\_\_\_\_  
\_\_\_\_\_

ALLEGED DELINQUENT/UNRULY CHILD : PRE-TRIAL CONFERENCE  
 ALLEGED JUVENILE TRAFFIC OFFENDER : REPORT

DATE OF PRE-TRIAL CONFERENCE: \_\_\_\_\_

CHARGE(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PRESENT:**

Prosecutor: \_\_\_\_\_

Attorney for Child: \_\_\_\_\_

Child:  Present  Not Present  In Detention

Parent/Custodian:  Present  Not Present If present, name and  
relationship: \_\_\_\_\_

Victim/Witness:  Not Notified  Notified If notified, manner of  
notification: \_\_\_\_\_

**REPORT:**

ASSIGNED FOR \_\_\_\_\_ PRE-TRIAL CONFERENCE ON \_\_\_\_\_,  
AT \_\_\_\_\_ .M.

ASSIGNED FOR CHANGE OF PLEA ON \_\_\_\_\_, AT \_\_\_\_\_ .M.  
DETAILS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ASSIGNED FOR TRIAL ON \_\_\_\_\_, AT \_\_\_\_\_ .M.

TIME REQUIRED: \_\_\_\_\_ HOURS.

NUMBER OF WITNESSES: \_\_\_\_\_ STATE: \_\_\_\_\_ CHILD: \_\_\_\_\_

Attorney/Guardian Ad Litem will be filing pre-trial motions as follows:

---

---

---

---

OTHER:

---

---

---

---

**APPROVED:**

\_\_\_\_\_  
Prosecutor

\_\_\_\_\_  
Child

\_\_\_\_\_  
Attorney/GAL for Child

\_\_\_\_\_  
Parent/Guardian

**Reviewed By:**

\_\_\_\_\_  
JUDGE / MAGISTRATE

IN THE COURT OF COMMON PLEAS, ALLEN COUNTY, OHIO  
JUVENILE DIVISION

STATE OF OHIO : CASE NO(S): \_\_\_\_\_

VS. : \_\_\_\_\_

DEFENDANT : PRE-TRIAL CONFERENCE  
REPORT

DATE OF PRE-TRIAL CONFERENCE: \_\_\_\_\_

CHARGE(S): \_\_\_\_\_

**PRESENT:**

Prosecutor: \_\_\_\_\_

Attorney for Defendant: \_\_\_\_\_

Defendant:  Present  Not Present

Victim/Witness:  Not Notified  Notified If notified, manner of  
notification: \_\_\_\_\_

**REPORT:**

ASSIGNED FOR \_\_\_\_\_ PRE-TRIAL CONFERENCE ON \_\_\_\_\_,  
AT \_\_\_\_\_ .M.

ASSIGNED FOR CHANGE OF PLEA ON \_\_\_\_\_, \_\_\_\_\_ AT \_\_\_\_\_ .M.  
DETAILS: \_\_\_\_\_

ASSIGNED FOR TRIAL ON \_\_\_\_\_, \_\_\_\_\_ AT \_\_\_\_\_ .M.

TIME REQUIRED: \_\_\_\_\_ HOURS.

NUMBER OF WITNESSES: STATE: \_\_\_\_\_ CHILD: \_\_\_\_\_

Attorney will be filing pre-trial motions as follows:

---

---

---

OTHER:

---

---

---

---

**APPROVED:**

\_\_\_\_\_  
Prosecutor

\_\_\_\_\_  
Defendant

\_\_\_\_\_  
Attorney for Defendant

**Reviewed By:**

\_\_\_\_\_  
JUDGE / MAGISTRATE

---

---

TIME WAIVER

ON THE MOTION OF THE DEFENDANT, THE TIME LIMITATIONS PURSUANT TO OHIO REVISED CODE SECTION 2945.71-.73 ARE HEREBY WAIVED.

