RULES OF PRACTICE

OF THE

JUVENILE DIVISION

OF THE

COMMON PLEAS COURT

OF

WOOD COUNTY, OHIO

DAVID E. WOESSNER, JUDGE

Revised August 26, 2009

WOOD COUNTY COURT OF COMMON PLEAS
JUVENILE DIVISION

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RULE 1. Attorney decorum

Counsel for all parties shall be present and before the Court at the assigned hearing time, unless notice is given to the Judge or Magistrate. The Court will wait twenty (20) minutes before the proceeding will commence, be continued or dismissed at the Court's discretion. Failure of Counsel to appear within twenty (20) minutes of the prescribed hearing time may require a conference with the Judge before entry or an appearance will be allowed. Repeated lateness or absences shall result in the removal of Counsel from practice in the Court. Counsel for both the State of Ohio and the defendant shall appear at all pretrial conferences unless, for good cause shown, counsel's presence has been waived by the Court.

RULE 2. Conduct in court

Any conduct which interferes or tends to interfere with the proper administration of the Court is prohibited. Spectators shall not be allowed in the courtroom without the consent of the Court. Food, beverages and

smoking are strictly prohibited in the courtroom during all hearings. No person carrying a bag, case or parcel shall be permitted to enter or remain in the courtroom without first submitting such bag, case or parcel to the Security Officer for inspection. No pagers or mobile phones shall be allowed in the courtroom, unless audible signal is turned off.

RULE 3. Sessions of court

Offices of the Court shall be open for the transaction of ordinary business from 8:30 A.M. to 4:30 p.m., Monday through Friday. The Court shall observe all legal holidays as provided by law. At the discretion of the Judge, the offices of the Court may be open or closed at other times.

RULE 4. Jury management

All jury trials in the Wood County Juvenile Court are governed by the jury management procedure of the general division of the Court of Common Pleas.

RULE 5. Official law journal/official notification to counsel

The *Bowling Green Sentinel-Tribune* is the official daily law journal of the Court as authorized by Section 2901.29 of the Ohio Revised Code.
Publication in the *Sentinel-Tribune* shall be deemed official and complete notification to all proper counsel of any assignment of any case for any purpose whatsoever. It shall be the duty of counsel to obtain from the *Sentinel-Tribune* any official notification contained therein.
Where mail notification is provided for by these rules, or is otherwise given, non-delivery of such mail notification shall not excuse the non-appearance of Wood County counsel where such notice has also been given by publication in the *Sentinel-Tribune* as provided above.
Notwithstanding any provisions of any rule to the contrary, any mail notification provided for shall be sufficient if it specifically directs the attention of counsel to the official notification in the *Sentinel-Tribune* without setting forth, with particularity, any specific case style or number or the exact time of hearing.

RULE 6. Copies of court records

Uncertified copies of any public record may be obtained at the cost of $0.05 per page. Certified copies of any public record may be obtained at the cost of $1.00 per page.

[Amended January 7, 2008]

RULE 7. Files

All papers filed with the Clerk in any action or proceeding shall be filed under the style and number of the cause and shall remain in the Clerk's office unless otherwise directed by the Court.

RULE 8. Requirements for filing papers

All papers filed with the Clerk including, but not limited to, pleadings, motions, applications, judgments and orders, shall be of a suitable material, neatly and legibly printed, written in ink or typewritten and securely fastened together, if consisting of more than a single sheet. The use of covers or jackets is not permitted. Filings shall be on 8 " by 11" paper.
The first page shall have a margin of at least two inches at the top of the page.
All papers filed subsequent to the complaint shall be designated under this Court's case number and the

name of the Judge.
Upon the filing of a complaint or any other pleading or motion for which service of summons is required, sufficient copies shall be filed so that one copy may be served upon each party. The Clerk shall, upon request, furnish additional copies at the fee provided by law.
Upon the filing of any motion or application, sufficient copies shall be filed so that one copy may be provided to the Judge or Magistrate.
Filings by electronic transmission are permissible under the conditions described in Local Rule 31.

RULE 9. Court appointments

This Court shall maintain a list of appointees qualified to serve in the capacity designated by the Court. Appointments shall be assigned in the order in which the names of appointees are listed. The Court will periodically review the appointments. The Court may maintain separate lists for different types of appointments.
For each assignment, appointees shall be compensated at a rate of $40.00/hour for casework completed outside the courtroom and at a rate of $50.00/hour for courtroom work.

RULE 10. Service by publication

Pursuant to Ohio Rule of Juvenile Procedure 16 and by local rule, before service by publication can be made, an affidavit of the party or party's counsel requesting service shall be filed with the Court. The affidavit shall aver that service of summons cannot be made because the residence of the person is unknown to the affiant and cannot be ascertained with reasonable diligence, and describe the efforts made to ascertain the person's residence, and shall set forth the last known address of the party to be served. Upon the filing of the affidavit, the Clerk shall cause service by publication to be made by newspaper publication, by posting and mail, or by a combination of these methods.
If service by publication is made by newspaper publication, the clerk shall serve notice by publication in a newspaper of general circulation (See Rule 5) in the county in which the complaint is filed. The publication shall contain the name and address of the Court, the case number, the name of the first party on each side, and the name and last known address, if any, of the person or persons whose residence is unknown. The publication shall also contain a summary statement of the object of the complaint and shall notify the person to be served that the person is required to appear at the time and place stated. The time stated shall not be less than seven days after the date of publication. The publication shall be published once and service shall be complete on the date of publication.
Service by posting and mail shall be at the main entrance of the Wood County Courthouse, at the Perrysburg Municipal Court in Perrysburg, Ohio, and at the North Baltimore Post Office in North Baltimore, Ohio. The notice shall contain the name and address of the Court, the case number, the name of the first party on each side, and the name and last known address, if any, of the person or persons whose residence is unknown. The notice shall also contain a summary statement of the object of the complaint and shall notify the person to be served that the person is required to appear at the time and place stated. The notice shall be posted for not less than seven consecutive days. The time stated shall not be less than seven days after the date of posting. The Clerk also shall cause the summons and accompanying pleadings to be mailed by ordinary mail, address correction requested, to the last known address of the party to be served. The Clerk shall obtain a certificate of mailing from the United States Postal Service. If the Clerk is notified of a corrected or forwarding address of the party to be served within the seven day period that notice is posted pursuant to this rule, the Clerk shall cause the summons and accompanying pleadings to be mailed to the corrected or forwarding address. The Clerk shall note the name, address, and date of each mailing in the docket. After the seven days of posting, the Clerk shall note on the docket where and when notice was posted. Service shall be complete upon the entry of the posting.

