JEFFERSON COUNTY

RULES OF PRACTICE AND PROCEDURE OF THE COURT OF COMMON PLEAS JUVENILE DIVISION

Frank W. Noble Jr., Judge

Introduction

It is ordered that the following rules be and are hereby adopted for the governance of the practice and procedures in the Court of Common Pleas, Juvenile Division, Jefferson County, Ohio, until otherwise provided pursuant to Article IV, Section (5) of the Ohio Constitution, to Section 2123.15 of the Ohio Revised Code, and to the Rules of Superintendence promulgated by the Supreme Court of Ohio.

Adoption, Scope and Construction of Rules

A. The Juvenile Division of the Common Pleas Court for Jefferson County, Ohio, adopts the following Rules for the management of proceedings and other functions of the Court. The Court may amend the Rules from time to time as needed or required by law.

B. These Rules are intended to supplement and complement the Ohio Rules of Juvenile Procedure, the Ohio Rules of Civil Procedure, the Superintendence Rules of the Supreme Court of Ohio, and controlling statutes.

C. These Rules shall be applied, construed, and enforced so as to avoid inconsistency with other rules of Court and statutes governing proceedings of this Court. In their application, they shall be construed so as to provide fairness and to secure just and expeditious determination of all proceedings.

D. These Rules shall be cited as "Juv. Ct. Rule _.__."

E. These Rules shall be effective February 1, 2009.

F. These Rules have been amended and updated and shall be effective October 8, 2015.

G. These Rules have been amended and updated and shall be effective April 1, 2016.

H. These Rules have been amended and updated and shall be effective July 1, 2016

I. These Rules shall be effective January 1, 2020.

J. These Rules shall be effective September 12, 2020.

K. These Rules have been amended and updated and shall be effective July 1, 2023.

L. These Rules have been amended and updated and shall be effective September 25, 2025

M. These Rules have been amended and updated and shall be effective July 1, 2026

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RULE 1 GENERAL

RULE 1.01 Sessions of Court

(A) The Juvenile Court Office shall be open for the transaction of ordinary business from 8:30 a.m. to 4:30 p.m. on all business days, Monday through Friday, with legal holidays as provided by law to be observed.

(B) Juvenile Traffic Court is conducted every other Thursday beginning at 9:00 A.M. until conclusion.

(C) The Juvenile Court Office, at the discretion of and upon the order of the Judge of said Court, may be open at other hours for matters of an extraordinary nature or importance.

RULE 1.02 Conduct in Court

(A) Proper decorum in the Court is necessary to the administration of justice and the Court's functions. All parties or witnesses appearing therein shall be treated with all due professional courtesy and respect by any counsel. Any conduct which interferes, or tends to interfere with the proper administration of justice and/or the business of the Court is strictly prohibited and may, at the discretion of the Court, subject the offending counsel, parties or other participants to sanctions, including contempt.

(B) Appearance in Court under the influence of alcohol or drug of abuse by any person is strictly prohibited. Any party or other person appearing in this Court who appears to be under the influence of alcohol and/or any drug of abuse shall, at the discretion of the Court, be ordered to submit to alcohol testing or a drug screen. A positive alcohol test and/or drug test may result in a finding of direct contempt. A finding of contempt may subject the contemner to a fine, incarceration or both.

RULE 1.03 Ohio Attorney

No action in the Court of Common Pleas, Juvenile Division, shall be filed or tried by an attorney who is not admitted to practice in the State of Ohio unless there is co-counsel who is admitted to practice in Ohio. This does not preclude pro se appearances.

At the request of the Judge or Magistrate, an attorney may be requested to present identification that he or she is registered and in good standing with the Ohio Supreme Court to practice law in this State.

RULE 1.04 Court Records

(A) The following records are considered Non-public records and will not be made available to the public, including any party to the case:
(1) All confidential records as described in (B) of this section;
(2) Child abuse, neglect and dependency investigative records. ORC 5153.17 and 2151.421(H)(1);
(3) Confidential law enforcement investigatory records. ORC2151.141(B)(2)(b);
(4) Victim Impact Statements. ORC 2152.19(D)(3);
(5) Records relating to parental notification of abortion proceedings. ORC 2151.85(F) and ORC 149.43(A)(1)(c);
(6) Fingerprints or photographs of a child arrested or taken into custody. ORC 2151.313; and
(7) Seal or expunged juvenile adjudications or arrests. ORC 2151.356.

(B) The following records are considered Confidential Records and are maintained in the Court's unofficial file:
(1) Court-ordered mental and physical examinations;
(2) Records and reports of the probation department;
(3) Guardian Ad Litem reports;
(4) Drug/alcohol assessments;
(5) Probation reports;
(6) School records and reports
(7) Traffic records;
(8) Family history reports;
(9) Mediation reports and records of documentation; and
(10) Reports from community agencies serving the Court.

(C) Official Court records for cases involving Juveniles are all other records not listed above and will be maintained in the Court's official file. The Official file may be reviewed by the parties or their attorney. Exhibits properly introduced and admitted at trial or hearing shall be maintained separately by the Clerk's Office.

(D) The inspection of confidential records as defined in (B) above, by attorneys and other interested parties is governed by Rule 32(C) of the Ohio Rules of Juvenile Procedure and 2151.14 of the Ohio Revised Code. No person is permitted to inspect confidential records unless proper authorization is given by the Judge or Magistrate. No person shall be permitted to review any probation records without the prior written consent of the Judge or Magistrate.

(E) The records of adult cases shall be public records as provided by law.

(F) Written request for information (i.e. military, government, employment) will be processed within seventy-two (72) business hours. Written requests may be hand delivered, mailed or faxed to the Court

RULE 1.05 Official Record of Proceedings

(A) A complete record of all testimony or other oral proceedings shall be taken in shorthand, stenotype, or by electronic recording device, pursuant to Rule 37 of the Rules of Juvenile Procedure.

(B) No public use shall be made by any person, including a party, of any juvenile court record, including the recording or transcript thereof of any juvenile court hearing, except in the course of an appeal or as authorized by the order of the Court.

(C) All requests for typing of transcripts for the purpose of an appeal or objection to the Magistrate's Decisions shall be filed with the Clerk of the Juvenile Court. All original transcripts produced shall be filed with the Clerk and shall become part of the official record of the case. The compensation for making transcripts and copies shall be paid forthwith by the party for whose benefit the same is made at an amount and upon such terms as the Court shall determine. No transcript will be prepared by the Court for any party until satisfactory arrangements for payment have been made.

RULE 1.06 Photographing, Recording or Broadcasting of Proceedings

No radio or television transmission, voice recording device, other than a device used in making an official record of the proceeding for the Court, or the making or taking of photographs, shall be permitted without the prior approval of the Judge.

RULE 2 SECURITY FOR COSTS

RULE 2.01 Deposit for Costs

All costs for actions in the Jefferson County Juvenile Court are attached as Appendix A to these Rules.

RULE 2.02 Inability to Secure Costs

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

RULE 2.03 Payment of Fines and Costs

In any case, regardless of its nature, where fine and/or court costs are assessed against a party, said fine and/or court costs are due and payable immediately unless otherwise ordered by the Court. Failure to pay can result in a citation for contempt or other collection efforts.

RULE 2.04 Deposit for Fees of Guardian ad Litem

Any party requesting appointment of a Guardian ad Litem in a proceeding involving allocation of parental rights and/or parenting time shall, at the time of appointment of a Guardian ad Litem, deposit with the Court the sum of $1,000.00 to be applied toward the satisfaction of the fees for the Guardian ad Litem. No deposit for fees of Guardian ad Litem shall be required in cases filed by the Children Services Division of the Jefferson County Department of Job and Family Services alleging a child to be dependent, neglected, abused, unruly, or delinquent. The assessment of the costs for the fees of Guardian ad Litem shall be made by Court at the completion of the proceedings. In any case, the Court reserves the right to reallocate the fees of the Guardian ad Litem at the completion of the proceedings. **RULE 2.05 Jury Demand**

A demand for jury trial shall be made no later than six (6) weeks prior to the trial date, or the date of receipt of the jury assignment, whichever occurs later in time. Any demand for jury trial shall be submitted with a jury demand fee of $500.00 or an affidavit of indigency shall be submitted by the same filing date which would waive the $500.00 fee.

RULE 2.06 Charges for Computerized Research

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

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

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

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

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

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

RULE 3 COUNSEL OF RECORD

RULE 3.01 Attorney Registration

Any filing made by an attorney licensed to practice law in this state shall, in addition to the requirements of Rule 11 of the Rules of Civil Procedure, include the attorney's address, telephone number and attorney registration number.

RULE 3.02 Court Appointed Counsel and Attorney Qualifications

(A) (A) Pursuant to Rule 8 of the Rules of Superintendence for the Courts and OAC Section 120-1-10, the court adopts this local rule for the appointment of counsel to ensure the equitable distribution of appointments among persons on the approved list. It is required that all appointments:

(B) (1) Be independent from individual influence by a member of the judiciary, anyone involved in prosecuting criminal cases, or any elected official.

(C) (2) Ensure that appointments are distributed as widely as possible among members of the bar who qualify to be on an assignment list, by utilizing a rotary system designed to pair the seriousness and complexity of a case with attorneys who meet qualifications outlined below for appointment to such a case. On rare occasion it may be in the interest of justice for a court to select an individual attorney whose expertise or experience is particularly well suited to a given case or client. The Court will review its process not less than once yearly.

(D) (3) Attorneys willing to accept court appointments are required to submit a letter of request to have their name placed on the court approved list for court appointments and shall sign off on a form prescribed by the court certifying that they are qualified to undertake representation of the indigent client pursuant to OAC Section 120-1-10. Attorneys may be removed from the approved list upon written request.

(E) (4) No attorney shall be required to join or pay a fee to any organization as a condition of inclusion in the appointment system.

(F) (5) The Court shall maintain a record of all appointments of counsel, the qualification of counsel to accept cases based upon degree and severity of the charge, and a record of attorneys' refusals to accept appointments.

(G) (6) Attorneys are currently compensated at the rate of $60.00 per hour for out of court services and $7i0.00 per hour for in court services.

(H) (B) Unruly, truancy, violation of court order, and misdemeanors. Attorneys appointed to represent indigent clients in unruly, truancy, violation of court order, and misdemeanor cases must have:

(I) (1) Completed a minimum of six hours of continuing legal education, certified by the Ohio Supreme Court Commission on Continuing Legal Education, in juvenile delinquency practice and procedure; or

(J) (2) Successfully completed a clinical education program focusing on juvenile law; or

(K) (3) At least one year of experience as an attorney.

(L) (C) Misdemeanor OVI cases. Attorneys appointed to represent indigent clients in a misdemeanor OVI case involving a juvenile must have completed a minimum of six hours of continuing legal education, certified by the Ohio Supreme Court Commission on Continuing Legal Education, focused on OVI practice and procedure.

(M) (D) Training requirements for all felony cases. Where the case involved a child alleged to be delinquent by reason of committing an act that would be a felony, attorneys appointed to represent indigent clients in felony cases involving juveniles must meet the following training requirements:

(N) (1) Within two years prior to the appointment, completion of a minimum of twelve hours of continuing legal education, certified by the Ohio Supreme Court Commission on Continuing Legal Education, in criminal practice and procedure, at least six of which must be in the area of juvenile delinquency practice and procedure.

(O) (E) Felonies of the third, fourth, and fifth degree. Where the case involves a child alleged to be delinquent by reason of committing an act that would be a felony of the third, fourth, or fifth degree, counsel must have at least one year of experience as an attorney practicing in the area of juvenile delinquency law.

(P) (F) Felonies of the first and second degree. Where the case involves a child alleged to be delinquent by reason of committing an act that would be a felony of the first or second degree, counsel must have:

(Q) (1) At least two years of experience as an attorney practicing in the area of juvenile delinquency law; and

(R) (2) Within ten years preceding the appointment, prior experience as lead trial counsel in at least two bench trials in juvenile court, at least one of which involved a felony-level charge, or as lead counsel in one felony bench trial and as co-counsel in two additional bench trials.

(S) (H) Bindover and serious youthful offender cases. Where a petition to transfer to common pleas court or a motion for bindover proceeding has been filed, or where a serious youthful offender proceeding has been initiated, counsel must have:

(T) (1) The requisite experience under this rule to be appointed to a juvenile case based upon the highest degree of the charge in the case; and

(U) (2) The requisite experience under OAC 120-1-10 to be appointed to an adult case based upon the highest degree felony charged; or

(V) (3) Co-counsel who meets the adult-case training and experience requirements must also be appointed.

(W) (I) Murder and aggravated murder cases. Where the case involves a child alleged to be delinquent by reason of committing murder or aggravated murder without specifications, without a motion to bind over, and without a serious youthful offender proceeding, counsel must have:

(X) (1) At least three years of experience as an attorney practicing in the area of juvenile delinquency law; and

(Y) (2) Within ten years preceding the appointment, prior experience as lead trial counsel in at least four bench trials in juvenile court, at least three of which involved a felony-level charge, or as lead counsel in three bench trials, two of which involved a felony-level charge, and as co-counsel in three additional bench trials.

(Z) (J) Juvenile appellate cases. For purposes of this rule, a case in which an Anders brief was filed may not be counted as prior experience.

(AA) (1) Unruly, truancy, violation of court order, misdemeanors, and felonies of the third, fourth, and fifth degree. Where the matter involves the appeal of a case where a child has been found to be unruly, truant, in violation of court order, or delinquent by reason of committing an act that would be a misdemeanor or a felony of third, fourth, or fifth degree, counsel must have:

(BB) (a) Completed a minimum of nine hours of continuing legal education, certified by the Ohio supreme court commission on continuing legal education, in the areas of appellate practice and procedure and juvenile delinquency practice and procedure; or

(CC) (b) Successfully completed a clinical education program focusing on appellate practice and procedure and a minimum of six hours of continuing legal education in the area of juvenile delinquency practice and procedure; or

(DD) (c) Successfully completed a clinic education program focusing on juvenile delinquency practice and procedure and a minimum of six hours of continuing legal education in the area of appellate practice and procedure.

(EE) (2) Felonies of the first and second degree. Where the matter involves the appeal of a case where a child has been found to be delinquent by reason of committing an act that would be a felony of the first or second degree, counsel must have:

(FF) (a) Within two years immediately prior to the appointment, completed a minimum of twelve hours of continuing legal education, certified by the Ohio Supreme Court Commission of Continuing Legal Education, at least six of which must be in the area of juvenile delinquency practice, and at least six of which must be in the area of appellate practice; and

(GG) (b) At least two years of experience as an attorney practicing in the area of juvenile delinquency and appellate law; and

(HH) (c) Within six years preceding the appointment, filed appeals of three juvenile delinquency cases.

(II) (3) Bindover and serious youthful offender cases. Where the matter involves the appeal of a case transferred to common pleas court or a serious youthful offender proceeding, counsel must have:

(JJ) (a) The requisite experience under this rule to handle the appeal of a juvenile case based upon the highest degree of the charge in the case; and

(KK) (b) The requisite experience under OAC 120-1-10 to handle the appeal of an adult case based upon the highest degree felony charged; or

(LL) (c) Co-counsel who meets the adult-case training and experience requirements must also be appointed.

