

# **LOCAL RULES**

## **ASHLAND COUNTY**

## **COURT OF COMMON PLEAS**

### **General and Domestic Relations Divisions**

Revised and Effective February 1, 2026

[www.ashlandcommonpleas.com](http://www.ashlandcommonpleas.com)

Hon. David R. Stimpert, Judge

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**LOCAL RULES  
ASHLAND COUNTY COURT OF COMMON PLEAS  
GENERAL AND DOMESTIC RELATIONS DIVISIONS**

**HON. DAVID R. STIMPERT, JUDGE**

**Revised: February 1, 2026**

**RULE 1. ADMINISTRATIVE MATTERS**

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**EFFECTIVE DATE:** These rules, as amended, apply to all civil, criminal, and domestic relations cases filed in or transferred to the Ashland County Court of Common Pleas on or after **February 1, 2026**. All prior versions of the local rules are revoked.

- 1.01 **CITATION FORM:** These Rules shall be cited as "**Ashland County Local Rule \_\_\_\_\_**."
- 1.02 **REFERENCES:** All references to any county offices and/or agencies herein, i.e., Clerk of Courts, Sheriff's Office, Common Pleas Court, refer to Ashland County offices and agencies, unless specifically designated otherwise.
- 1.03 **TERM OF COURT:** The Court shall be in continuous session for the transaction of judicial business. Each calendar year shall be divided into three (3) terms, for purposes of Chapter 2313 of the Ohio Revised Code.
- 1.04 **HOURS AND DATES OF COURT SESSIONS:** The hours for holding the regular sessions of this Court shall be from 8:00 A.M. until 12:00 Noon, and from 1:00 P.M. until 4:00 P.M. on Monday through Friday each week, except for those days designated by law as legal holidays. Said hours and days may be extended or varied by the Court as it deems necessary to maintain the business of the Court.
- 1.05 **OFFICIAL RECORD:** The electronic version of documents, whether filed through the E-Filing Portal in the first instance or received by the Clerk's Office in paper format and subsequently scanned into electronic format, constitutes the official record in a case.
- 1.06 **FORMS.** All local forms and Standard Domestic Relations Affidavits and Temporary Order Request Forms referenced within these rules be accessed at the following website: <https://ashlandcommonpleas.com/forms>

**RULE 2. COURT COSTS**

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- 2.01 **COST DEPOSIT:** Any party filing an action or claim in this court shall deposit court costs at the time the pleadings are filed unless the filing party is not required by law or Court Order to make such deposit. The Clerk of Courts shall publish a Schedule of court costs,

and all deposits shall be made in the amount specified in that Schedule. The Clerk of Courts may refuse to file a party's pleadings if a cost deposit in the proper amount is not tendered with the pleadings.

**2.02 ADDITIONAL DEPOSITS:** Upon receiving notification from the Clerk of Courts that the deposits for court costs to date are insufficient to pay all anticipated court costs, the Court may require, from time to time, additional deposits toward court costs.

**2.03 AFFIDAVIT OF INDIGENCE FOR COURT COSTS:** The Clerk of Courts shall accept any pleadings filed without a court cost deposit, if an Affidavit of Indigency for Court Costs (**Form 1.00**), which has been approved by the Judge or Magistrate of this Court, is submitted with the pleadings. The filing of an Affidavit of Indigency for Court Costs does not relieve the party from liability for court costs. Nothing herein shall be construed to prevent the Court from requiring any other party to the action to make a sufficient deposit for costs, or from assessing costs to any party.

**2.04 COSTS AND FINAL JUDGMENT:**

(A) Unless otherwise expressly directed by the Court, the Clerk of Courts may refuse to accept for filing any final Judgment, Order or Decree unless the issue of payment of court costs is clearly addressed therein. If a final judgment or order is directed to be filed without addressing the issue of costs, the Court reserves the right to issue a *sua sponte* order allocating costs among the parties or assessing the costs to the party submitting the final judgment or order that lacks such language.

(B) Upon final judgment, the Clerk of Courts is directed to apply all deposits for costs to outstanding court costs in the case, regardless of which party was ordered to pay court costs.

### **RULE 3. COUNSEL REQUIREMENTS, APPOINTED COUNSEL, PRO SE LITIGANTS**

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**3.01 OHIO ATTORNEYS:** All Ohio attorneys practicing before this Court shall be registered with the Ohio Supreme Court and licensed in good standing.

**3.02 OUT-OF-STATE ATTORNEYS:** Any attorney who is admitted to the practice of law in another state, but not in Ohio, is not permitted to enter an appearance in any case before the Court unless first granted leave to do so by the Court.

**3.03 WRITTEN APPEARANCE OF COUNSEL:** Any and all attorney(s) retained in any case in this Court shall promptly enter a written appearance in the case, as counsel of record. Although the filing of a notice of appearance immediately upon being retained is encouraged, so that the attorney will receive notices and pleadings, this rule shall not be construed as requiring a notice of appearance separate from the entry of appearance by filing of responsive pleading. No attorney shall appear at a hearing on behalf of a party,

unless that attorney has first entered his or her written appearance as counsel of record for that party, unless otherwise authorized by the Court.

**3.04 MULTIPLE COUNSEL FOR A PARTY:** Each attorney joining in a single pleading shall separately sign the pleading, even when both attorneys practice together in the same firm. If a pleading which constitutes an appearance by counsel contains one signature line, but more than one typewritten name under the signature line, the attorney signing the pleading, or if the signature is illegible, the first name typewritten on the pleading shall be considered counsel of record for the party.

**(A) DESIGNATION OF TRIAL COUNSEL IN PLEADING:** When two (2) or more attorneys join in a single pleading, even when both attorneys practice in the same firm, only one (1) counsel shall be designated as Trial Counsel. One of the attorneys representing a party shall be designated as Trial Counsel in writing. In the absence of a written designation by counsel, the Court will consider the first attorney listed on the first pleading filed as Trial Counsel in the case. Should there be a change in the Trial Counsel, the Court shall be notified, and the new Trial Counsel's name shall be substituted as Trial Counsel.

**(B) MULTIPLE COUNSEL OF RECORD – INCLUSION IN CASE DOCKET FOR ELECTRONIC ACCES:** When there are multiple attorneys of record for a single party, the Clerk of Courts shall identify all attorneys of record as such in the Court's electronic case management system to permit all such counsel access to non-public information or documents that may be associated with the case.

**(C) RESPONSIBILITY OF TRIAL COUNSEL:** Trial Counsel shall be responsible for the action and shall either attend all hearings, conferences, pre-trials, and the trial, or have other counsel knowledgeable in the proceeding and with the same authority attend in his or her place.

**(D) NOTICES AND CORRESPONDENCE:** All notices or communications from the Court and all documents required to be served on parties by law will be sent to the designated Trial Counsel, as well as other counsel of record for whom an email address is provided. Pursuant to Crim. R. 49(B) and Civ. R. 5(B), those notices will be sent by email addressed to counsel with an electronic document attachment when possible. Trial Counsel is ultimately responsible/accountable for notifying the parties, co-counsel, and associated counsel of all such matters.

**3.05 WITHDRAWAL OF COUNSEL OF RECORD:** Any attorney seeking to withdraw as counsel of record from a case shall file a written motion and submit a proposed Judgment Entry to the Court. The Motion and proposed Judgment Entry shall state with particularity the reason(s) for the requested withdrawal of counsel. No attorney will be permitted to withdraw as counsel of record in the case unless one of the following three (3) requirements is met:

**(A) BY MOTION:** The motion contains an acknowledgment signed by the client, which states all the following:

- (1) the client understands the case will proceed according to the time schedule previously established by the Court, whether or not the client retains a new attorney;
- (2) the client consents to the withdrawal of the attorney; and,
- (3) the address and telephone number where the client may be personally contacted by the Court; OR

**(B) BY SUBSTITUTION OF NEW COUNSEL OF RECORD:** There is concurrent substitution of new counsel for the client; OR

**(C) BY HEARING:** The Court conducts a hearing at which the client and the attorney seeking to withdraw are present, unless the client fails to appear following proper notice, and the Court finds that there is good cause for the withdrawal.

**3.06 PRO SE LITIGANTS:** Nothing in these Rules shall be construed to prevent any party from representing himself or herself in any action before the Court. As used in these rules, "counsel" means the attorney of record for a particular party. Any reference to "counsel" shall fully apply to a party appearing pro se before the Court, unless clearly inapplicable. Any pleading, motion or other filing which is filed by a party appearing pro se shall be signed by that party pursuant to Ohio Civil Rule 11, and shall contain the U.S. Postal Service mailing address, telephone number, **and email address** (if one exists) of the pro se party.

**3.07 COURT APPOINTED, INDIGENT DEFENSE COUNSEL:**

**(A) CONFORMITY WITH SUP.R. 8:**

**(1) APPOINTMENT DEFINED:** The term "Appointment" shall have the same meaning as set forth in Supreme Court of Ohio Sup.R. 8(A).

**(2)** Anything contained in this LR 3.07 which conflicts with the requirements of Sup.R. 8 shall be superseded by the provisions of Sup.R. 8.

**(B)** Any Attorney or Court Officer requesting an appointment from the Ashland County Court of Common Pleas, or inclusion on the Court's appointment list, shall complete and submit an application form which can be obtained by contacting the Court Administrator.

**(C)** Prior to receiving any appointment **following January 1, 2018**, and every year thereafter, the appointed attorney shall certify, under oath, the following:

**(1)** That they are in compliance with all continuing legal education requirements and administrative regulations of the Ohio Public Defender's Office for maintaining competency in the practice of felony criminal defense; and

**(2)** That their legal services and compensation are recognized as eligible for full or partial reimbursement from the Ohio Public Defender's Office to Ashland County.

**(D)** Failure to provide the necessary certification of eligibility for Ohio Public Defender reimbursement of fees, shall result in removal of the attorney from the Court's appointment list.

**(E)** The Court shall utilize a rotary system from a graduated list that pairs the seriousness and complexity of the case with the qualifications and experience of the person to be appointed. The Court shall have the discretion, if necessary for the Court's convenience, to maintain separate lists for different types of appointments.

**(F)** The Court shall consider the following factors when making appointments for the representation of Felony Indigent Defendants:

**(1)** The anticipated complexity of the case in which appointment will be made;

**(2)** Any educational, mental health, language, or other challenges facing the party for whom the appointment is made;

**(3)** The relevant experience of those persons available to accept the appointment, including proficiency in a foreign language, familiarity with mental health issues, and scientific or other evidence issues;

**(4)** The avoidance of conflicts of interest or other situations that may potentially delay timely completion of the case; and

**(5)** Intangible factors, including the court or judicial officer's view of a potential appointee's commitment to providing timely, cost-effective, quality representation to each prospective client.

**(G) EFFECT OF INCLUSION ON AN APPROVED LIST.** Persons on a list maintained by the Court of persons pre-qualified to serve are not assured a substantially equal number of appointments. No person is granted a legal right or claim by virtue of this rule.

## **RULE 4. BAIL OR SURETY**

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**4.01 COURT OFFICERS AS SURETY:** No attorney at law or other officer of this Court shall be accepted or received as bail or surety on any undertaking of any kind in this Court, nor shall any bond or undertaking be approved having the name of any such person thereon as surety.

**4.02 BAIL RECEIPT AND REFUND:** Unless otherwise ordered by the Court, all monies deposited for bail shall be deposited in and receipted to the person making the deposit. A refund of same shall be made to the same person. The receipt for the money by the Clerk shall clearly delineate to whom the refund will be made.

## **RULE 5. GENERAL REQUIREMENTS FOR PLEADINGS**

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**5.01 PAPER / IMAGE SIZE:** All documents filed with the Court shall be on letter-size paper or of similar electronic image format (approximately 8 ½" x 11"), and, if paper, shall have all pages secured by a paperclip (and NOT stapled) at the top left-hand corner and unfolded.

**5.02 PAGE NUMBERING:** All pages shall be numbered in the following format: "Page \_\_\_ of \_\_\_". A page number is not required on the first page of a pleading or on a one (1) page pleading.

**5.03 MARGINS:** All pleadings, including electronic documents, shall have a minimum 1.5" margin at the top of all pages after the first page, and a minimum 0.5" margin at all other edges, except as specifically required elsewhere by these Rules.

**5.04 CAPTION OF PLEADINGS:**

**(A)** The case caption on all pleadings shall designate the name of the Court, the name of the County and State, the case number of the action, and the title of the pleading.

**(B)** The current mailing address of all parties to the action shall be included in the caption of any Complaint, Petition or Motion which initiates a new case, or which re-activates a previously closed case.

**5.05 SPACE FOR TIME-STAMP – FIRST PAGE ONLY:** A sufficient blank space, with a minimum of a Two and one- quarter (2.25) inch top margin, shall be contained on the top of the first page of all pleadings to allow sufficient space for the Clerk's timestamp. Centering the name of the Court, on two or three separate lines at the top of the pleading in

addition to the minimum mandatory margin, should provide sufficient space for the timestamp.

**5.06 COPIES:** The party filing a pleading (except judgment entries submitted electronically, or otherwise submitted for electronic court signature) shall provide the Clerk of Courts with sufficient copies for service on all parties and counsel if service by the Clerk is requested or required by law. If insufficient copies are provided, the Clerk of Courts may make the additional copies and bill the cost as court costs in the case. When paper copies are necessary to complete service of an electronically processed judgment entry (i.e., where a single image file is electronically imported into the Court's case management system), the cost of such copies shall be billed to the costs of the case.

**5.07 CONTENTS OF PLEADINGS:** The contents of all pleadings shall be typewritten in black print (including any electronic submission of a document), or legibly printed in permanent ink. The Court does not permit the filing of pleadings completed in pencil or other erasable print.

**5.08 CIVIL CASE DESIGNATION SHEET & MANDATORY EMAIL ADDRESS AND FORM 18:**

(A) Any party filing a new or post judgment proceeding in a civil or domestic relations action in this Court shall file a Case Designation Sheet with the initial pleadings (**Forms 2.00 and 2.10**). The Clerk of Court may refuse to accept any new or post judgment pleadings which re-open a closed case unless the pleadings include a Case Designation Sheet. **ALL counsel and pro se litigants shall provide an email address to the Clerk of Courts pursuant to Civ. R. 11 for service purposes.**

(B) The initial complaint in any civil or domestic relations action, and any pleading adding a party to a case, **shall** be accompanied by **FORM 18**, which includes the Social Security Number of all parties identified in the initial complaint, or the Social Security Number(s) of the newly added party or parties.

## **RULE 6. CASE FILES**

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**6.01 CASE NUMBERING:** All cases received by the Clerk of Courts for filing shall be numbered with a prefix designating the year of filing, an alpha designation indicating the type of case, and a consecutive number designating the order in which the case was filed. All case numbers shall be consecutive, in a new series each calendar year.

**6.02 PRESERVATION OF FILES:** The Clerk of Courts has the responsibility for maintaining case files of official Court actions. The Clerk shall file together and carefully preserve all papers, documents and/or document images delivered to the Clerk for filing in every action or proceeding. ***Nothing in this rule, however, shall prohibit the Clerk from maintaining such papers or files in electronic format only.***

**6.03 REMOVAL OF PAPER CASE FILES:** No paper case files, or parts thereof, shall be removed from the Clerk's custody by anyone other than the Judge, a Magistrate of the Court, or an employee of the Court, without the express permission of the Clerk of Courts.

**6.04 COPIES OF PAPER/ELECTRONIC CASE FILES:** Upon request, the Clerk shall make copies of any documents maintained in paper case files of the Court or shall provide electronic copies of any electronically maintained document, except that sealed documents and transcripts, whether in paper or electronic format, shall not be copied without the express permission of the Judge or the assigned Magistrate. The Clerk shall require a deposit in advance to secure copying costs. No person, other than a public official or employee of the Clerk of Courts or the Court shall make copies of documents in a paper case file by any means, including but not limited to utilizing a camera of any sort to photograph documents. **If requested case file documents are generally available for public viewing and printing through means of indirect access over the internet, the Clerk of Courts will *not* be required to provide paper copies.**

## **RULE 7. COMMUNICATIONS WITH JUDGE OR MAGISTRATE**

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**7.01 WRITTEN COMMUNICATIONS:** Copies of all correspondence addressed to the Court by any person concerning a case shall be mailed or furnished, by the writer, to all other counsel or parties in the case, and the correspondence to the Court should disclose to whom it was furnished. The Court may disregard correspondence not in compliance with this Rule, return the correspondence to the person who sent it, or forward copies of the correspondence to all parties or counsel.

**7.02 ATTORNEY CONFERENCES:** Any attorney who desires to discuss an issue in a pending case with the Judge or Magistrate may, with notice to all opposing counsel and unrepresented parties, request a conference with the Judge or Magistrate which includes all parties.

## **RULE 8. FACSIMILE AND EMAIL FILINGS / ELECTRONIC DOCUMENTS AND SIGNATURES / MANDATORY E-FILE (L.R. 8.03)**

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**8.01 FILING OR EMAILING COPIES OF PLEADINGS WITH THE CLERK OF COURTS:** The Court/Clerk of Courts does **not** permit filing by facsimile. **Courtesy copies** of pleadings which will be filed in original form with the Clerk of Courts **may** be transmitted to the assigned Judge or Magistrate by email attachment sent to the appropriate judicial assistant , but such courtesy transmission does **not** constitute a properly filed pleading and the date of transmission shall **not** constitute the date of filing with the Court.

**8.02 SUBMISSION OF ELECTRONIC JUDGMENT ENTRIES, ORDERS, AND DECREES / ELECTRONIC SIGNATURES:** The Court (Judge and Magistrates) **does** accept ELECTRONIC judgment entries, decrees, orders, magistrate orders, magistrate decisions, and related attachments to the judgment entry, decision, or order, in **Microsoft Word or PDF** electronic format for review, signature and subsequent filing with the Clerk of Court. A judgment entry, decree, order, or decision submitted electronically, which also contains

the signatures of approving counsel and/or one or more of the parties, may be submitted electronically, but should only be submitted in a flattened PDF format to protect the integrity of the document. Judgment entries, decrees, orders, or decisions not requiring the signatures of approving counsel may be submitted electronically in Microsoft Word format (preferred only when no counsel or party signatures required) or PDF format for signature and processing by the Court. The Court encourages the submission of electronic judgment entries, decrees, orders and decisions for electronic signature and adoption by the Judge and/or Magistrates.

Documents signed electronically by the Judge/Magistrates shall be annotated manually or have digital images affixed. Any signature applied electronically should be “flattened” into the document prior to filing with the Clerk of Courts to maintain the integrity of the document. Judge(s) and Magistrate(s) shall be individually responsible for protecting the integrity of their respective digital signature formats.

### **8.03 E-FILING**

**(A) Except as otherwise provided in this Rule, all pleadings, motions, briefs, memoranda of law, deposition transcripts, transcripts of proceedings, orders, or other documents submitted in designated e-File case types shall be filed electronically through the Court's authorized electronic filing system. The Clerk shall not accept or file any document in paper form in mandatory e-File cases from litigants represented by counsel. Litigants who are not represented by counsel (Pro Se), and who are not currently registered users of the Court's e-File system may file documents in paper form with the Clerk in person, by U.S. Mail, or by using the Clerk's Public Access Terminal, only on a temporary basis, until such time as they become registered users. All persons accessing the Court's e-File system shall be required to become registered users on or after their initial access to the Court. Documents filed in accordance with this Rule shall be deemed filed and shall become the Court's Official Court Record when they are entered by the Clerk in the Court's e-File system. Any document filed electronically that requires a filing fee may be rejected by the clerk of court unless the filer has complied with the mechanism established by the court for the payment of filing fees in accordance with Civ. R. 5(E)(3).**

**(B) SERVICE OF COURT INITIATED FILINGS:**

For designated e-File case types, service of Court Initiated Filings shall be made via eService subject to the provisions of this Rule.

**(C) REGISTRATION IN e-FILE SYSTEM:**

1. All counsel of record shall register with the Court's e-File system to file, receive, review, and retrieve copies of e-Filed pleadings, orders, and other documents in the case.

2. *Pro Se* parties are also required to register with the Court's e-File system at the time of their initial filing and shall be thereafter subject to mandatory e-Filing.
3. If a party or counsel of record does not have internet access, the party or counsel of record may use the Clerk's Public Access Terminal (if provided) to register to use the Court's e-File system and to e-File documents.

**(D) CONFIDENTIAL AND UNIQUE ELECTRONIC IDENTIFIER:**

1. The Court's e-File system shall assign an individual who has registered pursuant to Subsection (C) of this Rule a confidential and unique electronic identifier that shall be used to file, serve, receive, review, and retrieve e-Filed pleadings, orders, and other documents in the case.
2. Each person to whom a unique identifier has been assigned shall be responsible for the security and use of such identifier.
3. All e-Filed documents shall be deemed to be made with the authorization of the party who is assigned the specific unique electronic identifier, unless the party proves to the satisfaction of the Court, by clear and convincing evidence, that the contrary is demonstrated.

**(E) OFFICIAL COURT RECORD:**

For documents that have been e-Filed pursuant to Subsection (I) of this Rule or documents filed in paper format that have been scanned and uploaded to the e-File system by the Clerk, the electronic version constitutes the Official Court Record. E-Filed Documents have the same force and effect as those filed by traditional means.

**(F) FORM OF DOCUMENTS:**

1. **Format:** All pleadings, motions, briefs, and other documents (apart from attachments/exhibits) shall be formatted in accordance with the following:
  - a. Typewritten or printed, double spaced, on 8 1/2" x 11" paper, not less than eleven-point (11pt) and not greater than twelve-point (12pt) regular type font, paginated sequentially.
  - b. A filed document shall not contain links to other documents or references to the CMS unless they are incorporated into the filed documents. External links are prohibited.

**2. Portable Document Format ("pdf"):**

- c. Except as otherwise provided for in these rules, all e-Filed documents, pleadings, and papers shall be filed with the Clerk in PDF format ".pdf" (preferably **searchable pdf**);
- d. A proposed order or proposed entry shall be submitted in Microsoft Word [.doc or .docx] format, or ***searchable PDF*** format, and shall reference the specific motion to which it applies.

**3. Size of e-Filed Documents:**

- a. Individual documents included in a submission shall not exceed 10 megabytes in size.
- b. Any combination of documents e-Filed in one submission shall not exceed 30 megabytes in size.

**4. Signatures:**

- a. Attorney/Filing Party Signature: e-Filed documents that require the signature of the attorney or filing party shall be signed with a conformed signature of "/s/ [name]"; **or** shall bear a digitally applied and flattened original signature of the attorney or filing party.
- b. The correct format for an attorney's conformed signature is as follows (if not digitally applying a signature):

/s/Attorney Name  
Attorney Name  
Bar Number 1234567  
Attorney for [Plaintiff/Defendant] XYZ Corporation  
ABC Law Firm  
Address  
Telephone  
**E-mail address**

- c. The conformed signature and/or the digitally applied and flattened original signature on an e-Filed document is deemed to constitute a signature on the document for the purposes of signature requirements imposed by the Ohio Rules of Superintendence, Rules of Civil Procedure, Rules of Criminal Procedure, and any other law.

- d. **Multiple Signatures:** When a stipulation or other document requires two or more signatures, the filer shall:
  - i. confirm that the content of the document is acceptable to all persons required to sign the document;
  - ii. indicate the agreement of other counsel or parties at the appropriate place in the document, usually on the signature line; and
  - iii. e-File the document, indicating the signatories, e.g., /s/ Jane Doe, /s/ John Smith, etc., or including electronically applied original, flattened signatures.
- e. **Original Signatures:** Documents requiring an original signature, such as an affidavit, or other notarized documents that do NOT contain digitally applied original, flattened signatures and/or a properly applied electronic notary shall be scanned after the signature and notarization are applied to the paper document and shall be e-Filed as a “.pdf” subject to the following requirements:
  - i. The filer shall maintain the signed, original paper document in the filer’s records and have it available for production upon request of the Court; and
  - ii. The signed, original paper document shall be maintained until the case is closed and the time for appeal has expired, or the appeals have been heard and all opportunities for post judgment relief are exhausted.
- f. **Signature of Judge or Judicial Officer:** e-Filed documents may be signed by a Judge or judicial officer via a digitally applied and flattened signature. All orders, decrees, judgments, and other documents signed in this manner shall have the same force and effect as if the Judge had affixed his or her signature to a paper copy of the order and journalized it.

#### **(G) TIME, EFFECT AND PROCESS OF e-FILING:**

- 1. **Submission:** Any filing may be e-Filed with the Clerk 24 hours a day, 7 days a week.
- 2. **Receipt:** Upon receipt, the Court’s e-File system shall issue confirmation that the submission has been received. The confirmation shall include the date and time of receipt and serve as proof of receipt.

3. **Clerk Review:** After Clerk Review, a filer will receive notification from the Clerk that the submission has been accepted or rejected by the Clerk.
  - a. If the submission is rejected, the document shall not become part of the Court record and the filer shall be required to re-submit the document to meet the requirements.
  - b. If the submission is accepted, the document shall be docketed and filed.
4. **Official Time Stamp:** Upon acceptance, the submission shall be deemed filed and shall receive an electronic stamp that includes the date and time that the filer originally submitted the document to the Court's e-File system as well as the unique confirmation number of the filing. Once accepted the document will be deemed filed for purposes of Ohio Law and relevant Rules of Court Procedure.
5. **System Errors:** If a submission is not received by the Court because of a System Error the Court may, upon satisfactory proof, enter an order permitting the document to be filed *nunc pro tunc* to the date it was submitted.

**(H) SERVICE:**

1. **Instructions for Service:** For all documents that require service by the Clerk or documents for which a party is requesting that service be made by the Clerk, Instructions for Service shall be filed as a separate document. The Clerk shall not accept Instructions for Service that do not designate the names, addresses **and email addresses (if known)** of the parties to be served. If the address or email address of the party to be served is unknown, the filer shall substitute "unknown" for the address and/or email address.
2. **Complaint and Related Documents in Civil Cases:**
  - a. Upon filing the original complaint or any counterclaim, cross claim, or third-party complaint, in addition to the Instructions for Service required by this Rule, the filer shall include the address of the plaintiff(s) and defendant(s) in the caption of the document. If the address of any plaintiff or defendant is unknown, the filer shall substitute "unknown" for the address in the caption.
  - b. Unless an attorney or party has obtained permission signed by the assigned Judge to defer service of summons for a specific period, the Instructions for Service filed with the original complaint or any counterclaim, cross claim or third-party complaint shall indicate a method of service pursuant to Civ. R. 4. The Clerk shall issue a summons and process the method of service in accordance with the Ohio Rules of Civil Procedure.

3. **Indictments in Criminal Cases:** Indictments in criminal cases shall be filed through the Court's e-File system in compliance with these Rules and shall be served on defendants according to the Ohio Rules of Criminal Procedure.