RULE 11. Continuances

Requests for continuances will be made in accordance with Supreme Court of Ohio Superintendence

Rule 7 and Ohio Rules of Juvenile Procedure 19 and 23.
All applications for continuances shall be made as far in advance of hearing dates as practicable except as herein provided. All requests shall be in writing. Requests shall be granted only after notice to all other counsel and/or parties involved. No case will be continued on the day of the hearing except for good cause shown. Unless otherwise directed, it will be the responsibility of the attorney obtaining the continuance to notify all other counsel and parties of the new hearing date.
Attorneys shall make reasonable efforts to have a contested request for continuance heard prior to the hearing date.
Ruling on a continuance request may be reserved until the scheduled hearing date where continuances on the record are necessary to preserve service or notice on parties.

RULE 12. Detention hearings

All juveniles received into detention shall be brought before the Judge or Magistrate for a detention hearing as provided for in Rule 7(F) of the Ohio Rules of Juvenile Procedure. If a parent is unable to attend a detention hearing or has not received notice of a detention hearing, a rehearing may be held pursuant to Rule 7(G) of the Ohio Rules of Juvenile Procedure. An appeal from the Magistrate's detention order may be filed in writing requesting a review by the Judge, who may or may not, at his discretion, hold a rehearing.

RULE 13. Sealing/Expungement of Records

All sealing and expungement requests shall be made in accordance with Section 2151.356 of the Ohio Revised Code. Any person seeking sealing or expungement of juvenile matters may make a written request through the Clerk's office. After notice to the Prosecutor's Office, the Court may conduct a hearing to determine whether the sealing or expungement should be granted. Upon journalization of an Order of sealing or expungement the Clerk shall notify all appropriate court departments, law enforcement and other agencies as required by statute.

RULE 14. Photographing and broadcasting of court proceedings

The taking of photographs in the courtroom, corridors immediately adjacent thereto or lobby and the transmitting or sound recording of such proceedings for broadcasting by radio or television shall not be permitted unless authorized by the Court as follows:
(A) Requests for permission to broadcast, televise, record or photograph in the courtroom shall be made in writing to the Judge as far in advance as reasonably practicable but in any event not later than 24 hours prior to the courtroom session to be broadcast, recorded or photographed, unless otherwise permitted by the Judge for good cause shown.
(B) The Court shall immediately attempt to inform the attorneys for all the parties in the case of the media request. If time does not permit notification by mail then telephone means or notification in person must be attempted. The intent of this Rule is to allow attorneys for all parties an opportunity to be heard prior to a Closure Hearing where the Judge will determine if the proceedings will be open or closed.
(C) In the event the Judge approves the media request, a Journal Entry shall be prepared setting forth the conditions of media broadcasting, televising, recording or photographing. This entry shall be made a part of the record of the case.
(D) Arrangements shall be made between or among media for "pooling" equipment and personnel authorized by this Rule to cover the court sessions. Such arrangements are to be made outside the courtroom and without imposing on the Judge or court personnel to mediate any dispute as to the appropriate media pool representative or equipment authorized to cover a particular session.
(E) Not more than one portable camera (television, video tape or movie), operated by not more than one person shall be permitted without authorization of the Judge.
(F) Not more than one still photographer, utilizing not more than two still cameras of professional quality with not more than two lenses for each camera, shall be permitted without authorization of the Judge.
(G) Not more than one audio system for radio broadcast purposes shall be permitted without authorization of the Judge.

(H) If audio arrangements cannot be reasonably made in advance, the Judge may permit one audio portable tape recorder at the bench which will be activated prior to the commencement of the courtroom session.
(I) Visible audio portable tape recorders may not be used by the news media without the permission of the Judge.
(J) Only professional telephonic, photographic and audio equipment which does not produce distracting sound or light shall be employed to cover courtroom sessions. No motor driven still cameras shall be permitted.
(K) No artificial lighting device other than that normally used in the courtroom shall be employed. However, if the normal lighting in the courtroom can be improved without becoming obtrusive the Judge may permit modification.
(L) Audio pick-up by microphone for all media purposes shall be accomplished from existing audio systems present in the courtroom. Microphones shall be located on the Judge's bench and witness stand. Microphones shall be visible, secured but unobtrusive. If no technically suitable audio system exists in the courtroom, microphones and related wiring essential for all media purposes shall be unobtrusive and located in places designated by this Rule, or the Judge, in advance.
(M) The television broadcast and still camera operators shall position themselves in a location in the courtroom, either standing or sitting, and shall assume a fixed position within that area. Having established themselves in a shooting position, they shall act so as not to call attention to themselves through further movement. Sudden moves, pans, tilts or zooms by television or still camera operators are prohibited. Operators shall not be permitted to move about in order to obtain photographs or broadcast courtroom sessions, except to enter or leave the courtroom.
(N) Television cameras, microphones and taping equipment shall not be placed in, moved during or removed from the courtroom except prior to commencement or after adjournment of the session or during recess. Neither television film magazines, rolls, lenses, still camera film, nor audio portable tape cassettes shall be changed within a courtroom except during a recess.
(O) Proper courtroom decorum shall be maintained by all media pool participants, including proper attire in a manner that reflects positively upon the journalistic profession.
(P) There shall be no audio pick-up or broadcast of conferences conducted in a courtroom between counsel and clients, co-counsel or the Judge and counsel.
(Q) The Judge may prohibit photographing or televising by any means victims of sexual assaults or undercover police officers. The Judge shall retain discretion to limit or prohibit photographing or televising any juror, victim, witness, defendant, counsel or his work product upon objections.
(R) Upon the failure of any media representative to comply with the conditions prescribed by the Judge, the Rules of Superintendence of the Supreme Court, or this Rule, the Judge may revoke permission to broadcast, photograph, or record the trial or hearing.
(S) Court security concerns may require a modification of the procedures set forth herein.