(MM) (K) For purposes of this rule, co-counsel is defined as an attorney who is assisting lead counsel assigned to represent the defendant, who has entered an appearance in the matter, and who has actively participated in the presentation of the case up to and during trial. Co-counsel qualify for reimbursement only in cases where two attorneys are required to be appointed, as in death penalty, bindover, and serious youthful offender cases.

(NN)

(OO) (L) Prior to or at the time of appointment, a court may submit an attorney's qualification information to the Ohio Public Defender, in order to ascertain whether counsel qualifies under this rule and is in compliance with the Ohio Public Defender standards and guidelines for reimbursement, prior to the submission of a bill.

(PP) (M) Exceptional circumstances. An attorney who does not meet the requirements of this rule may request an exemption for exceptional circumstances and, if approved, may proceed as being qualified. An attorney requesting such an exemption must submit to the Ohio Public Defender commission materials that demonstrate that high quality, competent representation will be provided.

RULE 3.03 Withdrawal of Counsel

(A) Attorneys seeking to withdraw as counsel in a pending case shall submit a motion, memorandum and order to the Judge or Magistrate assigned to hear the case. Said motion and order must contain a certificate of service to opposing counsel and to the withdrawing attorney's client.

(B) Leave to withdraw shall not be granted within thirty (30) days of scheduled trial or hearing, except for good cause shown. Nonpayment of attorney's fees by the client is not a basis for withdrawal.

RULE 3.04 Attorney Scheduling

(A) Each attorney is responsible for requesting adequate court time for all motion hearings and final hearings. In the event no court time is requested, each motion hearing will be scheduled for one (1) hour. Each attorney will have one-half (1/2) hour to proceed and complete his or her case.

(B) In the event adequate time has not been requested, continuances will be granted at the discretion of the Court.

(C) Each attorney shall have a copy of his or her calendar available at all scheduling conferences, status conferences, pretrial conferences and hearings.

(D) Each attorney shall cooperate fully with the Court in the scheduling of all appearances before the Court with consideration for prior scheduled appearances in other courts. Client appointments or conferences are not a basis for nonavailability for scheduling.

RULE 4 SERVICE

RULE 4.01 Service by Civil Rules

Service in any matter filed or pending before the Court shall be in accordance with the Rules of Civil Procedure.

RULE 5 CASE MANAGEMENT

RULE 5.01 Continuances

(A) All requests for continuances or advancements shall be in writing and shall be submitted to the Judge or Magistrate to whom the case is assigned at the earliest possible time, at least fourteen (14) working days prior to the date of a jury trial, seven (7) days prior to other hearings.

(B) All requests for continuances shall contain the following information:

(1) The date on which the need for continuance arose,

(2) The reason(s) for requesting the continuance,

(3) The date on which all other attorneys of record and guardians ad litem were contacted, and whether these attorneys and guardians agree on the need for a continuance, and

(4) The earliest date that all parties will be ready to proceed.

(C) No case will be continued on the day of the trial or hearing except for good cause shown, which cause was not known to the party or counsel prior to the date of trial or hearing, and provided that the party and/or counsel have used due diligence to be ready for trial and have notified or made diligent efforts to notify the opposing counsel or party as soon as they became aware of the necessity to request a continuance. This rule may not be waived by consent of counsel.

RULE 5.02 Trial

(A) Motions *in limine* shall be filed not less than seven (7) days prior to trial, except for good cause shown.

(B) If requested by the Court, the parties shall file trial briefs with the Court stating their respective cases, both factual and legal, and bring to the Court's attention any anticipated legal issues which counsel expects to arise during the trial. Copies shall be furnished to opposing counsel prior to trial. Trial briefs shall be filed at least four (4) weeks prior to trial.

RULE 5.03 Failure to Appear

In addition to or in lieu of holding a party in contempt when that party fails to appear within fifteen (15) minutes of a scheduled conference or hearing, the Court may:

(A) When the moving party fails to prosecute or comply with these rules or any Court order, the Court may, after notice to counsel, dismiss the case or grant any other appropriate relief to the responding party.

(B) When the responding party fails to appear at a pretrial conference or the trial/hearing, the Court may order that the case will proceed ex parte.

(C) Issue an arrest warrant.

RULE 6 ALLOCATION OF PARENTAL RIGHTS & RESPONSIBILITIES

RULE 6.01 Ex Parte Orders

The provisions of this rule shall set forth general guidelines to follow in the filing and processing of Ex Parte Orders in abuse, neglect, dependency and private parenting cases. The provisions of this rule shall be followed in conjunction with applicable statutory provisions and portions of the Ohio Rules of Juvenile Procedure, including Juvenile Rules 6 and 7, and Ohio Revised Code 2151.31 and 2151.314.

No Ex Parte Order for restraint from removal from the jurisdiction or any other Ex Parte extraordinary relief sought from the Court, shall be granted without a specific showing or allegation that, if immediate relief is not granted, serious and/or irreparable harm would result prior to the oral hearing. Every reasonable effort should be made by counsel attempting to obtain an Ex Parte Order to give notice to opposing counsel or an unrepresented party of such intent and when such attempt shall be made.

Hearings both for probable cause to grant requests for Ex Parte Orders and for review of Ex Parte Orders shall take preference on the docket as to scheduling. All hearings with respect to probable cause to grant and review of Ex Parte Orders shall be recorded. The transcription of the record shall be provided upon request and the posting of reasonable costs therefore, and the Court shall expedite the production of such record when requested for purposes of the filing of responsive pleadings or preparation for the review hearing.

All requests for Ex Parte Orders shall be made by motion, and shall be supported by affidavit, stating with specificity the reasons for the necessity for the extraordinary relief requested.

Counsel for the moving party shall prepare and present to the Court a proposed Order for the specific relief requested. The proposed Order may be altered by interlineations at the direction of the Court, and shall also contain notice of the date and time of the review hearing.

Counsel requesting extraordinary relief shall produce the party seeking the relief to state on the record, under oath, why the relief is sought and why immediate relief is necessary. Presence of the moving party may be excused by the Court for extraordinary cause being shown and specifically described in the proposed Order presented to the Court.

Hearings under this section shall be conducted by the judge or by a designated magistrate if the judge is unavailable. Hearings under this section may be conducted in camera, however, the statement of the movant shall be on the record.

Hearings on the merits of the Ex Parte Order should be held within ten (10) days of journalization of the Ex Parte Order, unless waived by both parties or statutorily mandated to be heard at any earlier time. Hearings on the merits shall be conducted by the judge or designated magistrate, and shall be recorded.

Merit hearings shall take precedence on the docket, shall be set at the time of or immediately after the hearing to secure the Ex Parte Order by the moving counsel, and a notice of the date and time of the hearing shall be contained in the body of the Ex Parte Order. The testimony presented and heard at the merit hearing provided under this rule shall be limited to whether the Ex Parte Order was providently granted, whether there was basis for the extraordinary relief granted, whether the relief requested and granted was consistent with the nature of the emergency which existed and which was presented as the basis for the request for extraordinary relief by the Court and whether the Order shall be continued in its entirety, in part, or vacated.

In the event that the Court designated a magistrate to conduct the merits hearing, the order of reference shall contain the authority to immediately set aside the Ex Parte Orders should no just cause for their issuance be found, or otherwise be modified according to law.

RULE 6.02 Temporary Orders

(A) Requests for temporary allocation of parental rights and responsibilities shall be made by motion, with a memorandum in support thereof and a child custody affidavit.

(B) If either party wishes to contest a temporary order granting temporary residential parent status, the party shall file a motion for relief or motion to set aside, as appropriate. Copies of the motion shall be served in accordance with the Rules of Civil Procedure. Upon filing, the Court shall schedule the matter for hearing.

RULE 6.03 Allocation of Parental Rights and Responsibilities

Final orders allocating parental rights and responsibilities shall be established through one of the following procedures as appropriate:

(A) When both parties request shared parenting and file a single shared parenting plan, the following documents shall be submitted to the Magistrate for approval prior to filing:

(1) Shared Parenting Plan which includes at least the following information:

(a) Physical living arrangements of the children;

(b) Child Support, including reasons for deviation from schedule of support, if any, by separate Findings of Fact;

(c) Medical plan;

(d) School placement;

(e) Parenting time schedule;

(f) A designation of legal custodian if necessary for welfare or school.

(2) Child support calculation sheet calculated using the percentage of time each parent will spend with the child taking the entire yearly obligation of each and dividing that by the percentage of time each parent will spend with the child.

(3) Child custody affidavit.

(4) Shared parenting decree.

(B) When both parents request shared parenting but submit separate plans:

(1) The parties shall advise the Magistrate at the time of filing that two (2) plans will be filed.

(2) Whenever possible, the shared parenting plans shall be filed with the Deputy Clerk and copies submitted to opposing counsel/party within fourteen (14) days of the hearing.

(C) When a shared parenting request is denied or in cases in which neither parent requests shared parenting, the parties shall:

(1) Agree that one parent shall have sole residential parenthood status; or

(2) Advise the Court at the time of filing that each party seeks sole residential parenthood status.

RULE 6.04 Modification of Prior Orders Allocating Parental Rights and Responsibilities or Parenting Time

(A) A motion for a change of allocation of parental rights and responsibilities, a request for shared parenting or modification of a parenting time schedule shall set forth the Court order sought to be modified and the specific change in circumstances upon which the motion is filed. If the motion fails to be specific, the Court may dismiss it on its own motion.

(B) Upon service of the motion on the opposing party the deputy clerk shall schedule a hearing. Notice of the date, time and place of hearing shall be sent to the parties.

RULE 6.05 Modification by Agreement (Residential Parenthood)

(A) In all cases in which the parties agree either to change residential parenthood status so as to allocate parental rights and responsibilities or to change an existing shared parenting plan, the parties shall file a request for approval of an agreed shared parenting plan or a request for approval of an agreed sole custody (residential parent) entry.

(B) The request shall contain either of the following as appropriate:

(1) A shared parenting plan (and entry) shall include:

(a) Physical living arrangements of the child(ren);

(b) Child support including the reasons for variations from the schedule of support, if any;

(c) Medical, dental, hospitalization care plan;

(d) School placement;

(e) Parenting time/companionship;

(f) Designation of legal custodian if necessary for welfare or school purposes;

(g) Child support calculation sheet calculated according to the percentage of time that each party shall be spending with the child;

(h) Child custody affidavit;

(i) Shared parenting decree.

(2) A sole custody entry shall include all of the items listed in #1 above except (d), (f) and (i).

RULE 6.06 Residential Parent – Notice of Intent to Relocate

(A) A residential parent shall file a notice of intent to relocate with the deputy clerk of this Court and the CSEA at least sixty (60) days prior to the change of residence. The notice shall contain the following information:

(1) Name and current address of residential parent;

(2) Name(s) of child(ren);

(3) Proposed residence address;

(4) Statements as to any objections there may be to releasing the proposed address to the non-residential parent;

(5) Name and address of non-residential parent.

(B) If the residential parent requests that the proposed address not be released to the non-residential parent, the residential parent shall file a motion to deny notice of relocation with the Deputy Clerk with service of process to the non-residential parent pursuant to the Civil Rules.

The motion shall include the date, time and place of the hearing.

IF THE RESIDENTIAL PARENT MAKES NO SPECIFIC OBJECTION TO THE RELEASE OF THE PROPOSED ADDRESS TO THE NON-RESIDENTIAL PARENT, A COPY OF THE NOTICE WILL BE SENT TO THE NON-RESIDENTIAL PARENT.

(C) Upon receipt of the notice of intent to relocate (certificate of mailing by the Clerk), the non-residential parent may file a motion requesting modification of any parenting time schedule.

RULE 7 PARENTING TIME

RULE 7.01 Model Parenting Schedule

The Court of Common Pleas, Juvenile Division, has adopted the Guideline Parenting Time Schedule that has been adopted by the Jefferson County Court of Common Pleas, General Division as a guideline for parenting time, a copy of which is attached hereto, as Appendix B. These guidelines are to be used when the parties cannot otherwise agree upon parenting time. This, however, does not limit the discretion of the Court in granting alternate parenting time.

RULE 8 CHILD SUPPORT

RULE 8.01 Schedule of Support

In every case in which child support is ordered, the amount of support shall be calculated in accordance with the schedule of support set out in Ohio Revised Code 3113.215, subject to the permissible statutory deviations. This shall include a calculation for cash medical support as well.

RULE 8.02 Ex Parte Orders

There shall be no ex parte child support orders unless the Defendant in a case has failed to respond to the initial pleadings and it is necessary for the Court to go forward and issue such ex parte child support orders.

RULE 8.03 Motions for Modification of Support

All motions for the establishment or modification of the support order shall be accompanied by completed calculation sheets. If at the time of hearing a calculation sheet has not been filed in accordance with this rule, the matter may be continued and the Court may entertain a motion for attorney fees against the non-complying parties.

RULE 8.04 Health Insurance Coverage Orders

(A) In addition to the monetary amount of support ordered, parents will be ordered to provide health insurance for their children whenever such insurance is available at a reasonable cost to them through a group policy through their employment or otherwise.

(B) Whenever two policies are in effect, the residential parent's policy shall be considered primary coverage and the non-residential parent's policy shall be secondary.

(C) All medical, dental, optical, prescription drug, orthodontic, psychiatric and psychological expense shall be divided between the parties and paid by the parties according to the percentage of child support that they pay as determined by the Ohio Child Support Guidelines, unless otherwise agreed to by the parties.

(D) Whenever health insurance is not available through employment or otherwise or when health insurance is deemed not available at a reasonable cost, the issue of cash medical support should be covered in the Order.

RULE 8.05 Wage Withholding Orders

In any case where child support is established, modified or terminated, all wage withholding notices or orders terminating wage-withholding orders shall be prepared and filed by the Jefferson County Child Support Enforcement Agency. Wage withholding notices or orders terminating wage withholding orders from private parties or counsel will not be accepted.

RULE 8.06 Child Enforcement Records

The certified copy of records of the Jefferson County Child Support Enforcement Agency as subpoenaed by the attorneys in the case will be considered as prima facie evidence of the child support obligation and the child support payment records, subject to any challenge for accuracy.

RULE 8.07 Child Support Orders

(A) In all cases in which a permanent child support order is made in a decision or entry, the official file shall contain a completed child support calculation sheet. If the amount ordered or agreed upon deviates from the amount indicated in the calculation sheet, the entry shall state that the scheduled amount is inappropriate, unjust and not in the best interest of the child and shall contain reasons supporting the deviation.

(B) The Court may refuse to approve orders which are not, in the Court's opinion, in the best interest of the children.

(C) When a child support order is set, (pendente lite or permanent), and filed with the Clerk's Office, an additional copy must be provided and filed for the CSEA.

RULE 9 GUARDIAN AD LITEM

9.01 GENERAL INFORMATION

Applicability

This Rule shall apply in all juvenile cases in the Court of Common Pleas where a Court appoints a Guardian Ad Litem to protect and act in the best interest of a child.

Definitions

For purposes of this Rule:

(A) "Guardian Ad Litem" means an individual, CASA representative or any other Agency appointed to assist a Court in its determination of a child's best interest.

(B) "Child" means:

A person under eighteen years of age; or

A person who is older than eighteen years of age who is deemed a child until the person attains twenty-one years of age under Section 2151.011 (B)(5) or Section 2152.02(C) of the Ohio Revised Code; or

A child under Ohio Revised Code 3109.04 or a disabled child under Ohio Revised Code 3119.86 who falls under the jurisdiction of the Court's paternity docket.