\_\_\_\_\_  
DEFENDANT

\_\_\_\_\_  
ATTORNEY FOR DEFENDANT

IN THE ALLEN COUNTY COURT OF COMMON PLEAS, LIMA, OHIO  
JUVENILE DIVISION

CASE NO.: \_\_\_\_\_

\_\_\_\_\_  
PLAINTIFF,  
VS

CUSTODY AFFIDAVIT  
(O.R.C. SECTIONS 3127.23 &  
3109.04(M))

\_\_\_\_\_  
DEFENDANT,

---

**AFFIANT BEING FIRST DULY SWORN, DEPOSES AND SAYS:**

- 1.) THAT THE NAME AND PRESENT ADDRESS OF EACH CHILD, THE CUSTODY AND VISITATION OF WHICH IS TO BE DETERMINED BY THIS COURT, IS:
  
- 2.) THAT THE ADDRESSES AT WHICH EACH CHILD HAS LIVED WITHIN THE PAST FIVE YEARS PRIOR TO FILING THIS COURT ACTION ARE:
  
- 3.) THAT THE NAMES AND ADDRESSES OF ALL PERSONS WITH WHOM EACH CHILD HAS LIVED WITHIN THE PAST FIVE YEARS PRIOR TO INSTITUTING THIS COURT ACTION, AND THE DATES THEREOF, ARE:
  
- 4.) THAT AFFIANT HAS NOT PARTICIPATED AS A PARTY, WITNESS OR IN ANY OTHER CAPACITY IN ANY OTHER LITIGATION, IN THIS OR ANY OTHER STATE, THAT CONCERNED THE ALLOCATION, BETWEEN THE PARENTS OF THE SAME CHILD, OF PARENTAL RIGHTS AND RESPONSIBILITIES FOR THE CARE OF THE CHILD AND THE DESIGNATION OF THE RESIDENTIAL PARENT AND LEGAL CUSTODIAN OF THE CHLD THAT OTHERWISE CONCERNED THE CUSTODY OF THE SAME CHILD, EXCEPT AS FOLLOWS:
  
- 5.) THAT AFFIANT HAS NO INFORMATION OR ANY PARENTING PROCEEDING CONCERNING THE CHILD PENDING IN A COURT OF THIS OR ANY OTHER STATE, EXCEPT AS FOLLOWS:

- 6.) THAT AFFIANT HAS NO KNOWLEDGE OF ANY PERSON WHO IS NOT A PARTY TO THE PROCEEDING AND HAS PHYSICAL CUSTODY OF THE CHILD OR CLAIMS TO BE A PARENT OF THE CHILD WHO IS DESIGNATED THE RESIDENTIAL PARENT AND LEGAL CUSTODIAN OF THE CHILD OR TO HAVE VISITATION RIGHTS WITH RESPECT TO THE CHILD OR TO BE A PERSON OTHER THAN A PARENT OF THE CHILD WHO HAS CUSTODY OR VISITATION RIGHTS WITH RESPECT TO THE CHILD, EXCEPT AS FOLLOWS:
- 7.) THAT AFFIANT HAS NOT PREVIOUSLY BEEN CONVICTED OF NOR PLEADED GUILTY TO ANY CRIMINAL OFFENSE INVOLVING ANY ACT THAT RESULTED IN A CHILD BEING AN ABUSED CHILD OR A NEGLECTED CHILD OR PREVIOUSLY HAS BEEN DETERMINED, IN A CASE IN WHICH A CHILD HAS BEEN ADJUDICATED AN ABUSED CHILD OR A NEGLECTED CHILD, TO BE THE PERPETRATOR OF THE ABUSIVE OR NEGLECTFUL ACT THAT WAS THE BASIS OF THE ADJUDICATION, EXCEPT AS FOLLOWS:
- 8.) THAT NEITHER THE AFFIANT NOR ANY MEMBER OF HIS/HER HOUSEHOLD HAS BEEN CONVICTED OF OR PLEADED GUILTY TO A) DOMESTIC VIOLENCE, B) ANY SEXUALLY ORIENTED OFFENSE OR C) ANY OTHER OFFENSE IN WHICH A FAMILY OR HOUSEHOLD MEMBER WAS PHYSICALLY HARMED, EXCEPT AS FOLLOWS:

AFFIANT REALIZES THAT HE/SHE HAS A CONTINUING DUTY TO INFORM THE COURT OF ANY CUSTODY PROCEEDING CONCERNING THE CHILDREN IN THIS OR ANY OTHER STATE OF WHICH AFFIANT OBTAINS INFORMATION DURING THE PENDENCY OF THIS PROCEEDING.