RULE 15. Warrants

Warrants for the arrest of juveniles will be issued only upon the authorization of the Judge or Magistrate.

RULE 16. Motions

All motions, unless made during a hearing or trial, shall be made in writing in accordance with Rules 19 and 22 of the Ohio Rules of Juvenile Procedure unless otherwise permitted by the Court. All motions shall state with particularity the grounds and shall clearly state the relief or order sought.
Any motion, unless made during a hearing or trial, shall be submitted and determined by the Court upon the briefs served and filed as hereinafter provided, unless an oral hearing is required or allowed by the Court. No oral argument will be allowed except by leave of the Judge or Magistrate in response to a written request by a party prior to final submission of said motion. The length of any oral argument shall be fixed by the Judge or Magistrate.
The moving party shall serve and file with the motion a brief or memorandum containing the reasons and authorities which support the motion. If consideration of facts not appearing on the record is required, the

moving party shall serve and file copies of those documents, exhibits and affidavits offered in support of the motion simultaneously with the motion.
Opposing counsel or party shall serve and file an answer brief or memorandum, along with attachment and materials offered in opposition to a motion, within fourteen (14) days after receipt service of such motion.
The moving party may file a reply brief only with permission of the Court, which shall be granted upon a showing of necessity. Any such brief permitted shall be served and filed within seven (7) days of the service of the brief opposing the motion.
Any motion shall be deemed submitted to the Judge or Magistrate on the seventeenth (17th) day after such motion is filed with the Court or when an answer memorandum is filed, whichever is earlier. In the event that leave is granted to file a reply brief, the motion shall be deemed submitted on the twenty-fourth (24th) day after such motion is filed or when the memorandum brief is filed, whichever is earlier.
Any motion to strike a pleading shall quote all words which are sought to be stricken.
Any motion to compel discovery shall quote any and all questions, interrogatories or requests for inspection which are alleged to have been not properly responded to.

RULE 17. Mediation

The Wood County Juvenile Court incorporates by reference ORC 2710, the Uniform Mediation Act (UMA) and Rule 16 of the Ohio Rules of Superintendence.

RULE 17.01 Referral And Participation In Mediation

All contested matters within the Juvenile Court may be mediated. Mediation is a voluntary and non-binding option for resolving contested matters before the Court which is open to parties who wish to participate. There is no additional cost for mediation provided that the parties utilize the Wood County Court Mediator. Parties who wish to utilize mediation may be accompanied by their attorneys and other designated individuals.

Prior to the initial pre-trial in a contested matter, counsel shall discuss the appropriateness of mediation with their client and with opposing counsel. After discussion of mediation with their client, counsel may submit a written request for mediation. Upon review of the case, the Court, if appropriate, may issue an order to refer the case to mediation. The Court reserves the right to refer a case to mediation on its own. Any party opposing a written request for mediation shall file a written response within seven (7) days of receiving notice of the request for mediation.

The court mediator will determine the final eligibility and appropriateness of each referral prior to the commencement of the mediation process and may decline any referral(s) deemed inappropriate. In accordance with all applicable provisions of this rule, if a case is deemed appropriate by the Wood County Court Mediator, mediation will be scheduled. A mediator may meet with the parties individually prior to bringing the parties together for any reason including, but not limited to, further screening. A mediator may schedule multiple mediation sessions, if necessary and mutually acceptable for the resolution of the issues in part or in their entirety.

RULE 17.02 Procedures

The court shall utilize procedures for all cases that will:
(A)(1) Ensure that parties are allowed to participate in mediation, and if the parties wish, that their attorneys and other individuals they designate are allowed to accompany them and participate in mediation.
(2) Screen for domestic violence both before and during mediation.
(3) Encourage appropriate referrals to legal counsel and other support services for all parties, including victims of and suspected victims of domestic violence.
(4) Prohibit the use of mediation in any of the following:
(a) As an alternative to the prosecution or adjudication of domestic violence;

(b) In determining whether to grant, modify or terminate a protection order;
(c) In determining the terms and conditions of a protection order; and
(d) In determining the penalty for violation of a protection order.

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

(B) Mediation of allocation of parental rights and responsibilities or the care of, or visitation with, minor children or delinquency or status offense cases shall abide by all provisions set forth in 17.02 (A) of this rule. Mediation may then proceed, when violence or fear of violence is alleged, suspected, or present, only if the mediator has specialized training set forth in "Qualifications" section 17.09 of this rule and all of the following conditions are satisfied:

(1) The person who is or may be the victim of domestic violence is fully informed, both orally and in writing, about the mediation process, his or her right to decline participation in the mediation process, and his or her option to have a support person present at mediation sessions.