9.02 APPOINTMENT OF GUARDIAN AD LITEM

(A) Appointment Process

Every Guardian Ad Litem shall receive an Order of Appointment which shall include:

(1) A statement regarding whether a person is being appointed as a Guardian Ad Litem only or as a Guardian Ad Litem and attorney for the child.

(2) A statement that the appointment shall remain in effect until discharged by Order of the Court, by the Court filing a Final Order in the case or by Court Rule.

(3) A statement that the Guardian Ad Litem shall be given notice of all hearings and proceedings and shall be provided a copy of all pleadings, motions, notices and other documents filed in the case.

Whenever feasible, the same Guardian Ad Litem shall be reappointed for a specific child in any subsequent case in any Court relating to the best interest of the child.

The Court shall make provisions for fees and expenses in the Order.

Once appointed, the Guardian Ad Litem becomes a party to the case and is entitled to all rights and notices that are afforded any other party in the action. The Guardian Ad Litem is entitled to complete and timely information regarding the child's whereabouts and residence.

The Court reserves the right to appoint a Court Appointed Special Advocate (CASA) in certain instances, including appropriate custody/visitation, abuse, neglect, dependency, delinquency or any other case. The provisions of Rule 9 governing Guardians Ad Litem apply equally to CASA.

9.03 RESPONSIBILITIES OF GUARDIAN AD LITEM

In order to provide the Court with relevant information and an informed recommendation regarding the child's best interests, a Guardian Ad Litem shall perform, at a minimum, the responsibilities stated in this Section, unless impracticable or inadvisable to do so.

(A) Guardian Ad Litem shall represent the best interest of the child for whom the guardian is appointed. Representation of best interest may be inconsistent with the wishes of the child whose interest the Guardian Ad Litem represents.

A Guardian Ad Litem shall maintain independence, objectivity and fairness as well as the appearance of fairness in dealings with parties and professionals, both in and out of the Courtroom and shall have no Ex Parte communications with the Court regarding the merits of the case.

A Guardian Ad Litem is an Officer of the Court and shall act with respect and courtesy to the parties at all times.

A Guardian Ad Litem shall appear and participate in any hearing for which the duties of a Guardian Ad Litem or any issues substantially within a Guardian Ad Litem's duties and scope of appointment are to be addressed.

A non-attorney Guardian Ad Litem must avoid engaging in conduct that constitutes the unauthorized practice of law, be vigilant in performing the Guardian Ad Litem's duties and request that the Court appoint legal counsel, or otherwise employ the services of an attorney, to undertake appropriate legal actions on behalf of the Guardian Ad Litem in the case.

A Guardian Ad Litem who is an attorney may file pleadings, motions and other documents as appropriate under the applicable Rules of Procedure.

When a Court appoints an attorney to serve as both the Guardian Ad Litem and attorney for a child, the attorney shall advocate for the child's best interest and the child's wishes in accord with the Rules of Professional Conduct. Attorneys who are to serve as both Guardian Ad Litem and attorney, should be aware of Rule 3.7 of the Rules of Professional Conduct and act accordingly.

When a Guardian Ad Litem determines that a conflict exists between the child's best interest and the child's wishes, the Guardian Ad Litem shall, at the earliest practical time, request in writing that the Court promptly resolve the conflict by entering appropriate orders.

A Guardian Ad Litem shall avoid any actual or apparent conflict of interest arising from any relationship or activity including, but not limited to, those of employment or business or from professional or personal contacts with parties or others involved in the case. A Guardian Ad Litem shall avoid self-dealing or associations from which the Guardian Ad Litem might benefit, directly or indirectly, except from compensation for services as a Guardian Ad Litem.

Upon becoming aware of any actual or apparent conflict of interest, a Guardian Ad Litem shall immediately take action to resolve the conflict, shall advise the Court and the parties of the action taken and may resign from the matter with leave of Court, or seek Court direction as necessary. Because a conflict of interest may arise at any time, a Guardian Ad Litem has an ongoing duty to comply with this Section.

Unless excepted by statute, by Court Rule consistent with this Rule, or by Order of Court pursuant to this Rule, a Guardian Ad Litem shall meet the qualifications and satisfy all training and continuing education requirements under this Rule and under any local Court Rules governing guardians ad litem. A Guardian Ad Litem shall meet the qualifications for guardians ad litem for each county where the Guardian Ad Litem serves and shall promptly advise each Court of any grounds for disqualification or unavailability to serve.

A Guardian Ad Litem shall be responsible for providing the Court or its designee with a statement indicating compliance with all initial and continuing educational and training requirements so the Court may maintain the files required in Section (G) of this Rule. The compliance statement shall include information detailing the date, location, contents and credit hours received for any relevant training course.

A Guardian Ad Litem shall make reasonable efforts to become informed about the facts of the case and to contact all parties. In order to provide the Court with relevant information and an informed recommendation as to the child's best interest, a Guardian Ad Litem shall, at a minimum, do the following, unless impracticable or inadvisable because of the age of the child or the specific circumstances of a particular case:

Meet with and interview the child and observe the child with each parent, foster parent, guardian or physical custodian and conduct at least one interview with the child where none of these individuals is present;

Visit the child at his or her residence in accordance with any standards established by the Court in which the Guardian Ad Litem is appointed;

Ascertain the wishes of the child;

Meet with and interview the parties, foster parents and other significant individuals who may have relevant knowledge regarding the issues of the case;

(1) Review pleadings and other relevant Court documents in the case in which the Guardian Ad Litem is appointed;

(2) Review criminal, civil, educational and administrative records pertaining to the child and, if appropriate, to the child's family or to other parties in the case;

(3) Interview school personnel, medical and mental health providers, child protective services workers and relevant Court personnel and obtain copies of relevant records. The person, agency or office from which the information is sought will not reveal referral sources except as provided in OAC 5101.

(4) Recommend that the Court order psychological evaluations, mental health and/or substance abuse assessments, or other evaluations or tests of the parties as the Guardian Ad Litem deems necessary or helpful to the Court; and

(5) Perform any other investigation necessary to make an informed recommendation regarding the best interest of the child.

A Guardian Ad Litem shall immediately identify himself or herself as a Guardian Ad Litem when contacting individuals in the course of a particular case and shall inform these individuals about the Guardian Ad Litem's role and that documents and information obtained may become part of the Court proceedings.

As an Officer of the Court, a Guardian Ad Litem shall make no disclosures about the case or the investigation except in reports to the Court or as necessary to perform the duties of a Guardian Ad Litem. A Guardian Ad Litem shall maintain the confidential nature of personal identifiers, as defined in Rule 44 of the Rules of Superintendence, or addresses where there are allegations of domestic violence or risk to a party's or child's safety. A Guardian Ad Litem may recommend that the Court restrict access to the report or a portion of the report, after trial, to preserve the privacy, confidentiality, or safety of the parties or the person for whom the Guardian Ad Litem was appointed in accordance with Rule 45 of the Rules of Superintendence. The Court may, upon application, and under such conditions as may be necessary to protect the witnesses from potential harm, order disclosure of or access to the information that addresses the need to challenge the truth of the information received from the confidential source.

A Guardian Ad Litem shall perform responsibilities in a prompt and timely manner, and, if necessary, an attorney Guardian Ad Litem may request timely Court reviews and judicial intervention in writing with notice to parties or affected agencies.

A Guardian Ad Litem who is to be paid by the Court or a party, shall keep accurate records of the time spent, services rendered, and expenses incurred in each case and file an itemized statement and accounting with the Court and provide a copy to each party or other entity responsible for payment.

9.04 TRAINING REQUIREMENTS

In order to serve as a Guardian Ad Litem, an applicant shall have, at a minimum, the following training:

(A) Successful completion of a pre-service training course to qualify for appointment and thereafter, successful completion of continuing education training in each succeeding calendar year to qualify for continued appointment.

(B) The pre-service training course must be the six hour Guardian Ad Litem pre-service course provided by the Supreme Court of Ohio, the Ohio CASA/GAL Association's pre-service training program, or with prior approval of the appointing Court, be a course at least six (6) hours in length that covers the topic areas in Section (C) below.

(C) To meet the requirements of this Rule, the pre-service course shall include training on all the following topics:

(1) Human needs and child development including, but not limited to, stages of child development;

(2) Communication and diversity including, but not limited to, communication skills with children and adults, interviewing skills, methods of critical questioning, use of open-ended questions, understanding the perspective of the child, sensitivity, building trust, multi-cultural awareness, and confidentiality;

(3) Preventing child abuse and neglect including, but not limited to, assessing risk and safety;

(4) Family and child issues including, but not limited to, family dynamics, substance abuse and its effects, basic psychopathology for adults and children, domestic violence and its effects;

(5) Legal framework including, but not limited to, records checks, assessing, and appropriate protocol, a Guardian Ad Litem's role in Court, local resources and service practice, report content, mediation and other types of dispute resolution.

(D) The continuing education course must be at least three (3) hours in length and be provided by the Supreme Court of Ohio or by the Ohio CASA/GAL Association, or with prior approval of the appointing Court, be a training that complies with Section (C) of this Rule.

To meet the requirements of this Rule, the three-hour continuing education course shall:

(1) Be specifically designed for continuing education of Guardians Ad Litem and not pre-service education; and

(2) Consist of advanced education related to topics identified in Section (C) (1)-(5) of this Rule.

(E) If a Guardian Ad Litem fails to complete a three (3) hour continuing education course within any calendar year, that person shall not be eligible to serve as a Guardian Ad Litem until this continuing education requirement is satisfied. If the person's gap in continuing education is three calendar years or less, the person shall qualify to serve after completing a three (3) hour continuing education course offered under this Rule. If the gap in continuing education is more than three calendar years that person must complete a six (6) hour pre-service education course to qualify to serve.

(F) An individual who is currently serving as a Guardian Ad Litem on the effective date of this Rule, or who has served during the five (5) years immediately preceding the effective date, shall have one (1) year from the effective date to obtain the required six (6) hour pre-service training in order to avoid removal from the Court's list of approved Guardians Ad Litem.

(G) Attendance at an Ohio Guardian Ad Litem Training Program approved by the Supreme Court of Ohio or at an Ohio CASA/GAL Association pre-service training program at any time prior to the effective date of this Rule shall be deemed compliance with the pre-service training requirement.

9.05 REPORTS OF GUARDIAN AD LITEM

A Guardian Ad Litem shall prepare a written report, including recommendations to the Court, within the times set forth in this Section. The report shall detail the activities performed, hearings attended, persons interviewed, documents reviewed, experts consulted and all other relevant information considered by the Guardian Ad Litem in reaching the Guardian Ad Litem's recommendations and in accomplishing the duties required by statute, by Court Rule, and in the Court's Order of Appointment. In addition, In juvenile abuse, neglect, and dependency cases and actions to terminate parental rights:

In juvenile abuse, neglect, and dependency cases and actions to terminate parental rights:

(1) All reports, written or oral, shall be used by the Court to ensure that the Guardian Ad Litem has performed those responsibilities required by Section 2151.281 of the Ohio Revised Code.

(2) Oral and written reports may address the substantive allegations before the Court, but shall not be considered as conclusive on the issues.

(3) Unless waived by the parties or unless the due date is extended by the Court, the final report shall be filed with the Court and made available to the parties for inspection no less than seven (7) days before the dispositional hearing. Written reports maybe accessed in person or by phone by the parties or their legal representatives. A copy shall be provided to the Court at the hearing.

(4) A Guardian Ad Litem shall be available to testify at the dispositional hearing and may orally supplement the final report at the conclusion of the hearing.

(5) A Guardian Ad Litem also may file an interim report, written or oral, any time prior to the dispositional hearing and prior to hearings on actions to terminate parental rights. Written reports may be accessed in person or by phone by the parties or their legal representatives.

(6) Any written interim report shall be filed with the Court and made available to the parties for inspection no less than seven (7) days before a hearing, unless the due date is extended by the Court. Written reports may be accessed in person or by phone by the parties or their legal representatives. A copy of the interim report shall be provided to the Court at the hearing.

(B) In paternity proceedings involving the allocation of parental rights and responsibilities or third-party custody, parenting time or visitation proceedings, involving the allocation of parental rights and responsibilities, the final report shall be filed with the Court and made available to the parties for inspection no less than seven (7) days before the final hearing unless the due date is extended by the Court. Written reports may be accessed in person or by phone by the parties or their legal representatives. A copy of the final report shall be provided to the Court at the hearing. The Court shall consider the recommendation of the Guardian Ad Litem in determining the best interest of the child only when the report or a portion of the report has been admitted as an Exhibit.

9.06 RESPONSIBILITIES OF THE COURT

In order to ensure that only qualified individuals perform the duties of Guardians Ad Litem and that the requirements of this Rule are met, the Court has complied with all the following requirements by having the Court Administrator or his designee:

Maintain a public list of approved Guardians Ad Litem while maintaining individual privacy under Rules 44 through 47 of the Rules of Superintendence.

Establish criteria, which include all requirements of this Rule, for appointment and removal of Guardians Ad Litem and procedures to ensure an equitable distribution of the work load among Guardians Ad Litem on the list.

Appoint or contract with a person to coordinate the application and appointment process, keep the files and records required by this Rule, maintain information regarding training opportunities, receive written comments and complaints regarding the performance of Guardians Ad Litem practicing before the Court and perform other duties as assigned by the Court.

Maintain files for all applicants and for individuals approved for appointment as Guardians Ad Litem with the Court. The files shall contain all records and information required by this Rule, and by Local Rules, for the selection and service of Guardians Ad Litem including a certificate or other satisfactory proof of compliance with training requirements.

Require all applicants to submit a resume or information sheet stating the applicant's training, experience and expertise demonstrating the person's ability to successfully perform the responsibilities of a Guardian Ad Litem.

Conduct, or cause to be conducted, a criminal and civil background check and investigation of information relevant to the applicant's fitness to serve as a Guardian Ad Litem.

Conduct, at least annually, a review of its list to determine that all individuals are in compliance with the training and education requirements of this Rule and Local Rules, that they have

performed satisfactorily on all assigned cases during the preceding calendar year and are otherwise qualified to serve.

Require all individuals on its list to certify annually they are unaware of any circumstances that would disqualify them from serving and to report the training they have attended to comply with Section 9.04 of this Rule.

Appoint a person for accepting and considering written comments and complaints regarding the performance of guardians ad litem practicing before the Court. A copy of the comments and complaints submitted to the Court shall be provided to the Guardian Ad Litem who is the subject of the complaint or comment. The person appointed may forward any comments and complaints to the Judge of the Court for consideration and appropriate action. Dispositions by the Court shall be made promptly. The Court shall maintain a written record in the Guardian Ad Litem's file regarding the nature and disposition of any comment or complaint and shall notify the person making the comment or complaint and the subject Guardian Ad Litem of the disposition.

9.07 COMPENSATION

I. Non-indigent cases

A. In non-indigent cases, where an Attorney Guardian Ad Litem is appointed by the Court, the attorney shall be paid by the parties at a rate equivalent to that of the attorney appointed for indigent clients. The Court may apportion fees at any time.

B. In non-indigent cases, each party shall deposit with the Clerk the sum as determined by the Court toward payment of Guardian Ad Litem fees.