**FURTHER AFFIANT SAYETH NAUGHT.**

\_\_\_\_\_  
AFFIANT

SWORN TO BEFORE ME AND SUBSCRIBED TO IN MY PRESENCE THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF OHIO

IN THE COURT OF COMMON PLEAS, ALLEN COUNTY, OHIO  
JUVENILE DIVISION

IN THE MATTER OF:

CASE NO.: \_\_\_\_\_

\_\_\_\_\_  
ALLEGED DELINQUENT CHILD

Request for Media Attendance at  
Court Proceedings

TO: ALLEN COUNTY COMMON PLEAS COURT, JUVENILE DIVISION

The undersigned hereby requests permission to:

- Attend and observe
- Broadcast
- Televisive/Video Record
- Record/Photograph

the courtroom session on \_\_\_\_\_ at \_\_\_\_\_ .m. in  
Courtroom \_\_\_\_\_ before the Honorable Judge \_\_\_\_\_.

Further, the undersigned acknowledges the receipt, reading and understanding of  
Common Pleas Superintendence Rule 12 and the Court's Local Rule 22.

Date: \_\_\_\_\_ at \_\_\_\_\_ .m. \_\_\_\_\_  
(News Media Representative)

on behalf of \_\_\_\_\_  
(identify media outlet, i.e. name of newspaper or publisher, broadcast company or station)

IN THE COURT OF COMMON PLEAS, ALLEN COUNTY, OHIO, JUVENILE DIVISION

IN THE MATTER OF:

Case No.: \_\_\_\_\_

GUARDIAN AD LITEM REPORT

DATE: \_\_\_\_\_

DATE OF LAST REPORT: \_\_\_\_\_

A GUARDIAN AD LITEM REPORT IS TO BE FILED WITH THE COURT BY THE CHILD'S GUARDIAN AD LITEM NOT LATER THAN SEVEN (7) DAYS PRIOR TO THE SCHEDULED HEARING. [Sup. R. 48(F)(1)(c)]

- GAL has met with and interviewed child Date: \_\_\_\_\_
- GAL has met with and interviewed the child out of the presence of the parent, guardian, physical custodian or foster parent present Date: \_\_\_\_\_
- GAL has observed the child at the child's place of residence Date: \_\_\_\_\_
- GAL has ascertained the wishes of the child Date: \_\_\_\_\_
- GAL has visited the home of the mother Date: \_\_\_\_\_
- GAL has visited the home of the father Date: \_\_\_\_\_
- GAL has reviewed the most recent case plan Date: \_\_\_\_\_

If you have been unable to meet with the child or either parent, explain the circumstances. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have been unable to review the most recent case plan, explain why not. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**ANNUAL CERTIFICATION TO THE COURT**

THIS CERTIFICATION IS TO BE FILED WITH THE COURT ANNUALLY, NOT LATER THAN JANUARY 15 OF EACH CALENDAR YEAR, AS REQUIRED BY SUPERINTENDENCE RULES 48 (G)(8) AND 48(D)(12). FAILURE TO FILE BOTH THIS ANNUAL CERTIFICATION AND PROOF OF COMPLIANCE WITH THE ANNUAL 3-HOUR TRAINING REQUIREMENTS UNDER SUP.R. 48(E) WILL RESULT IN DISQUALIFICATION FROM APPOINTMENT TO SERVE AS GUARDIANS AD LITEM UNTIL ALL NECESSARY FILINGS ARE MADE WITH THE COURT.

The undersigned applicant for appointment to serve as a Guardian Ad Litem hereby certifies to the Allen County Juvenile Court that I am unaware of any circumstances that would disqualify me from serving as a Guardian Ad Litem for the Court.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print or Type Name

Date:\_\_\_\_\_