4. **Documents Filed Subsequent to Complaint or Indictment:**

a. In accordance with Civ. R. 5 and Crim. R. 49, unless the filer requests service by the Clerk and files the Instructions for Service required by this Rule, the filer, not the Clerk, shall be responsible for serving all documents filed after the original complaint on all parties or their attorneys. Service upon a party or attorney shall be made in accordance with Civ.R. 5 and/or Crim.R. 49. E-filed documents shall be accompanied by a certificate of service as required by Civ.R. 5 and Crim.R. 49. Service is not completed simply by e-filing a document. Counsel and the parties must still comply with Civ.R. 5 and Crim.R. 49 when serving documents on the opposing party and/or opposing counsel.

b. **Entries and Orders:**

- i. The Court's e-File system shall generate a Notification of Electronic Filing for all entries and orders signed by the Judge or a Magistrate. This Notification of Electronic Filing shall constitute service under Civ. R. 5 and Crim. R. 49.
- ii. After the order or entry has been signed and filed, the Clerk shall serve on all pro se parties who are not registered users of the Court's e-File system copies of all entries and orders submitted to the Court for signature in accordance with Civ. R. 5 and Crim. R. 49.

**(I) PERSONAL AND PRIVATE INFORMATION IN DOCUMENTS FILED WITH THE CLERK:**

1. **Definition:** Personal and private information includes, but is not limited to, social security numbers, financial account numbers, names of minors, information protected by law from public disclosure, or other personal identification numbers.
2. **Exclusion:** The filer shall **not** include personal and private information in any document filed with the Court unless such inclusion is necessary and relevant to the case, unless it is filed as a separate document-such as the Personal Identifier Information Sheet (LOCAL COURT FORM 18), which is a secure document not subject to public record (See Local Rule 21). This requirement extends to and includes exhibits or addenda attached to filings, such as preliminary and financial

reports which itemize state liens that use social security numbers as case numbers or medical records.

3. **Redaction:** If personal and private information is necessary and must be included in a document, the filer shall redact the personal and private information from the document in the following manner:
  - a. For social security numbers, financial account numbers, or other personal identification numbers, all but the last four digits of the number shall be redacted.
  - b. For minors, only the child's initials shall be included.
  - c. For any other personal or private information, the information shall be replaced with "[REDACTED]".
4. **Responsible Party:** The filer is responsible and liable for redacting personal and private information. The Clerk shall not review each document for compliance with this Rule.
5. **Entries and Orders:** Personal and private information required to be included in entries and orders shall be redacted in the manner set forth in this Rule.

**(J) EXCEPTIONS TO E-FILING (WHEN NECESSARY):**

1. Exhibits, attachments, or other documents that may **not** be comprehensibly viewed in a .pdf reader application **shall** be filed in their physical form with the Court.
2. All initial filing documents related to Civil Protections Orders, Certificates of Judgments and Executions of Judgment **may** be filed in paper form with the Clerk with Court approval.
3. Pro se parties who are not registered users of the Court's e-File system **may initially** file documents in paper form with the Clerk in person, by U.S. Mail, or by using a Court/Clerk Public Access Terminal (if provided), **pending registration as a user**. Documents filed in accordance with this Rule shall be deemed filed and shall become the Court's Official Court Record when they are entered by the Clerk in the Court's e-File system.
4. Bonds filed in criminal cases **shall** be filed in paper form with the Clerk (scanned and imported into the CMS).
5. Subpoenas which are to be issued by the Clerk **may** be filed in paper form with the Clerk.

6. Criminal case documents filed at arraignment and prior to arraignment **may** be filed in paper form **if** bearing the original signature of the Defendant.

**(K) COLLECTION OF FILING DEPOSIT AND FEES:** Any document requiring payment of a filing deposit or fee to the Clerk to achieve valid filing status shall be filed in the same manner as any other e-Filed document. The e-File system accepts payment of deposits and fees electronically. Alternatively, the e-File system can accommodate the filing of an affidavit of indigence.

## **RULE 9. RULE DAY – MOTION TO EXTEND TIME FOR PLEADING**

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Rule days for pleadings shall be strictly enforced. However, a party may, with leave of Court, obtain one or more extensions in which to move, plead, or answer. No extension shall exceed thirty (30) days, absent good cause shown. Any motion for extension shall be in writing and shall state the number of prior extensions granted to that party. The motion shall be accompanied by a proposed Judgment Entry granting the extension. Counsel requesting an extension shall contact opposing counsel and shall note opposing counsel's response in the motion or proposed Judgment Entry. This rule shall have no application to Objections to Magistrate's Decisions or Motions to Set Aside Magistrate's Orders.

## **RULE 10. COURTROOM PROCEDURE**

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**10.01 WITNESSES - SEPARATION:** In any trial where the Court has ordered a separation of witnesses, it shall then be the responsibility of counsel to see that such witnesses leave the courtroom. It shall also be the responsibility of the bailiff and/or counsel to thereafter call to the Court's attention the presence of any witness then remaining or who later enters the courtroom. Any witness who enters the courtroom and listens to the testimony of other witnesses after a separation of witnesses is ordered may not testify if objection is made by the opposing counsel and so ordered by the Court. The Court, in its discretion, may permit the witness to testify if the Court finds that the interests of justice require the testimony of such witness or that the witness heard or observed nothing that would prejudice the opposing party or parties. A general order directing the separation of witnesses only excludes witnesses from the courtroom and/or listening to testimony. It does not prevent communication or contact between witnesses outside the courtroom. The Court will, if requested, make such additional exclusionary orders as permitted by Evid. R. 615 to the extent the Court, in its discretion, determines to be appropriate.

**10.03 DRESS CODE:** All attorneys, parties, and witnesses, when attending Court, shall dress in a manner which reflects respect for the Court and for the decorum of formal legal

proceedings. No individual shall appear in the courtroom dressed inappropriately, as determined by the Court. It shall be the duty of counsel to advise the parties and witnesses of this rule prior to their appearance in Court.

**10.04 MULTIPLE ATTORNEYS:** Except with permission of the Court, only one counsel for each party shall be permitted to be heard on any motion, any question arising during the course of a trial or hearing, or during argument to the Court or Jury, and only one counsel shall be permitted to examine the same witness in any trial or hearing.

**10.05 COUNSEL TABLE SEATING:** Only counsel and the parties shall be seated at counsel table, unless otherwise expressly permitted by the Judge or Magistrate.

**10.06 EXHIBITS:** Unless impractical or impossible:

**(A)** Plaintiff's exhibits should be marked with numbers and Defendant's exhibits should be marked with letters. However, if the exhibit labels clearly identify the party offering the proposed exhibits, all exhibits may be numbered (both Plaintiff and Defendant). To the extent practical, all exhibits should be marked with the Case Number of the action.

**(B)** The parties shall exchange copies of all exhibits in advance of trial or hearing. A copy of each party's exhibits for use during a jury trial shall also be furnished to the Judge or Magistrate electronically in PDF format at least 24 hours prior to trial. The electronic copy shall include an index followed by all anticipated exhibits, and in the order marked.

**(C)** If the trial is to a jury, each party shall provide the Court with an electronic/digital copy of their respective exhibits, pre-marked and in order, together with an included exhibit index by email attachment or by providing a flash drive to the Court prior to the commencement of trial.

**(D)** Exhibits withdrawn or not offered during trial or hearing shall be returned to the party at the conclusion of the hearing or trial pursuant to the procedures set forth in *Sup.R. 26(F)*. If original exhibits are presented in a three-ring binder, an exhibit withdrawn or not offered shall be removed from any binder retained in evidence, unless necessary for appellate record purposes.

**(E)** Exhibits admitted into evidence and exhibits excluded from evidence on objection shall remain in the custody of the Court. Exhibits, except for exhibits in murder cases, shall be available for return to the offering party upon expiration of the appeal process. Any request for the return of exhibits shall be made by written motion.

**(F)** By express stipulation on the record, a copy may be substituted for any original exhibit introduced into evidence during hearing or trial.

## **RULE 11. MAGISTRATES**

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### **11.01 GENERAL ORDER OF REFERENCE**

**(A)** Pursuant to the provisions of Rule 53 and Rule 65.1 of the Ohio Rules of Civil Procedure, every Magistrate appointed as a Magistrate of the Ashland County Common Pleas Court, General and Domestic Relations Divisions, shall have full authority to conduct proceedings in all domestic relations proceedings, civil protection order and civil stalking protection order cases, foreclosures, and all other civil actions, as if upon General Order of Reference made by this Court.

**(B)** Pursuant to Criminal Rule 19, every Magistrate appointed as a Magistrate of the Ashland County Common Pleas Court, General and Domestic Relations Divisions, shall have full authority to conduct bond settings, initial appearances, arraignments, community control violation evidentiary hearings, preliminary hearings and any other matter otherwise authorized by rule or statute in criminal cases, as if upon General Order of Reference made by this Court.

**11.02 SIGNATURE FOR MAGISTRATE:** Any interlocutory or temporary order in a case assigned to the Magistrate may be submitted to the Court by counsel as a "Magistrate's Order" with a signature solely for the Magistrate. Any final appealable order submitted by counsel in a case assigned to the Magistrate shall be titled as a "Judgment Entry" and shall contain signature lines for both the Magistrate and the Judge. The signature lines shall both be on the right side of the Judgment Entry, with the Magistrate's signature line below the Judge's signature line.

### **11.03 MOTIONS TO SET ASIDE MAGISTRATE'S ORDER OR OBJECTIONS TO MAGISTRATE'S DECISION:**

**(A)** A party filing a motion to set aside the Magistrate's Order or objection to a Magistrate's Decision shall file said pleading in compliance with Civil Rule 53 or Criminal Rule 19.

**(B)** The Motion or Objection shall state grounds for the relief requested in specific terms.

**(C)** A copy of the motion or objection shall be served on opposing counsel. A copy of any objection relating to child or spousal support shall also be served on the Child Support Enforcement Agency by the objecting party.

**(D)** No extensions of time to file Motions to Set Aside or Objections shall be granted. If the party cannot state particular grounds for relief at the time the motion or objection is filed, the party may request an extension of time to supplement the motion or objection with those particulars at a later date.

**11.04 FAILURE TO PROVIDE TRANSCRIPT IN SUPPORT OF MOTION OR OBJECTION:** Failure to provide a transcript in support of a motion to set aside or objection will result in consideration of the legal grounds of the motion or objection only, and not any disputed factual issue or specific finding of the Magistrate.

**11.05 FINDINGS OF FACT AND CONCLUSIONS OF LAW:** Any party may request findings of fact and conclusions of law in connection with a Magistrate's Decision. No requests for findings of fact and conclusions of law will be entertained regarding a Magistrate's Order since Magistrate's Orders are interlocutory in nature.

## **RULE 12. THE RECORD AND TRANSCRIPTS**

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**12.01 THE RECORD:** The Court designates and retains an Official Court Reporter on a contractual basis pursuant to R.C. §2301.18. See the Court's website for the name and contact information of the Court's Official Reporter. The Court also maintains the means for electronically recording the proceedings in both Courtrooms.

**(A) NON-JURY CRIMINAL AND CIVIL PROCEEDINGS:** The record of all non-jury proceedings before the Magistrate or Judge shall be made by electronic means, unless otherwise ordered by the Court.

**(B) CRIMINAL JURY TRIALS:** The record of jury proceedings in criminal cases shall be made by the Court's Official Court Reporter. The Court will make the arrangements for a Court Reporter in criminal jury trials if no Official Court Reporter is appointed pursuant to R.C. §2301.18 at the time.

**(C) CIVIL JURY TRIALS:** The record in jury proceedings in civil cases shall be made by electronic means, unless one or both parties requests that the record be made by a Court Reporter. Any request that the record be made by a Court Reporter shall be filed with the Court no less than two (2) weeks prior to the scheduled final pretrial in the case. If no Official Court Reporter is appointed pursuant to R.C. §2301.18 at the time (not identified on the Court's website), the request shall include the name and address of a Registered Professional Court Reporter that is available for the duration of the trial. The party requesting a Court Reporter shall be responsible for payment of the Court Reporter. Upon proper motion, the Court may order that any costs advanced by a party for a Court Reporter be taxed as court costs in the case.

**(D) DESTRUCTION OF THE RECORD AFTER 60 DAYS [Sup. R. 26(F)]:** Upon the conclusion of any evidentiary hearing that results in a conclusion or termination of the entire case, including appeal, the Court shall destroy all evidentiary exhibits, depositions, and transcripts in the possession of the Court or its staff after giving all parties 60 days advance notice by judgment entry. The Court's judgment entry shall advise the parties of their right to retrieve all exhibits tendered by them within 60 days

of the notice, where the exhibits may be retrieved within that period, and that the exhibits will be destroyed if not retrieved within the time required.

**12.02 TRANSCRIPTS:**

**(A) OFFICIAL COURT REPORTER IN JURY PROCEEDINGS:** If no Official Court Reporter is appointed pursuant to R.C. §2301.18 at the time, then any Court Reporter attending upon a jury trial shall be deemed the "Official Court Reporter" for purposes of that trial and shall be fully responsible for the preparation of any written transcript of the proceedings.

**(B) OFFICIAL COURT REPORTER APPOINTED TO PREPARE WRITTEN TRANSCRIPTS OF ELECTRONICALLY RECORDED PROCEEDINGS:** Upon receipt of a request for written transcript of any electronically recorded proceedings, the Court shall (if an Official Court Reporter has not been previously designated or appointed pursuant to R.C. §2301.18) appoint a person as the "Official Court Reporter" for purpose of making that written transcript. The person so appointed shall thereafter be entitled to such compensation for making transcripts and copies as is set by the Court.

**(C) DEPOSIT:** Except as otherwise provided pursuant to R.C. 2301.23 through R.C. 2301.25, the transcription of any hearing or part thereof shall not be commenced until the party requesting the transcript has deposited a sum equal to the estimate of cost prepared by the Official Court Reporter. In the event the deposit is not sufficient, the unpaid balance shall be paid to the Official Court Reporter before the transcript is delivered. Any excess deposit shall be returned to the party requesting the transcript.

**(D) FACE SHEET:** Every transcript filed in this Court shall contain a face sheet bearing the caption of the case, the date(s) of the proceedings, the names of counsel and the name, address and telephone number of the person preparing the transcript.

**(E) GRAND JURY:** Transcripts of Grand Jury proceedings shall not be prepared except upon order of the Court, after notice to the Prosecuting Attorney.

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**RULE 13. SUBPOENAS**

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**13.01 TIME:** Except for good cause shown, the Clerk shall not be required to issue a subpoena, nor shall the Sheriff be required to serve the same, unless a praecipe for the subpoena is filed with the Clerk at least twenty-four (24) hours prior to the time set for trial.

**13.02 DEPOSITS:** The Clerk of Court shall not be required to issue subpoenas for service by anyone other than counsel of record, unless the party so requesting the issuance of a subpoena has provided sufficient funds to the Clerk to pay witness fees as required by §2335.06 of the Ohio Revised Code.

## **RULE 14. RESERVED FOR FUTURE USE**

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### **14.01 RESERVED:**

## **RULE 15. ORDERS, ENTRIES AND DECREES**

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### **15.01 PREPARATION OF ORDERS, ENTRIES AND DECREES:**

**(A) UPON MOTION NOT REQUIRING ORAL HEARING:** Counsel shall submit a proposed Judgment Entry with any motion which does not require an oral hearing. Any proposed Judgment Entry submitted by counsel shall be contained within a **separately captioned pleading** titled "Judgment Entry" and the Judgment Entry shall **not** be located on the same page or series of pages containing the motion giving rise to the proposed Judgment Entry.

**(B) UPON DIRECTION OF THE COURT OR UPON SETTLEMENT:** Upon direction of the Court following oral hearing or following settlement, Counsel for Plaintiff or such attorney as assigned by the Court, shall prepare a proposed Judgment Entry based upon the Court's verbal announcement of decision or the parties' settlement terms (as recited into the record in open court). Counsel shall prepare the Judgment Entry and submit the same to opposing counsel for approval within fourteen (14) days of the hearing. Opposing Counsel shall thereafter have fourteen (14) days to review and approve the proposed Entry. Counsel tasked with preparing the Judgment Entry shall submit a properly approved Entry to the Court no later than forty-five (45) days following the Court's direction or settlement. Except upon express permission of the Court, the parties and counsel shall not be excused from attending any mediation or hearing in a case settled prior to mediation or hearing unless the Judgment Entry resolving the dispute is submitted to the Court prior to the scheduled mediation or hearing.

**(C) COURT PREPARED ORDERS AND DECREES:** The provisions of this rule shall not be deemed to preclude the Court **at any time** from *sua sponte* preparing and filing with the Clerk its own judgment or order.

### **15.02 FAILURE TO COMPLY WITH THIS RULE:**

**(A) FAILURE OF COUNSEL TO PREPARE OR SUBMIT** a Judgment Entry in accordance with these rules may result in sanctions.

**(B) UNILATERAL SUBMISSION TO COURT:** In the event opposing counsel fails to approve or reject the proposed Judgment Entry in a timely fashion, counsel tasked with preparing the Judgment Entry shall unilaterally present the Judgment Entry to the Court with the following certification:

- (1) that submission to opposing counsel was made according to these rules;
- (2) the date on which the proposed Judgment Entry was submitted to opposing counsel;
- (3) that opposing counsel failed to approve or reject the entry in a timely fashion; and
- (4) any other information which would assist the Court.

**(C) DISPUTES CONCERNING PROPOSED ENTRIES:** In the event counsel cannot agree regarding the substance of a proposed Judgment Entry, each attorney shall submit a proposed version of the Entry to the Court with an explanation of the dispute within forty-five (45) days following the hearing/settlement. The Court will not approve any disputed Judgment Entry which purports to settle the case pursuant to terms not memorialized previously in writing, or through recitation into the Court's record.

#### **15.03 ELECTRONIC PROCESSING OF JUDGMENT ENTRIES, DECREES, ORDERS AND DECISIONS:**

- (A) **WHEN SUBMITTED ON PAPER:** Judgment entries, decrees, orders, and decisions submitted to the Court (including Magistrates) on paper **shall** be scanned and converted to an electronic document file for signature and adoption by the Court. The Court shall thereafter sign and file the document electronically.
- (B) **WHEN SUBMITTED ELECTRONICALLY:** Judgment entries, decrees, orders, and decisions submitted to the Court **electronically** shall comply with and be submitted in accordance with the provisions of these rules.

### **RULE 16. CONTINUANCES**

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Rule 41 of the Ohio Rules of Superintendence for the Courts of Ohio establishes strict guidelines pertaining to continuances of court proceedings. Pursuant to that Rule, no continuances shall be granted by this Court, except for good cause shown. Any motion or request for continuance shall be made in writing and filed prior to the scheduled hearing, unless otherwise authorized by the Court.

#### **16.01 MOTION FOR CONTINUANCE:** The Motion shall contain all the following:

- (A) The reason for the requested continuance;
- (B) A statement that the moving party (i.e., the attorney's client) is aware that the motion for continuance is being made, and consents to the continuance;

**(C)** A copy of the notice of hearing from the conflicting Court, if the request for continuance is based upon a conflict in court appearances; and

**(D)** The endorsement of the moving party (i.e., client's approval signature), as well as the signature of counsel for that party, pursuant to Sup. R. 41.

**16.02 PROPOSED ORDER:** Any request for continuance shall be accompanied by a proposed order which contains all of the following:

**(A)** Approval signature of opposing counsel or party (if unrepresented), or a statement why the moving party did not obtain such approval of the continuance. Approval by telephone, email or fax may be notated;

**(B)** A statement of:

**(1)** the type of hearing continued;

**(2)** the date of the original scheduled hearing; and

**(3)** the day of the week, date, and time of the rescheduled hearing.

## **RULE 17. MEDIATION**

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**17.01 UNIFORM MEDIATION ACT ADOPTED BY THE COURT:**

The Ashland County Common Pleas Court, General and Domestic Relations Divisions incorporates by reference the R.C. 2710 "Uniform Mediation Act" (UMA) and Supt.R.16.20 through 16.26. subject to the modifications which follow.

**17.02 CASES ELGIBLE FOR MEDIATION:**

**(A) General.** The Ashland County Common Pleas Court, General and Domestic Relations Divisions, has discretion to encourage parties to use mediation in any civil action filed in this court. All cases may be submitted to mediation as provided in this rule, except as prohibited by Paragraph (B) of this Section. The Court may issue an order on its own motion, upon the motion of counsel, upon the request of a party, or upon referral by the mediator.

**(B) Exceptions.** Mediation is prohibited in the following:

**(1)** As an alternative to the prosecution or adjudication of domestic violence;

- (2) In determining whether to grant, modify, or terminate a protection order;
- (3) In determining the terms and conditions of a protection order;
- (4) In determining the penalty for violation of a protection order.

(C) Nothing in this division shall prohibit the use of mediation in a subsequent divorce or custody case, even though that case may result in the termination of the provisions of a protection order.

#### **17.03 CONFIDENTIALITY:**

- (A) **General.** All mediation communications related to or made during the mediation process are subject to and governed by the Uniform Mediation Act. Mediation communications are confidential, and no one shall disclose any of these communications unless all parties and the mediator consent to disclosure. This court may impose penalties for any improper disclosures made in violation of this rule. Disputes regarding confidentiality should first be addressed with the mediator or mediation department where possible.
- (B) By participating in mediation, a nonparty participant, as defined by R.C. 2710.01(D), submits to the Court's jurisdiction to the extent necessary for enforcement of this rule. Any nonparty participant shall have the rights and duties under this rule as are attributed to parties, except that no evidence privilege shall be expanded.
- (C) **Exceptions to Confidentiality.** All mediation communications are confidential with the following exceptions:
  - (1) Parties may share all mediation communications with their attorneys;
  - (2) Certain threats of abuse or neglect of a child or an adult;
  - (3) Statements made during the mediation process to plan or hide an ongoing crime;
  - (4) Statements made during the mediation process that reveal a felony.

#### **17.04 REFERRAL TO RESOURCES:**

The court staff shall maintain resources for mediation parties, including victims and suspected victims of domestic violence, encouraging appropriate referrals to legal counsel and other support services such as Children Services, domestic violence prevention, counseling, substance abuse and mental health services.

## **RULE 18. MEDIA RECORDING OF PROCEEDINGS:**

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Broadcasting, televising, recording, and photographing by news media during courtroom sessions, including recesses between sessions, shall be permitted under the following conditions:

**18.01 REQUESTS:** Requests for permission to broadcast, televise, record, or photograph in the courtroom, or to join an active video hearing, shall be made in writing to the Court as far in advance as reasonably practical, but in no event later than one (1) day prior to the subject courtroom session. The Court reserves the right to order case-specific procedures for cases exhibiting a high level of public interest. Media may contact court staff for assistance.

**18.02 ORDER OF THE COURT:** The Court shall approve or deny the request by Judgment Entry. The Court's Judgment Entry shall address all relevant matters, including but not limited to equipment, personnel, lighting, and sound.

**18.03 POOLING:** Arrangements shall be made between or among media for "pooling" equipment and personnel authorized by this rule to cover the court sessions if multiple media representatives are present.

**18.04 REVOCATION OF PERMISSION:** Upon the failure of any media representative to comply with case-specific conditions expressly prescribed by the Judge or Magistrate, the Rules of Superintendence of the Supreme Court, or this Rule, the Court may summarily revoke any Judgment Entry granting permission to broadcast, photograph, or record the trial or hearing.

## **RULE 19. SPECIFIC PROVISIONS FOR CIVIL CASES**

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### **19.01 MOTIONS IN CIVIL CASES:**

**(A) METHOD:** Motions involving issues other than routine or administrative matters shall be in writing, accompanied by a memorandum, and filed in accordance with the Ohio Rules of Civil Procedure. Any motion which does not require an oral hearing shall be accompanied by a proposed Judgment Entry.

**(B) ORAL ARGUMENT:** All motions shall be submitted for determination **without** oral argument unless otherwise ordered by the Court. Upon the filing of any motion which requires oral hearing pursuant to the Ohio Rules of Civil Procedure or any provision of the law, **the movant shall**, prior to the physical filing of the motion, obtain a date for such hearing from appropriate Court staff and cause notice of such hearing to be served on all parties and/or counsel of record.

**(C) SUMMARY JUDGMENT MOTIONS:** The procedure specified in Civil Rule 56 applies to summary judgment motions. That procedure permits the adverse party to file opposing affidavits with the Court within twenty-eight (28) days after service of the motion. The movant shall be permitted to file a reply memorandum, not exceeding ten (10) pages exclusive of any certification of service within fourteen (14) days following service of the adverse party's response. Except as otherwise set forth in the order, the summary judgment motion shall be deemed submitted for non-oral hearing at 4:00 p.m. on the day after the deadline established for movant's filing a reply to the adverse party's memorandum in opposition.

**(D) RESPONSES TO MOTIONS AND MEMORANDA OTHER THAN SUMMARY JUDGMENT:** Within fourteen (14) days after the filing of a motion, the opposing party may file a memorandum in opposition to the motion with the Court. Thereafter, the movant may file a reply memorandum within seven (7) days after the filing of the opposing memorandum. Upon expiration of the time for filing memoranda, the matter shall be deemed submitted to the Court for determination. Failure to file a memorandum at the time specified in this rule is a waiver and consent to submission of the motion forthwith.

### **19.02 CONFERENCES:**

**(A) CASE MANAGEMENT CONFERENCE:** An initial Case Management/Scheduling Conference shall be held within the time periods set forth in Civ.R. 16. These will normally be conducted by telephone or video conferencing. If by telephone, the Court shall utilize a call-in conference call number for all parties and the Court to join, which shall be identified in the notice sent by the Court. If by video conference, the Court shall establish the video meeting by means of **Zoom Video Conferencing** and shall provide all counsel and unrepresented parties with a website link by email for joining the video conference. If by video, all counsel shall log in at least three (3) minutes prior to the

scheduled conference time. At the time of the Case Management Conference, counsel shall:

- (1)** Identify disputed and undisputed issues, including possible stipulations of facts;
- (2)** Discuss mediation, arbitration, and any other possible settlement alternatives;
- (3)** Discuss discovery issues and the need for appraisals or expert evaluations;
- (4)** Discuss the time required for a final hearing in the case; and
- (5)** Establish a schedule for mandatory discovery.

Following the conclusion of the case management conference, the Court will issue a scheduling order for the case.

**(B) FINAL PRETRIAL OF CIVIL CASES:**

**(1) ATTENDANCE:** Pretrial of civil cases shall be at the discretion of the Court. The parties, trial counsel and any insurance agent with settlement authority shall attend the final pretrial in a civil case, unless excused by the Court. Pretrials will generally be conducted by video conferencing via **Zoom Video Conferencing** video conferencing software but may be conducted in open court at the discretion of the Court.

**(2) PRETRIAL STATEMENTS:** A pretrial statement by each party **shall** be filed with the Court at least five (5) days before the date of any pretrial. They shall include the following:

**(a)** A brief statement that the attorneys have discussed in depth the issues involved, that offers of settlement were made and refused.

**(b)** A brief statement of the facts giving rise to the claim or defense, and/or counterclaim.

**(c)** A brief statement of the issues involved.

**(d)** A brief statement of the applicable law and the authorities upon which counsel relies.

**(e)** List of names and addresses of witnesses who will be appearing on behalf of the party, including a short statement by counsel of what he or she expects their combined evidence to establish.