C. Upon payment of the deposit to the Clerk, each party shall file a Notice of Deposit paid, and shall serve such Notice upon the opposing parties or their counsel of record and the Guardian Ad Litem.

D. All Guardians Ad Litem shall keep accurate time records.

E. A Guardian Ad Litem requesting release of fees in a non-indigent case shall submit a Motion for Release of Guardian Ad Litem Fees which includes a complete itemization of the services performed as well as a Journal Entry finding the fees reasonable and approving the release of the fees.

II. Indigent cases

Compensation for services in indigent cases will be made in accordance with the standards set forth by the Jefferson County Commissioners and the Office of the Ohio Public Defender.

GUARDIAN AD LITEM CERTIFICATION

I hereby certify that I am unaware of any circumstances that would disqualify me from serving as Guardian Ad Litem.

I have complied with all requirements in Ohio Superintendence Rule 48.

I have attended the following Guardian Ad Litem approved trainings:

_____

_____

_____

_____

Signed this _____ day of _____, 20__.

_____
Guardian Ad Litem

GUARDIAN AD LITEM COMPLAINT FORM

I, _____, hereby register the following complaint or concern against Court appointed Guardian Ad Litem _____. This complaint with regard to the Guardian Ad Litem's duties in Case No. _____. I understand that this complaint or concern may be reviewed by the Judge of this Court, who may, in his sole discretion, act upon this information. I have attached information regarding the specifics of the complaint or concern.

_____
Signature

STATE OF OHIO

COUNTY OF JEFFERSON, SS:

Before me a Notary Public personally appeared _____, who being first duly cautioned and sworn, says the facts in the foregoing complaint are true.

_____
Notary Public

RULE 10 MOTION PRACTICE

RULE 10.01 Time of Hearing

(A) All hearings on motions shall be scheduled for one (1) hour. Any attorney needing more than one (1) hour must request additional time when scheduling a hearing.

(B) Attorneys who file cross motions which will require additional time shall request the same from the Deputy Clerk. If a hearing cannot be concluded in the amount of time allotted, the Court may grant a continuance and proceed at its discretion or may dismiss the action.

RULE 10.02 Content of Motions

(A) Motions to Show Cause

(1) All motions to show cause shall state with specificity each provision of a prior Court order with which a party has failed to comply, the date of such order, and the facts constituting noncompliance. The motion shall be accompanied by an affidavit signed by the moving party, and an Order to Show Cause.

(2) If the motion pertains to the nonpayment of child support, the motion shall clearly set forth the date of the last order of support, the amount of said order, the time period between the date of the last order and the filing of the motion, the amount which should have been paid and the amount that was actually paid during that period, and the amount of the arrearage existing as of the date of filing. For purposes of computing the arrearage, the effective date of any order shall be the date of journalization of the order unless the order specifically states some other effective date. At hearing, the movant shall be prepared to update the arrearage computation to the date of hearing.

(3) If the motion asserts nonpayment of medical or dental bills, or support other than periodic payments, the motion shall itemize such expenses and state whether demand for payment has been made, including the date of demand, prior to filing the motion.

(4) Upon a finding of contempt, a standard award of attorney's fees of up to $500.00 may be awarded. Attorneys seeking fees in excess of $500.00 shall so state in the text of the motion and shall present evidence, including an itemization of time spent, at the time of hearing regarding the basis of the fee requested.

(B) Motions to Modify

All motions to modify a prior Court order, including motions for a change in the allocation of parental rights and responsibilities, shall set forth the Court order sought to be modified, the nature and extent of the modification sought, and the specific change in circumstances which justifies the relief requested. If the motion fails to be specific, the Court may dismiss on its own motion.

(C) Motions for Lump-Sum Judgment

All motions for lump sum judgment shall set forth the Court order upon which the motion is based and the total amount due thereunder. A copy of the records of the CSEA shall be attached to all motions involving child support. If the motion fails to include this information, the Court may dismiss on its own motion.

RULE 10.03 Motions to Set Aside

(A) Objections to a Magistrate's Order may be made by Motion to Set Aside pursuant to Rule 53 (c)(3)(b) of the Rules of Civil Procedure and/or Rule 40 (C)(3)(b) of the Rules of Juvenile Procedure, as appropriate.

(B) Motions to Set Aside shall be filed within ten (10) days after the Magistrate's Order is entered. The Motion to Set Aside does not stay the effectiveness of the Magistrate's Order unless a stay is requested and granted by the Magistrate or the Court.

(C) Motions to Set Aside shall be specific and state with particularity the grounds therefore.

RULE 10.04 Objections to Magistrate's Decision

(A) Content

Objections filed by a party pursuant to Civil Rule 53 (E)(2) and/or Juvenile Rule 40 (E)(2) shall be specific and state with particularity the grounds therefore and shall include the date of the report upon which they object. Such objections shall specify whether they are directed to the findings of the Magistrate, the Orders of the Magistrate or both. If objections are directed to findings of fact, a transcript shall be provided.

(B) Time

Objections shall be filed within fourteen (14) days of the filing of the Magistrate's Decision. Said time does not include extensions of time for service pursuant to Rule 6 of the Rules of Civil Procedure. Such time period may be extended for good cause shown upon written motion filed prior to the expiration of the original fourteen (14) days and brought to the attention of the Judge or Magistrate.

(C) Brief in Response

If objections are timely filed and served by any party, the other party may file and serve objections within ten (10) days of the day on which the first objections were filed. A party may file a brief in opposition to objections within ten (10) days of the date on which the objections were filed. An extension of time for filing cross objections or a brief may be obtained for the same reasons and upon the same terms as set forth in sub-section (B) of this rule.

(D) Transcripts

If a record of proceedings is available and a party desires to support his objections with a transcript or parts thereof, such party shall file a written motion for an extension of time in which to have the transcript prepared.

Since preparation of transcript may cause delay in the final disposition of a case, the Judge or Magistrate, in granting an extension of time, may make such temporary orders as deemed necessary. Said orders may include an order requiring any objecting party to post bond to cover any damages the opposing party may suffer because of the delay or ordering partial performance of the Magistrate's Decision pending disposition of the objection.

(E) Ruling on Objections

A ruling on the objections will be made based on the objections, any brief in opposition to the objections, and any transcript provided to the Court. The Court shall prepare and file an entry reflecting the Court's ruling in all cases.

RULE 11 PLEADINGS

RULE 11.01 Complaints

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

(A) Delinquent Child – Juvenile Complaint

(B) Unruly Child – Juvenile Complaint

(C) Unruly Child – Juvenile Complaint (Truancy) and Student Information Summary

(D) Dependent/Neglected/Abused – Juvenile Complaint

(E) Juvenile Traffic Offender – Uniform Traffic Citation

(F) Parent/Child Relationship – Affidavit/Complaint

(G) Adult Criminal – Affidavit/Complaint

(H) Other Civil Actions – Petition/Complain

RULE 11.02 Subsequent Pleadings

This Court shall not accept any pleading which is incomplete in form. All Deputy Clerks shall refuse any pleadings which do not contain a full caption, including the pertinent case number and signatures of either trial counsel or the party.

RULE 11.03 Amendment to Pleadings

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

RULE 11.04 Responsive Pleadings

In cases alleging abuse, neglect or dependency, the answer or responsive pleading shall with specificity address each allegation contained in the complaint. General denials shall not be permitted.

RULE 11.05 Diversion

The Court may, in its discretion, divert any case, pursuant to Juv. R. 9, that is felt to be in the best interest of the juvenile. The juvenile and/or parent shall be assessed a fee of $25.00 for each case so diverted.

RULE 12 PREPARATION OF JUDGMENT ENTRIES AND ORDERS

RULE 12.01 Filing of Judgment Entries and Orders

(A) In all Juvenile Delinquency, Unruly and Traffic Offender cases, the Court will prepare all final orders, unless the Court otherwise directs. However, all preliminary matters decided by the Court prior to the final adjudicatory hearing which require journalization are the responsibility of counsel and all entries shall be drafted as designated by the Court.

(B) In all Dependent, Neglected, Abused, Parent-Child Relationship and other civil actions, it is the responsibility of counsel for the party so designated by the Court to prepare the appropriate judgment entry. The counsel for the party so designated shall submit the proposed entry to the Court within thirty (30) days thereof.

(C) In cases where agreement is reached prior to or at the final hearing, Counsel designated by the Court shall prepare a judgment entry or magistrate's decision consistent with the terms of the agreement and submit to the Court within thirty (30) days.

(D) When counsel approves the entry, it shall be presented to the Court for approval and journalization of record. If counsel are unable to agree upon the entry, each counsel shall prepare and submit his/her own proposed entry for consideration by the Court, and either the approved proposed entry, or the two (2) proposed entries shall be presented to the Court within thirty (30) days after the decision of the Court is announced. Upon the expiration of thirty (30) days, if no entry has been submitted to the Court, all parties and counsel may be summoned to appear before the Court to show cause why they should not be held in contempt of court for failure to abide by the orders of the Court.

RULE 12.02 Notice of Filing

Within seven (7) days of the filing of an entry of any final appealable judgement or order, the Ex-Officio Clerk of the Juvenile Division of the Jefferson County Court of Common Pleas shall serve notice of the entry upon every party who is not in default for failure to appear and make notation of the service upon the docket.

RULE 13 TRUANCY

RULE 13.01 Complaint

(A) All truancy complaints shall be filed on the complaint form provided by the Court. In order to be accepted for filing, each complaint must contain the following information:

(1) Juvenile's name and residence address,

(2) Name and residence address of both parents,

(3) Date of birth, and

(4) Social security number.

The face of the complaint must contain an allegation that the juvenile is either habitually truant or chronically truant.

(B) All truancy complaints shall be filed prior to the end of the current school year.

(C) All truancy complaints must have one copy of discovery attached to the original complaint at the time of filing. Discovery shall include, but not be limited to:

(1) Schedule of juvenile's attendance.

(2) Current grades.

(3) Disciplinary reports, if any.

(4) Evidence of diversion or mediation hearing or attempt to hold diversion or mediation hearing.

RULE 13.02 Scheduling

All truancy complaints will be processed and disposed of on a "fast track" schedule. Arraignment will be scheduled on the first available Court date following filing of the complaint.

RULE 14 TRAFFIC

The Jefferson County Juvenile Traffic Court Program has been in existence since April 26, 2005 and is a court managed sanction incentive intervention program that identifies first time and repeat juvenile traffic offenders. The Traffic Court Program also provides alleged juvenile traffic offenders an opportunity to participate in traditional formal hearing proceedings such as an initial appearance, pre-trial, contested and disposition hearing proceedings.

RULE 14.1 Traffic Tickets

The use and filing of a ticket that is produced by computer or other electronic means is hereby authorized in the Jefferson County Juvenile Court. The electronically produced ticket shall conform in all substantive respects to the Ohio Uniform Traffic Ticket. If an electronically produced ticket is issued at the scene of an alleged offense, the issuing officer shall provide the defendant with a paper copy of the ticket.

RULE 14.2 Adjudication/Classification

Upon adjudication for a moving traffic violation, the juvenile traffic offender will then be classified into one (1) of two (2) separate tracks. Track One (1) is the diversionary track of which first time adjudicated traffic offenders are eligible to participate. Track Two (2) involves all adjudicated traffic offenders that have one (1) or more prior moving violation adjudications.

RULE 14.3 Disposition Options

Disposition for diversionary track offenders (Track 1) involves court costs and community service and the Juvenile Court Judge/Magistrate may then dismiss the traffic violation once successful completion of sanctions are fulfilled by the juvenile. Disposition in the case of adjudicated traffic offenders (Track 2) now entails a fine and a license suspension that can be imposed by the Juvenile Court Judge/Magistrate in additional to mandatory court costs and community service. License suspension duration and fine amount is determined upon the number of previous moving violations.

RULE 14.4 Juvenile Traffic Violations Bureau

1. Traffic Tickets

(a) Traffic tickets produced by computer or other electronic means may be filed in lieu of the Ohio Uniform Traffic Ticket. The computer generated or electronic ticket shall conform in all substantive respects to the Ohio Uniform Traffic Ticket. The ticket shall not require the signature of the juvenile.

(b) The color and weight of paper, size and method of binding provided for in Ohio Traffic Rule 3(B) shall not be applicable to a ticket that is produced by computer or other electronic means. However, the ticket paper shall be of sufficient quality to allow the court copy to remain unchanged for the period of the retention schedule.

(c) If a computer generated or electronic ticket is issued at the scene of the alleged offense, the issuing officer shall provide the defendant with a paper copy of the ticket as required by Ohio Traffic Rule 3(E).

(d) A law enforcement officer who files a computer generated or electronic ticket and electronically affixes his signature to the ticket shall be considered to have certified the ticket and shall have the same rights, responsibilities and liabilities as with all other traffic tickets issued pursuant to the Ohio Traffic Rules.

(e) The ticket may be filed by electronic means pursuant to Local Juvenile 26.

2. Traffic Violations Bureau

Pursuant to Ohio Traffic Rule 13.1, the Court hereby establishes a Juvenile Traffic Violation Bureau to operate in the manner prescribed in Ohio Traffic Rules 13 and 13.1. A person charged with being a juvenile traffic offender or a person alleged to have violated the tobacco law pursuant to R.C. 2151.87 by reason of a violation which does not require a mandatory appearance pursuant to this Rule, may elect to proceed without a court appearance under the following procedure:

(A) Upon the determination by the Traffic Violations Clerk that a mandatory court appearance is not required, an alleged juvenile traffic offender or a juvenile alleged to have violated the tobacco law pursuant to R.C. 2151.87 may elect to proceed without a formal court appearance by doing one of the following:

1. Appear personally at the Jefferson County Juvenile Court's Traffic Violation Bureau accompanied by a parent, guardian or legal custodian, no later than the day the violation has been set for hearing. The juvenile must enter an admission in writing to the offense charged by signing the Admission and Waiver form available at the Violations Bureau Clerk or on the Juvenile Court's web site.

2. The Admission and Waiver form must also be signed by the parent, guardian or legal custodian. Upon presenting said signed admission and waiver, the juvenile must provide proof of insurance at the time the citation was issued and the child or his or her parent must pay the fines and court costs established by the Court;

3. Obtain the Admission and Waiver form and sign the form along with the juvenile's parent's, guardian's, or legal custodian's signature. Send the signed form, a copy of the ticket, proof of insurance at the time the citation was issued and a check or money order for the total amount of the fines and costs assessed by the Court to the juvenile traffic violations bureau, no later than the day the citation is set for hearing.

(B) All offenses that can be waived and fines and costs for these offenses will be posted at the Juvenile Court Traffic Violations Bureau and on the Juvenile Court's web site.

(C) Signing the Admission and Waiver form shall constitute an admission to the facts alleged in the traffic citation. The signed Waiver shall further constitute a waiver of the right to counsel, the child's right to an adjudicatory hearing, the right to remain silent, the right to cross-examine witnesses, and the right to present witnesses and evidence in the offender's defense.

(D) If payment in full is not tendered at the time of the entry of the admission, the Clerk's Office determines the offense cannot be waived, the required signatures are not on the Admission and Waiver form, or the juvenile is unable to provide proof of insurance, the Violations Bureau shall NOT accept the admission and a court appearance shall be required.

(E) If any of the conditions exist in Section D above, and it is determined a court appearance shall be required, documents received from the child and parent will be returned to the child and parent with a new court date approximately fourteen (14) days from the prior court date.