(2) The parties have the capacity to mediate without fear of coercion or control.

(3) Appropriate procedures are in place to provide for the safety of the person who is or may be the victim of domestic violence and all other persons present at the mediation.

(4) Procedures are in place for the mediator to terminate mediation if he or she believes there is continued threat of domestic violence or coercion between the parties.

(5) Procedures are in place for issuing written findings of fact, as required by R.C. 3109.052, to refer certain cases involving domestic violence to mediation.

Child Abuse, Neglect or Dependency Cases

Note: At this time, the Wood County Juvenile Court does not refer abuse, neglect and dependency cases to mediation.

Mediation in child abuse, neglect, or dependency cases shall abide by all provisions outlined in 17.02 (A) and (B) of this rule and shall proceed only if the mediator has specialized training set forth in the "Qualifications" section 17.09 of this rule and utilizes procedures established by the court that will:

1) Ensure that parties who are not represented by counsel attend mediation only if they have waived the right to counsel in open court, and that parties represented by counsel attend mediation without counsel only where the right to have counsel present at the mediation has been specifically waived. Waivers can be rescinded at any time.

2) Provide for the selection and referral of a case to mediation at any point after the case is filed.

3) Notify the parties and nonparty participants of the mediation.

RULE 17.03 Mediation Case Summary

Each party shall submit to the mediator a summary of facts and circumstances of the dispute together with any arguments in support of their case. Parties shall provide any additional information or material which they believe will aid the mediator in understanding the dispute or which the mediator requests relevant to the issues at hand.

RULE 17.04 Report Of Mediator

At the conclusion of any mediation, the mediator shall inform the Court in compliance with ORC 2710.06 who attended the mediation and whether the case has settled. This report shall be submitted by the mediator within 10 days of the conclusion of the mediation.

RULE 17.05 Confidentiality/Privilege/Legal Advice

The mediation process is confidential. All mediation communications as defined herein and by statute are privileged.

The mediation process shall be considered a compromise negotiation for purposes of the Federal Rules of Evidence and Ohio Rules of Evidence.

The mediator is disqualified as a witness, consultant, or expert in any pending or future action relating to the dispute between the parties.

The efforts of any mediator approved by the Wood County Juvenile Court shall not be construed as giving

legal advice.

RULE 17.06 Effect Of Ongoing Court Orders On Mediation

Ongoing Court Orders such as discovery or temporary Orders remain in effect throughout the mediation process. Further, specific Orders of the Court as to a particular case may supersede these general mediation rules.

RULE 17.07 Prohibitions On Mediation

Mediation shall not be used in the Wood County Juvenile Court as an alternative to the prosecution or adjudication of domestic violence; to grant or modify or terminate a protection order; to determine the terms and conditions of a protection order; and to determine the penalty for a violation of a protection order.

RULE 17.08 Domestic Violence Matters

Counsel shall advise the Court prior to any mediation of any known domestic violence history involving the Probate Court litigants or interested parties. The Court on its own volition may also inquire into issues which may provide information impacting the potential for domestic violence before and during any mediation. As needed, referrals may be made by the Court to legal counsel or support services for parties including victims of and suspected victims of domestic violence. When violence or threat of violence is alleged, suspected, or present, mediation may proceed only if the mediator has specialized training set forth herein and all of the following conditions are satisfied:
1) The person who is or may be the victim of domestic violence is fully informed, both orally and in writing, about the mediation process, his or her right to decline participation in the mediation process, and his or her option to have a support person present at mediation sessions.
2) The parties have the capacity to mediate without fear of coercion or control.
3) Appropriate procedures are in place to provide for the safety of the person who is or may be the victim of domestic violence and all other persons present at the mediation.
4) Procedures are in place for the mediator to terminate mediation if he or she believes there is continued threat of domestic violence or coercion between the parties.
5) Procedures are in place for issuing written findings of fact, as required by R.C. 3109.052, to refer certain cases involving domestic violence to mediation.

RULE 17.09 Qualifications Of Mediators

To be a court approved mediator the following qualifications apply:

(1) General Qualifications and Training.
A mediator employed by the division or to whom the division makes referrals for mediation of allocation of parental rights and responsibilities, the care of, or visitation with, minor children, abuse, neglect and dependency, or juvenile perpetrated domestic violence cases shall satisfy all of the following:
a. Possess a bachelor's degree, or equivalent education or experience as is satisfactory to the division, and at least two years of professional experience with families. "Professional experience with families" includes mediation, counseling, casework, legal representation in family law matters, or such other equivalent experience satisfactory to the division.
b. Complete at least twelve hours of basic mediation training or equivalent experience as a mediator that is satisfactory to the division.
c. After completing the above training, complete at least forty hours of specialized family or divorce mediation training which has been approved by the Dispute Resolution Section of the Supreme Court.

(2) Specific Qualifications and Training: Domestic Abuse
A mediator employed by the division or to whom the division makes referrals for mediation of any case shall complete at least fourteen hours of specialized training in domestic abuse and mediation through a training program approved by the Ohio Supreme Court Dispute Resolution Section. A mediator who has

not completed this specialized training may mediate these cases only if he/she co-mediates with a mediator who has completed the specialized training.
(3) Specific qualifications and training; abuse, neglect, and dependency cases.
Note: At this time, the Wood County Juvenile Court does not refer abuse, neglect and dependency cases to mediation.