**(f)** A list of demonstrative evidence or exhibits which will be offered on the date of trial.

**(g)** A demand or offer for settlement.

**(h)** Estimate of trial time.

**(3) PREPARATION FOR FINAL PRETRIAL:** It is the intent of the Court to assign Final Pretrial date and Trial date within approximately 30 days of one another. Accordingly, it is suggested to counsel that preparation for a Final Pretrial hearing shall encompass the same type of preparation as would be required for Trial. The attorneys shall be prepared to:

**(a)** Freely discuss the theory or theories of their case, both factual and legal.

**(b)** Discuss the necessity or desirability of amendments to any pleadings or the filing of additional pleadings.

**(c)** Discuss simplification of the issues.

**(d)** Make admissions as to the facts and authenticity of documents and other exhibits which are not in dispute.

**(e)** Eliminate parties unnecessary to the case.

**(f)** Give the names and addresses of witnesses whom they intend to call and state the general nature of their testimony. If the Court so orders, counsel shall not be permitted to call additional witnesses at the trial, except rebuttal witnesses, unless the names and addresses of said witnesses and the general nature of their testimony are furnished in writing to other counsel of record and the Court at least five (5) days before trial, or upon leave of Court at the trial, for good cause shown. Unless for good cause approved by the Court, the refusal or failure of counsel to disclose a witness shall render testimony by that witness inadmissible at trial.

**(g)** Give the number and nature of exhibits they expect or intend to introduce, and if required by the Court, produce them for examination by the Court or parties.

**(h)** Submit and consider authorities on unique or controverted issues or guarantee their submission at least one week prior to trial.

**(i)** Discuss any other matters that may expedite the trial or disposition of the case.

**(4) SANCTIONS:** Failure of an attorney to be prepared for a Pretrial Conference, and failure of a party or attorney to appear, or to cooperate in good faith in the conduct of a Pretrial Conference, shall subject said attorney or party, in the discretion of the Court, to any of the sanctions provided by Rule 37 of the Ohio Rules of Civil Procedure, including an award of expenses and/or attorney fees to any party prejudiced by said failure. In addition, the Court shall have the authority to proceed with all or any portion of the case and to decide and determine any or all matters ex parte upon failure of the Plaintiff or Defendant to appear in person or by counsel at a Pretrial Conference. In addition, the Court may transfer the matter to its inactive docket.

#### **19.03 APPEALS TO THE COMMON PLEAS COURT**

**(A) PROCEDURE:** All appeals filed from administrative agencies, except Workers' Compensation cases, shall be governed by the same procedure, which is as follows:

**(1)** Unless the Ohio Revised Code requires otherwise, Appellant shall order and cause the proper notice, transcripts, and information to be filed with the Clerk pursuant to the applicable provisions of the Ohio Revised Code.

**(2)** Within thirty (30) days after the filing of a complete transcript of the original papers, testimony, and evidence offered at the administrative hearing with the Clerk, appellant shall file his/her assignment of error and brief.

**(3)** Within thirty (30) days after filing of appellant's brief, appellee shall file his/her brief in opposition, and the assignment of error on his/her own behalf, if any.

**(4)** Within fifteen (15) days after the filing of appellee's brief, appellant may file a reply brief.

**(5)** Unless the Civil or Criminal Rules or law otherwise provide, the Court may decide the appeal without a hearing.

**(B) TRANSCRIPTS:** It shall be the responsibility of the administrative agency to initially pay the cost of a complete transcript of the original papers, testimony and evidence offered at the administrative hearing. The administrative agency shall certify the cost incurred in providing the same to the Clerk of this Court who shall tax any such cost as court costs in the case.

#### **19.04 RECEIVERSHIPS:** In all cases where this Court appoints receivers, the following shall apply:

**(A)** Unless the Court by entry specifically authorizes the Receiver to continue a business, the Receiver shall expeditiously take control of the assets of the defendant

debtor, give notices to all known creditors of his/her appointment and afford them opportunity to present and prove their claims, cause the assets to be inventoried and appraised, determine the validity and priority of creditor's claims, take such steps as may be necessary to reduce the assets to cash, and make distribution of said cash among the various classes of creditors.

**(B)** Within thirty (30) days after appointment, the Receiver shall report to the Court, submitting an inventory and appraisement, and including an account of receipts and expenditures to date. Such documents shall be submitted to the Court for approval prior to filing with the Clerk. When necessary, the report shall be set for hearing, otherwise same shall be approved by Judgment Entry after approval by the Receiver and his/her counsel.

**(C)** Quarterly (or at such other times as the Court might direct), after filing the first report with inventory, appraisement and account, the Receiver shall file consecutively numbered reports with accounts, for approval, as to all receipts and expenditures made by the Receiver during the reporting period and a summary of plans for the future conduct of the receivership.

**(D)** In cases involving Receivers appointed to take charge of property and to collect rents and other income, the Receiver may expend funds, without first having obtained Court approval, to pay for insurance coverage, water and utility bills, and make emergency repairs as are necessary for the proper maintenance of the property. For authority other than that conferred upon the Receiver by virtue of this rule, the Receiver shall make an application to the Court for such authority.

**(E)** In all receiverships in which property appraised in excess of Two Thousand Dollars (\$2,000.00) is to be put up for public or private sale, the Receiver shall file in advance of such sale an estimate of the cost with the Court showing the amount of expenditures incurred or to be incurred prior to the time the sale is to be conducted.

**(F)** An application for payment of Receiver's and counsel for Receiver's fees (partial or final) shall be filed with the Clerk for approval by the Court. Written notice of the hearing on application for fees totaling in excess of One Thousand Dollars (\$1,000.00) shall be submitted personally or by mail to all creditors, or to their attorney of record. Unless otherwise provided by Court Order, such application shall show time spent on enumerated items, amounts of money collected, disbursed and on hand, the status of secured and unsecured creditor's claims, including amounts claimed, payments made thereon and balances due, and the estimate of the amount of time necessary to complete work in the receivership and make final distribution.

**(G)** Failure to file an inventory and appraisement, accounts, or other reports as contemplated by this rule, will constitute cause for removal of the Receiver and/or his/her attorney, and for withholding of fees for the Receiver and/or his attorney.

**19.05 JURY TRIALS:** (The provisions of **Local Rule 22 - Jury Management Plan** separately govern regarding calling the jury, *voir dire*, challenges, deliberations, and sequestration).

**(A) PROPOSED JURY INSTRUCTIONS AND JURY INTERROGATORIES -**

**ELECTRONIC SUBMISSION:** Any proposed Jury Instructions and Jury Interrogatories shall be filed with the Court not less than **SEVEN (7)** days prior to the start of the jury trial. Proposed instructions based upon Ohio Jury Instructions (O.J.I.) may be listed by reference only in the proposed instructions. Any special instructions shall include legal authority. All proposed instructions shall ALSO be provided to the in MS Word format.

**(B) VIDEOTAPED DEPOSITIONS FOR USE AT TRIAL:** Written transcripts of videotaped depositions which a party intends to use at trial shall be filed with the Court **not less than** two weeks prior to trial. **In the event the deposition contains objections which cannot be resolved by the parties, those objections shall be brought to the Court's attention through a motion requesting ruling on objections filed with the deposition transcript.** The party seeking to use a videotaped deposition shall be responsible for providing an edited version of the deposition for trial which excludes any portions for which an objection was sustained.

**(C) TRIAL BRIEFS:** The Court does not require trial briefs in all cases. In the event the Court requires trial briefs, they shall be filed not less than five (5) business days prior to trial.

**19.06 JUDICIAL SALES**

**(A) CERTIFICATE OF TITLE:** In any action for the marshaling and foreclosure of liens, and the judicial sale of real estate, or any action involving title to real estate, the party initiating the proceeding shall procure and file with the Clerk of Courts a Judicial Title Report/Attorney's Certificate of Title for the use and benefit of all parties to the proceedings and the purchaser at judicial sales. Such Judicial Title Report/Attorney's Certificate of Title shall be for at least a minimum of twenty-one (21) years and so much longer as is necessary to commence the search with a Warranty Deed or other conveyance as would disclose a marketable title and ownership and shall be in accordance with the provisions of the Ohio Marketable Title Act. Such Judicial Title Report/Attorney's Certificate of Title shall be filed with the complaint and the cost of the same shall be prepaid by the party furnishing the Judicial Title Report/Attorney's Certificate of Title. Thereafter, the cost of the report shall be taxed as costs in the case.

**(B) SHERIFF'S SALE - EXECUTIONS:**

**(1)** All public sales of real estate on order of the Court shall be conducted by personnel of the Ashland County Sheriff's Office utilizing the official public sheriff sale web site and an integrated auction management system for online sales approved by the Department of Administrative Services, unless prior to the

sale, on written application for good cause, an order is obtained hiring the services of an auctioneer. The Court may enter general orders appointing an auctioneer for specific sale dates.

**(2)** On all sales of real estate, the Sheriff shall require from the purchaser as soon as the bid is accepted, a deposit of a certified check payable to the Sheriff, or cash tendered, of ten percent (10%) of the amount of the bid, unless the purchaser is entitled to at least ten percent (10%) of the proceeds of sale.

**(3) Real Estate Taxes shall be estimated and prorated as of the date of sale**, together with a per diem that may accumulate thereafter, if any, pursuant to R.C. 323.47(B)(1) and (2), as applicable. When the judgment creditor is the purchaser of the real estate, a deduction from the sale proceeds for prorated taxes shall NOT be made, unless the judgment creditor notifies the Ashland County Sheriff and/or designated representative ***in writing*** of the creditor's desire to have the current year taxes prorated to the date of sale. This provision is ***only applicable to*** decrees of foreclosure issued on or after January 1, 2018.

**(4)** A Decree of Foreclosure shall include the following *or similar language* regarding the proration of taxes:

The following amounts shall be discharged out of the proceeds of the sale, but only to the extent of such proceeds: 1) taxes, assessments, interest, and penalties, the lien for which attaches before ***the date of the sale***, but that are not yet determined, assessed, and levied for the year that includes the date of sale, apportioned pro rata to the part of that year that precedes the date of sale; 2) all other taxes, assessments, penalties, and interest the lien for which attached for a prior tax year, but that have not been paid on or before the date of sale; and 3) if the plaintiff purchases the real estate at sale, no tax proration deduction shall be ordered at the time of confirmation, unless the plaintiff ***has first notified*** the Ashland County Sheriff, or his agent at sale, ***in writing***, of plaintiff's desire to have the prorated taxes to the date of sale deducted from the sale proceeds.

**(5)** In all Sheriffs sales, the Sheriff shall prepare all newspaper publications required, secure payment of the cost of publication from the party requesting the same, and if not otherwise included in the deposit for costs, cause the same to be published and paid for and to file an affidavit of publication with the Clerk of Courts prior to sale.

**(6)** The Sheriff shall first approve all dates and times of judicial sales to avoid conflict.

**(7)** Praecipes for execution must contain a specific description of the property to be levied upon. This description shall be a part of the writ issued to the Sheriff pursuant to §2327.01 and §2327.02 of the Ohio Revised Code. The Sheriff is authorized to return a writ of execution to the Clerk for failure to comply with this Rule. The location of such property shall be described by street number, County Road number, Township Road number, State Road number or such other description as shall aid the Sheriff to find the same.

**(8)** Copies of all pleadings, commencing with the Judgment of Foreclosure, shall be served upon the Sheriff by the Clerk of Courts. The party preparing the pleading shall be responsible for providing a copy for service on the Sheriff. In the event a copy is not provided, the Clerk of Courts shall make the copy and tax the cost of the copy to court costs in the case.

**19.07 ARBITRATION:** The Court has not adopted mandatory arbitration for civil cases pursuant to Superintendence Rule 15. However, this shall not preclude the Court from ordering arbitration in any appropriate case.

## **RULE 20. SPECIFIC PROCEDURES IN DOMESTIC RELATIONS CASES**

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### **20.01 GENERAL PLEADING REQUIREMENTS**

**(A) COMPLETE PLEADINGS:** When these Rules specify that certain pleadings or forms are to be simultaneously filed, all those pleadings or forms must be filed together, or the Court may refuse to permit the documents to be filed. All documents must be accurately and fully completed, in typewritten or computer-generated form, or the Court may refuse to permit the documents to be filed. Financial affidavits must be accurate and fully completed, have all required documentation attached, and be checked for mathematical accuracy prior to filing. The duty of counsel to update all affidavits filed with the Court, when the information contained in those affidavits is no longer accurate, is ongoing throughout the pendency of the action. All pleadings which require a notarized signature shall be notarized prior to filing. Documents which do not comply with this Rule may be held by the Court, in which case the Court will notify counsel that the papers can be retrieved for correction.

**(B) DELIVERY OF PLEADINGS FOR FILING:**

**(1)** New Cases and Motions Reactivating Closed Cases: The initial pleadings in all new cases and reactivated cases shall be filed with the Clerk of Courts. Should any of the documents accompanying the initial pleadings require court approval (temporary orders, order of injunctions, etc.), the Clerk of Courts shall provide the pleadings and case file to the court, after the initial pleadings have been docketed, but prior to service upon named defendants, for approval of the accompanying orders, etc.

**(2)** All other pleadings in any pending case shall also be filed directly with the Clerk of Courts.

**(C) COPIES OF PLEADINGS:**

**(1) Number of Copies:** The party responsible for providing pleadings or documents to the Court shall make sufficient copies of all pleadings, which shall (at a minimum) include sufficient copies for service of process and a copy for CSEA in any support-related proceeding.

**(2) Grouping Copies:** When multiple pleadings or documents are transmitted to the Court at the same time, the original and all copies of each pleading shall be grouped together. For example, when transmitting a Motion and Judgment Entry together, the original and all copies of the Motion shall be grouped together, and the original and all copies of the Judgment Entry shall be grouped together.

**20.02 DIVORCE, ANNULMENT, AND LEGAL SEPARATION ACTIONS**

**(A) INITIAL PLEADINGS:** A divorce, annulment or legal separation case shall be commenced by filing the following mandatory documents with the Court:

**(1)** Complaint;

**(2)** Affidavit of Plaintiff to the Complaint;

**(3)** Instructions for service of the Complaint and other pleadings;

**(4)** Case Designation Sheet (**Form 2.00**);

**(5)** DRH Form (**Form 3.00**);

**(6)** Uniform Domestic Relations Form (UDRF)Affidavit of Basic Information, Income, and Expenses with proof of income (pay stubs and/or tax returns);

- (7)** UDRF Affidavit of Property and Debt;
- (8)** UDRF Health Insurance Affidavit;
- (9)** Personal Identifier Information (**Form 18.00**– *IN ALL CASES*);
- (10)** UDRF Parenting Proceeding Affidavit if the parties have children;
- (11)** Child Support Computation Worksheet
- (12)** **ODJFS IV-D Form 7076** (Do NOT file with clerk, email directly to [hadkins@ashlandcommonpleas.com](mailto:hadkins@ashlandcommonpleas.com))
- (13)** Judgment Entry of Injunctions (**Form 4.00**);
- (14)** UDRF Motion and Affidavit or Counter Affidavit for Temporary Orders, if the Plaintiff desires Temporary Orders;
- (15)** Waiver of Paternity Testing and Legal Rights (**Form 5.00**) if parties have children (See Rule 20.14); and

**(B) DEFENDANT'S PROPOSAL FOR TEMPORARY ORDERS:** Unless a time extension for responding is granted by the Court, the Defendant shall have fourteen (14) days after the date of service of the Plaintiffs Request for Temporary Orders, to file Defendant's Request for Temporary Orders. Any response by Defendant shall include the following:

- (1)** Defendant's UDRF Motion and Affidavit or Counter Affidavit for Temporary Orders);
- (2)** UDRF Affidavit of Basic Information, Income and Expenses with proof of income (pay stubs and/or tax returns);
- (3)** UDRF Affidavit of Property and Debt
- (4)** UDRF Health Insurance Affidavit
- (5)** Personal Identifier Information (**Form 18.00**);
- (6)** UDRF Parenting Proceeding Affidavit if the parties have children; and
- (7)** Child Support Computation Worksheet. Failure to submit a Worksheet will be deemed acquiescence with Plaintiffs submitted Worksheet; and

**(8) ODJFS IV-D Form 7076** (Do NOT file with clerk, email directly to [hadkins@ashlandcommonpleas.com](mailto:hadkins@ashlandcommonpleas.com))

**(9) Waiver of Paternity Testing and Legal Rights (Form 5.00)** if parties have children (See Rule 20.14).

**(C) DEFENDANT'S ANSWER AND/OR COUNTERCLAIM:** Within twenty-eight (28) days after the date of service of the Complaint upon the Defendant, the Defendant may file an Answer and/or Counterclaim.

**(D) TEMPORARY ORDERS:** After fourteen (14) days from the date of service of the Plaintiff's Request for Temporary Orders upon the Defendant, or 21 days after the date of filing the Complaint, whichever is later, the Court will hold a non-oral hearing to review all documents filed and thereupon issue a Temporary Order. Counsel for Plaintiff shall complete the non-oral hearing date Notice contained on Plaintiff's UDRF Affidavit 5 with a date that is 21 days following the date of filing, and designate the time for review as 8:00 a.m. The Court will not enter any Shared Parenting Order on a temporary basis unless one of the parties has filed a proposed Shared Parenting Plan with the Court.

**(E) ORAL HEARING ON TEMPORARY ORDERS:** If a party contests a Temporary Order or desires the Court to take evidence regarding Temporary Orders, that party may file a written "Request for Temporary Order Hearing." The Request must be filed within fourteen (14) days after the date the Temporary Order is journalized. The Request must specify what issue(s) the party desires the Court to hear. It is not necessary for a party to file an objection, exception, or any similarly titled pleading to obtain a temporary order hearing pursuant to Civil Rule 75. Any untimely request for a temporary order hearing shall be treated as a motion to modify temporary orders, absent good cause shown.

**(F) MOTIONS TO MODIFY TEMPORARY ORDERS:** The Court shall not grant any Motion to Modify Temporary Orders, except upon a showing of a change of circumstances or for other good cause.

**(G) CASE MANAGEMENT/PRETRIAL CONFERENCES:** The Court and parties shall follow the Case Management/Pretrial Conference procedures set forth in Local Rule 20.10, except as otherwise set forth herein.

**(H) UNCONTESTED FINAL HEARINGS:** If a divorce, annulment, or legal separation is proceeding as an uncontested case, counsel for Plaintiff (or Plaintiff, if parties are pro se) shall file a motion to set a date for an uncontested final hearing. An appropriate Magistrate Order shall accompany the motion. Counsel for the Plaintiff shall secure a final uncontested hearing date from the Court and shall prepare an appropriate hearing notice and file the same with the Clerk of Courts more than seven (7) days prior to the final hearing date. The Clerk of Courts shall thereafter mail the notice to the Defendant at least seven (7) days prior to the commencement of the final hearing date.

**(I) CONTESTED FINAL HEARINGS:** Contested cases shall be set for final hearing by the Court, and notice of the hearing shall be served by the Court.

**(J) DIVORCE FOLLOWING DECREE OF LEGAL SEPARATION:** A divorce action following a Decree of Legal Separation shall be initiated by filing a new divorce action.

**(K) PENDING CASE CHANGE OF ADDRESS NOTIFICATION:** Any party who changes their mailing address during the litigation shall file a written notice of the change of address with the Clerk of Courts and shall further provide an email address if one is available.

## **20.03 DISSOLUTION OF MARRIAGE ACTIONS**

**(A) REQUIRED DOCUMENTS:** A dissolution of marriage action shall be commenced by the filing of a Petition for Dissolution of Marriage, with a Separation Agreement attached thereto, and the following documents:

- (1)** Separate UDRF Affidavit of Basic Information, Income and Expenses and UDRF Affidavit of Property and Debt for both parties;
- (2)** Personal Identifier Information (**Form 18.00 - in ALL Cases**);
- (3)** Case Designation Sheet (**Form 2.00**);
- (4)** DRH Form (**Form 3.00**);
- (5)** Waiver of Service of Summons/Process by both parties;
- (6)** Waiver of Attorney by the unrepresented party (**if only one attorney**);
- (7)** Separate UDRF Parenting Proceeding Affidavits executed by each party, if applicable;
- (8)** A Child Support Computation Worksheet executed by both parties, if applicable
- (9)** **ODJFS IV-D Form 7076** (Do NOT file with clerk, email directly to [hadkins@ashlandcommonpleas.com](mailto:hadkins@ashlandcommonpleas.com)); and
- (10)** Waiver of Paternity Testing and Legal Rights (**Form 5.00**) if parties have children (**See Rule 20.14**).

**(B) FINAL DISSOLUTION HEARING:** Upon the filing of the dissolution of marriage action, the attorney filing the case (or the First Petitioner if neither party is represented

by counsel) shall obtain a date for the final hearing from the Court. The final hearing will be scheduled on a date following the 30-day waiting period required by statute. The attorney (or First Petitioner) shall then be responsible for notifying both parties of the date and time of the final dissolution hearing. A Decree of Dissolution signed by husband and wife, together with any other applicable orders (i.e., Shared Parenting Decree, Dependent Health Care Order) and a Waiver of Magistrate's Decision, shall be submitted to the Court at the final dissolution hearing.

**(C) CONVERSION TO DIVORCE:** Any motion to convert a dissolution action to a divorce action must be filed within ninety (90) days after the date the petition for dissolution was filed. Any motion filed after the ninety (90) day period has expired will be summarily dismissed. Conversion of a dissolution to a divorce shall be accomplished by journal entry.

**(D)** Any party who changes their mailing address during the litigation shall file a written notice of the change of address with the Clerk and provide an email address if available.

## **20.04 CIVIL PROTECTION ORDER PROCEEDINGS**

**(A) REQUIRED PLEADINGS:** A civil protection order action shall be commenced by filing a Civil Protection Order Petition on the form mandated by the Ohio Supreme Court, or by filing a pleading in substantial compliance with that form. Forms for civil protection actions are available upon request from the Court. The Petition shall be accompanied by instructions for service on the Respondent. If the petitioner requests parenting orders, the Petition shall also be accompanied by a Parenting Proceeding Affidavit UDRF Affidavit of Basic Information, income and Expenses and a Child Support Computation Worksheet.

**(B) NO FILING FEE:** The Clerk of Courts shall not charge a filing fee deposit for filing a Civil Domestic Violence Civil Protection Order Petition. The Court reserves the right to order one or both parties to pay court costs at the conclusion of the civil domestic violence case if permitted by statute.

**(C) MODIFICATION OF CIVIL PROTECTION ORDER:** The Court reserves jurisdiction to modify a final Civil Protection Order, upon written motion of either party. A form motion to modify a final Civil Protection Order is available upon request from the Court.

**(D) ISSUANCE OF SERVICE OF ORDERS:** All civil protection orders shall be issued for service by the Clerk of Courts on the same day they are journalized.

## 20.05 CONTEMPT MOTIONS

**(A) REQUIRED PLEADINGS:** A Motion for Contempt shall be commenced by the moving party filing the following documents:

- (1)** Motion [including party addresses in the caption pursuant to **LR 5.04(B)**]; See UDRF 24 Motion for Contempt, Affidavit, and Instructions for Service
- (2)** Memorandum/Brief in Support;
- (3)** Supporting affidavit of movant;
- (4)** Other affidavits in support, if applicable;
- (5)** An Order to Show Cause and Contempt Summons, requiring the alleged contemnor to appear for a hearing on a specified date and time (see UDRF 25 Show Cause Order and Notice which includes instructions to the Clerk for service of process upon the alleged contemnor (service of the motion upon opposing counsel is insufficient in a contempt action); and
- (6)** Case Designation Sheet (**Form 2.00**) - if the contempt motion opens a previously closed case.
- (7)** Personal Identifier Information (**Form 18.00 - in ALL Cases**).

**(B) HEARING:** The moving party shall also secure a hearing date from the Court before filing the contempt documents with the Court, and such a hearing date shall be contained in the Order to Show Cause.

**(C) APPEARANCE OF COUNSEL:** Any attorney retained to defend a contempt motion shall promptly enter an appearance in the case, whether or not his or her client is filing a responsive pleading.

**(D) OPPOSING RESPONSE/BRIEF:** Any party may file a written response/brief opposing the motion, together with supporting affidavits. Any such response/brief shall be filed with the Court at least seven (7) days prior to the first scheduled Case Management/Pretrial Conference or hearing on the motion, except for good cause shown.

## 20.06 CONTESTED POST-DECREE MOTIONS

**(A) REQUIRED PLEADINGS:** Any post-decree proceeding shall be commenced by the filing of the following pleadings:

- (1)** Motion [including party addresses in the caption pursuant to LR 5.04(B)];
- (2)** Memorandum/Brief in support;
- (3)** Supporting affidavit of movant;
- (4)** Other affidavits in support, if applicable;
- (5)** UDRF Affidavit of Basic Information, Income, and Expenses if financial issues or child support are in question;
- (6)** UDRF Health Insurance Affidavit and **ODJFS IV-D Form 7076** (Do NOT file with clerk, email directly to [hadkins@ashlandcommonpleas.com](mailto:hadkins@ashlandcommonpleas.com)), for any motion relating to modification of parental rights and responsibilities and/or child support;
- (7)** Personal Identifier Information (**Form 18.00**) in **ALL** cases;
- (8)** UDRF Parenting Proceeding Affidavit required in all parenting proceedings (i.e., cases involving parental rights and responsibilities; parenting time; companionship or visitation);
- (9)** Notice of Hearing or Order to Appear;
- (10)** Instructions for Service;
- (11)** Case Designation Sheet (**Form 2.00**).

**(B) CONTENTS OF NOTICE OF HEARING OR ORDER TO APPEAR:** Before filing any pleadings, the moving party shall obtain a date and time for a Case Management/Pretrial Conference, and/or for a hearing on the post-decree motion from the Court. The moving party shall include that date and time in the Notice of Hearing or Order to Appear. Any Notice of Hearing or Order to Appear on a motion concerning parenting or support issues shall also contain the following language:

**TO THE PERSON SERVED WITH THIS DOCUMENT: You are required to file an Affidavit of Basic Information, Income and Expenses, Health Insurance Affidavit and Parenting Proceeding Affidavit with the Court at least seven (7) days prior to the hearing/conference scheduled herein. A blank copy of each of those forms has been served upon you with the Motion.**

**(C) SERVICE OF PROCESS:** The moving party shall serve the opposing party with process as provided in the Ohio Rules of Civil Procedure. Civil Rule 75 requires that all post-decree motions be served in accordance with Civil Rules 4 to 4.6. This means that all post-decree motions must be served on the opposing party unless that party waives service. Additionally, when accomplishing service of process by publication, the movant must comply with the provisions of Civil Rule 4.4 and Local Rule 20.09.

**(D) APPEARANCE OF COUNSEL:** Any attorney retained in a post-decree proceeding shall promptly enter his or her appearance as counsel of record in the case, whether or not his or her client is filing a responsive pleading.

**(E) OPPOSING RESPONSE/BRIEF:** Any party may file a written response/brief opposing the motion, together with supporting affidavits. Any such response/brief shall be filed with the Court at least seven (7) days prior to the first scheduled Case Management/Pretrial Conference or hearing on the motion, except for good cause shown.

## **20.07 AGREED POST-DECREE PROCEEDINGS**

**(A) MOTION REQUIREMENTS:** A written motion [with party addresses provided in the case caption pursuant to LR 5.04(B)] shall be required in any agreed post-decree proceeding. The reason for this requirement is to effectuate the case management procedures of the Court, to comply with the requirements of the Ohio Supreme Court regarding reporting of cases for statistical purpose, and to properly invoke the Court's continuing subject matter jurisdiction.

### **(B) OTHER PLEADING REQUIREMENTS:**

**(1) Financial Matters involved:** If financial matters are involved, the parties shall each execute and file an updated UDRF Affidavit of Basic Information, Income and Expenses with the Court. If the agreed modification involves child support, a child support worksheet signed by both parties + ODJFS

**IV-D Form 7076** (Do NOT file with clerk, email directly to [hadkins@ashlandcommonpleas.com](mailto:hadkins@ashlandcommonpleas.com)).