(F) A second or subsequent moving offense cannot be processed through the Juvenile Court Traffic Violations Bureau. If more than one moving traffic violation is charged arising from a single incident or series of incidents, none of those violations may be processed through the Juvenile Court Traffic Violations Bureau, and a mandatory court appearance is required.

(G) All other traffic and tobacco law violations that cannot be waived require a mandatory court appearance.

RULE 15 CURFEWS

RULE 15.01 Juvenile Curfew Offenders

Upon the appearance of the child and parent, guardian or custodian before the deputy clerk, if the child enters a written waiver of hearing and plea of admission to the allegations set forth in the complaint, the following dispositional orders will be entered:

(A) For a first offense where it is alleged that the juvenile violated the curfew law, a fine in the amount of $25.00 and court costs will be imposed.

(B) For a second offense where it is alleged that the juvenile violated the curfew law, an appearance before the Court by the juvenile and parent, guardian or custodian will be required. Adjudication or admission to that charge will result in the juvenile being adjudicated an unruly child, subject to a $50.00 fine, court costs, and other orders as imposed by the Court.

(C) For a third offense where it is alleged that the juvenile violated the curfew law, an appearance before the Court by the juvenile and parent, guardian or custodian will be required. Adjudication or admission to that charge will result in the juvenile being adjudicated an unruly child, subject to a $100.00 fine, court costs, and other orders as imposed by the Court.

RULE 15.02 Adult Aiding and Abetting Curfew Offenders

Upon the appearance of the adult before the deputy clerk, if the clerk enters a written waiver of hearing and plea of admission to the allegations set forth in the complaint, the following dispositional orders will be entered:

(A) For a first offense where it is alleged that the adult violated the aiding and abetting curfew ordinance, a fine in the amount of $25.00 and court costs will be imposed.

(B) For a second or subsequent offense where it is alleged that the adult violated the aiding and abetting curfew ordinance, an appearance before the Court by the adult will be required.

RULE 16 SEALING AND EXPUNGEMENT OF RECORDS

(A) Any delinquency/unruly case that is dismissed will be sealed immediately.

(B) Any delinquency/unruly case which is handled as a diversion pursuant to Juv R 9 will be sealed upon successful completion of terms and conditions of diversion.

(C) All other delinquency/unruly cases are subject to provisions as set forth in ORC 2151.356 and/or ORC 2151.358 regarding the sealing or expungement of records as applicable.

RULE 17 MEDIATION PROGRAM

Central to the theory behind Mediation is the opportunity provided by the court for affected parties to resolve their dispute via the assistance of a neutral third party, the Mediator. In Mediation, the parties control the outcome and the potential exists for an agreed-upon solution which preserves the essential interests of all of the disputants. This process also allows the parties to communicate perceptions, feelings and information directly to one another in a controlled environment. Mediation also gives parties a sense of ownership both in the dispute and its resolution, making voluntary compliance with the outcome more likely than in the case of a court-ordered solution.

RULE 17.1 Procedure

(A) Cases are referred to Mediation:

(1) First time offenders charged with misdemeanor crimes; and diversion cases for thefts, assaults, criminal damaging, etc. Referrals are made by the Judge or the Chief Probation Officer.

(2) Mediation Complaints filed by the schools, alleging truancy or unruly behavior in school.

(3) Police reports from local law enforcement where a situation involves very young children or an ongoing neighborhood situation that can be resolved through mediation, but not through formal charges being filed.

(B) Upon conclusion of the Mediation hearing:

(1) If an agreement is reached, court personnel do follow-up on the case for 30 to 60 days, making sure all parties abide by the agreement reached at the Mediation Hearing. If all parties have followed the agreement, the case is then dismissed. If the agreement is not followed, the case is then referred to the Judge/Probation Department for further handling.

(2) If, at the Mediation Hearing, an agreement cannot be reached, the case is referred to the Judge/Probation Department for further disposition.

RULE 17.2 Confidentiality

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

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

RULE 18 JUVENILE DRUG COURT

The Jefferson County Juvenile Drug Court Program has been in existence since January 1, 2003, and is a Court-managed, drug intervention treatment program designed to provide a cost effective alternative to traditional criminal case processing. The Drug Court Program provides an intensive service delivery plan for its participants through a variety of community outlets. This has been accomplished through a medical treatment, behavioral therapy, and court intervention standpoint.

RULE 18.1 Eligibility

Youth eligible for the program are non-violent delinquent youth that might exhibit moderate to severe chemical dependency issues. The program consists of three (3) phases including an aftercare component. The program generally lasts six (6) to nine (9) months in duration.

RULE 18.2 Completion of Program

Upon successful completion of the Drug Court Program, the original delinquency charge may be dismissed by the Juvenile Court Judge/magistrate.

RULE 19 TECHNOLOGY PLAN AND REMOTE APPEARANCES

RULE 19.1 In accordance with Ohio Supreme Court, Superintendence Rule 5(E), the Court shall adopt and maintain a court technology plan which will include:

(1) A comprehensive strategy for implementing and maintaining technology solutions for conducting remote hearings, electronic service, the acceptance of electronic signatures, and any other technology-related solution utilized by the court or division; and
(2) Procedures for notifying and providing instructions to the public on how to use the technology solutions implemented by the court or division and how the solutions will comply with any accessibility accommodation requirements, including any applicable requirement of the "Americans with Disabilities Act."

This plan is available from the Clerk's Office of the Jefferson County Court of Common Pleas, Probate and Juvenile Division.

RULE 19.2 To promote uniformity in the practices and procedures related to remote appearances in cases where such an appearance is permitted by this rule, court order, statute, or other rules of the court, "Remote" is defined as the use of live two-way video or audio technology. Notwithstanding any other provisions of this Rule, a judge or magistrate may order a party's personal appearance in Court for any conference, hearing, or proceeding.

(A) Telephone Appearances. The Court may conduct conferences, hearings, and proceedings via telephone with attorneys and unrepresented parties in accordance with the Hearing Management Plan set forth in Division (F) of this Rule.

(1) All evidentiary proceedings involving a telephone appearance must be recorded and reported to the same extent as if the participants had appeared in person.

(2) The Court may specify the time and the person who will initiate the conference and any other matter or requirement necessary to accomplish or facilitate the telephone appearance.

(3) Upon convening a conference, hearing, or proceeding involving a telephone appearance, the Court shall recite the date, case name, case number, names and locations of parties and counsel, and the type of conference, hearing, or proceeding.

(4) The Court may require a party to appear in person, including video conference at a conference, hearing, or proceeding in which a telephone appearance is otherwise permitted if the Court determines a personal appearance would materially assist in the determination or effective management or resolution of the particular case.

(5) If at any time during a conference, hearing, or proceeding conducted by telephone, the Court determines a personal appearance including video conferencing, is necessary, the Court may continue the matter and require a personal appearance.

(B)Video Conferencing.

(1) The Court may conduct conferences, hearings, and proceedings via a live two-way video conferencing platform with attorneys and unrepresented parties in accordance with the Hearing Management Plan set forth in Division (F) of the Rule.

(2) All evidentiary proceedings involving a video conference appearance must be recorded and reported to the same extent as if the participants had appeared in person.

(3) Upon convening a conference, hearing, or proceeding involving a video conference appearance, the Court shall recite the case name, case number, names and locations of the parties and counsel, and the type of conference, hearing, or proceeding.

(4) The Court may require a party to appear in person at a hearing, conference, or proceeding in which a video conference appearance is otherwise permitted if the Court

determines a personal appearance would materially assist in the determination of effective management or resolution of the particular case.

(5) If at any time during a hearing, conference, or proceeding conducted by video conference the Court determines a personal appearance is necessary, the Court may continue the matter and require a personal appearance.

(C) Confidential Attorney-Client Communication. Provisions shall be made to preserve the confidentiality of attorney-client communications and privilege during any conference, hearing, or proceeding involving a telephone or video conference appearance.

(D) Witnesses. A witness may testify by video conference if not otherwise permitted by this Rule, statute, or other rules of court.

(E) Technical Standards and Equipment. The equipment and platform used in any hearing or proceeding conducted under the Rule must conform to the following minimum requirements:

(1) All participants must have the ability to hear and communicate with each other simultaneously.

(2) All participants must be able to see, hear, or otherwise observe any documents, physical evidence, or exhibits presented during the proceedings, either by video, facsimile, or other medium.

(3) The equipment or platform must allow for the Court to generate a verbatim record of the conference, hearing, or proceeding.

(4) The equipment or platform must be able to be used by people with disabilities to accommodate their disabilities under the Americans with Disabilities Act.

(5) The use of telephone or video-conferencing platform used to conduct the conference, hearing, or proceeding shall in no way abridge any right of the public.

(F) Hearing Management Plan. The Court may conduct conferences, hearings, and proceedings in the following manner unless for good cause shown:

Type of Proceeding	In Person	Video	Telephone	Hybrid
Detention Hearings (Juvenile)	X	X	X	X
Adjudication (Juvenile)	X	X	X	X
Disposition (Juvenile)	X	X	X	X
Traffic Hearings (Juvenile)	X	X	X	X
Pretrial Conference (Juvenile and Probate)	X	X	X	X
Children Services Review Hearings	X	X	X	X
Other Pleadings Upon Request of a Party (Juvenile and Probate)	X	X	X	X

In Person: A hearing is conducted where the Court and all participants appear physically in the same location.
Video: A hearing is conducted using Zoom where the Court and participants appear remotely.
Telephone: A hearing is conducted where the Court and participants appear using a telephone.
Hybrid: A hearing is conducted using a combination of any of the above-listed appearance types. (e.g., the Court appears in person in the courtroom and the remaining participants appear via Zoom)

RULE 20 JURY USE AND MANAGEMENT PLAN

The following is Local Court Rule 20 pursuant to the Rule of the Supreme Court of Ohio requiring a plan utilizing the Ohio Trial Court Jury Use and Management Standards as a guideline.

I. Opportunity for Service

A. The opportunity for jury service shall not be denied or limited on the basis of race, national origin, gender, age, religious belief, income, occupation, disability, or any other factor that discriminates against a cognizable group in the jurisdiction.

B. Jury service is an obligation of all qualified citizens of Jefferson County, Ohio.

II. Jury Source List

A. Pursuant to Court Order, the jury source list shall be obtained from the Board of Elections' list of registered voters. The Court shall designate a key number based on the total number of registered voters and the number of jurors needed for a year of service. The Jury Commissioners shall then receive a computer printout from the Board of Elections (for example, every 14th name).

B. The jury source list shall be representative and should be as inclusive of the adult population in the jurisdiction as is feasible.

C. The Court shall annually review the jury source list for its representativeness and inclusiveness of the adult population in the jurisdiction as is feasible.

D. Should the Court determine that improvement is needed in the representativeness or inclusiveness of the jury source list, appropriate corrective action shall be taken.

III. Random Selection Procedures

A. The jury source list from Board of Elections shall be printed out. Names are then computer generated for random drawing during a public jury drawing.

IV. Eligibility for Jury Service

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

1. Are less than eighteen years of age;

2. Are not citizens of the United States;

3. Are not residents of the jurisdiction in which they have been summoned to serve; to wit, Jefferson County;

4. Are not able to communicate in the English language; or

5. Have been convicted of a felony and have not had their civil rights restored.

V. Term of and Availability for Jury Service

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

B. Jurors shall be "on call" for a one year period. If a jury trial is scheduled, the jurors shall be notified by mail when they are to report. They do not report every day.

VI. Exemption, Excuse and Deferral

A. Deferrals for jury service for reasonably short periods of time may be permitted by a judge or specifically authorized Court official.

B. Requests for excuses and deferrals and their disposition shall be written or otherwise made or recorded.

VII. Voir Dire

A. Voir dire examination shall be limited to matters relevant to determining whether to remove a juror for cause and to determine the juror's fairness and impartiality.

B. To reduce the time required for voir dire, basic background information regarding panel members should be made available to counsel in writing for each party on the day on which jury selection is to begin.

C. The trial judge shall conduct a preliminary voir dire examination. Counsel shall then be permitted to question panel members for a reasonable period of time.

D. The judge should 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 criminal cases, the voir dire process shall be held on the record. In civil cases, the voir dire process shall be held on the record unless waived by the parties.

F. Rules on Voir Dire

1. The case may not be argued in any way while questioning the jurors.

2. Counsel may not engage in efforts to indoctrinate jurors.

3. Jurors may not be questioned concerning anticipated instructions or theories of law. This does not prevent general questions concerning the validity and philosophy of reasonable doubt or the presumption of innocence.

4. Jurors may not be asked what kind of verdict they might return under any circumstance.

5. Questions are to be asked collectively of the entire panel whenever possible.

VIII. Removal from the Jury Panel for Cause

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

IX. Peremptory Challenges

A. Rules determining procedure for exercising peremptory challenges shall be in accordance with the Ohio Civil and Criminal Rules adopted by the Supreme Court of Ohio and applicable statutory authority.

X. Administration of the Jury System

A. The responsibility for administration of the jury system shall be vested exclusively with the Jefferson County Common Pleas Court.

B. Ohio Rules of Court shall govern all procedures concerning jury selection and service.

XI. Notification and Summoning Procedures

A. The notice summoning a person to jury service and the questionnaire eliciting essential information regarding that person should be:

1. Combined in a single document;

2. Phrased so as to be readily understood by an individual unfamiliar with the legal and jury systems; and

3. Prepared by the Sheriff and served by ordinary mail.

B. A summons should clearly explain how and when the recipient must respond and the consequence of a failure to respond.

C. The jury questionnaire should be phrased and organized so as to facilitate quick and accurate screening and should request only that information essential for:

1. Determining whether a person meets the criteria for eligibility;

2. Providing a basic background information ordinarily sought during voir dire examination; and

3. Efficiently managing the jury system.

D. Policies and procedures should be established for monitoring failures to respond to a summons and for enforcing a summons to report for jury service.

E. Jurors who fail to report for service are scheduled for a contempt hearing to inform the judge as to why they did not appear. Sanctions are imposed as warranted.

XII. Monitoring the Jury System

The Court shall collect and analyze information regarding the performance of the jury system annually in order to evaluate:

A. The representativeness and inclusiveness of the jury source list;

B. The effectiveness of qualification and summoning procedures;

C. The responsiveness of individual citizens to jury duty summonses;

D. The efficient use of jurors; and

E. The cost-effectiveness of the jury management system.

XIII. Juror Use

A. The Court shall employ the services of prospective jurors so as to achieve optimum use with a minimum of inconvenience to jurors.

B. The Court shall determine the minimally sufficient number of jurors needed to accommodate trial activity. This information and appropriate management techniques should be used to adjust both the number of individuals summoned for jury duty and the number assigned to jury panels.

XIV. Jury Facilities

A. The Court shall provide an adequate and suitable environment for jurors.

B. The entrance and registration area shall be clearly identified and appropriately designed to accommodate the daily flow of prospective jurors to the courthouse.

C. Jurors shall be accommodated in pleasant waiting facilities furnished with suitable amenities.

D. Jury deliberation rooms shall include space, furnishings, and facilities conducive to reaching a fair verdict. The safety and security of the deliberation rooms shall be ensured.

E. To the extent feasible, juror facilities should be arranged to minimize contact between jurors, parties, counsel, and the public.