In addition to satisfying the requirements outlined above, a mediator employed by the division or to whom the division makes referrals for mediation of abuse, neglect, or dependency cases shall satisfy both of the following:
a. Possess significant experience in mediating family disputes;
b. Complete at least thirty-two hours of specialized child protection mediation training through either a formal training session or through a mentoring program approved by the Dispute Resolution Section of the Supreme Court.

RULE 17.10 Sanctions

If any individual ordered by the court to attend mediation fails to attend mediation without good cause, the court may impose sanctions which may include, but are not limited to, the award of attorney's fees and other costs, contempt or other appropriate sanctions at the discretion of the assigned Judge or Magistrate.

RULE 18. Parentage cases/Motions for custody/Motions for visitation

(A) Any person may bring an action to establish the parent and child relationship or for an Order establishing visitation and companionship before requesting an administrative determination of the existence or nonexistence of a parent and child relationship from the Child Support Enforcement Agency. Such actions shall be governed by Amended HB 136; effective May 17, 2006.
(B) When at least twenty-eight (28) days have elapsed since proof of service of the complaint has been filed, upon the request of the plaintiff's attorney, notices of a default hearing shall be mailed to the parties and the plaintiff's attorney.
(C) When an answer is filed, upon the request of any party or their attorney, notices of a pretrial hearing shall be mailed to the parties and counsel.
(D) At the pretrial hearing the Court may set the case for further pretrial or trial.

RULE 19. Informal intake conference

Ohio Revised Code Section 2151.01 and Rule 9 of the Ohio Rules of Juvenile Procedure speak to the desirability, in appropriate cases, of avoiding formal actions.
2151.01 Construction: purpose
The sections in Chapter 2151 of the Revised Code, with the exception of those sections providing for the criminal prosecution of adults, shall be liberally interpreted and construed so as to effectuate the following purposes:
(A) To provide for the care, protection, and mental and physical development of children subject to Chapter 2151 of the Revised Code.
(B) To protect the public interest in removing the consequences of criminal behavior and the taint of criminality from children committing delinquent acts and to substitute therefor a program of supervision, care, and rehabilitation.
Juvenile Rule 9
(A) Court action to be avoided
In all appropriate cases formal court action should be avoided and other community resources utilized to ameliorate situations brought to the attention of the Court.
(B) Screening: referral
Information that a child is within the court's jurisdiction may be informally screened prior to the filing of a complaint to determine whether the filing of a complaint is in the best interest of the child and the public.

As part of the Court's overall effort to conform with the above provisions, informal intake conferences may be conducted in lieu of formal actions for certain delinquency and unruly cases.
Generally, informal conferences will be available only for first time misdemeanor charges and status offenses. Although no formal finding or record shall result, to be eligible for an informal conference a youth must be willing to admit to the operative facts to the action.
Discretion regarding the availability of an informal conference shall be exercised by the Intake Department.

RULE 20. Transcripts/recording of proceeding

Pursuant to Rule 37 of the Ohio Rules of Juvenile Procedure a complete record of all testimony or other oral proceedings shall be taken in shorthand, stenotype, or by any other adequate mechanical or electronic recording device as prescribed by the Court. The Wood County Juvenile Court utilizes electronic recording as its primary recording means. When approved, a Court appointed stenographer may be utilized.
No public use shall be made by any person, including a party, of any record or transcript thereof, except in the course of the proceedings or appeal or as authorized by the Court.
Any request for the preparation of transcripts of Court proceedings shall be filed with the Clerk.
All original transcripts shall be filed by the Court Reporter with the Clerk and shall thereby become part of the official record of the case. Requests for transcripts for the benefit of indigent parties other than those represented by the office of the Public Defender, may be
submitted to the Court and supported by an order of the Court directing that the transcript be prepared at public expense.

RULE 21. Case management

All cases other than delinquent and unruly youth who are held in the Detention Center and traffics shall be assigned to the appropriate case track as set forth below. The time frames are meant to be outside limits and the parties or the Court may accelerate the schedule as necessary.

(A) Delinquency	Track II
Unruly	Track I
Traffic	Track I
Adult cases	Track II
Abuse, neglect, dependency	Track I
Parentage	Track IV
Motion for permanent custody	Track III
Custody, change of custody, visitation	Track III
Support enforcement/modification	Track IV
All other cases	Track II

(B) Track I schedule (3 months)

Event	**Latest date of occurrence in weeks**
Case filed	0
Initial hearing	6
Disclosure of witnesses	8
Trial confirmation date	10
Discovery cutoff	10
Final pretrial conference	10
Trial completion	12

(C) Track II schedule (6 months)

Event	**Latest date of occurrence in weeks**
Case filed	0
Initial hearing	6
Disclosure of witnesses	12
Trial confirmation date	16

Discovery cutoff	16
Final pretrial conference	16
Trial completion	24

(D) Track III schedule (9 months)

Event	**Latest date of occurrence in weeks**
Case filed	0
Initial Hearing	8
Disclosure of witnesses	12
Trial confirmation date	24
Discovery cutoff	24
Final pretrial conference	24
Trial completion	36

(E) Track IV schedule (12 months)

Event	**Latest date of occurrence in weeks**
Case filed	0
Initial hearing	12
Disclosure of witnesses	20
Trial confirmation date	25
Discovery cutoff	25
Final pretrial conference	25
Trial completion	40

The first hearing date given by the Clerk shall be considered the Case Management Conference. Attorneys for parties and any pro se parties served shall be given notice of the Case Management Conference. All shall appear with full authority to settle. Continuance requests shall be made by written motion and only be granted upon a showing of good cause. Disclosure of witnesses and Discovery cutoff events shall not require a Case Management Conference.