**(2) Waivers:** All agreed post-decree modifications shall include a waiver of notice of hearing; waiver of service of process; Waiver of Magistrate's Decision, Time Limits and Objection (**Form 12.00**) and waiver of counsel (if applicable), for all parties, either in a separate document or within the proposed judgment entry submitted to the Court.

**(3)** A proposed Judgment Entry (signed/approved by both parties/counsel) with signature lines for Judge and Magistrate. See also Local Rules 8, 15, and 11.02.

**(C) HEARING ON AGREED POST-DECREE MATTERS:** The Court will not typically require a hearing upon any agreed post-decree matter, when both parties have signed the proposed Judgment Entry and both parties are represented by counsel. However, if only one party, or neither party, is represented by counsel, the Court will schedule a hearing prior to approving any proposed Judgment Entry submitted with the Motion. The Court may also, at its discretion, schedule a hearing even if both parties are represented. In the event the Court schedules a hearing, both parties shall appear at the hearing, unless specifically excused by the Court. The failure of either party to appear at the scheduled hearing may result in dismissal of any pending Motion or the rejection of the proposed Judgment Entry.

## **20.08 REQUIREMENTS FOR PARENTING ORDERS**

**(A) GENERAL REQUIREMENTS:** Whether resulting from agreed or contested proceedings, all parenting orders shall meet the following requirements:

**(1) Parenting Time:** All parenting orders shall specifically address parenting time of each parent by either including a specific parenting time schedule within the order of the Court or by attaching a specific parenting time schedule to the order of the Court. No orders lacking a specific parenting time schedule shall be approved by the Court absent good cause shown. In the event a party is submitting a proposed judgment entry which lacks a specific parenting time order, the good cause for the lack of specific provisions for parenting time shall be set forth in the proposed judgment entry.

**(2) Statutory Findings/Mandatory Provisions:** All parenting orders shall contain the required statutory findings with regard to the best interests of the child(ren); any applicable findings with regard to a modification of a prior parenting time order; and all mandatory child support and cash medical/dependent health care language (**See Forms 13, 14 and 16**).

**(B) SHARED PARENTING PLANS:** All Shared Parenting Plans (including Amended Shared Parenting Plans) shall contain all the following provisions:

- (1)** A statement indicating the names of the parents, the children, and the child(ren)'s date(s) of birth;
- (2)** A statement that: (1) each parent believes the other parent to be a fit parent, and that each recognizes the unique contributions that each has to offer the child(ren); (2) the parents wish to share legal responsibility for the child(ren), as set forth in the Shared Parenting Plan; (3) the parents' primary concern is the best interests of the minor child(ren); and (4) shared parenting is in the best interest of the minor child(ren);
- (3)** Provisions covering all required statutory factors relevant to the care of the child(ren), including physical living arrangements, child support obligations, cash medical support, dependent health care, income tax exemptions for the child(ren), and school placement. The plan may also include optional provisions concerning the child(ren)'s education, religious upbringing, childcare, removal of the child from the state, the child's name, the specific authority of each parent, dispute resolution procedure, and any other matter related to the best interests of the child(ren);
- (4)** A designation that both parents are "residential parents and legal custodians" of the child(ren), although one parent may be designated the "residential parent for school purposes;"
- (5)** A statement immediately preceding each party's signature on the Shared Parenting Plan, which provides that each party has thoroughly reviewed and understands the Plan; that he or she has voluntarily signed the Plan, and that each party requests that the Court adopt the Plan as the Judgment and Order of the Court.

**(C) AMENDMENT OF SHARED PARENTING:** Since Shared Parenting Plans are adopted by the Court and become an order of the Court, any proposed Amendment of a Shared Parenting Plan shall be accomplished by submission of a motion, an Amended Shared Parenting Plan, and a proposed Amended Shared Parenting Decree adopting the Amended Shared Parenting Plan. Shared Parenting Plans may not be amended by Judgment Entry alone, except with regard to support matters.

## **20.09 POSTING OF NOTICES FOR SERVICE BY PUBLICATION**

**(A)** Whenever a Plaintiff proceeding in forma pauperis in a divorce, annulment, or legal separation action requests service by publication, via posting and mailing as provided in Ohio Civil Rule 4.4(A)(2), the Plaintiff shall file an affidavit regarding lack of knowledge of the Defendant's current address as provided in that rule. Pursuant to Ohio Civil Rule 4.4(A)(2), the Court has designated the Clerk of Courts as the person

responsible for accomplishing posting of notices for service by publication. Notices shall be posted at the following locations:

- (1) On the bulletin board outside the Common Pleas Courtroom on the top floor of the Ashland County Courthouse, Ashland, Ohio;
- (2) On the bulletin board as you enter the Ashland County Office Building from Cottage Street, Ashland, Ohio; and
- (3) On the bulletin board on the main floor of the City of Ashland Municipal Building, 206 Claremont Avenue, Ashland, Ohio.

(B) The notice that is posted shall contain the same information required in a newspaper publication pursuant to Division (A)(1) of **Ohio Civil Rule 4.4**. The Notice shall be posted in the required locations for six (6) consecutive weeks. The Clerk of Courts shall comply with all other requirements of **Civil Rule 4.4(A)(2)** regarding mailing the complaint and summons to the Defendant's last known address and shall properly note service of process upon the docket of this Court.

## **20.10 CASE MANAGEMENT AND PRETRIAL CONFERENCES**

(A) **WHEN HELD:** Pretrial Conference(s) shall be held in all contested divorce, annulment, and legal separation cases, prior to any final hearing. Pretrial Conference(s) may also be held in any other type of action, at the discretion of the Court.

(B) **PURPOSE:** The purpose of Pretrial Conferences is to achieve an amicable settlement of the case and, in the event settlement is not achieved, to expedite trial of the action.

(C) **PRETRIAL CONFERENCE:** Pretrial Conferences will normally be scheduled during a prior scheduling conference or status conference conducted by the Court. Pretrials will normally be conducted in the Courtroom with the parties and counsel present. They may also be conducted, at the discretion of the Court, by video conferencing (utilizing the Skype for Business application).

(D) Both parties **shall** prepare, file, and exchange a Pretrial Statement and Settlement Proposal no later than three (3) days prior to the scheduled Pretrial Conference. That document shall be supplemented as necessary prior to trial. The document shall substantially comport with the Pretrial Statement and Settlement Proposal Form (**Form 10.00**). **ALL MANDATORY DISCOVERY SHOULD BE COMPLETED PRIOR TO THE FINAL PRETRIAL CONFERENCE IN THE CASE.**

**(E) At the Pretrial Conference, counsel shall:**

**(1)** Discuss and narrow the issues in controversy;

**(2)** Attempt to stipulate as to the authenticity of documents to be introduced at trial, to eliminate the need for testimony from a records custodian;

**(3)** Exchange any medical reports, psychological reports, hospital records or other health related documents;

**(4)** Exchange any reports of expert witnesses expected to be called at trial, and discuss the potential stipulation of any such reports, without the need for expert testimony;

**(5)** Address issues of asset valuation and liability amounts, and attempt to stipulate valuation and liability amounts;

**(6)** Identify any issues relating to the division of household goods and furnishings, and attempt to limit the trial to only the items which are disputed; and

**(7)** Discuss and narrow any parenting issues.

**(F) ATTENDANCE AT PRETRIAL:** Counsel of record and the parties shall attend Pretrial Conferences. Parties shall be present to assist counsel with information and/or settlement negotiations. If counsel or a party cannot be present for some reason, counsel, or the party (if unrepresented) may seek approval from the Court to participate by telephone or via video conference (utilizing Skype for Business).

**(G) STATUS CONFERENCES:** The Court, at its discretion, may schedule periodic status conferences with counsel, which may be conducted by telephone, by means of video conferencing, or in court.

**(H) SANCTIONS:** Failure to comply with the mandatory discovery provision set forth above, failure of counsel to be prepared for a Pretrial Conference, or failure of a party or counsel to appear or cooperate in good faith in the conduct of any Pretrial Conference, may subject the attorney or party to an award of reasonable expenses, including attorney fees or costs to any party prejudiced by such conduct.

## **20.11 EX PARTE ORDERS**

**(A) JUDGMENT ENTRY OF INJUNCTIONS:** The Court grants an ex parte restraining order entitled "JUDGMENT ENTRY OF INJUNCTIONS" in every divorce, annulment, or legal separation case.

**(1)** It is not necessary for a party to file a separate motion for issuance of the Judgment Entry of Injunctions.

**(2)** The standard ex parte Judgment Entry of Injunctions granted shall be on **Form 4.00**.

**(3)** No signatures of parties or counsel are necessary.

**(4)** The Judge or Magistrate shall sign such standard ex parte order, and the standard order shall be served on the opposing party with the Summons and Complaint.

### **(B) EX PARTE ORDER FOR EXCLUSIVE USE OF MARITAL RESIDENCE:**

**(1) Grounds for Motion:** The Court will not consider granting an ex parte order for exclusive use of the marital residence, unless the moving party files one or more affidavits establishing good cause, or that the opposing party engaged in any of the following:

**(a)** Attempted to cause or recklessly caused bodily injury by acts of physical violence;

**(b)** Placed a party, by threat of force, in fear of imminent serious physical harm;

**(c)** Committed any act with respect to a child that would result in the child being an abused child as defined in Ohio Revised Code §2151.031;

**(d)** Engaged in conduct which causes or is likely to cause emotional and/or mental stress to the spouse and/or minor child(ren) of the parties;

**(e)** Engaged in conduct which creates or is likely to create an environment which significantly endangers the spouse's and/or minor child(ren)'s physical health or mental, moral, or emotional development;

**(f)** Engaged in conduct abusive to the spouse and/or minor child(ren), whether by physical acts or verbally; OR

**(g)** Has been continuously absent from the marital residence for a significant period.

**(2) Required Information in Motion:** Requests for exclusive use of the marital residence during the pendency of a divorce or legal separation case shall include ALL the following:

**(a)** Independent supporting affidavits (which comply with Division (D)(4) below) or documentation verifying the reason(s) exclusive use should be granted;

**(b)** A statement of alternate living arrangements available to each of the parties, including those available through social agencies; and

**(c)** Information identifying who is the owner and/or lessee of the residence.

**(C) EX PARTE ORDER FOR PARENTAL RIGHTS AND RESPONSIBILITIES:** An ex parte order allocating or reallocating parental rights and responsibilities will be granted only upon affidavit(s) which comply with Division (D)(4) below and which establish that exigent circumstances exist for such an order. The affidavit(s) shall also establish that an ex parte order is in the best interests of the child(ren). In the event the Court overrules the motion on an ex parte basis (i.e., without notice), the Court may consider granting or reallocating parental rights and responsibilities on a temporary basis, after the opposing party has been given notice and an opportunity to respond to the motion.

**(D) GENERAL REQUIREMENTS FOR ALL EX PARTE MOTIONS:**

**(1) Statement Regarding Counsel:** All ex parte motions shall include a statement as to whether the nonmoving party is presently represented by counsel, regardless of whether that attorney has entered an appearance in the case. If the nonmoving party is represented, the motion shall state the name of the nonmoving party's attorney.

**(2) Disclosure of Other Orders:** All ex parte motions shall disclose any other orders issued by this Court, or by any other Court, which are currently in effect and relevant to the relief requested in the motion. A time-stamped copy of any relevant and current order shall be attached to the ex parte motion.

**(3) Efforts to Give Notice:** All ex parte motions/affidavits shall disclose the efforts, if any, which have been made by the movant or counsel to give notice of the issue(s) raised in the motion, and the reasons supporting any claim that notice should not be given. The motion/affidavit(s) shall state whether the movant knows the present residence of the nonmoving party and, if not, what

efforts the movant has made to discover the present address of the nonmoving party.

**(4) Affidavits:** All ex parte motions shall be supported by affidavit(s). Supporting affidavits shall be made on personal knowledge, shall set forth such facts as would be admissible as evidence, and shall show affirmatively that the affiant is competent to testify to the matters stated in the affidavit. Affidavits must contain specific facts and information to support the claim for relief and clearly establish that exigent circumstances exist.

**(5) Notice of Right to Hearing:** Any proposed Order granting ex parte relief shall contain the following language in bold notifying the nonmoving party of his or her right to request a hearing on the motion:

**NOTICE: Any party to this action may request that the Court set a hearing on the ex parte motion and order. All requests for a hearing shall be made in writing and shall be filed with the Court within fourteen (14) days after service of this Order.**

**(6) Hearings on Ex Parte Motions:** In the event a party requests a hearing on an ex parte motion, the Court shall set a hearing on an expedited basis as soon as the Court's docket may permit. The moving party shall bear the burden of proof at an ex parte hearing, and shall present sufficient, competent evidence to establish that continuation of the ex parte order is warranted. Evidence at the hearing shall be confined and limited to the issues raised in the ex parte motion, except as otherwise permitted by the Court.

## **20.12 SUPPORT ORDERS**

**(A) MANDATORY SUPPORT LANGUAGE IN JUDGMENT ENTRIES:** Any Judgment Entry which contains a child support or spousal support order shall contain language which complies with Ohio Revised Code Chapters 3119, 3121, 3123 and 3125 (or as subsequently amended). The Court strongly suggests use of the language stated on **Form 13.00**, which shall be modified as appropriate, depending upon whether the Judgment Entry includes a child support and/or spousal support order.

**(B) CHILD SUPPORT COMPUTATION WORKSHEET:** Any child support order shall have a copy of the Child Support Computation Worksheet, which was used to calculate the child support obligation, attached to the Judgment Entry as an Exhibit. The attached Computation Worksheet shall be fully completed, accurately calculated, and signed and properly notarized when appropriate. The worksheet shall comply with the statutory form, and no "short" worksheets shall be attached to any pleadings.

**(C) DEVIATIONS FROM GUIDELINES COMPUTATION WORKSHEETS:** Any proposed Judgment Entry containing a deviation from the attached Computation

Worksheet shall contain the deviation language (or similar language) stated on **Form 14.00**.

**(D) SUPPORT OBLIGATIONS FOR SHARED PARENTING PLANS AND DECREES:**

Any proposed Shared Parenting Plan and Decree in which the parents agree to deviation from the Child Support Computation Worksheet amount shall contain a provision which addresses how the expenses of the minor child(ren), beyond food and shelter, will be paid.

**(E) UNINSURED HEALTH CARE EXPENSES OF CHILDREN:** All Judgment Entries establishing or modifying child support shall contain provisions addressing payment of the uninsured health care expenses of the child(ren). The Judgment Entry shall also specify which party or parties have health insurance available at a reasonable cost and the party or parties responsible for said insurance, utilizing the suggested language stated on **Form 16.00**.

**(F) COMPUTATION OF HEALTH CARE BILLS:** A form for computation of each parent's portion of an uninsured health care expense (**Form 8.00**). This form is not filed with the Court but may be used by the parents when transmitting bills to each other for payment.

## **20.13 IN CAMERA INTERVIEWS OF MINOR CHILDREN**

**(A) REQUEST FOR INTERVIEW:** Any party may request that the Court conduct an in-camera interview of a minor child in any action concerning allocation of parental rights and responsibilities or parenting time, by filing a written request prior to hearing.

**UNDER NO CIRCUMSTANCES SHALL THE PARTIES BRING A MINOR CHILD TO THE COURT FOR AN IN-CAMERA INTERVIEW, OTHER THAN AT THE TIME SCHEDULED BY THE COURT FOR THE INTERVIEW.**

**(B) PERSONS PRESENT DURING INTERVIEW:** No person, other than the Judge or Magistrate conducting the interview, the child, and any other person specified by the Judge or Magistrate, shall be present during the in-camera interview of a minor child, pursuant to Ohio Revised Code §3109.04.

**(C) RECORD OF THE INTERVIEW:** A record of all in-camera interviews shall be made by stenographic or electronic means. Upon completion, the record of the interview shall be deemed sealed and shall not be disclosed, except upon a specific Court order. This Rule is in furtherance of the legislative purpose and intent of Ohio Revised Code §3109.04.

## **20.14 PATERNITY TESTING AND ACKNOWLEDGMENT**

**(A) WHEN TESTING IS REQUIRED:** In the event a spouse is pregnant during the pendency of a divorce, dissolution, legal separation or annulment case, and one or both parties allege that the other spouse is not the biological parent of the child, paternity testing shall be completed for that child before any final decree will be entered by the Court. Since testing cannot be completed until the child is born, the case shall be placed on inactive status until the birth of the child. In all other cases, paternity testing may be ordered on a case-by-case basis.

**(B) ACKNOWLEDGMENT OF PATERNITY:** In all divorce, dissolution, legal separation, or annulment cases involving any child born during or prior to the date of the marriage, and when paternity is not disputed, both parties shall expressly acknowledge paternity and waive all rights to paternity testing in writing (**Form 5.00**). Such a waiver shall be filed with each party's initial pleadings. In deference to the provisions of R.C. 3119.96, in the absence of waivers from both parties, the Court may order paternity testing for any child born prior to or during the marriage, except that the Court will not require testing if there is a legal acknowledgment of paternity.

**(C) ORDER FOR TESTING:** Any order for paternity testing shall comport with **Form 7.00**.

**(D) IV-D APPLICATION:** Whenever paternity testing will be completed by CSEA, the residential parent shall complete an "**IV-D Application**" (available from the Court or CSEA) and provide that application to CSEA on or before the date upon which testing is scheduled. The IV-D Application shall not be filed with the Court but emailed directly to [hadkins@ashlandcommonpleas.com](mailto:hadkins@ashlandcommonpleas.com).

## **20.15 HOME INVESTIGATIONS**

**(A) POLICY OF THE COURT:** Either party may request, or the Court may order, a home investigation concerning the best interests of any child(ren) in contested parenting proceedings. The home investigation shall be completed by a person appointed by the Court.

**(B) REQUEST FOR HOME INVESTIGATION:** A home investigation shall be initiated by the filing of a written motion.

**(C) COSTS OF AND PAYMENT FOR HOME INVESTIGATION:** Each party shall deposit his or her portion of the cost of the home investigation, including travel expenses, with his or her attorney, or such other person designated by the Court, within fourteen (14) days of the Home Investigation Judgment Entry. Unless otherwise ordered by the Court, the deposit for the home investigation and travel expenses shall be divided as follows:

**(1)** In a contested divorce, annulment or legal separation action, each party shall deposit one-half of the cost of the home investigation.

**(2)** In a post-decree case, the party filing the motion shall deposit the full amount of the cost of the home investigation.

**(3)** Any travel expenses of the home investigator shall be deposited by the party living outside Ashland County.

**(4)** Travel expenses may be billed by the home investigator in advance of the investigation, and if so billed, the party's attorney shall immediately disburse requested travel expenses. Upon completion of the home investigation report, the home investigator shall bill the appropriate party's attorney for the home investigation cost and any unpaid travel expenses. The party's attorney shall pay that sum directly to the home investigator immediately upon receipt of the billing, but no later than thirty (30) days of receipt of the billing. A current schedule of costs for home investigations and travel expenses shall be approved by the Judge and kept on file with the Court.

**(D) REPORT OF HOME INVESTIGATOR:** No later than seven (7) days prior to the Pretrial Conference, or fourteen (14) days prior to the hearing if no Pretrial Conference has been scheduled in a disputed parenting time proceeding, the Home Investigator shall submit a written report to the Court which contains his or her recommendations regarding any disputed parenting time issue. Upon receipt of the report, the Court shall contact the attorneys for both parties and advise them that the report is available for their review. Unrepresented parties may contact the Court and arrange a time to review the report.

**(E) TESTIMONY OF HOME INVESTIGATOR:** The home investigator will attend the final pretrial for their appointed cases. In the event either party desires the home investigator to testify at any hearing in the case, that party shall contact the Court no later than fourteen (14) days prior to trial. Failure to timely secure the appearance of the home investigator by contacting the Court may result in the unavailability of the home investigator at trial, except through issuance of a subpoena.

## **20.16 GUARDIANS AD LITEM**

**(A) POLICY OF THE COURT:** In order to determine the best interest of minor children in any domestic relations or parentage actions, the Court may appoint a Guardian Ad Litem upon its own motion or upon the motion of either party. The appointment shall be made by Judgment Entry/Magistrate's Order. The Court will appoint a qualified individual to serve as Guardian Ad Litem in accordance with the guidelines of Sup. R. 48.

**(B) NOTICES TO GUARDIAN AD LITEM:** Upon appointment, counsel for both parties and the Court shall notify the Guardian Ad Litem of all proceedings. It shall be the responsibility of counsel to serve the Guardian Ad Litem with copies of all pleadings filed on behalf of their respective clients. The Court shall be responsible for serving the Guardian Ad Litem with notices of hearings otherwise scheduled by the Court.

**(C) DEPOSIT FOR AND PAYMENT OF FEES:** The Judgment Entry/Magistrate's Order Appointing the Guardian Ad Litem shall specify any deposit which must be made in advance for fees and who shall pay said deposit. The customary initial deposit shall be a total of \$1,500.00. All payments for the services of the Guardian Ad Litem shall be payable through the IOLTA account of the Guardian Ad Litem as specified in the Judgment Entry/Magistrate's Order.

**(D) STATEMENT OF FEES:** The Guardian Ad Litem shall provide statement(s) to the Court and counsel for both parties showing the number of hours spent performing duties, a general description of the duties performed, the cost of services billed to date, any payments for services received and any balance due for services. Upon the filing of such statement(s), the Court will authorize disbursement of the deposit(s) for the payment of reasonable Guardian Ad Litem fees. Guardian Ad Litem fees shall be deemed reasonable by the Court without a hearing if billed at rate of \$100.00 per hour or less and totaling \$5,000.00 for the duration of the pending proceeding. Any Guardian Ad Litem fees billed at a rate more than \$100.00 per hour or exceeding \$5,000.00 per proceeding shall require the Guardian Ad Litem to submit an application for extraordinary fees and a hearing by the Court prior to any authorization to disburse is granted. The Court may require additional deposits for Guardian Ad Litem fees from time to time, and the final order on the matter shall contain a provision regarding payment of any outstanding Guardian Ad Litem fees. Guardian Ad Litem fees are in the nature of child support and are considered non-dischargeable in any bankruptcy proceeding.

**(E) REPORTS OF GUARDIAN AD LITEM:** No later than seven (7) days before a final hearing on the matter regarding which the Guardian Ad Litem has been appointed, the Guardian Ad Litem shall submit a written report to the Court which contains his or her recommendations regarding any disputed custody or parenting time matter. In the event the child's wishes or concerns are in opposition to the Guardian Ad Litem's recommendation, the Guardian Ad Litem shall specifically notify the Court of that fact in the report.

A Guardian Ad Litem may provide copies of their report directly to the attorneys for all parties. Attorneys may allow clients to review the report, however the attorneys are expressly prohibited from making or disseminating any copies of the report to any other person, including clients. If a party is unrepresented, the Court will contact that party to advise them that the report is available for their review at the Court. The Court may authorize dissemination of the report to other persons upon specific order.

**(F) DUTIES OF THE GUARDIAN AD LITEM:** Upon appointment, the Guardian Ad Litem in every case shall perform the basic duties outlined in Sup. R. 48. The Guardian

Ad Litem shall not function as counsel for the child unless specifically appointed in that capacity by the Court. The feasibility of some of the duties will depend upon the age(s) of the child(ren) and the specific circumstances of the case. Therefore, it is within the discretion of the Guardian Ad Litem to tailor the duties to the facts of the individual case.

**(G) CONFIDENTIALITY OF THE GUARDIAN:** The Guardian Ad Litem shall maintain all information received from any confidential source as confidential and shall not disclose the same except as the law permits.

## **20.17 ATTORNEY FEES**

### **(A) CHILD SUPPORT AND PARENTING TIME CONTEMPT ACTIONS:**

**(1) Ordinary Fees:** An award of attorney fees is mandatory in child support, spousal support, and parenting time contempt actions pursuant to Ohio Revised Code §3109.05, §3109.051 and §3105.18. Counsel need not make a written motion requesting an award of attorney fees in those types of actions. Generally, the Court considers attorney fees not in excess of \$500.00 to be a reasonable attorney fee award in these types of contempt actions. The Court generally will not require evidence to support an award of attorney fees not in excess of \$500.00 in those cases. The Court may require evidence, however, if it deems such evidence necessary in the case.

**(2) Extraordinary Fees:** The Court shall retain discretion to consider and award attorney fees more than \$500.00 in these types of contempt actions. To obtain an award of fees in excess of \$500.00, counsel must present evidence and testimony as described in Division (B)(2) of this rule.

### **(B) AWARD OF ATTORNEY FEES PURSUANT TO OHIO REVISED CODE §3105.73:**

**(1) How made:** Requests for attorney fees pursuant to Ohio Revised Code §3105.73 shall be made in the following manner:

**(a) Upon final hearing:** In the event either party seeks an award of attorney fees upon final hearing in a divorce, annulment or legal separation case, counsel shall provide an attorney fee statement to the other party prior to the final hearing. The statement shall be itemized and shall describe the services rendered, the time expended for such services, and the hourly rate charged by the attorney (unless a flat fee has been charged, in which case the amount of the flat fee shall be disclosed).

**(b) Interim Fee Awards and Fee Awards in Post-Decree Actions:** A request for attorney fees to prosecute or defend an action shall be made by specific motion. The motion shall state with specificity the legal

authority for an award of attorney fees, the reason fees are being requested, and the amount of attorney fees being sought. The party from whom attorney fees are being sought may file a memorandum in opposition to the motion for attorney fees, no later than seven (7) days before the motion is scheduled for hearing.

**(2) Evidence Supporting the Motion:** The following evidence shall be presented at any hearing regarding attorney fees:

**(a)** An itemized statement from counsel verifying the method by which the fees requested were calculated, including the services rendered, the time expended for such services and the hourly rates for in-court and out-of-court time (unless a flat fee has been charged, in which case the amount of the flat fee shall be disclosed);

**(b)** Testimony from the client as to whether the services billed were actually rendered;

**(c)** If the fees are sought because of any complex legal or factual issues, testimony concerning the existence of those issues; and

**(d)** Evidence of the parties' respective incomes and expenses if such evidence is not otherwise disclosed during the hearing.

**(3) Expert testimony:** Unless specifically required by the Court, expert testimony shall not be required to prove the reasonableness of the fees, although it may be required to prove other aspects of the motion for fees. Either party may elect to present expert evidence in support of or in opposition to a motion for attorney fees.

**(4) Failure to Comply:** Failure to comply with the provisions of this Rule may result in a denial of the motion for attorney fees.

## **20.18 PREPARATION AND EXECUTION OF AGREED ENTRIES**

**(A) CASES SETTLED PRIOR TO HEARING:** If a matter that is set for hearing or trial is settled by the parties before the hearing, counsel shall reduce the agreement to a Judgment Entry. The Judgment Entry shall reflect that the terms set forth in said Entry are by agreement of the parties and approval of the Court. Except for good cause shown, the parties and counsel shall be required to appear for the scheduled hearing or trial, unless the Judgment Entry is filed prior to the hearing or trial.

**(B) CASES SETTLED AT HEARING:** If a case is settled during a hearing, counsel shall reduce the settlement agreement to writing on an Agreement Form approved by the Court. The parties' in-court agreement may be handwritten, but any handwritten agreement shall be detailed and legible. The agreement shall be submitted to the Court. Counsel shall prepare a Judgment Entry which fully comports with the parties' handwritten agreement and shall file the same with the Court pursuant to **Local Rule 15**.