XV. Juror Compensation

A. Persons called for jury service should receive a reasonable fee for their service and expenses pursuant to statutory authority.

B. Such fees shall be paid promptly.

C. Employers shall be prohibited from discharging, laying off, denying advancement opportunities to, or otherwise penalizing employees who miss work because of jury service.

Note:
Upon completion of the jury term, the bookkeeper of the Juvenile Court shall mails checks to jurors ($10.00 for each day served).

XVI. Juror Orientation and Instruction

A. The Court shall provide some form of orientation or instructions to persons called for jury service.

B. The trial judge should:

1. Give preliminary instructions to all prospective jurors;

2. Give instructions directly following empanelment of the jury to explain the jury's role, the trial procedures including notetaking and questioning by jurors, the nature of evidence and its evaluation, the issues to be addressed, and the basic relevant legal principles;

3. Prior to the commencement of deliberations, instruct the jury on the law, on the appropriate procedures to be followed during deliberations, and on the appropriate method for reporting the results of its deliberations. Such instructions should be made available to the jurors during deliberations;

4. Prepare and deliver instructions which are readily understandable by individuals unfamiliar with the legal system;

5. Utilization of written instructions is preferable;

6. Before dismissing a jury at the conclusion of a case, the trial judge should:

   a. Release the jurors from their duty or confidentiality;

   b. Explain their rights regarding inquiries from counsel or the press;

   c. Either advise them that they are discharged from service or specify where they must report; and

   d. Express appreciation to the jurors for their service; but not expressed approval or disapproval of the result of the deliberation.

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

XVII. Jury Size and Unanimity of Verdict

A. Jury size and unanimity in civil and criminal cases shall conform to existing Ohio law.

XVIII. Jury Deliberations

A. Jury deliberations should 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. The judge should instruct the jury concerning appropriate procedures to be followed during deliberations.

C. A jury should not be required to deliberate after a reasonable hour unless the trial judge determines that evening or weekend deliberations would not impose an undue hardship upon the jurors and are required in the interest of justice.

D. Training should be provided to personnel who escort and assist jurors during deliberations.

XIX. Sequestration of Jurors

A. A jury should be sequestered only for good cause, including but not limited to insulating its members from improper information or influences.

B. The jury shall 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. Standard procedures should be promulgated to:

1. Achieve the purpose of sequestration; and

2. Minimize the inconvenience and discomfort of the sequestered jurors.

E. Training shall be provided to personnel who escort and assist jurors during sequestration.

RULE 21 SHACKLING/USE OF RESTRAINTS IN JUVENILE COURT

The provisions of this rule shall set forth general guidelines to follow in the use of shackles or restraints in juvenile court cases.

(A)This rule creates a presumption that physical restraint shall not be utilized unless the judge or magistrate before whom the child is appearing makes an individualized determination on the record that there is no less restrictive alternative to the use of physical restraint and that the physical restraint of the child is necessary because of either of the following:

1. The child represents a current and significant threat to the safety of the child's self or other persons in the courtroom;

2. There is a significant risk the child will flee the courtroom.

(B) The judge or magistrate is required to permit any party, as defined in Juv.R. 2(Y), to be heard on the issue of whether the use of physical restraint is necessary for that particular child at that particular proceeding.

(C) If physical restraint is found necessary by the judge or magistrate, the restraint shall be the least restrictive necessary to meet the risk requiring the restraint and in a manner which does not unnecessarily restrict the movement of the child's hands.

RULE 22 TO NOTICE TO FOSTER/KINSHIP CAREGIVERS PURSUANT ORC 2151.424

(A)In accordance with R.C. 2151.424, the Court will provide notice to foster and kinship caregivers of their right to attend hearings and provide information concerning the child(ren) in their care.

(B)To facilitate the Court in fulfilling its duty to provide proper notice of hearings to foster and kinship caregivers, a Child Placement Form (Appendix C to this Rule) shall be completed and filed with the clerk the next business day or no later than seven (7) days following the initial placement and any change in placement of the child(ren).

(C)Information regarding the identity of and contact information for foster or kinship caregivers provided to assist the Court in fulfilling its duty to give notice under this rule is not accessible to the public, including any party to a case. The Court shall maintain this information in a confidential part of the file.

RULE 23 RESERVED

RULE 24: REPORTING TO LAW ENFORCEMENT AND COMPLIANCE PLAN

24.1 PURPOSE

This Rule establishes procedures to ensure the complete, accurate, and timely reporting of juvenile court information to law enforcement agencies and state databases, as required by law. This Rule also formalizes the Court's Reporting to Law Enforcement & Compliance Plan.

24.2 DUTY OF THE COURT

1. The Jefferson County Court of Common Pleas, Juvenile Division, shall ensure the complete, accurate, and timely submission of required information to the Bureau of Criminal Investigation (BCI), the Ohio Law Enforcement Automated Data System (LEADS), the Bureau of Motor Vehicles (BMV), and any other law enforcement or state database as required by state or federal law.

24.3 DEVELOPMENT OF COMPLIANCE PLAN

1 The Court, in collaboration with law enforcement agencies and other applicable justice system partners, establishes a Reporting to Law Enforcement & Compliance Plan to ensure compliance with all applicable reporting requirements.

2. The Probation Department shall facilitate all required reporting to law enforcement agencies and state databases.

3. The Probation Department shall facilitate fingerprinting when it is not completed by law enforcement at the time of arrest.

24.4 REPORTING PROCEDURES AND TIMELINES

1. Fingerprinting, Incident Tracking Numbers (ITN), and Case Disposition Reporting

1 Upon a charge that requires fingerprinting as determined by the Ohio Revised Code and Supreme Court Rules, the arresting law enforcement agency shall obtain fingerprints and provide an Incident Tracking Number (ITN) in accordance with R.C. 109.57(A)(2), 109.60(A), and 2151.313.
2 If fingerprints or an ITN are not obtained at the time of arrest, the Chief Probation Officer shall ensure that the juvenile is fingerprinted using the Automated Fingerprint Identification System (AFIS) prior to release from detention or after adjudication.
3 The Chief Deputy Clerk shall enter all case disposition data, apply the appropriate disposition code to the ITN, and transmit the information to BCI in compliance with R.C. 2152.71(A)(2).
4 The Court will comply with Marsy's Law requirements when fingerprinting or criminal history reporting is part of the adjudication.

2. Protection Orders

Upon issuance of a Juvenile Civil Protection Order (JCPO) or a Juvenile Domestic Violence Civil Protection Order (JDV-CPO) pursuant to R.C. 2151.34 or R.C. 3113.31, the Court shall:
(A) Ensure proper service and obtain respondent signatures as required by law;
(B) Provide copies of the order to all parties;
(C) Enter the executed order into the Court's Records Management System (CourtView) and attach an image of the signed order; and
(D) The Deputy Clerk shall transmit the order to the Jefferson County Sheriff's Office for entry into LEADS and to the Ohio Department of Public Safety E-Warrants system for statewide enforcement.

3. Bureau of Motor Vehicles (BMV) Reporting

1 When the Court imposes a license suspension, restriction, or other order requiring action by the Bureau of Motor Vehicles pursuant to R.C. 2151.355, 4510.03, 4513.37, or 5502.10, the Deputy Clerk shall transmit the required information to the BMV using the BMV-approved electronic reporting system.
2 Compliance information shall be transmitted within forty-eight (48) hours when required, and suspensions, points, and registration blocks shall be transmitted within seven (7) days as prescribed by law.
3 The Clerk shall transmit certified abstracts of the court record to the BMV:
(A) Upon conviction for traffic violations involving the operation of vehicles, streetcars, or trackless trolleys;
(B) Upon conviction for aggravated vehicular homicide, vehicular homicide, or a felony offense involving the use of a motor vehicle; and
(C) Upon conviction of operating a vehicle while impaired (OVI).

4 The Clerk shall verify all transmissions to the BMV and maintain copies of monthly conviction reports.

4. Record Maintenance, Audits, and Retention

1 The Court Administrator/Probation Department shall establish a regular schedule for staff to validate reported records.
2 Any inaccurate, incomplete, or rejected submissions shall be corrected and resubmitted promptly.
3 The Court Administrator/Probation Department shall gather, maintain, and produce records requested by state or federal auditors.
4 The Court Administrator/Probation Department shall review state and federal reporting requirements annually and update internal procedures as necessary.
5 Records shall be maintained and retained in accordance with applicable statutory retention schedules.

5. Sealed and Expunged Records

1 When a record is ordered sealed or expunged pursuant to R.C. 2151.356 through 2151.358 and in compliance with Marsy's Law requirements, the Deputy Clerk shall:
(A) Immediately update the Records Management System (CourtView) to reflect the sealing or expungement;
(B) Notify BCI, LEADS, and any other law enforcement database that previously received the record;
(C) Notify the court of origin in cases that were bound over or transferred;
(D) Securely restrict sealed records within CourtView;
(E) Remove expunged records from CourtView and backup storage systems to the extent technologically feasible; and
(F) Maintain proof of notice and compliance in the confidential portion of the file.

24.5 REVIEW OF PLAN

The Jefferson County Juvenile Court shall review and update the Reporting to Law Enforcement & Compliance Plan every three (3) years from the date of adoption, or sooner if required by statutory, administrative, or rule changes.

RULE 25 DIVERSION

After filing, the Court may divert to the unofficial docket a case of a child who has had no previous official charge and no previously diverted cases in the preceding two years. Diverted cases are heard by a hearing officer and no official record results if the child admits to the charge and complies with the recommendations of the hearing officer. If the child denies the charge or does not comply with the recommendations, the case will be referred to the official docket for hearing.

RULE 25.01

The Court may, in the Court's sole discretion and with the approval of the prosecuting attorney, refer cases to the Hearing Officer to further the interest of justice.

RULE 25.02

The office of the Prosecuting Attorney may also refer complaints to the court's informal diversion docket prior to filing if the complaint is for a non-violent offense and the child has no prior charge within the preceding two years.

RULE 25.03

The Intake Officer will review delinquency and unruly complaints. Complaints which are (1) first offense (excluding offenses of violence and traffic cases); (2) not a felony; (3) not an aggravated offense; and (4) not objected to by the prosecutor's office, will be referred to the hearing officer.

RULE 25.04

Upon the referral of a complaint to the Hearing Officer, the Hearing Officer shall immediately send a letter to the juvenile and the legal parent(s), custodian(s), or guardian(s), advising said persons of the diversion procedure. A meeting will be scheduled with the juvenile and the parent(s), custodian(s), or guardian(s) at a time to be chosen by the Hearing Officer. A fee of twenty-five ($25.00) will be charged for the services rendered on behalf of the Juvenile Court by the Hearing Officer. This fee may be waived at the Court's discretion and upon the filing of a Financial Affidavit.

RULE 25.05

The Hearing Officer is hereby authorized to develop a Diversion Form which is to be completed by the juvenile and the juvenile's parent(s), custodian(s), or guardian(s) for use at the first meeting.

RULE 25.06

The Hearing Officer will discuss with the juvenile and the parent(s), custodian(s), or guardian(s), a resolution of the complaint in an attempt to avoid formal court intervention. Should the juvenile voluntarily terminate the program or appear to make no or minimal efforts with the terms of the of the diversion contract, the original complaint will be formally filed with the Court and referred to the formal docket.

RULE 25.07

All cases referred to the Hearing Officer will receive a diversion case number but will not receive a formal case number from the Clerk of the Juvenile Court. The Hearing Officer will keep a database of all juveniles referred for the intake procedure and the outcome of the intake process.

APPENDIX A

JEFFERSON COUNTY JUVENILE COURT BASIC SCHEDULE OF COURT COSTS (January 2022)

DELINQUENT/UNRULY:

CLERK FEE:	$25.00	
SPECIAL PROJECTS FEE:	25.00	
INDIGENT DEFENSE SUPPORT FUND:	20.00	
VICTIM REPARATIONS (STATE)	9.00	(MISDEMEANOR)
VICTIM REPARATIONS (STATE)	30.00	(FELONY)
COMPUTER EQUIPMENT	10.00	
COMPUTER RESEARCH	3.00	
TOTAL:	$92.00	(MISDEMEANOR)
	$113.00	(FELONY)

MOVING TRAFFIC:

CLERK FEE:	$25.00
SPECIAL PROJECTS FEE:	25.00
INDIGENT DEFENSE SUPPORT FUND:	25.00
COMPUTER EQUIPMENT:	10.00
COMPUTER RESEARCH:	3.00
VICTIM REPARATIONS:	9.00
DRUG LAW ENFORCEMENT FUND:	3.50
INDIGENT DRIVERS ALCOHOL TREATMENT:	1.50
TOTAL:	$102.00

NON-MOVING TRAFFIC:

CLERK FEE:	$25.00
SPECIAL PROJECTS FEE:	25.00
COMPUTER EQUIPMENT:	10.00
COMPUTER RESEARCH:	3.00
INDIGENT DEFENSE SUPPORT FUND:	10.00
TOTAL:	$73.00

SEAT BELT FINES

DRIVER WITH COSTS (30+73)	$103.00
PASSENGER (20+73)	93.00

COMPLAINT FOR CUSTODY (AGREED):

CLERK FEE:	$32.00

SPECIAL PROJECTS FEE:	25.00
LEGAL AID SOCIETY FUND:	15.00
COMPUTER EQUIPMENT:	10.00
COMPUTER RESEARCH:	3.00
TOTAL:	$85.00

CIVIL COMPLAINTS (PARENTAGE/CUSTODY/ETC.)
(NON-AGENCY)

CLERK FEE:	$40.00
SPECIAL PROJECTS FEE:	25.00
COMPUTER EQUIPMENT:	10.00
COMPUTER RESEARCH:	3.00
LEGAL AID SOCIETY FUND:	15.00
DEPOSIT:	32.00
TOTAL:	$125.00

APPLICATION FOR INDIGENCY FEE: $25.00

MOTION:

REOPEN CASE	$75.00
ONGOING CASE	50.00

CERTIFIED MAIL:	14.00
CERTIFICATE OF REG. MAIL:	2.00
COPY CHARGE, EACH PAGE:	1.00

APPENDIX B

COURT OF COMMON PLEAS, JEFFERSON COUNTY, OHIO
PARENTING TIME GUIDELINES

Parenting time is a time for child(ren) to do things with the noncustodial parent. Activities that you do with them or skills you can teach them help make the time be rewarding and enriching. Encouraging the child(ren) to find friends in your neighborhood also helps make it like home for them. Children clearly profit by continued meaningful contact with both parents. Children need the continuing and regular involvement of both parents to feel loved. No specific schedule will satisfy the change in needs of both children and parents over the years. Critical to the success of any schedule is that each parent be flexible, based upon the changing needs of the child, as the child grows older.

This Guideline Parenting Schedule takes into account the changing developmental needs of children. This schedule represents the minimum requirements for parenting time. It is each parent's responsibility to tailor this schedule as necessary to meet the best interest of their child(ren). It is recognized that each situation and each child is different. Liberal parenting time arrangements are encouraged, as contact with both parents is important to the child(ren). Absent agreement to the contrary, each parent shall follow these requirements. Specific items in each case's Order take precedence over this schedule as the court will strive to adopt a parenting schedule that is in the child(ren)'s best interests. Changes or modifications can be made by the court if needed. Any request to deviate from the following parenting schedule shall be supported by the filing of the proper motion.