RULE 22. Guardian ad litem

The Court shall adhere to the standards contained in Rule 48 of the Rules of Superintendence for the Courts of Ohio (effective 3/1/09) regarding the appointment of a guardian ad litem, the responsibilities of a guardian ad litem, and the training and reporting requirements of guardians ad litem. In permanent custody cases, Rule 48 standards shall apply when not in conflict with the provisions of Ohio Revised Code 2151.414. The Court's CASA/GAL Director shall be the Court's administrator for purposes of monitoring GALs compliance with Rule 48, and performing on behalf of the Court all other administrative requirements of Rule 48.

[Revised March 1, 2009; Revised August 26, 2009]

RULE 23. Court Appointed Special Advocates (CASA)

The Court reserves the right to appoint a Court Appointed Special Advocate in certain instances, including appropriate custody/visitation or delinquency cases. Case criteria established by the CASA Program Director will be applied by the Court to determine whether appointment of a CASA is appropriate. The provisions of the preceding Rule 22, Guardian ad litem, apply equally to Court Appointed Special Advocates, whether or not they are serving the dual function of CASA/GAL.

RULE 24. Entries

Unless the Judge otherwise directs, counsel for the party in whose favor an order, decree, or judgment is rendered, shall within five (5) days thereafter prepare the proper journal entry, and submit it to the

counsel for the adverse party, who shall approve or reject the same within three (3) days after the receipt thereof. Counsel's name, counsel's Ohio Supreme Court registration number, and the Judge shall be typed or printed upon the entry. When the entry is approved by counsel, it shall be so endorsed and presented to the Judge for approval and if signed by him or her shall then be filed with the Clerk. If counsel are unable to agree upon the entry, each counsel shall prepare his/her version. Counsel who prepared the initial entry shall forthwith notify the other counsel that he intends to submit the entry to the Judge and the entry shall be submitted within fourteen (14) days after the decision is rendered. The Judge shall direct which entry shall be filed. If the matter is heard before the Magistrate and the parties indicate they have reached an agreement on all issues before the Court, counsel for the petitioning party shall prepare a consent judgment entry and submit it to the Court within 14 days. Failure to timely submit said consent judgment entry may result in the petitioner's motion being dismissed.

RULE 25. Bonds

Appearance bonds for adults shall be fixed by the Judge or Magistrate in each individual case upon arraignment, or at such other times as may be provided. The Clerk shall endorse on all warrants for the arrest of adults the amount of bond as may be provided by the Judge or Magistrate for each offense. The issuance of a warrant without endorsement as to the amount of bond shall indicate that the bond must be fixed by the Judge or Magistrate in Court.
The sufficiency of sureties shall be determined by the Judge or Magistrate in each case. When real property is offered as security by a surety, the Court shall require twice the value of the bond in real property as such value shall appear upon the county tax list maintained by the office of the County Auditor.

RULE 26. Psychological reports

In any case in which the Court orders a psychological evaluation, the report of the psychologist shall be submitted to the Court within sixty (60) days from the Court's order.

RULE 27. Magistrates

The powers and duties of Magistrates are defined by in Rule 40 (Ohio Rules of Juvenile Procedure); Rule 19 (Ohio Rules of Criminal Procedure); and Rule 53 (Ohio Rules of Civil Procedure). Where any party in interest requests a hearing by a Judge rather than by the Magistrate to whom such case has been previously assigned, such request must be made in writing seven (7) days before the date originally set for the hearing.
All decisions of the Magistrate shall be in writing. Magistrate's Orders shall take effect immediately unless stayed by Court order. Decisions of the Magistrate shall have full force and effect upon being adopted by the Court unless timely written objections are filed.

RULE 28. Objections to Magistrate's Decisions and Appeals of Magistrate's Orders

Any party to the action may file written objections to a Decision of the Magistrate. The filing deadline is fourteen (14) days. A party shall have ten (10) days to appeal from a Magistrate's Order pursuant to Juvenile rule 40(C)(3).
The Judge may affirm, reject or modify the order only upon the timely filing of an objection or appeal. The Judge may hear additional evidence at his/her discretion.
The objection or appeal should be accompanied by a supporting memorandum. If a finding of fact or weight of the evidence argument is part of or all of the basis for the objection, a transcript of the testimony is necessary to support the objection to the Magistrate's Decision or Order and **must** be filed with the Court by the moving party within thirty (30) days after the filing of the objections, unless the Judge, in writing, extends the time period. Partial transcripts may be permitted upon leave of the Court. If a

transcript is necessary, a party may file a Motion For Extension Of Time To File Objections or Appeal to allow for preparation of the transcript.
Failure to file a transcript when one is required by this Rule is a basis for dismissal of the objections.
Objections or Appeals may be set for oral hearing at the request of any party and the discretion of the Court.
A memorandum in response may be filed by any party within seven (7) days of the filing of the memorandum in support of the objections or appeal.

RULE 29. Local parenting plan and companionship schedule; Long distance parenting time schedule

LOCAL PARENTING PLAN AND COMPANIONSHIP SCHEDULE

Parenting time is a time for children to enjoy the companionship of the non-residential parent. Parents can effectively use this time by spending time with their children, developing a hobby, teaching them skills and helping them meet friends in the neighborhood.

If a child indicates a strong opposition to being with the other parent, it is the responsibility of each parent to appropriately deal with the situation, by calmly talking to the child as to the child's reasons, to work with the other parent to do what is in the child's best interests, and particularly to avoid confrontation or unpleasant scenes. If the matter is not settled, either parent should seek the immediate assistance of a mental health professional or file a motion with the court. As uncomfortable as this issue may be for a parent, this issue should not go unresolved. IT IS THE AFFIRMATIVE DUTY OF THE RESIDENTIAL PARENT TO MAKE CERTAIN THAT HIS OR HER CHILD GOES FOR THE PARENTING TIME PERIOD.