**(C) SIGNATURES REQUIRED:** All agreed Judgment Entries shall be signed by the parties (may include a signature digitally applied by the party) **unless:**

- (1)** The party waived signature in writing or on the record;
- (2)** The party previously signed a written agreement reflecting the terms contained in the Judgment Entry; or
- (3)** The Judgment Entry affects only procedural aspects (except continuances) of the case;

## **20.19 STANDARD PARENTING TIME ORDER**

Pursuant to ORC §3109.051, the Court adopts the Standard Parenting Time Order contained in **Form 20.00**. This Standard Parenting Time Order may be referred to as the **“Rule 20 Parenting Time Order”** or **“Rule 20”**. This Order is not necessarily in the best interests of all children, and the Court therefore retains jurisdiction to enter orders which vary from the Standard Order on a case-by-case basis.

## **20.20 TRANSFERS OF PROPERTY BY JUDGMENT ENTRY**

**(A)** Situations arise in domestic relations cases where, for whatever reason, a party fails to execute the proper instruments to effectuate a transfer of title to property allocated under a decree of divorce, dissolution, or legal separation. The following language is acceptable to the Court to effectuate transfers of such property under Civil Rule 70:

**WHEREFORE, PURSUANT TO OHIO CIVIL RULE 70, IT IS ORDERED, ADJUDGED, AND DECREED AS FOLLOWS:**

**(1)** \_\_\_\_\_ is hereby divested of all right, title, and interest in the following described motor vehicles, and the same are hereby vested in \_\_\_\_\_, free and clear of any/all claims of \_\_\_\_\_: (state year, make, model, and VIN number of each vehicle). The Ashland County Clerk of Courts is hereby authorized and directed to accept a certified copy of the within Judgment Entry as effectuating conveyance of said property in due form of law;

**(2)** \_\_\_\_\_ is hereby divested of all right, title, and interest in the following-described real estate, and the same is hereby vested in \_\_\_\_\_, free and clear of all claims of \_\_\_\_\_: (state full and accurate legal description of property; including permanent parcel number, property street address, and prior instrument recording reference). The Ashland County Recorder is hereby authorized and directed, for recording purposes, to accept a certified copy of the within Judgment Entry as effectuating conveyance of said property in due form of law;

**(3)** Any and all costs associated with the foregoing transfers of property and/or recording of the same shall be paid by \_\_\_\_\_; **and/or**

**(4)** The Clerk of Courts is hereby directed to forward by regular U.S. mail a copy of this Judgment Entry to \_\_\_\_\_ (opposing party) at \_\_\_\_\_. A copy of the same shall also be provided to (last attorney of record, if any). The purpose of the within Judgment Entry is to effectuate transfer of title to the above property, in accordance with the decree of [divorce, dissolution of marriage, legal separation] entered by this Court on \_\_\_\_\_.

**(B)** The proposed Judgment Entry should include historical prefatory language explaining why the Order is needed. The Judgment Entry shall be submitted to any opposing counsel for approval, prior to submission to the Court, absent good cause shown.

## **20.21 APPRAISERS AND VALUATION OF PROPERTY**

### **(A) APPRAISERS**

**(1) Real Estate Appraisers:** Real estate appraisals shall be made by licensed real estate agents, brokers, auctioneers, credentialed real estate appraisers, or such other persons who by experience and training are qualified to make real estate appraisals.

**(2) Personal Property Appraisers:** Personal property appraisals shall be made by an auctioneer or by persons who by experience and training are qualified to make personal property appraisals.

### **(B) VALUATION OF ASSETS AND DETERMINATION OF LIABILITIES**

**(1) Required evidence:** Under Ohio law, the Court is required to make findings of fact concerning the value of assets and the balance due on liabilities when dividing property in a domestic relations action. Accordingly, whenever property issues are contested in a divorce, annulment or legal separation action, the parties shall present sufficient evidence to enable the Court to make the required findings in its decision. In the event the parties fail to present sufficient evidence, the Court may order the presentation of additional evidence in the case.

**(2) Readily Ascertainable Values:** Either party may present the following types of evidence concerning valuation in any domestic relations case. The Court will not consider the evidence to be conclusive or presumptive evidence of valuation and the other party may present any other relevant evidence concerning valuation to the Court.

**(a) Real Estate:** In lieu of an appraisal of real estate, either party may submit a certified copy of the County Auditor's appraisal card showing the market value of the real estate. Such evidence is generally admissible as an exception to the hearsay rule under Evid.R. 803(8) and as a self-authenticating document under Evid.R. 902(4).

**(b) Motor Vehicles:** In lieu of an appraisal of a motor vehicle, either party may submit a current accurate copy of the page of the N.A.D.A. Official Used Car Guide (Regional Edition for this area) showing the "Avg. Retail" value of a certain model of a motor vehicle. Such evidence is generally admissible under Evid.R. 803(17) as an exception to the hearsay rule.

## **20.22 DIVORCING PARENT EDUCATION PROGRAM**

**WHEN REQUIRED:** Attendance of parents at a court approved divorcing parent education program is mandatory in divorce, dissolution, legal separation, and annulment cases involving children. The Court may require the parents to attend the program during post-decree proceedings.

**(A) ASHLAND COUNTY RESIDENTS:** All parties who are residents of Ashland County are required to take the Ashland County Court of Common Pleas Divorcing Parents Education Program administered and taught by Advocates for Families. Following issuance of the Court's Order to attend the Divorcing Parent Education Program, each parent shall make arrangements directly with the program administrator to schedule his or her attendance at the program.

**(B) OUT OF COUNTY RESIDENTS:** Parties who do not reside in Ashland County may comply with the Court's parenting education order by attending the parenting class

referenced in Section (A) above, or another parenting program that is approved by the Court.

**(C) FAILURE TO ATTEND:** At the discretion of the Court, a final Order or Judgment may not be entered in the case until both parties have attended an approved divorcing parents' education course, or the Court has excused the attendance of one or both parties, for good cause shown.

**(D) PROOF OF ATTENDANCE:** Upon completion of an approved divorcing parents' education course, each parent shall receive a certificate evidencing attendance. Each parent shall provide the original or a copy of that certificate to the Court for filing in the case.

## **RULE 21. PERSONAL IDENTIFIERS**

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### **21.01 GENERAL PLEADING REQUIREMENTS**

**(A) DEFINITION:** "Personal Identifiers," as defined by Sup. R. 44(H), are social security numbers, except for the last four digits; financial account numbers, including but not limited to debit card, charge card, and credit card numbers; employer and employee identification numbers; and a juvenile's name in an abuse, neglect, or dependency case, except for the juvenile's initials or a generic abbreviation such as "CV" for "child victim."

**(B) PERSONAL IDENTIFIERS TO BE OMITTED IN ALL CIVIL AND CRIMINAL FILINGS:** When submitting a case document to a court or filing a case document with the Clerk of Courts, a party to a proceeding shall omit or redact all "personal identifiers," as defined above, from the document.

**(C) SEPARATE SUBMISSION OF PERSONAL IDENTIFIERS:** When personal identifiers have been omitted or redacted pursuant to Sup. R. 45(D)(1) and this Rule, the party submitting or filing the document **shall** submit or file the omitted or redacted information with the Clerk of Courts on a separate form or forms in substantial conformity with **Form 18.00**. The form containing the personal identifier information shall be placed in a sealed envelope bearing the identity of the parties and the case number and shall be clearly marked "PERSONAL IDENTIFIER INFORMATION PROVIDED BY \_\_\_\_\_ (Plaintiff/Defendant/First Petitioner/Second Petitioner/Petitioner/Respondent)."

**(D) RELEASE OR DISCLOSURE OF PERSONAL IDENTIFIERS:** When **Form 18.00** or a substantially similar document has been submitted or filed with the Clerk of Courts, the envelope containing the information shall remain sealed unless otherwise ordered by the Court, and the information contained on **Form 18.00** or the substantially similar document **shall not** be published or released except upon order of the Court.

**(E) RESPONSIBILITY FOR OMITTING/REDACTING IDENTIFIERS:** The responsibility for omitting or redacting personal identifiers from a case document or pleading submitted to the Court or to the Clerk of Courts shall rest solely with the party and their legal counsel and/or the prosecuting attorney. The Court or Clerk of Courts is not required to review a case document to confirm that the party or counsel has omitted or redacted personal identifiers, and the Clerk of Courts shall not refuse to accept or file any document on such basis.

## **RULE 22**

### **ASHLAND COUNTY COMMON PLEAS COURT JURY MANAGEMENT PLAN**

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#### **22.01 JURY SOURCE LIST**

**(A)** The selection of jurors for Ashland County Common Pleas Court, General Division, shall be from a jury source list. The jury source list shall be obtained from the Board of Elections' list of registered voters, and a list of licensed drivers in Ashland County provided by the State Bureau of Motor Vehicles.

**(B)** The Jury source list shall be representative of the adult population of Ashland County as is feasible. The court shall annually review the jury source list for its representativeness and inclusiveness of the adult population in Ashland County.

**(C)** Should the court determine that improvement is needed in the representativeness or inclusiveness of the jury source list, appropriate corrective action shall be taken.

#### **22.02 RANDOM SELECTION PROCEDURES**

**(A)** The Court shall randomly assemble the Annual Jurors' List by identifying the names of prospective Jurors from the Master List of all registered voters and licensed drivers in the County pursuant to Revised Code Section 2313.06. Computers shall be used to provide each eligible and available citizen with an equal probability of selection.

**(B)** The Jury Commissioners appointed by the Court, pursuant to Revised Code Section 2313.01, on or before the first day of August of each year, shall select such number of electors, residents of the county, as the Court may order, whose names shall be placed in the jury wheel for the succeeding court year.

**(C)** The Jury Commissioner, Sheriff, or Clerk of Courts shall serve a summons by mail, or shall make personal service of summons, if ordered by the Court, in the manner provided by law, on persons whose names have been randomly selected from the wheel.

## **22.03 ELIGIBILITY FOR JURY SERVICE**

**(A)** All persons shall be eligible for jury service except those who:

- (1)** Are less than eighteen years of age (except persons aged seventeen who are certified by the Board of Elections as eligible to vote);
- (2)** Are not citizens of the United States or are not residents of Ashland County, Ohio;
- (3)** Are not able to communicate in the English language;
- (4)** Have been convicted of a felony and have not had their civil rights restored;
- (5)** Are subject to a disability that the Court cannot reasonably accommodate.

## **22.04 TERM OF AND AVAILABILITY FOR JURY SERVICE**

**(A)** Persons called upon to perform jury service are to be available for a term of service of three (3) days to one month (as determined by the Court) or completion of one (1) trial, whichever is longer.

**(B)** The jurors will be provided with a local number to call to hear a recorded message which informs them about the obligation for jury service for a particular trial. In addition, information will be posted on the Court's website.

**(C)** Persons will not be required to be available for jury services for longer than one month except when deemed necessary due to the length of a single trial.

## **22.05 EXEMPTION, EXCUSE, AND DEFERRAL**

**(A)** Except as provided by Sections 2313.14 or 2313.15 of the Revised Code, the court of common pleas shall not excuse a person who is liable to serve as a juror and who is drawn and notified, unless it is shown to the satisfaction of the judge by either the juror or another person acquainted with the facts that one or more of the following applies:

- (1)** The interests of the public will be materially injured by the juror's attendance;
- (2)** The juror's spouse or a near relative of the juror or the juror's spouse has recently died or is dangerously ill;

**(3)** The juror is a cloistered member of a religious organization;

**(4)** The prospective juror has a mental or physical condition that causes the prospective juror to be incapable of performing jury service. The prospective juror, or the prospective juror's personal representative, must provide the court with documentation from a physician licensed to practice medicine verifying that a mental or physical condition renders the prospective juror unfit for jury service for a period of up to twenty-four months;

**(5)** Jury service would otherwise cause undue or extreme physical or financial hardship to the prospective juror or a person under the care or supervision of the prospective juror. A judge of the court for which the prospective juror was called to jury service shall make undue or extreme physical or financial hardship determinations. The judge may delegate the authority to make these determinations to an appropriate court employee appointed by the court;

**(6)** The juror is over seventy-five years of age, and the juror requests to be excused; and/or

**(7)** The prospective juror is an active member of a recognized Amish sect and requests to be excused because of the prospective juror's sincere belief that because of that membership the prospective juror cannot pass judgment in a judicial matter.

**(B)** When a person who is liable to serve is excused, the juror can be excused only by the judge presiding in the case or a representative of the judge. The Jury Commissioners of the Court of Common Pleas of Ashland County have been designated by journal entry as representatives of the judges. Any judicially approved excuse per this section (O.R.C. §2313.14) shall be duly recorded by the Jury Commissioners.

**(C)** Postponements of jury service for short periods of time may be permitted by the judge presiding in the case or a representative of the judge pursuant to O.R.C. §2313.15.

**(D)** Requests for excuse and postponement shall be in writing, unless otherwise permitted by the judge.

## **22.06 VOIR DIRE**

- (A)** Voir dire examination shall be limited to matters relevant to determining whether to remove a juror for cause, and to determining the juror's fairness and impartiality.
- (B)** To reduce the time required for voir dire, basic background information regarding panel members will be made available to counsel for each party prior to trial.
- (C)** The Trial Judge may conduct a preliminary voir dire examination. Counsel shall then be permitted to question panel members for a reasonable period.
- (D)** The Trial Judge will ensure that the privacy of prospective jurors is reasonably protected, and the questioning is consistent with the purpose of the voir dire process.
- (E)** In all criminal proceedings, the voir dire process shall be held on the record. In all civil proceedings, the voir dire shall be conducted on the record unless the parties unanimously waive a record of voir dire.
- (F)** Voir dire questions should be asked collectively of the entire panel whenever possible.

## **22.07 REMOVAL FROM THE JURY PANEL FOR CAUSE**

If the Judge determines that a prospective juror is unable or unwilling to judge the case fairly and impartially, that individual shall be excused.

## **22.08 ADMINISTRATION OF THE JURY SYSTEM**

The responsibility for administration of the jury system will be vested in the Chief Deputy Jury Commissioner under the supervision of the Judge of the Common Pleas Court, General Division.

## **22.09 NOTIFICATION AND SUMMONING PROCEDURES**

- (A)** The summons calling a person to jury service may be:
  - (1)** Combined in a single document;
  - (2)** Phrased to be readily understood by an individual unfamiliar with the legal and jury systems; and
  - (3)** Mailed by ordinary first-class mail not more than three weeks prior to appearance.

**(B)** The summons will clearly explain when the recipient must respond and the consequences of a failure to respond.

**(C)** Policies and procedures will be established for monitoring failures to respond to a summons and for enforcing a summons to report for jury service. Sanctions may be imposed as warranted.

## **22.10 MONITORING THE JURY SYSTEM**

**(A)** The Court will collect and analyze information regarding the performance of the jury system annually to evaluate:

- (1)** The representativeness and inclusiveness of the jury source list;
- (2)** The effectiveness of summoning and qualification 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.

**(B)** The Jury Commissioners are under the general supervision of the Court Administrator who may require the Jury Commissioners to maintain such records as necessary to assist in this assessment.

## **22.11 JUROR USE**

**(A)** The Court shall employ the services of prospective jurors to achieve optimum use with a minimum of inconvenience to jurors.

**(B)** The court may use a "juror answering machine" and internet website notification messages to coordinate the services of prospective jurors.

## **22.12 JURY FACILITIES**

**(A)** The Court shall provide an adequate and suitable environment for jurors and comply with all American Disabilities Act regulations.

**(B)** Facilities shall be easily identified and appropriately designed to accommodate the daily flow of prospective jurors to the courthouse.

**(C)** The jury deliberation room shall include space, furnishings, and facilities conducive to reaching a fair verdict. The safety and security of the deliberation rooms shall be ensured.

**(D)** To the extent feasible, juror facilities will be arranged to minimize contact of jurors with parties, counsel, and the public.

**(E)** Jurors shall comply with all building regulations including, but not limited to security procedures/processes and the no smoking policy on and in all County-owned property.

## **22.13 JUROR COMPENSATION**

**(A)** Persons called for jury service will receive a fee for their service to the extent authorized by statute.

**(B)** Such fees shall be paid promptly following the jurors' time of service.

## **22.14 JUROR ORIENTATION AND INSTRUCTION**

**(A)** The Court shall provide some type of juror orientation designed to increase the prospective jurors' understanding of the judicial system. It shall be presented using a combination of written, oral, and/or audio/visual materials.

**(B)** The trial judge or magistrate may:

**(1)** Give preliminary instructions to all prospective jurors;

**(2)** Give instructions directly following empanelment of the jury to explain the jury's role and trial procedures; nature of evidence and its evaluation; and issues to be addressed and basic, relevant legal principles;

**(3)** Instruct the jury on the law prior to the commencement of deliberations, on the appropriate procedures to be followed during deliberations, and on the appropriate method for reporting the results of its deliberations;

**(4)** Make the Court's instructions available in the jury room during deliberations in a form which is readily understandable by individuals unfamiliar with the legal system.

**(5)** Advise jurors before dismissing the jury at the conclusions of a case concerning:

**(a)** Release of the jurors from their duty of confidentiality;

**(b)** Their rights regarding inquiries from counsel or the press;

**(c)** Whether they are discharged from service or specify where they must report; and

- (d)** The Court's appreciation to the jurors for their service, but without approval or disapproval of the result of the deliberation.
  - (E)** All communications between the Judge and members of the jury panel from the time of reporting to the courtroom for voir dire until discharged shall be in writing or on the record in open court. Counsel for each party shall be informed immediately of such communication and given the opportunity to be heard.

## **22.15 JURY DELIBERATIONS**

- (A)** Jury deliberations will take place under conditions and pursuant to procedures that are designed to ensure impartiality and to enhance rational decision-making and shall conform to existing Ohio law.
- (B)** A jury will not be required to deliberate after a reasonable hour unless the Trial Judge determines that evening, weekend, or holiday deliberations would not impose an undue hardship upon the jurors and are required in the interest of justice.
- (C)** Training will be provided if necessary to personnel who escort and assist jurors during deliberation.

## **22.16 SEQUESTRATION OF JURORS**

- (A)** A jury will be sequestered only for good cause, including, but not limited to, insulating its members from improper information or influences.
- (B)** The jury will be sequestered after a capital case is submitted to the jury in conformity with existing Ohio law.
- (C)** 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.
- (D)** Procedures will be promulgated to:
  - (1)** Achieve the purpose of sequestration; and
  - (2)** Minimize the inconvenience and discomfort of the sequestered jurors.
- (E)** Training will be provided to personnel who escort and assist jurors during sequestration as needed.

## **22.17 CELL PHONE USE, TEXTING AND SOCIAL MEDIA**

**(A)** The use of cell phones, texting, instant messaging, and communication over electronic social media sites such as Facebook, Twitter, and other such sites is prohibited of all jurors during trial.

**(B)** Sitting jurors are strongly admonished not to discuss nor make comments regarding the case being tried before them until after a verdict has been rendered, by verbal communication, electronic texting, instant messaging, or by communication over electronic social media sites such as, but not limited to, Facebook, Twitter, or Snapchat.

**(C)** Failure to comply with these prohibitions may subject a juror to contempt proceedings and other financial sanctions, such as the cost associated with a mistrial due to juror misconduct.

## **RULE 23** **CIVIL CASE MANAGEMENT PLAN**

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### **23.01 CASES TO WHICH PLAN APPLIES**

This plan applies to all new civil cases filed in the Court, except for foreclosures and administrative appeals.

### **23.02 INITIATION OF CASE MANAGEMENT**

Counsel for Plaintiff shall file a Case Designation Sheet (**Form 2.10**) with each new Complaint. After the Complaint is filed, the Clerk's Office provides the case file to Judge's Judicial Assistant for administrative processing and recording for Supreme Court report purposes. A Case Management Designation Sheet shall be prepared by the Judge's Judicial Assistant and the Judge's Judicial Assistant shall monitor service. A Case Management Designation Sheet is maintained in the Court's shared computer directory on the server for future modification by court staff.

### **23.03 SERVICE/DEFAULT JUDGMENT MONITORING**

**At 28 days** (four (4) weeks) after filing, the Judge's Judicial Assistant does the first service check by checking the Clerk's docket and/or referencing the case file, if needed.

**(A)** If all parties have answered or been granted leave to plead, a Judicial Assistant schedules a Telephone/Video Status Conference or monitors the case for Summary Judgment. Prior to scheduling the Telephone Status Conference, a Judicial Assistant updates the Case Designation Sheet.

**(B)** If all parties have been served, but there are parties who have not answered and who have not gotten leave to plead, a Judicial Assistant schedules a second follow-up date on the case approximately one month later. At the 2nd follow-up date, a Judicial Assistant checks to see if a Motion for Default Judgment has been filed in the case. If no motion has been filed, a Judicial Assistant will check every 30 days thereafter for the filing of the motion. If no motion is filed within ninety (90) days of service of process, a Judicial Assistant shall notify the Judge of that fact.

**(C)** If there is a party who still has not been served, a Judicial Assistant will continue to check service every 30 days. When service occurs, a Judicial Assistant will follow the appropriate procedure in Paragraph A or B above. If, at six (6) months after filing, service on all parties has still not been perfected, a Judicial Assistant shall notify the Judge of that fact.

### **23.04 SCHEDULING OF TELEPHONE/VIDEO STATUS CONFERENCE**

A telephone Case Management Conference/Scheduling conference (TSC) will be set by the Judge's Judicial Assistant consistent with the time requirements of Civ.R. 16(B) but shall be attempted approximately **forty-five (45)** days after the case is filed. The TSC is scheduled without checking counsel's schedule. The Judicial Assistant prepares a Judgement Entry or Magistrate's Order scheduling Telephone Status Conference and files it with the Clerk for service. If the Status Conference is to be conducted by Video, the Judicial Assistant will also prepare the Video Conferencing link and docket/calendar entry for email to all counsel and unrepresented litigants and shall email the conferencing link directly from the court.

### **23.05 TELEPHONE/VIDEO STATUS CONFERENCE**

On the scheduled date of the TSC, the Judge or Magistrate will discuss the case with counsel and determine a timeline for the case administration. The Judge/Magistrate will schedule a discovery cut-off, dispositive motion deadline, a mediation date or referral, final pretrial hearing, and trial date, as appropriate in the case. A scheduling order is issued at the conclusion of the conference.

### **23.06 GENERAL SCHEDULE FOR CIVIL CASE PROCESSING**

- (A)** TSC at approximately 45 days after filing.
- (B)** Mediation at approximately ten (10) months after filing, or earlier if requested by counsel.
- (C)** Discovery cut-off at approximately ten (10) months after filing.
- (D)** Dispositive Motion Deadline at approximately 12 months after filing.
- (E)** Final Pretrial (counsel only participating) at approximately four (4) weeks prior to trial – typically by video conference.

**(F)** Trial at approximately 15 months after filing.

This schedule may be shortened or lengthened depending upon the complexity of the case.

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**RULE 23(A)**  
**CIVIL CASE MANAGEMENT PLAN**  
**FORECLOSURE CASES - SPECIAL DOCKET**

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**23A.01 CASES TO WHICH PLAN APPLIES**

This plan applies to all new civil foreclosure cases filed in the Court.

**23A.02 INITIATION OF CASE MANAGEMENT**

Counsel for Plaintiff shall file a Case Designation Sheet (**Form 2.10**) with each new Complaint. After the Complaint is filed, the Clerk's Office provides the case file to Judge's Judicial Assistant for administrative processing and recording for Supreme Court report purposes. A Case Management Designation Sheet shall be prepared by the Judge's Judicial Assistant and the Judge's Judicial Assistant shall monitor service. A Case Management Designation Sheet is maintained in the Court's shared computer directory on the server for future modification by court staff.

**23A.03 SERVICE/DEFAULT JUDGMENT MONITORING/SUMMARY JUDGMENT**

**(A)** Service of summons shall be checked 28 days after the action is filed.

**(B)** If service of summons is incomplete, plaintiff's counsel shall be advised to investigate alternative methods to obtain service.

**(C)** If service is complete, the judicial assistant shall re-examine the case file and docket for the action 28 days after service to see if the property owner(s)/borrower(s) has filed an answer.

**(D)** If no answer has been filed and the case has been pending for a significant period, then the judicial assistant shall send counsel for plaintiff an email request to either proceed with default judgment or inform the Court why this cannot be done. Failure to proceed within 14 days after advice to plaintiff's counsel shall be cause for dismissal.

**(E)** If an answer is filed by the property owner(s)/borrower(s), the case shall be reviewed for mediation referral.

**(F)** If the case is not referred to mediation, or if mediation is unsuccessful, then a dispositive motion or summary judgment deadline shall be set within 30 days following the either the answer filing date or the date the Court is advised that mediation has been unsuccessful.

**(G)** If a summary judgment or dispositive motion is filed, the motion shall be scheduled for decision non-oral hearing in accordance with Local Rule 19.01(C).

#### **23A.04 SCHEDULING OF TELEPHONE/VIDEO STATUS CONFERENCE**

If the case is not settled, if a dispositive motion or summary judgment motion is not filed, or if the motion is filed but denied, the case shall be scheduled for a bench trial within 60 days. A pretrial conference may be scheduled and conducted by telephone or by video conference prior to trial.

#### **23A.05 SETTLEMENT**

If the case is settled, resolved or to be dismissed, a dispositive entry shall be filed by plaintiff's counsel within 30 days or the Court will file a dispositive entry.

#### **23A.06 STAY OF PROCEEDINGS**

If the case is stayed by reason of bankruptcy, or in the event of extended or prolonged mediation, the case shall be placed on inactive status. The case may be reactivated upon motion of the attorneys of record, or by the Court upon receiving a notice of release of stay or a negative mediation report.

#### **23A.07 FORBEARANCE PLAN**

If the parties enter a forbearance plan, counsel shall submit an entry placing the case on inactive status for up to 120 days. At the end of said period, counsel shall either reactive or dismiss the case. Failure by plaintiff's counsel to proceed within 30 days after the expiration of said period shall be cause for dismissal.

#### **23A.08 TRIAL**

If the case is not resolved within 28 days following the decision on any dispositive motion, any pretrial, mediation, or conclusion of a forbearance stay, a trial date shall be scheduled within the next 60 days.

## **RULE 24**

### **CRIMINAL CASE MANAGEMENT PLAN**

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#### **24.01 CASES TO WHICH PLAN APPLIES**

This plan applies to all new criminal cases filed in the Court, except for extraditions and 4-E-1 Complaints.

#### **24.02 BOND SETTINGS/INITIAL APPEARANCE**

**(A)** The Clerk of Courts shall notify the Court of the filing of Complaints, Indictment and Bills of Information on the day of filing, by telephone, e-mail, or other means. Court staff shall also monitor daily filings to identify such filings.

**(B)** Upon the filing of a new criminal case, a bond setting and Initial Appearance hearing shall be scheduled within 24 hours of the filing of the case, unless extended for good cause by the Court. Bond setting/Initial Appearance hearings may be conducted by video conferencing utilizing a cloud-based video application.

**(C)** At the Bond Setting/Initial Appearance hearing, or immediately thereafter, the Court will schedule an arraignment or further appearance hearing with counsel.