NO PARENT IS PERMITTED TO MAKE PARENTING TIME ARRANGEMENTS OR MODIFY ORDERED PARENTING TIME ARRANGEMENTS DIRECTLY WITH THE CHILD(REN). THE PARENTS MUST PERSONALLY DISCUSS ANY ISSUES OR CONFLICTS INVOLVING PARENTING TIME WITHOUT USING THE CHILD(REN) AS INTERMEDIARY/INTERMEDIARIES. THE USE OF EMAIL OR TEXTING IS A GOOD IDEA BECAUSE IT CREATES A RECORD.

I. **REASONABLE PARENTING TIME:** This guideline schedule shall be considered reasonable parenting time. Additional parenting time arranged between the parents is strongly encouraged.

1. MONTHLY SCHEDULE

A. **WEEKEND PARENTING TIME:** The non-residential parent shall have parenting time with the minor child(ren) every other weekend commencing at 6:00 P.M. Thursday and terminating at 8:00 A.M. on Monday. If there is no school, parenting time shall be until Monday at 6:00 P.M.

i. Parenting time is contingent upon the parent being present and having the ability to get the child(ren) to school and activities on time. There shall be no tardiness or unexcused absences.

ii. The parent in possession is responsible for ensuring that all homework assignments

are completed and submitted on time.

iii. Any licensed driver who is known to the child(ren) may take the child(ren) to school or pick up the child(ren) after school. If someone other than the parent is going to pick up the child(ren) after school, the school must be notified in advance.

iv. If the parent cannot get the child(ren) to school on time, the parenting time shall be from Friday at 4:00 p.m. until Sunday at 6:00 p.m.

B. **WEEKDAY PARENTING TIME:** If the non-residential parent is able to get the child(ren) to school and activities, parenting time shall be from Tuesday at 4:00 p.m. until Thursday at 4:00 p.m. during the weeks he/she does not have weekend parenting time.

If the non-residential parent cannot get the child(ren) to school and activities on time, parenting time shall be Tuesday from 4:00 p.m. to 8:00 p.m. and Wednesday from 4:00 p.m. to 8:00 p.m. during the weeks he/she does not have weekend parenting time.

*All times may be adjusted to avoid conflict with work schedules, but minimal adjustment is encouraged.

**Holiday parenting times have precedence over the regular parenting time. The regular parenting time schedule shall commence the following weekend. The parent who did not exercise parenting time for the holiday weekend shall exercise their parenting time this weekend and starting a new rotation of the schedule.

C. **(1) HOLIDAYS:** Mother's Day and Father's Day shall be spent with the appropriate parent. Should such holiday occur during the nonresidential parent's parenting time, said parent shall have the child from 9:00 a.m. to 6:00 p.m.

(2) CHRISTMAS: In odd numbered years, the non-residential parent shall be entitled to parenting time Dec. 18th at 6:00 P.M. to Dec. 25th at 12:00 noon (if the child(ren) is (are) not in school. If the child(ren) is (are) in school, parenting time shall be from 6:00 P.M. of the last day of school to 12:00 noon on Dec. 25th.) In odd numbered years, the residential parent shall be entitled to parenting time from 12:00 noon, Dec. 25th to 6:00 P.M. on New Year's Day, Jan 1.

In even numbered years, the residential parent shall be entitled to parenting time Dec. 18th at 6:00 P.M. to Dec. 25th at 12:00 noon (if the child(ren) is (are) not in school. If the child(ren) is (are) in school, parenting time shall be from 6:00 P.M. of the last day of school to 12:00 noon on Dec. 25th.) In even numbered years, the non-residential parent shall be entitled to parenting time from 12:00 noon, Dec. 25th to 6:00 P.M. on New Year's Day, Jan 1.

(3) THANKSGIVING: In even numbered years, the non-residential parent shall be entitled to parenting time from Wednesday, 6:00 P.M. to Friday 6:00 P.M. In even numbered years, the residential parent shall be entitled to parenting time from Friday, 6:00 P.M. to Sunday, 6:00 P.M.

In odd numbered years, the residential parent shall be entitled to parenting time from Wednesday, 6:00 P.M. to Friday 6:00 P.M. In odd numbered years, the non-residential parent shall be entitled to parenting time from Friday, 6:00 P.M. to Sunday, 6:00 P.M.

(4) EASTER: In odd numbered years, the non-residential parent shall be entitled to parenting time from Thursday, 6:00 P.M., to 6:00 P.M. the day before school resumes. In even numbered years, the residential parent shall have the child(ren) from Thursday, 6:00 P.M., to 6:00 P.M. the day before school resumes.

(5) FOURTH OF JULY: In even numbered years, the non-residential parent shall have parenting time from July 3rd at 6:00 P.M. until 6:00 P.M. on July 5th .
In odd numbered years, the residential parent shall have parenting time from July 3rd at 6:00 P.M. until 6:00 P.M. on July 5th.

(6) MEMORIAL DAY: In even numbered years, the non-residential parent shall have parenting time on Friday, 6:00 P.M. to 6:00 P.M. on Monday. In odd numbered years, the residential parent shall have parenting time on Friday, 6:00 P.M. to 6:00 P.M. on Monday.

(7) LABOR DAY: In odd numbered years, the non-residential parent shall have parenting time on Friday, 6:00 P.M. to 6:00 P.M. on Monday. In even numbered years, the residential parent shall have parenting time on Friday, 6:00 P.M. to 6:00 P.M. on Monday.

(8) MARTIN LUTHER KING DAY: The non-residential parent shall have parenting time on Friday, 6:00 P.M. to 6:00 P.M. on Monday.

(9) PRESIDENT'S DAY: The non-residential parent shall have parenting time on Friday, 6:00 P.M. to 6:00 P.M. on Monday.

D. **BIRTHDAYS:** In even numbered years, the non-residential parent shall have the child on his/her birthday from 9:00 A.M. to 6:00 P.M. if a non-school day, or from 4:00 P.M. to 8:00 P.M. on a school day. The residential parent shall have the child on the day following his/her birthday for four (4) hours, 4:00 P.M. to 8:00 P.M., on a school day or week day and 10:00 A.M. to 6:00 P.M. on a Saturday or Sunday.

In odd numbered years, the residential parent shall have the child on his/her birthday from 9:00 A.M. to 6:00 P.M. if a non-school day, or from 4:00 P.M. to 8:00 P.M. on a school day. The non-residential parent shall have the child on the day following his/her birthday for four (4) hours, 4:00 P.M. to 8:00 P.M., on a school day or week day and 10:00 A.M. to 6:00 P.M. on a Saturday or Sunday.

PARENT'S BIRTHDAYS: The child(ren) shall spend each parent's birthday from 9:00 A.M. to 6:00 P.M. if a non-school day, or from 4:00 P.M. to 8:00 P.M. on a school day with that parent unless otherwise ordered by the court or agreement of the parents.

E. **SUMMER PARENTING TIMES:** The non-residential parent shall have extended summer parenting time for five (5) weeks duration. The nonresidential parent shall commence summer parenting time on July 10th and therefore shall have the final three weeks of July and the first two weeks of August. Such parenting time shall be continuous, except the parents may agree otherwise. Residential and non-residential parent shall cooperate with regard to their parenting time.

Each parent shall be permitted to have two weeks of uninterrupted parenting time for purposes of a vacation during that parent's half of the summer. Each of the parents shall give the other notice no later than April 1st of each year of the dates when they will be exercising their uninterrupted parenting time. Each parent shall notify the other of the location of the vacation and exact dates of the vacation. Telecommunications between the child(ren) and the non-visiting parent shall continue during the vacation and shall not be considered an interruption.

If the parents agree, they may elect to exercise summer parenting time in the following manner:

i. The parents may agree to alternate weeks commencing with the second week of June.

ii. The parents may exercise parenting time for two weeks in June, two weeks in July, and one week in August.

The non-residential parent shall not interfere with extra-curricular activities, but shall be responsible for transportation to extracurricular events and shall encourage participation in same. However, the residential parent shall not enroll the child(ren) in any summer extra-curricular event that would disrupt the summer parenting time of the non-residential parent unless the non-residential parent agrees to the activity in writing.

During the extended summer parenting time the residential parent shall have the right to have weekend parenting time with the minor child(ren) on at least two weekends commencing Thursday at 6:00 p.m. and ending Sunday at 6:00 p.m. The residential parent shall advise the nonresidential parent of which weekends he

or she will exercise parenting time by April 1st of each year. This shall not interfere with uninterrupted vacation time.

II. STATUTORY REQUIREMENTS:

1. RELOCATION NOTICE:

If the residential parent intends to move to a residence other than the last residence of court record, he/she shall file a notice of intent to relocate with this Court sixty (60) days in advance. Except as provided in ORC 3109.051(G)(2), (3), and (4) pertaining to incidents involving a conviction of domestic violence, a copy of such notice shall be mailed by the Court to the non-residential parent. On receipt of the notice, the court, on its own motion or on the motion of the non-residential parent, may schedule a hearing with notice to both parents to determine whether it is in the best interest of the child(ren) to revise the parenting time schedule for the child(ren). Said notice shall be filed 60 days prior to the relocation.

2. RECORDS ACCESS NOTICE:

Except as specifically modified or otherwise limited by court order, and subject to statutory restrictions on files maintained by the Child Support Enforcement Agency and files maintained by any Education Institution when the non-residential parent is involved in a domestic violence situation, the non-residential parent is entitled to access under the same terms and conditions as the residential parent to any record that is related to the child(ren) and to which the residential parent is legally provided access, including school records and medical records. Any keeper of a record, public or private, who knowingly fails to comply with this order, is in contempt of Court.

Both parents shall have access to the child(ren)'s school records. Both parents are encouraged to participate in parent-teacher conferences, school trips, school programs and other school events in which parents are invited to participate. The parent receiving the grade card shall give a copy to the other parent within a reasonable time.

Subject to Ohio Revised Code Section 2301.35(G)(2) and 3319.321(F), the non-residential parent shall be entitled to access any record related to the child(ren) under the same terms and conditions that access is provided to the residential parent.

3. DAY CARE CENTER ACCESS NOTICE:

Except as specifically modified or otherwise limited by court order, and in accordance with statutory requirements of a operating a daycare, the non-residential parent is entitled to access to any day care center that is or will be attended by the child(ren) with whom parenting time is granted, to the same extent that the residential parent is granted access to the center.

4. SCHOOL ACTIVITIES NOTICE:

Except as specifically modified or otherwise limited by the court order, and subject to Ohio law pertaining to the privacy of domestic violence victims or family members, the non-residential parent is entitled to access, under the same terms and conditions as the

residential parent to any student activity that is related to the child(ren) to which the residential parent legally is provided access.

Subject to Ohio law pertaining to the privacy of domestic violence victims or family members, the non-residential parent shall have access to any student activity involving the child(ren) under the same terms and conditions that access is provided to the residential parent.

III. GENERAL COMMENTS AND REQUIREMENTS:

1. The non-residential parent shall give twenty-four (24) hours advance notice of cancellation of parenting time.

2. The residential parent shall advise when a child is significantly ill and unable to visit with as much advance notice as practicable.

3. Both parents shall have the child(ren) ready for commencement and termination of parenting time at the appointed time. There shall be no buffer for tardiness.

4. Both parents shall be punctual. NO parent shall have to wait for an appointed time. A parent who is late forfeits companionship for that period. However, if a parent is unavoidably detained (e.g. by unexpected traffic or work) he/she shall give notice to the other parent and parenting time shall be adjusted accordingly.

5. Child(ren) shall not be taken to a bar during parenting time. A restaurant that has a bar is acceptable if the parents are there to eat a meal.

6. Child(ren) shall not be left with a babysitter while the visiting parent pursues his or her own pleasures or activities. It is encouraged that the child(ren) not be left with friends or family members during a parenting time except if the non-residential parent is working or in an emergency.

7. Disparaging remarks about the other parent SHALL NOT be made to the child(ren) or in the presence of the child(ren). Neither parent shall discuss any issues related to the divorce with the child(ren).

8. The residential parent shall notify the non-residential parent of any illness or malady that requires medical attention. No surgery, except emergency surgery, shall be performed without a good faith effort to give notice to the non-residential parent. Each parent may authorize emergency medical care for the child(ren).

9. Unless agreed otherwise, transportation for parenting time shall be divided as follows: the non-residential parent shall pick up the child(ren) at the residence of the residential parent for the beginning of parenting time and the residential parent shall pick-up the child(ren) at the residence of the non-residential parent at the end of parenting time. Any licensed adult who is known to the child(ren) may transport the child(ren).

10. Parenting time granted shall be exercised; parenting time not taken is lost. Parenting time not taken do to the actions of the residential parent is not waived, but shall occur on the next immediately following weekend.

11. Parenting time requires communication and cooperation. Both parents shall cooperate with regard to parenting time.

12. The child(ren) are not property. Parenting time questions shall be decided with a prime consideration of the best interest of the child(ren).

13. Telephone Access:

The non-residential parent may call the child(ren) not more than three (3) times per week and speak with said child(ren) for not less than 15 minutes on each call.

The child(ren) is/are permitted to call the non-residential parent at least once per day at reasonable times. If the call is long distance, the child(dren) shall call collect.

The residential parent shall not interfere with or prevent telephone communication between the non-residential parent and the child(ren) nor shall the non-residential parent interfere with or prevent telephone communication between the residential parent and the child(ren) during parenting time.

Webcams: Where it is financially possible, the parents shall each establish a webcam connection (eg. Skype or Facetime) so that all communications with the child(ren) can be over a webcam where each parent may see the other and therefore enhance the parenting time.

14. This schedule does not affect support payments. Additional parenting time is encouraged, but that factor does not necessarily create a deviation in child support. Child support is not abated for any period of parenting time.

15. If the parent exercising parenting time is to be away for a period of at least eight (8) hours, the other parent, if available, shall have the right to have the child(ren) during that period and shall have priority over other baby sitters.

COURT OF COMMON PLEAS, JEFFERSON COUNTY, OHIO
PARENTING TIME GUIDELINES
LONG DISTANCE COMPANIONSHIP

Parenting time is a time for child(ren) to do things with the parent with the nonresidential parent. Activities that you do with them or skills you can teach them help make the time be rewarding and enriching. Encouraging the child(ren) to find friends in your neighborhood also helps make it like home for them. Child(ren) clearly profit by continued meaningful contact with both parents. Child(ren) need the continuing and regular involvement of both parents to feel loved. No specific schedule will satisfy the change in needs of both child(ren) and parents over the years. Critical to the success of any schedule is that each parent be flexible, based upon the changing needs of the child, as the child grows older.

This Guideline Parenting Schedule takes into account the changing developmental needs of child(ren). This schedule represents the minimum requirements for parenting time. It is each parent's responsibility to tailor this schedule as necessary to meet the best interest of their child(ren). It is recognized that each situation and each child is different. Liberal parenting time arrangements are encouraged, as contact with both parents is important to the child(ren). Absent agreement to the contrary, each parent shall follow these requirements. Specific items in each case's Order take precedence over this schedule as the court will strive to adopt a parenting schedule that is in the child(ren)'s best interests. Changes or modifications can be made by the court if needed. Any request to deviate from the following parenting schedule shall be supported by the filing of the proper motion.