This Parenting Plan and Companionship Schedule is based upon two guiding principles: 1.) The child's age/development and 2.) Predictability for both the parents and the child.

Parents of a very young child should keep in mind:

- For children up to age 2: At the time the residential parent and/or legal custodian start allowing other care givers to care for the child, the non-residential parent with parenting time should be equally involved.
- For children up to age 5: Vacation limits apply to both parents. Prolonged absence of children from either parent is not recommended.
- The child should be returned to the custodial parent's home one hour before bedtime. If this means ending earlier than the scheduled times, back up the beginning times accordingly. Total time will be the same. If bedtimes change, one week notice must be given.

EXTRACURRICULAR ACTIVITIES: Regardless of the parenting time schedule, the children's participation in extracurricular activities, school related or otherwise, shall continue uninterrupted. It shall be the responsibility of the parent in physical possession at the time of the activity to provide the physical and/or cost of transportation to these activities. The residential parent shall timely provide the other parent with notice of all extracurricular activities, school related or otherwise, in which the children participate, schedules of all extracurricular activities and the name of the activity leader (including address and telephone number if reasonably available).

Scheduled parenting time periods shall not be delayed or denied because a child has other scheduled activities (routine appointments, lessons, sports, etc.) If the activities are regularly scheduled and are not emergencies, they should be agreed upon in advance. Both parents are encouraged to attend all child(ren)'s activities and each parent is entitled by law to equal access to the student activities of their child(ren), unless limited by court order.

WAITING: The children and the residential parent have no duty to wait for the visiting parent for more than 15 minutes after the scheduled visitation time. A parent who is late forfeits parenting time for that period, unless other

arrangements are made.

CANCELLATION BY NON-RESIDENTIAL PARENT: The non-residential parent must give 24-hour advance notice of intent NOT to exercise parenting time. Unless prior arrangements are made, a parent who does not exercise the parenting time forfeits that time. Failure to exercise scheduled time is upsetting to the child(ren). A parent who continually fails to exercise this right may have parenting time modified and may be subject to other legal remedies.

ILLNESS: If a child is ill, requiring medication or consultation with a doctor/dentist, each parent must notify the other as soon as possible. If the child becomes ill while with the residential parent prior to a scheduled parenting time period, the parent must contact the other parent and discuss the advisability of parenting time while considering the best interest of the child as the primary concern.

If the parents agree that there will be parenting time, the residential parent must provide written instructions and sufficient medication for the parenting time period. The non-residential parent shall notify the other parent if the child's condition worsens or does not improve as expected.

If one child is ill and does not participate in the parenting time period, other child(ren) shall enjoy their regularly scheduled parenting time period.

The non-residential parent shall seek emergency treatment if necessary for the child(ren) during his/her period of parenting time.

The residential parent shall communicate, in writing, any allergic or chronic condition of the minor child(ren), together with the medication and recommended treatment.

If the residential parent determines that the child(ren) needs immediate medical treatment during a time of scheduled visitation, the residential parent should give 24-hour notice, if possible, so that appropriate plans can be made by the non-residential parent. However, if more than twenty-four hours is missed due to non-emergency and/or non-critical illness, then any missed visitation shall be made up within 60 days.

VACATIONS : The non-residential parent has priority of choice for vacation parenting time dates if written notice is given to the other parent as shown below. If notice is not timely given, the residential parent has priority in scheduling any vacation plans. As part of his/her summer parenting time, each parent may arrange a period of consecutive (uninterrupted) days as set forth below. Otherwise, no two summer weeks are to be taken consecutively by the non-residential parent. If otherwise allowed, during summer parenting time, the residential parent receives weekday parenting time as enjoyed by the non-residential parent during the rest of the year. The alternating weekends are to continue without interruption.

If summer school is necessary for the child to pass to the next grade, both parents shall ensure that it is completed.

A parent who takes the child(ren) out of town and overnight on vacation, shall provide a general itinerary to the other parent, including dates, locations, addresses, and telephone numbers.

MOVING: Either parent must notify the other in writing at least 30 days in advance of his/her intent to change residence. Each parent shall provide a current address and telephone number to the other parent, at all times. If the parties move more than 150 miles apart, unless the parties agree otherwise, each shall comply with this Court's Long Distance Parenting Time Schedule without further order of the court.

ACCESS TO RECORDS: Both parents shall have access to all educational, medical, dental, optometric, psychiatric and psychological records of the minor child(ren) and may consult with any educators, treating physician, dentist or other health care provider to the children, subject to any specific limitations set forth in the court order. The residential parent shall list the non-residential parent as a parent on all required forms. Upon request of the non-residential parent, the residential parent shall immediately take whatever action is required to assist the non-residential parent in gaining access to all records of the minor child(ren).

OTHER ACCESS: The child(ren) must be allowed to communicate by telephone with both parents a minimum of once per week. In addition, the parties may agree to allow email access to both parents.

CLOTHING: The residential parent is responsible for providing sufficient appropriate clean clothing for every

parenting time period. The non-residential parent shall return all items sent with the child. If there is a need to send special clothing needs, the non-residential parent must notify the residential parent at least 2 days in advance of the parenting time.

TRANSPORTATION: It is the Court's intent that each parent provides half of the transportation. The parent who receives the child(ren) shall be responsible to transport the child(ren). The person who transports shall be a licensed, insured driver, shall not be under the influence of alcohol or drugs, and shall follow all traffic laws, including child restraint and seat belt laws.