**(D)** If a motion for temporary protection order (TPO) is filed with the charging document, a hearing on the TPO motion shall be conducted at 8:15 a.m. on the first business day following filing.

#### **24.03 ARRAIGNMENT/APPEARANCE HEARING**

An arraignment/appearance hearing, with counsel, shall be held within two (2) days of the initial bond setting hearing pursuant to Crim.R. 46(H), or as soon as otherwise possible. The arraignment/appearance may be conducted by video conferencing utilizing a cloud-based video application. At the arraignment/further appearance hearing, the case shall be set for:

**(A)** A further appearance and arraignment on indictment hearing following the next grand jury session, if the Defendant waived preliminary hearing; or

**(B)** Preliminary Hearing within the time limits specified by the Ohio Rules of Criminal Procedure, if the Defendant does not waive preliminary hearing.

## **24.04 ARRAIGNMENT**

An arraignment hearing shall be held on the further appearance hearing date, if the Defendant was previously charged by Complaint, unless extended for good cause shown. If the Defendant was charged by Indictment, the arraignment hearing shall be held, with counsel, within two (2) days of the bond setting/initial appearance hearing pursuant to Crim.R. 46(H), or as soon as possible thereafter. At the arraignment hearing or immediately thereafter, the case shall be set for jury trial. Arraignments may be conducted by cloud-based video conferencing.

## **24.05 PRETRIAL MOTIONS**

Pretrial motions shall be filed within the time limits set forth in Criminal Rule 12, or within the time limits otherwise set by the Court. Examples of pretrial motions include motions for intervention in lieu of conviction, motions in limine, and motions to suppress evidence. Motions for intervention in lieu of conviction must be completed and filed at least two (2) weeks prior to the initially scheduled jury trial date. Upon filing, pretrial motions shall be immediately set by the Court for oral hearing or scheduled for other appropriate proceedings in the Court.

## **24.06 GUILTY PLEAS**

Defense Counsel shall notify the Court that the Defendant intends to change his or her plea prior to trial. Upon notice, the Court will schedule a change of plea hearing.

## **24.07 SENTENCING**

Sentencing hearings shall be scheduled four (4) to six (6) weeks from the change of plea or trial date, to permit the preparation of a pre-sentence investigation report, unless a pre-sentence investigation report is waived by both the Defendant and the State

## **RULE 25**

### **DOMESTIC RELATIONS CASE MANAGEMENT PLAN**

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#### **25.01 INITIAL CASE PROCEDURES**

After the initial filing is docketed, the Clerk of Courts shall provide notice of the filing to appropriate court staff. Court staff shall also monitor daily for new filings.

#### **25.02 DISSOLUTIONS WITH CHILDREN**

**(A) Divorcing Parents' Program:** After preparing the Case Designation Sheet, the Domestic Relations Judicial Assistant shall prepare a Parent Education Order for the signature of the assigned Judge or Magistrate, directing each parent to attend a Parent Education class prior to the scheduled dissolution hearing date. Court staff, as designated, then monitors the parties' attendance and informs the Judge or Magistrate of nonattendance.

**(B) Scheduling of Dissolution Hearing:** The Domestic Relations Judicial Assistant schedules the final dissolution hearing for a date approximately 45 days after the filing of the dissolution, but no later than 90 days of the filing of the dissolution.

**(C) Conduct of Dissolution Hearing:** Unless otherwise directed by the Magistrate or Judge, the Magistrate shall conduct all dissolution hearings. A proposed Decree of Dissolution shall be submitted to the Court at the final dissolution hearing, or as otherwise permitted by the Judge or Magistrate. If the hearing is conducted by the Magistrate, a Magistrate's Decision shall either be waived or prepared following the hearing.

#### **25.03 DISSOLUTIONS WITHOUT CHILDREN**

**(A) Scheduling of Dissolution Hearing:** The Domestic Relations Judicial Assistant schedules the final dissolution hearing for a date approximately 45 days after the filing of the dissolution, but no later than 90 days of the filing of the dissolution.

**(B) Conduct of Dissolution Hearing:** Unless otherwise directed by the Magistrate or Judge, the Magistrate shall conduct all dissolution hearings. A proposed Decree of Dissolution shall be submitted to the Court at the final dissolution hearing, or as otherwise permitted by the Judge or Magistrate. If the hearing is conducted by the Magistrate, a Magistrate's Decision shall either be waived or prepared following the hearing.

## **23.04 DIVORCES**

**(A) Service:** The Domestic Relations Judicial Assistant shall monitor service of process in divorce cases. 15 days after filing, the Judicial Assistant does the first service check by checking the Clerk's docket and/or referencing the case file, if needed.

**(1)** If the Defendant has been served, the Judicial Assistant shall obtain the case file from the Clerk of Court's and, if the divorce proceeding involves minor children, shall prepare and issue a Parent Education Order for the signature of the assigned Judge or Magistrate, directing each parent to attend a Parent Education class prior to the scheduled final hearing date.

**(2)** If the Defendant has not been served, the Judicial Assistant will continue to check the service every seven (7) days. When service occurs, Judicial Assistant will follow the appropriate procedure in the preceding Paragraph. If, at 4 months after filing, service on the Defendant has still not been perfected, Judicial Assistant notifies the assigned Magistrate or Judge of that fact, and the assigned Magistrate or Judge will then assign additional follow-up to staff or follow-up personally.

**(B) Temporary Orders:** 21 days after the initial complaint has been filed, or 15 days after service upon the Defendant, whichever is later, the assigned Magistrate shall complete a temporary order worksheet and provide it to the Domestic Relations Judicial Assistant for preparation. If a temporary order hearing is requested in the case, the Judicial Assistant shall schedule the temporary order hearing within 28 days of the date of the request.

**(C) Mediation:** To the extent feasible, all cases involving the allocation of parental rights of minor children shall be scheduled for mediation by the Judicial Assistant at the time the Pretrial Conference and Final Hearing are scheduled. The case shall be scheduled for early mediation, approximately two to three months following the issuance of temporary orders. In cases that do not involve the allocation of parental rights, legal counsel for the parties may request the scheduling of mediation at any time prior to the Pretrial Conference date.

**(D) Scheduling of Pretrial Conference and Final Hearing:** If the Defendant files a responsive pleading within 14 days following service of the complaint, the Domestic Relations Judicial Assistant shall schedule both a Pretrial Conference and a Final Hearing date at the time Temporary Orders are prepared. If the Defendant does not file a responsive pleading within 14 days following service in the case, the Domestic Relations Judicial Assistant shall, 30 days after service is perfected on Defendant, proceed to schedule both a Pretrial and Final Hearing date. If an extension of time to file a responsive pleading is granted to the Defendant, the Domestic Relations Judicial Assistant shall, upon the expiration of the additional time authorized for the filing of a responsive pleading, proceed to schedule both a Pretrial and Final Hearing date. Unless

otherwise directed by the Magistrate or Judge, no Pretrial shall be scheduled in cases where the Defendant did not file a responsive pleading, and the matter will be scheduled for Final Hearing. Upon scheduling, a Scheduling Order shall be issued by the assigned Judge or Magistrate, identifying the dates and times of the Pretrial Conference and Final Hearing, and setting deadline dates for pretrial motions, including the appointment of a Guardian ad litem, and the conclusion of discovery. All discovery shall be required to be completed 45 days prior to the Final Hearing date.

**(E) Conduct of Pretrial Conference:** The assigned Judge or Magistrate presiding at the Pretrial Conference shall discuss the case with counsel, address any outstanding discovery issues, ascertain what, if any, stipulations can be agreed to, and confirm the time required to conduct a Final Hearing. Following the Pretrial Conference, the assigned Magistrate or Judge shall issue a Pretrial Hearing Order confirming the date and duration of the Final Hearing, identifying the parties' stipulations, and addressing any remaining discovery issues.

**(F) Uncontested Divorce:** If no responsive pleading is filed by the Defendant, the Domestic Relations Judicial Assistant shall schedule an uncontested final divorce hearing not less than 42 days after service was completed on all defendants and shall be scheduled within 4 months of the filing of the Complaint.

## RULE 26

### LANGUAGE ACCESS PLAN

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#### **26.01 LEGAL BASIS AND PURPOSE**

This document serves as the Language Access Plan (“LAP”) for the Ashland County Common Pleas Court, General and Domestic Relations Divisions (Court) to provide services to limited English proficient (“LEP”) individuals in compliance with Title VI of the Civil Rights Act of 1964; 45 C.F.R. § 80 et seq; and 28 C.F.R. § 42 et seq. The purpose of this plan is to provide a framework for the provision of timely and reasonable language assistance to LEP persons who encounter the Court.

This LAP is developed to ensure equal access to court services for LEP persons and persons who are deaf or hard of hearing. Although deaf and hard of hearing individuals are covered under the Americans with Disabilities Act (ADA) rather than Title VI of the Civil Rights Act, they have been included in this plan as far as they relate to our policy of access to justice and equal protection under the law.

#### **26.02 NEEDS ASSESSMENT**

**(A) Statewide:** The State of Ohio provides court services to a wide range of persons, including people who do not speak English and/or who are deaf or hard of hearing. Service providers include the Supreme Court of Ohio, the courts of appeals, and trial courts throughout the state.

**(B) Ashland County Common Pleas Court:** The Court will make every effort to provide services to all LEP and deaf or hard- of-hearing persons in its jurisdiction.

#### **26.03 LANGUAGE ASSISTANCE RESOURCES**

**(A) Language Access Coordinator:** The Court Administrator will function as the Language Access Coordinator. The Language Access Coordinator and the Administrative Judge will assist in ensuring that language services are delivered by the court in accordance with this plan and in accordance with this plan and the Rules of Superintendence for the Courts of Ohio, Rules 80 - 89.

The Language Access Coordinator can be reached at the Ashland County Common Pleas Court, 142 W. Second Street, Ashland, Ohio 44805, phone: 419-282-4291, email: [tinac@ashlandcommonpleas.com](mailto:tinac@ashlandcommonpleas.com). Complaints submitted under Section VII of this Language Access Plan will be addressed by the Language Access Coordinator within 30 business days.

In addition to the responsibilities already outlined in this plan, the Language Access Coordinator will identify qualified interpreters and translators, with the assistance of the judge and all other court staff, to be included in an interpreter database or list as maintained by the

court, and will assign qualified interpreters, translators and bilingual employees to perform language assistance functions.

**(B) Interpreters Used in the Courts:** Under Ohio law and Supreme Court rules, there are two different instances in which a court must provide an interpreter: in a case or court function (see Sup.R. 80) and in connection with ancillary services (see Sup.R. 89), the type of interpreter to be provided and the court's responsibilities differ depending on the specific situation.

By statute, Ohio courts must appoint qualified interpreters. Specifically, Section 2311.14 of the Ohio Revised Code provides that courts shall provide interpreters due to hearing, speech, or other impairments of a party or a witness to a case.

Additionally, Rule 88 of the Rules of Superintendence for the Courts of Ohio requires that a court appoint an interpreter in a case or court function when a LEP or deaf or hard of hearing individual requests an interpreter or when the court determines the services of an interpreter are necessary for the meaningful participation of the party or witness. In the Court, sign language interpreters will be provided at court expense for all deaf or hard of hearing court parties or witnesses in compliance with the ADA.

## **26.04 USE OF INTERPRETERS**

**(A) Court Interpreter Qualifications:** The Language Services Program of the Supreme Court of Ohio maintains a statewide roster of interpreters who may work in the courts. Foreign language interpreters on the roster have passed a written examination, attended at least 24 hours of court interpreter training, and have scored within a designated range that measures their language and interpreting skill. Sign language interpreters have also met similar requirements as necessary for national certification through the Registry of Interpreters for the Deaf. The definition of each category of interpreter is set forth in Sup.R. 80-88.

**(B) Appointment of a Court Interpreter:** The Court will appoint in-person and telephonic court interpreters in accordance with all criteria set forth in Sup.R. 88 and will ensure that certified court interpreters are used whenever reasonably available.

Pursuant to Sup.R. 88(C), the Court will make all reasonable efforts to avoid appointing foreign language interpreters or sign language interpreters if they are compensated by a business owned or controlled by a party or a witness; friend or a family or household member of a party or witness; a potential witness; court personnel employed for a purpose other than interpreting; law enforcement officer or probation department personnel; or would not serve to protect a party's rights or ensure the integrity of the proceedings or have a conflict of interest, real or perceived.

**(C) Language Services Outside the Courtroom:** In accordance with Sup.R. 89, the Court shall ensure that LEP individuals and individuals who are deaf or hard of hearing have meaningful access to ancillary services outside the courtroom. LEP individuals and individuals who are deaf or hard of hearing may encounter court personnel via the phone, counter, or

other means. The Court has the following resources to assist LEP individuals and individuals who are deaf or hard of hearing:

When a court staff member does not know what language, a customer is speaking, they use an "I Speak" card which is available in 63 languages. The Language Access Coordinator is responsible for distributing cards to staff.

To meet the needs of those who speak less-common languages, court staff may rely on telephonic interpretation, relatives, or relay services to bridge communication.

If no other method is available, court staff may utilize machine translation, if available, for outside-the-courtroom translation.

## **26.05 TRANSLATED FORMS AND DOCUMENTS**

Ohio courts understand the importance of translating forms and documents so that LEP individuals have greater access to the courts' services. When interpreters are hired for hearings, interpreters are expected to provide sight translations for corresponding documentation to LEP individuals. Additionally, the Supreme Court of Ohio has translated 27 vital forms into 5 languages: Arabic, Chinese, Russian, Somali, and Spanish. These are posted on the Supreme Court of Ohio website and are available to all courts.

## **26.06 LOCAL RULE**

The Court has not adopted a local rule regarding the appointment of interpreters but will make such appointments on a case-by-case basis.

## **26.07 COMPLAINT PROCESS**

The Court will ensure that all LEP individuals and individuals who are deaf or hard of hearing receive language assistance services in their primary language. To promptly address any concerns that an LEP person or an individual who is deaf or hard of hearing did not receive language assistance, the Supreme Court of Ohio has developed a process for managing such complaints.

Court employees will also provide information on this complaint process to LEP individuals or individuals who are deaf or hard of hearing upon request or if an LEP/deaf or hard of hearing individual voices concern about the lack of language access services or the quality of services that were provided.

In addition to the Supreme Court's complaint process, if the Language Access Coordinator receives a language access complaint, she will document receipt of the complaint and provide information about it to the individual who supervises the affected employee. Once the supervisor or monitor receives notice of a language access complaint, he/she will take prompt action to review, investigate and respond to its allegations. The Language Access Coordinator

will also make a diligent effort to notify the Supreme Court of Ohio manager of the Language Services Section of such complaint.

The Court will display a sign translated into Ohio's 12 most frequently used languages which states:

**You may have the right to a court-appointed interpreter. If one is not provided, call 1.888.317.3177, Monday - Friday, 8 AM to 5 PM.**

## **RULE 27. REPORTING TO LAW ENFORCEMENT & COMPLIANCE PLAN**

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

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

**27.03** The Reporting to Law Enforcement & Compliance Plan will identify procedures and timelines for:

- (A)** Obtaining and reporting fingerprints as prescribed by the Revised Code and Supreme Court of Ohio rules, including R.C. 109.57(A)(2), 109.60(A), 2923.14, 2929.44(B), and 2945.402(E)(1), Sup.R. 95(C) and Crim.R. 9(A);
- (B)** Reporting information regarding protection orders as prescribed by the Revised Code and Supreme Court rules, including R.C. 2903.213, 2903.214, and 2919.27, and Sup.R. 10(A);
- (C)** Reporting information to the Ohio Department of Public Safety's Bureau of Motor Vehicles as prescribed by R.C. 4510.03, 4513.37, and 5502.10 and Supreme Court rules;
- (D)** Maintaining complete and accurate records in accordance with 18 U.S.C. 922(g), the Revised Code, including R.C. 2923.13, and Supreme Court rules in the event of an audit by the Federal Bureau of Investigation, BCI, or state or local auditors; and
- (E)** Reporting sealed and expunged records to BCI, LEADS, and other law enforcement databases pursuant to the Revised Code, including R.C. Ch. 2953 and R.C. 2903.214 and 2930.171.

**27.04** The Court will review the Reporting to Law Enforcement & Compliance Plan every three years from its adoption date. The Court shall also review and update this Plan upon material changes to applicable statutes, Supreme Court rules, or BCI reporting requirements.

# **Reporting to Law Enforcement & Reporting Plan**

## **Ashland County Common Pleas Court – General/ Domestic Relations**

### **Division**

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The Reporting to Law Enforcement & Reporting Plan has been created for the purpose of ensuring complete, accurate, and timely submission of information into Ohio's computerized criminal history repository at the Bureau of Criminal Investigation (BCI), the Ohio Law Enforcement Automated Data System (LEADS), and other law enforcement databases and in compliance with Rule 5 of the Rules of Superintendence for Ohio Courts.

This Plan was developed by the Ashland County Common Pleas Court in collaboration with the Ashland County Clerk of Court and the Ashland County Sheriff.

#### **A. Obtaining & Reporting Fingerprinting**

Below are the procedures and timelines for obtaining and reporting fingerprints as prescribed by the Revised Code and Supreme Court rules, including R.C. 109.57(A)(2), 109.60(A), 2151.311, 2151.313, 2152.71(A)(2), 2923.14, 2929.44(B), 2945.402(E)(1), and Sup.R. 95(C) and Crim.R. 9(A).

1. Law enforcement's process for obtaining fingerprints and generating the related incident tracking number (ITN), including upon arrest, taking into custody, and upon court ordered fingerprinting, as well as reporting the ITN to the Clerk of Court, shall be as set in the Ashland County Sheriff's Office Policy Manual as attached and as may be amended in the future.
2. The Clerk of Court shall enter all ITN information into CourtView Case Management System.
3. Upon the filing of a criminal case, the Clerk of Court shall identify those individuals which have not previously been fingerprinted or assigned an ITN and notify Court's staff of such. At the next hearing, the Court shall order those to report to the Ashland County Sheriff's Office for fingerprinting within 24 hours. The Ashland County Sheriff's Office shall forward the fingerprinting confirmation and ITN information to the Clerk of Court.
4. Upon completion of a case (dismissal, conviction and sentence, or transfer), the Clerk of Court shall apply the appropriate disposition code to the ITN in CourtView. The Clerk of Court shall transmit case dispositions to BCI&I as promptly as practicable, and in no event later than the next scheduled weekly transmission.
5. The Clerk of Court shall be responsible for notification of granting an application for relief from weapons disability to BCI&I and the appropriate law enforcement agencies.

6. No less than once annually, the Clerk of Courts shall request an updated list of outstanding dispositions from the Ohio Bureau of Criminal Investigation & Identification (BCI&I) and correct any cases lacking disposition.

## **B. Reporting Mental Health Adjudications**

1. Upon a defendant pleading guilty or being found guilty of an offense of violence as defined by R.C. 2901.01(A)(9)(a); or pleading guilty or being found guilty of conspiracy or attempt to commit, or complicity in committing an offense of violence; and being ordered to a mental health evaluation; or being found not guilty by reason of insanity; or being found incompetent to stand trial, the Court shall complete Form 95: NCIC Mental Health Notice with all required information at the time of plea or adjudication. This requirement includes any reportable mental health adjudication arising from criminal proceedings, including findings of incompetency, restoration, or not guilty by reason of insanity, as required by law.

2. The Court shall transmit a copy of the completed Form 95 NCIC to the Ashland County Sheriff's Office to enter into NCIC and LEADS.

## **C. Reporting Protection Orders**

Below are the procedures and timelines for reporting a protection order as prescribed by the Revised Code and Supreme Court rules, including R.C. 2151.34, 2903.213, 2903.214, 2919.27, and 3113.31, and Sup.R. 10.00 – 10.06.

1. The Court shall ensure that all forms are properly completed and signed where indicated and file with the Clerk of Court.

2. The Clerk of Court shall docket the Protection Order in CourtView and transmit the Protection Order with Notifications to the Ashland County Sheriff's Office for entry into the Law Enforcement Automated Data System (LEADS) upon the issuance, service, modification, dismissal, or termination of an ex parte order, consent agreement, or full order protection order

3. The Court shall transmit a copy of the completed Form 10A NCIC to the Ashland County Sheriff's Office to enter into NCIC/LEADS/RCIC each day.

#### **D. Reporting to the Ohio Department of Public Safety**

Below are the procedures and timelines for reporting information to the Ohio Department of Public Safety's Bureau of Motor Vehicles (BMV) pursuant to R.C. 4510.03, 4513.37, and 5502.10 and Supreme Court rules.

1. The Clerk of Court shall send the BMV the certified abstract of the court record upon the conviction or bail forfeiture for cases involving traffic violations and the operation of vehicles, streetcars, and trackless trolley; aggravated vehicular homicide, vehicular homicide, or a felony offense where a vehicle was used, and operating a vehicle impaired (OVI) as required by law.

2. The Clerk of Court shall make a docket entry reflecting the date that the case was uploaded to the BMV and shall send the report in the format as prescribed by the BMV.

#### **E. Procedures for Maintaining Reporting Records**

Below are the procedures to ensure completeness and accuracy of records as required by the statutes and rules listed in divisions Sup.R. 5(F)(1)(a) and (b), 18 U.S.C. 922(g), and R.C. 2923.13 in the event of an audit by the Federal Bureau of Investigation, BCI, or state or local auditors.

1. Staff to regularly validate records that have been reported as BCI follows up the Clerk's submissions with a report within twenty-four hours. Clerk staff shall review the report for rejections or corrections. If there are any, corrections will be made immediately.

2. The process for correcting inaccurate, incomplete, or rejected reporting submissions to the appropriate entities shall be as follows:

If the Clerk's Office receives a rejection from BCI, a correction is made to the defendant's case in CourtView and the correction is resubmitted electronically by the following Monday.

If the Clerk's Office determines a correction is necessary (via a subsequent court order) a "BCI Correction Form for Courts" is prepared, clocked out, docketed in the case and then faxed directly to BCI.

Sanctions for probation violations are not required by BCI, but the Clerk's Office shall submit them using the "BCI Correction Form for Courts" as a precaution.

3. The process for gathering and identifying records to be provided to state and federal auditors shall be as follows:

The Clerk of Court receives an ITN card from the Sheriff's Office upon a defendant's arrest and it is scanned into the defendant's case but is not viewable to the public. The SSN is redacted as a precaution.

Once the case is disposed, clerk staff use the information from the ITN card and the sentencing order/change of plea to enter the final disposition into CourtView. At that time, the ITN card is signed by a deputy clerk and dated, then scanned into the case again with a docket entry stating that the ITN has been submitted to BCI. Clerk staff then runs a report through CourtView which lists all sentencing and sanctions. Each case is reviewed individually for ITN information and to verify that all charges are accounted for.

A report encompassing ITN numbers, arresting agency, date of arrest along with final disposition of each charge is extracted weekly through CourtView. This shall be done on Mondays and sent electronically through FileZilla® to BCI pending the Clerk has all necessary information. Otherwise, the report shall be done as soon as the necessary information is made available to the Clerk.

4. The process for annually checking for updates to state and federal reporting requirements shall be as follows:

The Clerk of Court will monitor updates through the Ohio Clerk of Courts Association and updated from BCI for any changes to the state and federal reporting requirements.

5. The process for retention schedules for these records shall be as follows:

The Clerk of Court shall retain criminal case files permanently utilizing CourtView case management system. The ITN card shall be part of the docket.

6. The Court retains supervisory authority over compliance with these procedures.

## **F. Procedures for Sealing & Expunging Records**

Below are the procedures and timelines for reporting sealed and expunged records into BCI's computerized criminal history repository, LEADS, and other law enforcement databases pursuant to the Revised Code, including Revised Code Chapters 2151 and 2953 and R.C. 2930.171 and 3113.31.

1. In accordance with Marsy's Law, the Ashland County Prosecutor shall make sufficient efforts to notify victims when hearing upon a request for expungement or sealing has been scheduled by the Court.

2. The Clerk of Court shall be responsible for notification of expunged and sealed records to BCI&I and the appropriate law enforcement agencies as required by R.C. 2953.

3. Sealed records shall be maintained by the Clerk of Court in a confidential manner and only released pursuant to court order or within the parameters of RC 2953.34.

4. Process for removing expunged records from the case management system and back-up document storage applications as appropriate.

This Plan is hereby deemed effective on February 1, 2026 and shall be reviewed and updated every three years.

## Reception and Release

### **904.1 ADMISSION PROCEDURE FOR INMATES**

- A. Each shift will have a primary booking officer. That person will remain in the booking area and will not be doing other details if there is work to be done in booking.
- B. The booking officer is alerted by Master Control via intercom or radio of an arresting officer's arrival with an incoming inmate at the Sally Port, SP1.
  - 1. All inmates are legally committed to the jail.
- C. The arresting officer identifies himself/herself over the intercom to Master Control by name and department name, and requests entry into the Sally Port.
- D. The master control officer will then electronically open the south door of SP1.
- E. After the vehicle(s) have entered SP1, the door will immediately be secured to prevent the possibility of escape by the inmate.
- F. The arresting officer(s) must secure their weapons in their trunks or in the gun lockers located in SP1 before the inmate may be removed from the vehicle. This includes batons, tasers, OC spray and any other 'less-than-lethal' weapons, magazines (bullets) and knives.
- G. At least two officers of the jail will enter SP1 and positively identify the arresting officer(s) prior to the inmate exiting the vehicle.
  - 1. Any officers from a law enforcement agency, if not personally known by the officers, will be required to present proof that he/she is indeed a law enforcement officer. One or more of the following is required: badge, identification card, driver's license and/or supporting paperwork for admission/release of the inmate. If the inmate is released to another agency, the booking officers will complete an inmate receipt form.
  - 2. If the arresting officer cannot or will not provide such identification, or the identification does not conform to the arresting officer's person, the shift supervisor will be notified.
  - 3. If the shift supervisor cannot positively identify the arresting officer with the provided identification, the shift supervisor will refuse custody of the inmate.
- H. Immediately following the review of the arresting officer's identification, the officers will obtain the legal documents authorizing custody of the inmate and remove the inmate from the vehicle. Reception of all commitments by proper authority requires documentation as prescribed by law.
  - 1. These documents shall include, but are not limited to, a summons or citation from an on-view arrest, a bench warrant, felony indictment, Adult Parole Authority (APA) holder, detainer/warrant from another agency with the proper confirmation and/or a commitment order or journal entry.
  - 2. Riverside hearings signed by a judge must be received from the arresting officer within 48-hours of the arrestee being taken into custody including weekends and holidays. If the

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booking officer has not received the riverside paperwork and it is getting close to the 48-hour time frame, they must call their supervisor. The supervisor is required to contact the arresting agency. If the arresting agency does not have the proper paperwork by the 48-hour mark and there are no other charges, the supervisor should be telling the arresting agency to come pick up the arrestee. If the agency does not come within the time frame, the supervisor should call the lieutenant or the jail administrator. The jail administrator or lieutenant will call the prosecutor for a decision.

[See attachment: Riverside Standard.pdf](#)

- a. From the time of the arrest, the arrestee must be seen in court within 72 hours excluding holidays and weekends.
3. If a misdemeanor arrestee is brought into the jail, the arresting officer has 1-2 hours to get the criminal summons or traffic citation to the jail. If an unusual circumstance were to arise, the arresting agency may have up to 8 hours max.