NO PARENT IS PERMITTED TO MAKE PARENTING TIME ARRANGEMENTS OR MODIFY ORDERED PARENTING TIME ARRANGEMENTS DIRECTLY WITH THE CHILD(REN). THE PARENTS MUST PERSONALLY DISCUSS ANY ISSUES OR CONFLICTS INVOLVING PARENTING TIME WITHOUT USING THE CHILD(REN) AS INTERMEDIARY/INTERMEDIARIES. THE USE OF EMAIL OR TEXTING IS A GOOD IDEA BECAUSE IS CREATES A RECORD.

I. REASONABLE PARENTING TIME: This guideline schedule shall be considered reasonable parenting time. Additional parenting time arranged between the parents is strongly encouraged.

Except as otherwise explicitly provided in this Order, when the non-residential parent resides more than 30 miles from the residence of the child, **the non-residential parent shall have the right to parenting time with the child as follows:**

1. Weekends – On weekends, beginning at 6:00 p.m. on the first, third, and fourth Friday of each month, and ending at 6:00 p.m. on the following Sunday. Except as otherwise explicitly provided in this Parenting Time Guideline, if a weekend period of parenting time by the Non-residential parent begins on a Friday that is a school holiday during the regular school term, or if the period ends on or is immediately followed by a Monday that is such a holiday, that weekend period of parenting time shall begin at 6:00 p.m. on the Thursday immediately preceding the Friday holiday or school holiday or end at 6:00 p.m. on that Monday holiday or school holiday, as applicable.

2. Christmas Holidays in Even-Numbered Years – In even-numbered years, beginning at 6:00

p.m. on the day the child is dismissed from school for the Christmas school vacation and ending at noon on December 26th.

Christmas Holidays in Odd-Numbered Years – In odd-numbered years, beginning at noon on December 26 and ending at 6:00 p.m. on New Year's Day.

3. Thanksgiving in Odd-Numbered Years – In odd numbered years, beginning at 6:00 p.m. on the day the child is dismissed from school for the Thanksgiving holiday and ending at 6:00 p.m. on the following Sunday.

4. Easter Holidays – In even numbered years beginning at 6:00 p.m. on the day the child is dismissed from school and ending at 6:00 p.m. on the day before school resumes.

5. Extended Summer Parenting Time by the Non-Residential Parent - The nonresidential parent shall have extended summer parenting time for five weeks duration. The nonresidential parent shall commence summer parenting time on July 10th and therefore have the final three weeks of July and the first two weeks of August. Such parenting time shall be continuous unless the parents otherwise agree. Residential and nonresidential parents shall cooperate with regard to the parenting time.

   Each parent shall be permitted to have two weeks of uninterrupted parenting time for purposes of a vacation during that parent's half of summer. Each of the parents shall give the other notice no later than April 1st of each year of the dates when they will be exercising their uninterrupted parenting time. Each parent shall notify the other of the location of the vacation and the exact dates of the vacation. Telecommunications between the child(ren) and the non-visiting parent shall continue during the vacation and shall not be considered an interruption.

   If the parents agree they may elect to exercise summer parenting time in the following manner:

   i. The parents may agree to alternate weeks commencing with the second week of June in two week intervals.

   ii. The parents may agree to exercise parenting time for two weeks in June, two weeks in July, and one week in August.

   iii. The nonresidential parent shall not interfere with extracurricular activities but shall be responsible for transportation to extracurricular events and shall encourage participation in the same. However, the residential parent shall not enroll the child(ren) in any summer extracurricular event that would disrupt the summer parenting time of the nonresidential parent unless the nonresidential parent agrees to the activity in writing.

   iv. Holiday and birthday celebrations with each parent shall not be missed, requiring scheduling of a vacation around these events or that the missed occasion be made up. Alternate weekends are missed during vacation and are therefore not required to be made up.

v. During extended summer parenting time the residential parent shall have the right to have two extended weekend visitations with the child(ren) from Friday at 6:00 p.m. until Sunday at 6:00 p.m. The residential parent shall advise the nonresidential parent by April 1st of each year of the two weekends he or she will exercise parenting time during the other's extended summer parenting time. This weekend parenting time shall not interfere with uninterrupted vacation time. If the visiting parent has to work during the extended parenting time and the non-visiting parent is available, the child(ren) shall be with the non-visiting parent during the visiting parent's work period.

6. Child's Birthday – If the non-residential parent is not otherwise entitled under this Parenting Time Guideline to have parenting time with the child on the child's birthday, the non-residential parent shall have parenting time with the child beginning at 4:00 p.m. and ending at 8:00 p.m. on that day, provided that the non-residential parent picks up the child from the residential parent's residence and returns the child to that same place.

7. Mother's Day/Father's Day Weekend – Each year, beginning at 6:00 p.m. the Friday preceding Mother's Day/Father's Day and ending at 6:00 p.m. on Mother's Day/Father's Day, provided that if the non-residential parent is not otherwise entitled under this Parenting Time Guideline to have parenting time with the child(ren), she/he shall pick up the child(ren) from the residential parent's residence and return the child(ren) to that same place.

8. Parent's Birthday's – The non-residential parent shall have parenting time with the child from 5:00 p.m. to 8:00 p.m. on the day of the parent's birthday. If the residential parent's birthday falls on a day that the non-residential parent has parenting time, the residential parent shall have parenting time from 5:00 p.m. to 8:00 p.m. on that day.

II. GENERAL COMMENTS AND REQUIREMENTS

Except as otherwise explicitly provided in this Parenting Time Guideline, the terms and conditions of parenting time with the child(ren) that apply regardless of the distance between the residence of a parent and the child(ren) are as follows:

1. The non-residential parent shall pick up the child(ren) at the residential parent's house at the beginning of parenting time.

2. The residential parent shall pick up the child(ren) at the residence of the non-residential parent at the end of each period of parenting time.

3. The parents may agree to meet at a suitable place in between each house.

4. The non-residential parent shall give twenty-four (24) hours advance notice of cancellation of parenting time.

5. The residential parent shall advise when a child is ill and unable to visit with as much advance notice as possible.

6. Both parents shall have the child(ren) ready for commencement and termination of parenting time at the appointed time.

7. Both parents shall be punctual. NO parent shall have to wait an appointed time. A parent who is late forfeits companionship for that period. However, if the parent is unavoidably detained (e.g. unexpected traffic or work) he/she shall give notice to the other parent and parenting time shall be adjusted accordingly.

8. Each parent is ORDERED to return with the child(ren) the personal effects that the child brought at the beginning of the period of parenting time.

9. Child(ren) shall not be taken to a bar during parenting time. However, a restaurant that has a bar is acceptable if the parents are there to eat a meal.

10. It is encouraged that child(ren) shall not be left with friends or family members during a parenting time except if the non-residential parent is working or in an emergency.

11. Each parent may designate any competent adult to pick up and return the child(ren), as applicable.

12. Disparaging remarks about the other parent SHALL NOT be made to the child(ren) or in the presence of the child(ren). Neither parent shall discuss any issue related to the divorce with the child(ren).

13. The residential parent shall notify the non-residential parent of any illness or malady that requires medical attention. No surgery, except emergency surgery, shall be performed without a good faith effort to give notice to the non-residential parent.

14. Parenting time granted shall be exercised; parenting time not taken is lost. Parenting time not taken due to the actions of the residential parent is <u>not</u> waived, but shall be added to the next scheduled parenting time weekend.

15. Written notice shall be deemed to have been timely made if received or postmarked before or at the time that notice is due.

16. Parenting time requires communication and cooperation. Both parents shall cooperate with regard to parenting time.

17. The child(ren) are not property. Parenting time questions shall be decided with a prime consideration of the best interest of the child(ren).

18. Both parents shall recognize that the child(ren) have his/her own friends and activities and shall respect this fact. Regardless of where the child(ren) are living, their continued participation in extracurricular activities, school related or otherwise, shall continue

uninterrupted. It shall be the responsibility of the parent with whom they are residing at the time of the activity to provide the physical and economic cost of transportation to these activities, except for trips of more than 100 miles. The residential parent shall provide the non-residential parent with notice of all extracurricular activities, school related or otherwise, in which the child(ren) participate and schedules of all extracurricular activities, in writing, and the name of the activity leader (including address and telephone number if reasonably available to the residential parent).

19. Telephone Access:

The non-residential parent may call the child(ren) not more than three (3) times per week and speak with said child(ren) for not less than 15 minutes on each call.

The child(ren) is/are permitted to call the non-residential parent at least once per day at reasonable times. If the call is long distance, the child(ren) shall call collect.

The residential parent shall not interfere with or prevent telephone communication between the non-residential parent and the child(ren) nor shall the non-residential parent interfere with or prevent telephone communication between the residential parent and the child(ren) during parenting time.

Webcams: Where it is financially possible, the parents shall each establish a webcam connection (eg. Skype or Facetime) so that all communications with the child(ren) can be over a webcam where each parent may see the other and therefore enhance the parenting time.

20. This schedule does not affect support payments. Additional parenting time is encouraged, but that factor does not create a cause for a deviation in child support. Child support is not abated for any period of parenting time.

21. If the parent exercising parenting time is to be away for a period of at least eight (8) hours, the other parent shall have the right to have the children during that period and shall have priority over other baby sitters.

III. STATUTORY REQUIREMENTS:

1. RELOCATION NOTICE:

If the residential parent intends to move to a residence other than the last residence of court record, he/she shall file a notice of intent to relocate with this Court sixty (60) days in advance. Except as provided in ORC 3109.051(G)(2), (3), and (4) pertaining to incidents involving a conviction of domestic violence, a copy of such notice shall be mailed by the Court to the non-residential parent. On receipt of the notice, the court, on its own motion or on the motion of the non-residential parent, may schedule a hearing with notice to both parents to determine whether it is in the best interest of the child(ren) to revise the parenting time schedule for the child(ren). Said notice shall be filed 60 days prior to the relocation.

2. RECORDS ACCESS NOTICE:

Except as specifically modified or otherwise limited by court order, and subject to statutory restrictions on files maintained by the Child Support Enforcement Agency and files maintained by any Education Institution when the non-residential parent is involved in a domestic violence situation, the non-residential parent is entitled to access under the same terms and conditions as the residential parent to any record that is related to the child(ren) and to which the residential parent is legally provided access, including school records and medical records. Any keeper of a record, public or private, who knowingly fails to comply with this order, is in contempt of Court.

Both parents shall have access to the child(ren)'s school records. Both parents are encouraged to participate in parent-teacher conferences, school trips, school programs and other school events in which parents are invited to participate. The parent receiving the grade card shall give a copy to the other parent within a reasonable time.

Subject to Ohio Revised Code Section 2301.35(G)(2) and 3319.321(F), the non-residential parent shall be entitled to access any record related to the child(ren) under the same terms and conditions that access is provided to the residential parent.

3. DAY CARE CENTER ACCESS NOTICE:

Except as specifically modified or otherwise limited by court order, and in accordance with statutory requirements of a operating a daycare, the non-residential parent is entitled to access to any day care center that is or will be attended by the child(ren) with whom parenting time is granted, to the same extent that the residential parent is granted access to the center.

4. SCHOOL ACTIVITIES NOTICE:

Except as specifically modified or otherwise limited by the court order, and subject to Ohio law pertaining to the privacy of domestic violence victims or family members, the non-residential parent is entitled to access, under the same terms and conditions as the residential parent to any student activity that is related to the child(ren) to which the residential parent legally is provided access.

Subject to Ohio law pertaining to the privacy of domestic violence victims or family members, the non-residential parent shall have access to any student activity involving the child(ren) under the same terms and conditions that access is provided to the residential parent.

IV. AIR TRAVEL ARRANGEMENTS FOR PARENTING TIME

The following arrangements for air travel for children shall control:

1. Each parent is authorized to designate a responsible adult known to the child(ren) to travel with the child(ren) between the residences of the parents. However, it is preferred that the parent be the actual person transporting the child(ren) between the residences.

2. The child(ren) should not travel alone between the residence of the non-residential parent and that of the residential parent until the child(ren) reaches the age of 12 years.

3. The non-residential parent shall make airline reservations for the child(ren) only on major commercial passenger airlines on flights having no change of airplanes between the airport of departure and the airport of final arrival if possible. All flights shall depart from a commercial airport near the residence of the other parent that offers regularly scheduled passenger flights to various cities throughout the United States.

4. The non-residential parent shall pay all travel expenses, charges, escort fees, and air fares incurred for the child(ren) for transportation from the residence of the residential parent to that of the non-residential parent. The residential parent shall be responsible for one half of the travel expenses, charges, escort fees, and air fares. The residential parent shall reimburse the non-residential parent upon receipt of confirmation of reservations.

5. The non-residential parent shall advise the residential parent of the following:

    a. The location of the airport;
    b. The date and time of the flight on which the child(ren) are scheduled to leave;
    c. The airline and flight number of the plane;
    d. The airport where the child(ren) will return to the residential parent if different from the airport of departure;
    e. The date and time of the flight on which the child(ren) are scheduled to return;
    f. The airline and flight number of the plane on which the child(ren) are scheduled to return at the end of the parenting time.

6. The residential parent shall deliver the child(ren) to the airport from which the child(ren) are scheduled to leave at the beginning of each period of parenting time at least two hours before the scheduled departure time. The residential parent shall surrender the child(ren) to the non-residential parent, a designated escort, or to a flight attendant who is employed by the airline and who will be flying on the same flight on which the child(ren) are scheduled.

7. The non-residential parent, at the end of each period of parenting time, shall deliver the child(ren) to the airport where the child(ren) are scheduled to depart at least two hours before the scheduled departure time and to surrender the children to the residential parent, a designated escort, or to a flight attendant who is employed by the airline and who will be flying on the same flight on which the child(ren) are scheduled to return.

8. Any parent who has parenting time with the children at the time, shall notify the other parent immediately if the child(ren) are not placed on a scheduled flight at the beginning or end of a period of parenting time. If the child(ren) should miss a scheduled flight, the parent having parenting time when the flight is missed shall schedule another flight for the child(ren) as soon as possible after the originally scheduled flight and shall pay any additional expense associated with the changed flight and give the other parent and give the other parent notice of the date, flight number, and time of the flight.

9. The expenses of a parent incurred in traveling to and from an airport as well as related parking and baggage handling expenses are the sole responsibility of the parent delivering or receiving the child(ren) at the airport.

APPENDIX C

NON-PUBLIC: INTENDED FOR COURT PERSONNEL ONLY

Information contained in this form must not be made available to the public or any party

CHILD PLACEMENT FORM

In re _____
(Child's full name)

DOB: _____

CASE NO: _____

JUDGE FRANK W. NOBLE JR.

____ The above captioned child has been placed with the Foster or Kinship Caregiver listed below and this caregiver should be provided with notice of future hearings in compliance with R.C. 2151.424. Any previous Foster or Kinship Caregiver should no longer be provided with notice of hearings.

____ The above captioned child is no longer placed with a Foster or Kinship Caregiver and therefore any previous Foster or Kinship Caregiver should no longer be provided with notice of hearings in compliance with R.C. 2151.424.

Caregiver Name: _____

_____ Foster ____ Kinship

Address: _____

_____

Telephone: _____

Placement Information Provided By: _____

Date Information Provided: _____

This form shall be completed or updated and submitted to the Clerk's Office the next business day following the initial placement or no later than 7 days after any change in placement of the above-captioned youth.