I. The arresting/transporting officer must complete an incarceration form. The officer will provide a medical/mental health screening on all arrestees to determine if there are any physical or mental disorders that require attention. This form will be submitted along with the commitment/complaint when transferring the arrestee into custody of the Ashland County Jail. It is the responsibility of the arresting officer to serve any citations/warrants to the inmate. The Arresting Officer Vestibule (AO1) is available for officers to complete paperwork and citations on the inmate being brought in. The arresting officer must serve misdemeanor charges within an 8-hour period. The booking officer will make copies of the citation/warrants and place it in the booking file.

[See attachment: Incarceration Form.pdf](#)

J. If an arrestee is brought into the Sallyport and has a knife on their person or the arresting officer has it in the arrestee's property, the knife will be tagged with the arrestee's name and placed into the locked drawer inside the cabinet of the Sallyport. The arrestee will be notified that the knife can be picked up within seven days of release or it will be destroyed. No knife will be permitted in the jail.

K. The officers shall be diligent in observing the condition of all new inmates brought into the Ashland County Jail Incarceration Form. If there is any indication of serious wounds or injury, the arresting officer(s) shall be required by the jail shift supervisor to take the inmate to the hospital for treatment and medical clearance before he/she will be accepted. If an inmate has been sprayed with OC or some other form of chemical agent, the inmate may use the eyewash station located in the sally port for decontamination. We will require documentation that the arrestee/inmate was checked at a medical facility prior to our acceptance if sprayed, tasered, shocked, if a dog bite has occurred or if there is evidence of injury or illness.

L. The Ashland County Jail will not accept any persons into this facility who are displaying any type of untreated medical condition. These conditions include, but are not limited to unconsciousness and/or any visible untreated injury.

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M. The Ashland County Jail medical personnel cannot be responsible for any inmate who exhibits any of the conditions listed above. The following must be met before an inmate with a serious medical condition or injury will be accepted into the jail:

1. The arresting authority must have the inmate examined by a physician.
2. A written diagnosis and treatment recommendations shall be given by the examining physician.
3. The jail administrator and/or assistant jail administrator shall be notified by a jail incident report of the refusal to admit any person for medical reasons.
4. If custody is refused, the shift supervisor refusing the inmate shall file a jail incident report stating in detail why the inmate was refused.

N. A proper search shall be conducted on each inmate prior to them being placed in H1 or H2 transfer cells. All unauthorized items shall be properly confiscated and secured in a property bag. A complete inventory of all confiscated items shall be listed in an inventory by objective description and secured at book-in.

O. During admission, male and female inmates shall not be placed in or allowed to remain in the same cell or in unsupervised areas together.

1. If circumstances arise that both a male and female are in booking at the same time, a partition will be put up to separate the individuals from site and touch.

#### **904.2 BOOKING**

A. The booking area of the Ashland County Jail is a secure area where all bookings and releases take place. The area behind the booking counter is off limits to unauthorized persons. The booking doors will remain secure at all times, unless approved by the jail administrator and/or his designee.

B. During the admissions/booking process, arrested persons shall be provided access to telephones after the reception process, providing their behavior/condition warrants the safe/secure operation of the phone located in booking.

C. A Booking/Release Checklist Packet must be completed for each inmate and placed into the inmate's file.

[See attachment: 904.2C1 Reception and Release Checklist.pdf](#)

[See attachment: Fees and Inmate Liability.pdf](#)

[See attachment: Medical Care.pdf](#)

[See attachment: Mental Health Screening.pdf](#)

1. All eight-hour holds will be processed the same as all other booking and releases, completing the booking checklist. The booking officer will check for warrants, prior booking fees, un-entered warrants, stays of execution and the waiting list. If the inmate has money to post bond and owes us a prior booking fee, let him/her post bond first. If the inmate has

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money in excess of the bond amount, apply it to his/her commissary account if there is a balance due.

2. If the inmate has health insurance coverage, make a copy of their card for the medical department. If their coverage is a government program such as Medicaid, Medicare, Care Source, no copy is necessary.
- D. The Ashland County Sheriff's Office Booking officer must email the "Court List by Court Date / Name Active" report to the Prosecutor's Office, Common Pleas Court, Domestic Relations Court, Municipal Court, and Juvenile Court every morning before business hours. The 1st Shift Booking officer is responsible for contacting the Prosecutor's Office for inmates with felony charges. This will be done before 9 am, Monday Through Friday.

E. A booking and identification record shall be made of every commitment. All booking records and identification records shall include the following information:

1. Time and date of commitment
2. Name and alias
3. Official charge or charges
4. Authority for ordering commitment
5. Date of birth of inmate
6. Race of inmate
7. Sex of inmate
8. Weight and height of inmate
9. Home address and telephone number of inmate
10. Marital status of inmate
11. Spouse/next of kin
12. The person to notify in case of an emergency
13. Employer, place of employment and telephone number
14. Social Security Number of inmate
15. Other identifying characteristics (e.g., scars, marks and tattoos)
16. Inmate identification by photograph
17. Set of fingerprints of each inmate
18. Collect DNA under state guidelines, ORC 2901.

F. The booking officer will log in the jail management system when an inmate arrives, is booked, processed and given a hygiene kit. The Hygiene Entry Kit Verification log is used to show that the inmate has received the entry kit and have the inmate initial. The entry kit consists of: four sheets of paper, two stamped envelopes, a pencil, comb, shower shoes, five ounce soap, shampoo, stick deodorant, one toothpaste and a toothbrush.

[See attachment: Hygiene Entry Kit Verification.pdf](#)

G. A preliminary health evaluation record shall be completed by health trained personnel on all inmates upon admission and prior to being placed in the general population to determine if the inmate is experiencing any physical or mental disorder. In the event such a condition appears to

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exist, treatment will be provided prior to confinement in accordance with the medical and health care plan in paragraphs B and C of rule 5120:1-8-09 of the Administrative Code.

H. An initial Mental Health, Drug and Alcohol Abuse screening will be completed on each inmate booked into the jail, (Form 1103.02C4). This screening will be part of the booking process and will be used to determine the need for a more comprehensive assessment by the mental health personnel of the jail.

I. The completed screening form, copy of non-government insurance card and inmate's photograph will be given to the medical nurse and be a permanent record in the inmate's medical file.

J. If at the time of booking the inmate presents an active and immediate threat to himself/herself or others, Appleseed Counseling Center and jail nurses will be contacted immediately for a mental health assessment. If the inmate is suicidal, he/she will be placed in the padded cell in a suicide prevention smock and placed on 10 minute observation checks, 10 minute physical checks and 10 minute master control. Any inmate that is suicidal or homicidal will not be allowed anything until cleared by Appleseed. Officers will then complete a jail incident report on the jail management software and submit it to the jail administrator and all supervisors.

K. Each inmate's personal property shall be listed in an inventory which includes an objective description of each item. The inmate's signature shall be affixed to the completed inventory, or if unobtainable, the accuracy of the inventory shall be witnessed by two officers.

1. A commissary account will automatically be opened for that inmate once they are entered into the jail management system.

a. If the inmate has been incarcerated here previously, he or she may have been assigned an incorrect jail identification number. The booking officer must correct the ID number before the commissary account is created or the inmate will have two accounts.

b. If an inmate has two accounts, the wrong account must be merged into the account with the correct jail ID number. If the accounts are not merged and the inmate has money, the money will not match up to his or her account because the system doesn't know which account to deposit it into.

c. If this happens, the booking officer must match the inmate's money to his or her account during their shift:

1. Log into 'Unmatched Funds' on the Keefe Commissary computer.

2. On the 'Unmatched Deposit Requests' page, find 'Recent Bookings' (in blue) and click on it.

3. On the 'Recent Bookings' page, find the inmate's name. Click on 'Match' (in blue).

4. A message box will appear (in case you clicked on the wrong inmate's name). Choose 'OK' to match the funds. It may take 10 to 20 minutes for the inmate's account to update.

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2. All monies shall be confiscated, counted in the inmate's presence and secured. All cash will be entered into the intake kiosk. The kiosk will print a receipt which will be placed in the inmates property. Any money orders, if endorsed by the inmate, will be entered into the inmate's commissary account and secured in the safe at the end of the shift.
  - a. This money will be for use by the inmate for a booking fee, commissary purchases, medical bills, dental bills, et cetera.
3. No inmate shall be permitted to possess any form of money while in confinement.
4. Any inmate who is without money will be classified as indigent.

L. All property not returned to the inmate shall be carefully secured in the Property Storage Room. Complete a Property and Evidence Receipt Form and place it in the inmate's file. If the inmate is coming from another facility, we can not accept whites, commissary items, letters or books. We will only accept court paperwork.

[See attachment: Property or Evidence Receipt.pdf](#)

[See attachment: 1103.02C4 Mental Health Screening.pdf](#)

M. If the arresting officer requires the inmate's property to serve as evidence in the investigation, a Property and Evidence Receipt Form will be completed and placed in the inmate's file.

N. If an inmate wants to release their property, they must send a kytic to Property Releases. Property can only be released on 1st shift Monday through Friday, and it must be approved by the Lieutenant or Captain.

O. Each inmate confined for more than 12 hours in the Ashland County Jail shall be assigned a bed and provided with a mattress, blanket(s), bed linens, towel, washcloth and soap. Inmates shall not be confined in the reception area for more than 12 hours except when security, health and mental health concerns are being addressed. The housing assignment shall be made by the inmate's classification. (See Section 1104.)

P. All inmates shall be issued an entry pack (i.e., toothpaste, toothbrush, comb, soap, shampoo, deodorant, two stamped envelopes, paper, and a pencil) during the booking process. Feminine hygiene items are available upon request.

Q. The jail shall develop, implement, maintain and update as necessary, a set of generally applicable inmate rules. The rules shall be accessible to all inmates and shall provide information regarding confinement including sleep hours, meals, mail, work assignments, telephone access, visitation, correspondence, medical care, hygiene, laundry, recreation, programs, rules of conduct, disciplinary procedures and grievance procedures.

1. Inmates who cannot read shall have the rules explained by the booking officer. A staff member or translator shall assist the prisoner in understanding the rules if there is a language barrier. For inmates who do not speak English, the booking officer will call Optimal at 877.746.4674. Optimal has translators for all languages. Call Ashland University if a translator is needed in person. Samaritan Hospital also has a list of translators.

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2. Inmates who are intoxicated shall be notified of the rules governing inmate conduct when they become reasonably coherent.
3. Prisoners are required to sign an acknowledgment that the rules were received by and/or explained to them. If an inmate is unable to sign because of a mental state, a notation is to be made in place of the signature indicating the reason why he or she is unable to sign.

R. When an inmate is booked into the Ashland County Jail, he/she must be photographed for identification. All inmates will have a full set of photographs taken to include:

1. One front view, from the middle of the chest to the top of the hair. Glasses will be removed for this photo.
2. One side view, from the middle of the chest to the top of the hair. Glasses will be removed for this photo.
3. All scars, amputations, marks and/or tattoos. All must be taken up close and given an accurate description for identification purposes.
4. One front view with glasses, when applicable.

S. **Fingerprinting:** Live Scan® is an electronic fingerprint submission system that allows law enforcement agencies to electronically submit criminal arrest information to the Ohio Bureau of Criminal Investigation and identification 'BCI'. All new inmates or re-offenders with new charges being booked into the Ashland County Jail will be fingerprinted on the Live Scan® machine regardless of their charges.

**Minor Misdemeanors:** All new inmates will be fingerprinted to establish a record with our agency. Do not submit to BCI.

**Misdemeanors:** Any inmate booked in on a new charge will be fingerprinted and submitted to BCI unless charged under local codes.

**Felony:** All inmates charged with a felony offense will be fingerprinted under the arresting officer's incarceration form. When the inmate is served with the final complaint, the booking officer will verify the charges. If the complaint is different from the charge that he/she was booked under, the booking officer will submit a BCI Change Form with the correct charge.

**Contempt of Court/Probation Violations:** BCI does not recognize contempt of court or probation violations as actual charges. The booking officer will have to fingerprint all new inmates under the original offense and then submit it to BCI.

T. In the event an inmate can't be identified, fingerprint on the Livescan®, print the hard card and fax it along with attached form Request for Identification to FBI Wire Room.

See attachment: [BCI Print Submission Modification.pdf](#)

See attachment: [Request for Identification to FBI Wire Room.pdf](#)

U. **DNA:** THE OBJECTIVE OF THIS POLICY IS TO ESTABLISH CONSISTENT PROCEDURE AND GUIDELINES FOR COLLECTING AND SUBMITTING DNA SPECIMEN SAMPLES FROM INDIVIDUALS DESCRIBED IN OHIO REVISED CODE (ORC) 2901.07 AND 2152.74

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1. The sheriff's office acknowledges that no statute or policy can predict or address every real world situation that may arise involving the collection and cataloging of DNA specimens. In every situation, however, the Ashland County Sheriff's Office and its agents will strive to substantially comply with all provisions of this policy and the Ohio Revised Code Sections cited.
2. The policy and procedures apply to all persons employed or contracted by the Ashland County Sheriff's Office that are authorized and required to collect DNA specimen samples under ORC 2901.07 and ORC 2152.74 and all individuals arrested, booked, confined, convicted or under supervision by the Ashland County Jail that are required to submit to DNA specimen sample collection under ORC 2901.07 and 2152.74
  - a. DNA means human deoxyribonucleic acid. A DNA specimen includes human blood cells or physiological tissue or body fluids.
  - b. Buccal means inner cheek/mouth cells.
3. It is the policy of the Ashland County Sheriff's Office that all individuals identified as meeting the qualifying offense pursuant to ORC 2901.07 and 2152.74 shall submit to a DNA specimen collection procedure administered by the Ashland County Sheriff's Office. Individuals meeting this criterion whose identity has been verified through fingerprint verification and through referencing a government-issued photo, identification and whose computerized criminal history is marked "DNA registered in the OHIO DNA Databank" are not subject to collection under this policy. An individual's computerized criminal history (CCH) shall be checked each time the individual is identified as having a qualifying offense.
4. It is the policy of the Ashland County Sheriff's Office that all individuals identified as meeting a qualifying offense pursuant to ORC 2901.07 and 2152.74 and have submitted a DNA specimen collected by the Ashland County Sheriff's will be recorded in the agency DNA Collection Log. DNA Collection Log, this register includes the offender, personal identifiers and date collected.
5. Procedure for Collection – material needed:
  - a. DNA Collection Kit
  - b. Disposable Gloves
  - c. Fingerprint ink pad/developer
  - d. Pen
6. Identification of the individual shall be conducted by referencing government-issued photo identification. If no photo-identification is on their person upon incarceration, they must be confirmed through Ohio Law Enforcement Gateway (OHLEG) or through (LEADS) BMV inquiry.
7. The individual's information, including name, BCI or ITN Number, must be obtained through official records. The provided 'Demographic Information Card' or a computer generated card is used to document the individual's information. When errors are made on the form, simply put one strike through the incorrect information and write the correct information

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above or below and initial beside it. The individual having their DNA specimen collected should not correct information on this form. If there is not enough room on the front of the card, the corrected information may be written on the back of the card. Be sure to have the collector initial this information (on the back).

8. Press the individual's four right fingers (flats) in the area provided on the Demographic Information Card. If the print is not clear, additional prints may be put on the back of the card. If the individual does not have any fingers, a toe may be used. Write down which toe is being printed.

**9. Ensure the individual meets the requirements that qualify for DNA collections. Qualifying offenses are referenced in ORC 2901.07 and 2152.74.**

- a. All felony and domestic violence arrests need to be checked for DNA Collection in LEADS. If the DNA has not been collected, it will be done according to this policy.
- b. DNA will also be collected from inmates arrested with Aggravated Menacing, Stalking, Unlawful Sexual Conduct with a Minor and any other violent offenses.

10. Collection of DNA Specimen:

- a. Put on gloves to prevent contamination. Partially remove collector from the package. Print using non-smearing ink on Buccal Collector Label and Transport Pouch: subject's full name; subject's BCI, ITN or SSN. Discard the plastic wrapper.
- b. Hold the Buccal DNA Collector with thumb on the area marked "Thumb" on the back of the Collector. Instruct the Subject to open his/her mouth and place the Filter Paper side flat against the inside of the cheek.
- c. With the Collector pressed against the inside of cheek, drag it firmly toward lips and out of the mouth. This causes a bulge that can be observed during the collection. Repeat this action 7 more times. Do not rub Collector back and forth against cheek.
- d. Close the Slider Cover towards the tip of the Collector covering the Filter Paper. To avoid sample contamination, do not touch Filter Paper with your hand.
- e. Place Collector inside Transport Pouch Filter Paper end first. Seal the Transport Pouch.
- f. Place Collection Form and Transport Pouch into the pre-addressed postage paid mailer. Initial the boxes. Seal the mailer. Mail to BCI.

In the event of an inmate refusal, documentation of the date of refusal, as well as any listed reasons given by the inmate and their actions during the refusal shall be made via a jail incident report and forwarded to the common pleas court judge. The common pleas judge shall then issue further instructions as necessary for obtaining the DNA sample required by statute.

V. On 2nd shift each night they will print out the inmate releases for the next day. The booking officer on 3rd shift will verify and check to be sure a release is in order. That officer will check for common pleas, juvenile court and municipal court charges and probation violations, warrants, holders and make sure they were charged a booking fee if needed.

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See attachment: 904.2C1 Reception and Release Checklist.pdf

The releasing officer checks the same using the updated checklist. The OIC will check and sign off on the release.

#### **904.3 CLOTHING EXCHANGE**

A. Inmates who are to be integrated with the general population and/ or whose clothing is soiled or infested shall receive a shower and clean uniform clothing. In a minimum security jail, if inmates are permitted to wear personal clothing, the jail shall implement a policy and procedure that limits the amount and type of personal clothing an inmate may possess while in the jail.

B. An officer of the same sex as the inmate shall have the inmate shower and change. This procedure shall only take place after the inmate has been afforded a reasonable opportunity to secure release on bail or his/her own recognizance and has failed to secure release within a reasonable amount of time.

1. In determining what is a reasonable opportunity to secure release the following factors shall be considered:ability to successfully complete a phone call, the nature of the offense, the amount of bond, the length of time since the inmate was booked in, whether bond has been arranged and the security of the facility.

C. Inmates who are neither strip searched nor observed while changing into issued clothing shall be confined in an area which separates them from those who have been strip searched or observed while changing.

D. Inmates shall not be confined in the reception area for more than 12 hours, except when security, health and mental health concerns are being addressed.

E. Inmates shall be directed by a designated staff member of the same sex while showering and changing into an issued uniform.

1. Showering, and if necessary, delousing shall be required prior to the issuance of clean uniforms.

2. The inmate will be required to remove all clothing, hand it out to the officer and step into the shower. Once the inmate is in the shower, the officer will apply LICEALL® delousing spray to all parts of their body covered by hair.

3. The LICEALL® must remain on the body for ten minutes. Then the inmate will be required to wash their entire body, including their hair, thoroughly using the soap provided.

4. The staff member shall be prohibited from requesting the inmate to make additional movement unrelated to delousing, showering or changing clothes.

F. A detailed record shall be made of any observed infestation, injury or unusual mark or scar, including cuts, bruises, body vermin and needle scars.

G. All inmates entering the Ashland County Jail shall be deloused with LICEALL® liquid (active ingredients: piperonyl butoxide tech., and pyrethrum extract), or an equivalent substitute prescribed by the facility physician.

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1. Avoid getting this solution in the eyes or mouth.
2. Use caution during pregnancy.
3. Rinse off with soap and warm water.

H. An inmate infested with lice shall be kept isolated from others from the time of receiving a delousing treatment until 24 hours and cleared by nurse. When the inmate is re-checked and found to be free of nits and lice, that inmate may be placed into general population.

1. When the inmate's hair has dried or is slightly damp, after delousing, the inmate must comb through it to remove any remaining nits.

I. All clothing, bedding and towels will be washed in hot, soapy water. All personal items, such as combs and brushes, will be washed in hot soapy water for at least 20 minutes. The inmate's cell area is also to be thoroughly cleaned.

J. Inmates with scabies will be treated by the facility physician. Treatment of this condition requires a prescription medication.

K. Any inmate assigned to outdoor work details shall be provided with the appropriate outer wear for the weather conditions by the jail.

#### **904.4 STRIP SEARCHES AND BODY CAVITY SEARCHES**

A. The jail shall develop and implement policies and procedures governing strip searches and body cavity searches during the reception in consultation with the county prosecutor, city attorney or law director consistent with Section 2933.32 of the Ohio Revised Code.

B. Except as provided in Section 904.4(C), an inmate shall only be subject to a strip search and/or body cavity search when the staff member who is conducting the reception process has probable cause to believe that the person is concealing evidence of the commission of a criminal offense, including fruits or tools of a crime, contraband or a deadly weapon, as defined in Section 2923.11 of the Ohio Revised Code, that could not otherwise be discovered, or when it is necessary for any legitimate medical or hygienic reason.

1. In determining probable cause for purposes of this paragraph, the staff member shall consider the nature of the offense, the circumstances of the person's arrest, and any statements or conduct of the detainee at the time of, or in conjunction with, his/her reception.
2. A strip search and/or body cavity search of such persons shall only be conducted after the staff member obtains a written authorization for the search from the person in command of the confining agency, to give a written authorization for either type of search, unless there is a legitimate medical reason or medical emergency that makes obtaining written authorization impracticable.
3. A body cavity search shall only be conducted after a search warrant is issued that authorizes the search, unless there is legitimate medical reason or medical emergency justifying a warrantless search.
4. A strip search and/or body cavity search of such persons shall be conducted by a person or persons who are of the same sex as the person who is being searched.

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5. A body cavity search shall only be conducted under sanitary conditions by a physician, or registered nurse or licensed practical nurse, which is registered or licensed to practice in the state of Ohio.
6. The strip search and/or body cavity search shall be conducted in a manner and in a location that permits only the person or persons who are physically conducting the search and the person who is being searched to observe the search.
7. A strip search and/or body cavity search shall be conducted in a manner that preserves the dignity of the person being searched to the degree possible.
8. Upon completion of a strip search and/or body cavity search of such persons, the person or persons who conducted the search shall prepare a written report concerning the search that shall include all of the following:
  - a. The written authorization for the search obtained from the person in command of the confining agency or designee.
  - b. The name of the person who was searched.
  - c. The name of the person or persons who conducted the search, the time and date of the search and the place at which the search was conducted.
  - d. A list of items, if any, recovered during the search.
  - e. The facts upon which the staff member based probable cause for the search, including, but not limited to, the review of the nature of the offense with which the searched person is charged, the circumstances of arrest, and, if known, prior conviction record.
  - f. A record of all unusual findings (e.g., cuts, bruises, body vermin, needle scars and other injuries).
  - g. The legitimate medical reason or medical emergency that justified the warrantless search, or made obtaining written authorization impracticable, when applicable.
9. A copy of the written report shall be kept on file by the confining agency and another copy of it shall be given to the person who was searched.
10. Persons who are afforded a reasonable opportunity to secure release on bail or recognizance, but who fail to secure such release, and who are to be integrated with the general population of the detention facility shall be required to change into an inmate uniform of the facility.

C. A person detained or confined for an alleged commission of a felony, or sentenced to serve a term of imprisonment, and who is serving time in a detention facility, as defined in Section 2921.01 of the Ohio Revised Code, shall be subject to a strip search when the person's present or prior behavior indicates that he/she is likely to be concealing contraband or a weapon or to a body cavity search when reasonable cause exists to believe that a weapon or contraband is being concealed.

1. A strip search of such persons shall be conducted by a person or persons who are of the same sex as the person who is being searched.
2. A body cavity search of such persons shall only be conducted under sanitary conditions by medical personnel.

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3. The strip search and/or body cavity search shall be conducted in a manner and location that permits only the person or persons who are physically conducting the search and the person who is being searched to observe the search.
4. A strip search and/or body cavity search shall be conducted in a professional manner that preserves the dignity of the person being searched to the highest degree possible.
5. Upon completion of a strip search and/or body cavity search of such persons, the person or persons who conducted the search shall prepare a record of all unusual findings (e.g., cuts, bruises, body vermin, needle scars and other injuries).
6. Persons who are afforded a reasonable opportunity to secure release on bail or recognizance, but who fail to secure such release, and who are to be integrated with the general population of any detention facility shall be observed by a person of the same sex while changing into clothing that is required to be worn by inmates in the facility.

The Ashland County Jail's policy and procedure for Strip Searches and Body Cavity Searches has been authorized by:

---

Ashland County Prosecutor's Office Signature      Date

#### **904.5 ORIENTATION**

- A. Each inmate of the Ashland County Jail will be made familiar with this facility through an orientation program and will be given a copy of the Inmate Handbook while in booking. The handbook can be viewed on the kiosks in the housing areas.
- B. An admission and orientation program for all new inmates shall be conducted during the booking process before being placed in their housing assignment.
- C. This program is designed to reduce the anxiety level of a newly committed inmate. It shall be done by explaining facility rules and operations and issuing Inmate Handbooks. Court procedures and facility programs will also be outlined.
- D. All entry packs, linens, towels, wash cloths and mattresses will be issued once the booking process is complete and the inmate is introduced to general population.

#### **904.6 BONDS**

- A. Misdemeanor Bonds: If the inmate cannot post bond, or is not entitled to bond, he/she will be incarcerated until the next available court date, at which time he/she will be taken before the court by the appropriate authorities. If the inmate is bondable and able to have someone post bond, or if the inmate has enough money and wishes to post his/her own bond, he/she may do so.
- B. For an inmate to post his/her own bond, the inmate cannot be under the influence of drugs or alcohol. If the case should arise that the inmate is under the influence, the inmate will be required

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to stay for a period of eight hours, or more if necessary, for their own safety or have a responsible party post the bond.

- C. The inmate will be released in the computer booking system.
- D. An officer will escort the inmate to the municipal court clerk's office for the bond posting.
- E. The escort officer will remain with the inmate until all paperwork is completed and the bond is officially posted.
- F. Once the inmate signs the bond, the inmate is free to go from the municipal courthouse building and the custody of the jail
- G. After municipal court has closed, all persons wishing to post bond will be allowed to post at the Ashland Police Department, located in the municipal building.
- H. **Felony Bonds:** The inmate must appear before common pleas court for a bond setting.
- I. After bond has been set, and the inmate is able to have someone post bond or is able and wishing to post his/her own bond, he/she may do so.
  - 1. For an inmate to post his/her own bond, the inmate cannot be under the influence of drugs or alcohol. If the case should arise that the inmate is under the influence, the inmate may be required to stay for a period of eight hours, or more if necessary, for their own safety or have a responsible party post the bond.
- J. The inmate will be released in the computer booking system.
- K. An officer will escort the inmate to the clerk of courts office at common pleas court.
- L. The escort officer will remain with the inmate until all paperwork is completed and the bond is officially posted.
- M. Once the inmate signs the bond, the inmate is free to go from the common pleas courthouse and the custody of the jail.
- N. Bond through common pleas court can only be posted during business hours (0800 to 1400) in the common pleas clerk of courts office.
- O. **Own Recognizance Bond:** If an inmate meets the criteria set by the municipal court, he/she may be released on an OR (Own Recognizance) bond. Only the judge can authorize the release of an inmate for an OR bond. An officer will escort the inmate to municipal court to sign the proper paperwork.
- P. **Personal Recognizance Bond:** If an inmate meets the criteria set by the common pleas court, he/she may be released on PR (Personal Recognizance) Bond. Only the judge can authorize the release of an inmate for a PR bond. An officer will escort the inmate to common pleas court to sign the proper paperwork.
- Q. **Municipal Court Medical Furloughs:** If an inmate requires immediate emergency medical care, the OIC will be required to contact the judge and the jail administrator for approval of a

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medical furlough. After approval from the courts, the OIC will explain all terms and conditions of the furlough to the inmate, the inmate then must sign that he/she understands the terms and conditions of the medical furlough. The OIC will then forward a copy of the furlough to the appropriate court(s) the following business day. If it is after hours, and the inmate's condition warrants immediate release, the OIC will call the judge at home for appropriate authorization of the medical furlough. The OIC will confirm approval from all courts that the inmate may be booked under. If the OIC cannot confirm approval from the judges, the officers must stay with the inmate until appropriate approval can be confirmed. The OIC will then complete a jail incident report.

**Common Pleas Court Medical Furloughs:** If an inmate requires immediate emergency medical care, the OIC will be required to contact the lieutenant or jail administrator for approval of the medical furlough. After approval from the lieutenant or jail administrator, the supervisor will email the judge a brief medical condition update and current criminal charge(s). The supervisor will be mindful not to disclose too much medical information to avoid any HIPPA violations. The supervisor will also send a cc of their email to the prosecutor, lieutenant and jail administrator. After the email has been sent, the supervisor may call the judge to inform him/her of the email. The judge will then respond back to the supervisor either approving their request with a judgment entry granting the furlough and attaching the furlough or the judge will send back an email denying the furlough.

1. In the event the inmate has a scheduled medical procedure, the inmate is required to contact their attorney and arrange for a medical furlough with the court(s).
2. After the appropriate documentation has been provided, the booking officer will then follow normal release procedures for release of the inmate.

### **904.7 RELEASE OF INMATES**

A. Inmates of the Ashland County Jail must not be released removed, or otherwise transferred from the facility unless proper written documents are available to authorize the release or removal. Bond papers, court orders, judgment entries, written release orders, warrants for removal and other similar written documents are acceptable.

B. A verbal order by a judge in person at the jail, via phone, or in court is sufficient grounds to release an inmate. If the order given is via phone, the shift supervisor must be able to positively identify the judge's voice and request a judgment entry be filed and sent to the jail the next business day.

C. A verbal order by the county prosecutor, via phone, is sufficient grounds to release an inmate. The shift supervisor must be able to positively identify the voice of the prosecutor. The inmate may be released pending grand jury.

D. In each of these circumstances, the inmate will be entered into the Ins & Outs report. This will help us keep track of inmates in our custody.

1. Any time an inmate leaves the facility with another agency;
2. every time we house an inmate in another jail

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3. every time we transport an inmate to a hospital

E. Upon inmate's release to another agency, the jail shall document the identity of the receiving officer and agency, the time and date of the release, and the authority for the release.

F. After assuring that the authority is proper, the staff shall take the action set forth below:

1. An inmate being released or removed from the jail shall be positively identified by a photograph, SSN and DOB by the housing and release officer.
2. Inmates shall be visually observed while changing into street clothing upon release in order to detect contraband, physical injury, illness or any other abnormality which may have occurred during confinement.
3. A Jail Incident Report shall be made of any significant findings.
4. The observation shall be conducted by a staff member of the same sex as the inmate.
5. The inmate shall be booked out of the jail's computer booking system recording the date and time of release, the authority by which released, and into whose custody the inmate is released.
6. When an inmate is released to the custody of another jurisdiction, the identity of the escorting officer shall be verified.
7. The escorting officer will sign an Inmate Receipt (Form 1103.07E7) for the inmate. This will include verification of property/money released to the officer at the time of release. Refer to policy 1137.01B6 for release of inmate funds.
8. All inmates shall sign a receipt for property, valuables and funds returned to them at the time of release or transfer to another facility. All property left behind after seven days will be disposed of using Property Disposal form 203.07E8.
9. Any complaint regarding property returned which is not immediately resolved, must be made in writing, with specific details of the complaint.
10. All documentation must be verified and signed off by the shift supervisor before any inmate is released from the Ashland County Jail. This will include warrant checks, APA holds, court sentencing, judgment orders, commitments, stays of execution, waiting lists, prison holds and un-entered warrants in the CAD system. The shift supervisor will verify all outdates before any inmate can be released.

**See attachment: 1103.07E7 Inmate Receipt.pdf**

### **904.8 JAIL ROSTER ELECTRONIC BOARD**

A. The purpose of the jail roster board is to provide an accurate means to determine who is in the Ashland County Jail at any given time. The jail roster electronic board will be kept up to date in the booking area. It updates on its own every 2 minutes.

B. An inmate's name will be placed on the inmate roster electronic board at the time of book-in. This roster will allow officers to accurately determine who is in the jail and their proper housing assignment at any given time.

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C. The jail roster electronic board shall contain the inmate's name, photograph (when inmate is selected), booking number and classification. The name will be placed on the roster board in the appropriate housing assignment to correlate with their classification.

#### **904.9 INMATE BOOKING FILE**

- A. This paper file is used to record all activity related to the inmate, to include, but not limited to discipline, kytes, commitments, property sheet, arraignment forms and receipts.
- B. The file will be made when the inmate is booked into the jail.
- C. This file will be filed under the corresponding housing assignment for the extent of the inmate's stay.
- D. All correspondence pertaining to the inmate will be filed in this file.
- E. After the inmate is released from the facility, the file will be scanned by the releasing booking officer. The officer will stamp the file "Scanned" and place it in the 'released' box in booking to be filed by the records clerk.

All LEADS documents must be destroyed before you can scan the inmates file.

#### **904.10 JAIL REGISTER**

- A. The purpose of the jail register is to comply with the Ohio Revised Code, which requires the sheriff to register all inmates who are booked into the county jail and record specific data about their stay in the jail. (Form 1103.10A)
- B. This form will be used to record all inmates booked into the Ashland County Jail.
- C. The information for this form will be entered in the book by the Booking/Release Officer.

[See attachment: 1103.10A Jail Register.pdf](#)

#### **904.11 PROCESSING FEE/BOOKING FEE**

- A. Pursuant to Ohio Revised Code 2929.37(A), the law provides for reimbursement including but not limited to processing fees (booking fee) and/or damage to governmental property damage by a prisoner and other services deemed reasonable and necessary.
- B. Any inmate booked into the Ashland County Jail will be charged a \$40.00 booking fee only under the following conditions: The inmate is a sentenced walk-in commitment; the inmate is a sentenced fresh commitment from court; the inmate is in on a warrant arrest with an attached commitment or the inmate is a parole or probation violator. Once a current inmate pleads guilty or pleads no contest, signs a Bill of Information or is found guilty, he or she will be charged the booking fee immediately and before sentencing.
- C. Any inmate being booked in on a fresh arrest charge; any inmate committed to jail in lieu of bond or no bond allowed; any inmate in on a warrant arrest with no attached commitment that is not a probation violation; or any inmate who is not convicted or found not guilty of the charges they were arrested for are not eligible and therefore not to be charged the booking fee.

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D. If the eligible inmate is indigent at the time of booking, and meets the requirements of Section C, they will still be charged the booking fee.

E. The booking officer will take the following action in regards to the inmate booking fee: the booking officer will have the inmate read and sign the reimbursement form (Form 1103.02C2). Providing the inmate meets the requirements of Sections B and C, the officer will then enter the inmate's money into the intake kiosk and deduct the \$40.00 fee from their account under 'Booking Fee'. If the inmate has no money at the time of booking, then the officer shall enter the booking fee; it will show a negative balance.

F. If an eligible inmate is booked in with no money and later receives money, the booking fee (or any part owed) will be deducted from any deposits until it (the negative balance) is paid in full. When an inmate is released, the booking officer will release the inmate's money on a debit card. If the inmate is released to another jail or to prison, the releasing officer shall email the corrections secretary to notify her/him to close the account after deducting any fees owed and mail the check to the facility where the inmate is being held.

G. If the inmate is in the work release program, he/she will be required to make payments toward their negative commissary balance before they will be approved for work release. The inmate will then be required to make continued payment toward their balance owed in order to continue in the work release program. Once a month, the clerk shall total up all work release fees collected and issue a check for that amount to the Ashland County Treasurer.

H. Once a month, the records clerk shall total up all booking fees collected and issue a check for that amount to the Ashland County Treasurer. The records clerk shall maintain concise records regarding these monies by following normal records procedures, established by the Ashland County Auditor.

[See attachment: 1103.02C2 Fees Inmate Liability.pdf](#)

### **904.12 JUVENILES**

A. Juveniles shall not be held in jail except under rare circumstances, if at all, and shall be accepted only 1) under court order, 2) when all other alternative placements, including placement in the local juvenile detention center, have been considered and rejected, and 3) after the jail provides the juvenile court with information regarding the conditions under which the youth shall be held in the adult jail and the jail's ability to comply with the juvenile specific standards, including sections 5120:1-8(A)(12), 5120:1-8-02(b)(4), and 5120-1-8-04(K) of the Administrative Code. Status offenders such as runaways, curfew violators, etc. are prohibited from the facility. For any court-ordered juvenile held as an adult, every effort will be made to house him or her in a holding cell. He or she will be escorted by an officer to areas within the facility but will be permitted to take recreation, showers and medical calls alone. Every effort should be made for the juvenile not to come in contact with any adult inmate.

B. Delinquent juveniles are brought into the jail only for purposes of fingerprinting, photographing, processing, immediately and removed from the jail.

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- C. Juvenile offenders must remain beyond the range of touch, sight and range of normal conversation from adult inmates, including inmate workers. Juveniles must remain visually supervised by jail personnel at all times during detention. This allows for both staff personal observation and CCTV monitoring.
- D. Juvenile offenders will not be handcuffed or otherwise physically secured to a stationary object during their detention.
- E. If a juvenile offender is bound over by a court as an adult and placed into the Ashland County Jail, the offender will remain beyond the range of touch of adult inmates at all times until that offender's eighteenth birthday.
- F. All juveniles will be held in the Erie County Detention Center. Ashland County Sheriff's Office will provide all transportation after the inmate is arraigned in juvenile court. All felony offenders will be brought to the Ashland County Jail for fingerprints and DNA collection. During the processing of juveniles, the adult offenders will be removed from the booking area and secured in the locked visitation room and or the programs room. Juvenile court will provide conveyances for all juvenile transports. This will include dates and times the inmates are required to appear in court. The transporting officer will be required to fill out and turn in all conveyances to the sheriff's civil processing and account clerk for billing purposes.

## Attachments

## **Riverside Standard.pdf**



ASHLAND COUNTY SHERIFF'S OFFICE, CORRECTIONS DIVISION  
1205 East Main Street, Ashland, Ohio 44805 (419) 281-9009

## RIVERSIDE STANDARD

Arrestee's name: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Arrest Date: \_\_\_\_\_ Arrest Time: \_\_\_\_\_

This matter is brought before the Court this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_,

at \_\_\_\_\_ A.M. / P.M. by \_\_\_\_\_ of the Ashland  
County Sheriff's Office.

After presentment of the Officer's information, the Court hereby FINDS / DOES NOT FIND probable cause  
sufficient to satisfy the Riverside Standard.

\_\_\_\_\_  
Judge

## **Incarceration Form.pdf**



## INCARCERATION FORM

THIS SECTION TO BE COMPLETED BY ARRESTING OFFICER

Arrestee's name: \_\_\_\_\_ Date: \_\_\_\_\_ Time in: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

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

Arresting officer: \_\_\_\_\_ Arresting Agency: \_\_\_\_\_

Misdemeanor:  Felony:  Time Arrested: \_\_\_\_\_  
(For Riverside purposes- Only if Felony)

Charges: \_\_\_\_\_

Does Marsy's Law apply? Form received?  Yes  No

Has the arrestee been involved in an accident prior to coming to jail?  Yes  No  
(If yes, must provide written medical clearance from Samaritan Regional Health System emergency room.)

Brief details surrounding arrest: \_\_\_\_\_

## MEDICAL/MENTAL QUESTIONNAIRE

TO BE COMPLETED BY ACSO OFFICER IN SALLYPORT

Does the inmate show current serious or potentially serious medical  
or mental health issues needing immediate attention?  Yes  No

Was any force used? (Included, but not limited to taser, pepper spray  
or other less lethal use of force during arrest.)  Yes  No

Does the inmate show signs of untreated injury?  Yes  No

Is the inmate advising of any medical conditions?  Yes  No

Is the inmate requesting medical attention?  Yes  No

Has the inmate received medical aid?  Yes  No

Is the inmate wearing any medical patches?  Yes  No

Has the inmate refused medical aid?  Yes  No

Does the inmate state he/she has suicidal and/or homicidal thoughts  
or plans?  Yes  No

Is the inmate displaying obvious signs of mental illness?  Yes  No

Is the inmate under the influence of alcohol/drugs?  Yes  No

If any questions are answered yes, please explain: \_\_\_\_\_

Inmate:  Accepted  Denied \_\_\_\_\_

## Property Inventory:

## **904.2C1 Reception and Release Checklist.pdf**



## ASHLAND COUNTY SHERIFF'S OFFICE, CORRECTIONS DIVISION

1205 East Main Street, Ashland, Ohio 44805 Phone (419) 289-6552

## RECEPTION AND RELEASE CHECKLIST

Inmate Name: \_\_\_\_\_ Date booked in: \_\_\_\_\_

BOOK IN		BOOK OUT	
Fill in jail register		**3 <sup>rd</sup> Shift *Releasing Officer	**3 <sup>rd</sup> Shift officer verifies number 1 through 5 and releases.  *Releasing officer verifies all and releases.
Complete computer book-in			
Print name sheet for property bag			
Run NCIC			
Run CCH			1. Double check dispositions/case number. Match sentencing entries. Check Central Square and file.
Mental health, drug, and alcohol screen			2. Check W/L file & SOE
Liability form signed			3. InterBadge® or un-entered W & W in the computer
Medical and Medicaid form signed			4. Run NCIC for warrants; check Holders
Personal insurance card copy to Nursing			5. Was inmate convicted? <b>Add Booking Fee if guilty.</b>
<b>Add Booking fee if guilty or APA &amp; PV;</b> Booking fee form signed			
Inmate's classification	X		Remove from jail register
Photo image	X		Book out of computer
Tablet Headphones	X		Headphones
Fingerprinted	X		Inmate signature for Property on Topaz Pad
Check waiting list and SOE file	X		Paperwork placed in filing box
Commissary account: verify jail ID and select menu. Never use 'unassigned'.		X	Cup, bed sheets, blanket, towel and wash cloth turned in
		X	Mattress sanitized and in good condition
Weapons in Storage	X		Weapons in storage
InterBadge® or un-entered W & W		X	Close commissary acct; advise commissary clerk to send check if going to another facility and inmate has funds
Scanned & Screening form signed			
Enter Inmates Money/Cash			Victim name: _____
Medical Drug Screen/Forms			Contacted on Date: _____ Time: _____
HOLDER INFORMATION:			
Agency:	3 <sup>rd</sup> Shift officer _____ name, unit #		
Phone:			
CCH INFORMATION:			
DNA registered through CCH? <input type="checkbox"/> yes <input type="checkbox"/> no	Supervisor sign off _____ name, unit #		
VICTIM INFORMATION:			
Name:			
Address:			
Address:			
Phone:			
Booking officer _____ name, unit #			
Supervisor Reviewed _____ name, unit #			

## ASHLAND COUNTY SHERIFF'S OFFICE, CORRECTIONS DIVISION

### BOOKING FEE/INMATE LIABILITY

#### BOOKING FEE:

*Pursuant to Ohio Revised Code 2929.37(A), the law provides for reimbursement including, but not limited to, processing fees and for damage to governmental property damaged by a prisoner and other services deemed reasonable and necessary.*

This is to advise you of our policy in Ashland County. You will be charged an inmate processing fee of forty dollars (\$40.00) if you are convicted or plead guilty of the charge you are here for, are sentenced to serve time in our facility for any reason, or here on a probation or parole violation to any charge.

This money will be taken from your inmate commissary fund. If you do not have any money at this time, but later receive money, all charges including booking fees, medical care or damage to facility property will be assessed to your inmate commissary account.

*You are signing below to state your understanding of our policy in regard to ORC 341.06, as well as the policy of Ashland County in regard to your commissary account.*

➤ **Inmate's Signature:** \_\_\_\_\_ **Booking Officer #** \_\_\_\_\_

#### INMATE LIABILITY FORM:

I understand that I am responsible for any items that will be issued to me and that I can be held liable for any damage to the housing area in which I am assigned. I further understand that I will be held financially and criminally responsible for any issued items that I damage intentionally or return in bad condition.

Most replacement costs for items damage are listed in the Inmate Handbook. Items issued to you after your complete book-in and processing are:

1 hygiene kit	1 mattress	1 uniform pant
1 wash cloth	1 sheet	1 uniform shirt
1 towel	1 blanket	1 pair of shoes
		1 jail cup
		1 tablet headphone

By signing below, you affirm your understanding of the above policy. You also acknowledge that you have read and understand the Inmate Handbook.

**Inmate's Signature:** \_\_\_\_\_ **Booking Officer #** \_\_\_\_\_

You may have a total of ten personal photos, though Polaroid photos are not permitted.

## **Fees and Inmate Liability.pdf**

## BOOKING FEE/INMATE LIABILITY

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## **Medical Care.pdf**

## MEDICAL CARE

Inmate's Name: \_\_\_\_\_ Booking Officer # \_\_\_\_\_

The Sheriff of Ashland County is responsible for the medical care of those persons over whom he has physical custody and control. These persons include convicted inmates and pre-trial detainees, but *the Sheriff is only responsible to provide treatment that is medically necessary*.

If you are a convicted inmate, and/or are incarcerated on a probation/parole violation, the law does allow for you to be charged for medical expenses. Therefore, due to the high cost of medical care, it is necessary to maintain a medical co-pay program. All inmates will be charged a nominal fee for medical services. The medical fees are outlined in Sections K and L of the Inmate Handbook.

Medical care will not be denied due to indigent status. However, you will be charged and accumulate a negative balance in your inmate trust fund (commissary) account until which time money is deposited. All outstanding balances will be maintained for future collections. If you receive money during your stay and you have an outstanding balance (medical fees, booking fees, etc.), part of the money you receive will be applied to the balance owed before commissary purchases will be permitted.

Also, as an inmate at Ashland County Corrections, you will be able to receive over the counter (OTC) medications for minor ailments through the scheduled medication passes and/or commissary. OTC medications may be denied in part or in full due to pre-existing medical conditions or problems noted by the medical staff.

The following guidelines apply:

- 1) You are to receive OTC medicines only for your own personal medical needs. Violations will result in restriction and/or possible disciplinary action when necessary.
- 2) Investigations for hoarded medications will be performed routinely.
- 3) If you have any questions or concerns, please send an Inmate Offender Communication to the medical department.
- 4) Medication use and guidelines are available upon request.
- 5) OTC medications available through commissary are limited. For additional OTC medicine needs, please check for availability on the medical cart during scheduled medication passes.
- 6) Certain OTC medicines on the medical cart are restricted without prior approval from the medical department. These include, but are not limited to, items such as Benadryl®, decongestants, migraine medicine, etc.

This medical form also serves as an addendum to the Inmate Handbook, Sections K and L.

Inmate signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Mental Health Screening.pdf**

# MENTAL HEALTH, DRUG AND ALCOHOL SCREENING

Inmate's Name \_\_\_\_\_

Booking Number: \_\_\_\_\_

Screening Officer's Unit #: \_\_\_\_\_

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

Time: \_\_\_\_\_

Screening Officer's visual observation (check all that apply):

Intoxicated

Unresponsive

Nervous

Frightened

Withdrawn

Hostile/Combative

Other \_\_\_\_\_

Is this the first time you have ever been in jail? .....  Yes  No

Have you ever tried to seek help for an alcohol or drug problem? .....  Yes  No

If yes, what agency or type of professional? \_\_\_\_\_

Have you tried to stop drinking or using drugs? .....  Yes  No

What is the longest period in the last year that you did not drink or use drugs? \_\_\_\_\_

Have you ever experienced one or more of the following symptoms when you did not drink or use drugs for several days? (Check all that apply.)

Shakiness

Flu-like symptoms

Nervousness

Anxiety

Visual Disturbances  None

While you are here, are you interested in seeing an alcohol or drug counselor? .....  Yes  No

If yes, why? \_\_\_\_\_

Have you ever been abused  sexually  physically  emotionally? .....  Yes  No

Have you ever felt for a period of a week or longer that you were more important than others?  Yes  No

Have you ever felt that people were watching, spying on you or that you were being followed?  Yes  No

Have you ever felt that you were being poisoned or plotted against by other people? .....  Yes  No

Have you ever felt that someone could control your mind or read your thoughts? .....  Yes  No

Have you ever tried to harm yourself? .....  Yes  No

Are you currently having thoughts of harming yourself? .....  Yes  No

Have you ever seen a mental health professional? .....  Yes  No

If yes, when? \_\_\_\_\_

Where? \_\_\_\_\_

Have you ever been in a psychiatric hospital? .....  Yes  No

If yes, when? \_\_\_\_\_

Where? \_\_\_\_\_

Are you taking medications for mental health or emotional reasons? .....  Yes  No

If yes, what medications? \_\_\_\_\_

I understand that if I receive mental health services from Appleseed Mental Health Center while I am incarcerated in the Ashland County Jail, the information from those services will be shared between the facility's medical personnel and the service providers from Appleseed Mental Health Center and it becomes part of the confidential medical records secured at the Ashland County Jail.

Inmate signature: \_\_\_\_\_

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

## **Hygiene Entry Kit Verification.pdf**

**ASHLAND COUNTY SHERIFF'S OFFICE, CORRECTIONS DIVISION**  
1205 East Main Street, Ashland, Ohio 44805

# HYGIENE ENTRY KIT VERIFICATION

## **Property or Evidence Receipt.pdf**

**OFFICE OF THE SHERIFF, ASHLAND COUNTY, OHIO**  
**1205 E. Main Street, Ashland, Ohio 44805**

# PROPERTY AND EVIDENCE RECEIPT FORM

Inmate's Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Address: \_\_\_\_\_

Describe property or evidence below: include color, model, serial number, identifying marks, condition and value when appropriate.

The property or evidence listed above has been released to the following:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address:

Location from which it was obtained:  Evidence locker  Property room  other

Officer in charge: \_\_\_\_\_ Date: \_\_\_\_\_

## **1103.02C4 Mental Health Screening.pdf**

# MENTAL HEALTH, DRUG AND ALCOHOL SCREENING

Inmate's Name \_\_\_\_\_

Booking Number: \_\_\_\_\_

Screening Officer's Unit #: \_\_\_\_\_

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

Time: \_\_\_\_\_

Screening Officer's visual observation (check all that apply):

Intoxicated

Unresponsive

Nervous

Frightened

Withdrawn

Hostile/Combative

Other \_\_\_\_\_

Is this the first time you have ever been in jail? .....  Yes  No

Have you ever tried to seek help for an alcohol or drug problem? ..  Yes  No

If yes, what agency or type of professional? \_\_\_\_\_

Have you tried to stop drinking or using drugs? .....  Yes  No

What is the longest period in the last year that you did not drink or use drugs? \_\_\_\_\_

Have you ever experienced one or more of the following symptoms when you did not drink or use drugs for several days? (Check all that apply.)

Shakiness

Flu-like symptoms

Nervousness

Anxiety

Visual Disturbances  None

While you are here, are you interested in seeing an alcohol or drug counselor? .....  Yes  No

If yes, why? \_\_\_\_\_

Have you ever been abused  sexually  physically  emotionally? .....  Yes  No

Have you ever felt for a period of a week or longer that you were more important than others?  Yes  No

Have you ever felt that people were watching, spying on you or that you were being followed?  Yes  No

Have you ever felt that you were being poisoned or plotted against by other people? .....  Yes  No

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Have you ever tried to harm yourself? .....  Yes  No

Are you currently having thoughts of harming yourself? .....  Yes  No

Have you ever seen a mental health professional? .....  Yes  No

If yes, when? \_\_\_\_\_

Where? \_\_\_\_\_

Have you ever been in a psychiatric hospital? .....  Yes  No

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Inmate signature: \_\_\_\_\_

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

## **BCI Print Submission Modification.pdf**



ASHLAND COUNTY SHERIFF'S OFFICE  
1205 East Main Street, Ashland, Ohio 44805

## BCI PRINT SUBMISSION MODIFICATION

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

Inmate Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Case #: \_\_\_\_\_

DOB: \_\_\_\_\_

ITN #: \_\_\_\_\_

### Changes being made:

Added charges - \_\_\_\_\_

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Dropped charges - \_\_\_\_\_

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Other - \_\_\_\_\_

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Submitting officer's signature and unit # \_\_\_\_\_

## **Request for Identification to FBI Wire Room.pdf**

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**Office of the Sheriff  
Ashland County**

**E. Wayne Risner, Sheriff**



**Justice Complex  
1205 East Main Street  
Ashland, Ohio 44805**

**Telephone: 419-289-3911  
FAX: 419-281-2060  
Jail Division: 419-281-9009  
Jail FAX: 419-289-3502**

**Date:**

**FBI Wire Room  
Fax: 304-625-5587  
Telephone: 304-625-5584**

**Subject: Case Investigation**

**To whom it may concern:**

**The following print card is being submitted for identification purposes. There is a concern with respect to this individual's identity. Your assistance in this matter is greatly appreciated.**

**Should any additional information be required, please contact us at 419-282-6750. Should you be able to provide confirmation of this individual's identity, please fax the response to 419-289-3502.**

**Sincerely,**

**Captain David Blake  
Jail Administrator**

## **DNA Collection Log.pdf**



## ASHLAND COUNTY CORRECTIONS, Ashland County, Ohio

# DNA COLLECTION LOG

**(Collect DNA from all incoming felons)**

## **1103.07E7 Inmate Receipt.pdf**

ASHLAND COUNTY SHERIFF'S OFFICE  
1205 East Main Street, Ashland, Ohio 44805

**INMATE RECEIPT**

Inmate name: \_\_\_\_\_ SSN \_\_\_\_\_ DOB \_\_\_\_\_

Transferred to another agency; or  Transferred to another agency and returning

I, \_\_\_\_\_, of the \_\_\_\_\_, take  
(receiving officer) (agency name)

into custody \_\_\_\_\_, for \_\_\_\_\_.  
(Inmate name) (court proceedings, warrant, etc.)

Officer receiving custody of prisoner: \_\_\_\_\_

Agency: \* \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) City State ZIP

*\*If the inmate is to be returned to this facility, the above-signed agency assumes responsibility for the safe return of said inmate to Ashland County Corrections.*

ACSO Officer giving custody: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Unit # \_\_\_\_\_ Time: \_\_\_\_\_

**Complete only if the inmate is returned to Ashland County Corrections:**

Return date: \_\_\_\_\_ Return time: \_\_\_\_\_

Returning agency is different than above. Name of agency: \_\_\_\_\_

Officer receiving custody of inmate: \_\_\_\_\_, Unit \_\_\_\_\_

Remarks: \_\_\_\_\_

## **1103.10A Jail Register.pdf**

**ASHLAND COUNTY SHERIFF'S OFFICE, CORRECTIONS DIVISION  
1205 East Main Street, Ashland, Ohio 44805**

# JAIL REGISTER

## **1103.02C2 Fees Inmate Liability.pdf**

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