COMMUNICATION BETWEEN PARENTS: It is the parent's responsibility, not the child(ren)'s, to make all parenting time arrangements. Other than as necessary for 16 and 17 year old children in discussing the parenting time schedules noted below, neither parent should communicate with a child about the issue of parenting time, or future events or activities which conflict with the other parent's scheduled time. It is not the child's responsibility to mediate or become involved in parental differences over parenting times, dates or activities. If the parties are unable to communicate with each other, they may use other adults to make parenting time arrangements. The best solution is to seek professional help to improve their ability to communicate for the best interest of the child(ren).

DISCIPLINE: It is presumed that the parents will use consistent discipline between the households and will communicate with each other concerning the need for discipline of the child(ren). If the parents disagree over the appropriate discipline or solutions to the child(ren)'s behavior, they should seek the help of a professional. Examples of concern are decline in grades, truancy problems, delinquency, or drastic changes in behavior.

NON-COMPLIANCE: Any of the rights or responsibilities outlined in this schedule may be enforced by the Court after the filing of an appropriate motion by either party. A parent may not withhold parenting rights because the other party does not obey a court order.

A parent who willfully fails to comply with this schedule may be found guilty of contempt of court, the penalty for which is a fine not to exceed $250.00, and a jail sentence for an initial contempt not to exceed 30 days. The Court may also assess attorney fees, court costs, transportation cost and make-up parenting time in addition to any other remedy at law. Failure to obey court orders may also be the basis for a reallocation of parental rights.

MISCELLANEOUS: Curb-Side Exchange - A legal term written into a court order if necessary. This prohibits the parent from entering upon the property of the other parent for exchange of the children. The residential parent remains in the home while the other parent remains in the car and there is no communication between the parents. The parent who is picking up the child(ren) is to park in front of the home at the scheduled time and honk the horn once to notify the other parent to send the child(ren) to the car.

IF THE COURT ORDER OR DECREE INDICATES THAT THE COURT SCHEDULE IS THE ORDER FOR PARENTING TIME/ACCESS, THEN THE ORDER OF THE COURT IS THE FOLLOWING: PARENTING TIME SHALL TAKE PLACE AT SUCH TIMES AND PLACES AS THE PARTIES CAN AGREE. This shall not be less than:

Age 0 - 4 Months:

Frequent, short visits in the baby's home or

Monday, Wednesday, Friday, and Sunday from 5:00 p.m. until

7:00 p.m.

Vacation: None

Holidays as set forth below: From 5:00 p.m. to 7:30 p.m.

Age 5 - 9 Months:

Age 19 months - 3 Years:

Alternate Weekends: Friday 6:00 p.m. to Sunday 6:00 p.m.

Midweek: 5:00 p.m. to 8:00 p.m.

Vacation: Five weeks, including one occasion of 7

consecutive days with 60 days written notice

Holidays as set forth below

Age 4 - 5 Years:

Alternate Weekends: Friday 6:00 p.m. to Sunday 6:00 p.m.

Wednesdays: 4:30 p.m. to 7:30 p.m.

Fridays: 4:30 p.m. to 7:30 p.m.

Sundays: 2:00 p.m. to 5:00 p.m.

Vacation: 24 hours, one time per month, first weekend of the month

Holidays as set forth below: From 4:30 p.m. to 7:30 p.m.

Midweek: 4:00 p.m. to 8:00 p.m.

Summer Vacation: Five weeks, including one occasion of 10 consecutive days, with written notice by May 1.

Age 10 - 18 Months:

Week 1: Saturday from 11:00 a.m. to 7:00 p.m.

Week 2: Sunday from 11:00 a.m. to 7:00 p.m.

Tuesday and Thursday from 4:30 p.m. to 7:30 p.m.

Vacation: 48 hours every other month with 10 days written notice

Holidays as set forth below: From 4:30 p.m. to 7:30 p.m.

Age 6 - 16 Years:

Alternate Weekends: Friday 6:00 p.m. to Sunday 6:00 p.m.

Midweek: 4:00 p.m. to 8:00 p.m.

Summer Vacation: Five weeks, including one occasion of 14 consecutive days, with written notice by May 1.

Holidays as set forth below

Age 17 Years:

On alternate weekends, child can choose either Saturday from 7:00 p.m. to Sunday at 7:00 p.m.; or Friday from 7:00 p.m. to Saturday at 7:00 p.m. with one week notice to non-residential parent

Midweek: 5:00 p.m. to 9:00 p.m.

Summer Vacation: Five weeks, with written notice by May 1 and with consideration for child's job and extracurricular schedule during the summer break.

Holidays as set forth below

HOLIDAYS, MOTHER'S DAY, FATHER'S DAY, SCHOOL BREAKS

Holiday	**Even Years**	**Odd Years**	**Days and Times -** As Agreed or as Follows
MLK Day	Mother	Father	Ages 0-18 months, see times above All others: 6 pm Sunday to 6 pm Monday
President's Day	Father	Mother	Ages 0–18 months, see times above All others: 6 pm Sunday to 6 pm Monday
Easter Sunday	Mother	Father	Ages 0–18 months, see times above All others: 9 am to 6 pm
Spring Break	Mother	Father	School aged children (Kindergarten and above): 6 pm day school ends to 6:00 PM day before school begins
Memorial Day	Father	Mother	Ages 0-18 months, see times above All others: 6 pm Sunday to 6 pm Monday
Mother's Day	Mother	Mother	Ages 0-18 months, Mother's Day at times above All others: 9 am to 6 pm
Father's Day	Father	Father	Ages 0-18 months, see times above

			All others: 9 am to 6 pm
Fourth of July	Mother	Father	Ages 0-18 months, see times above All others: 6 pm July 3rd to 6 pm July 4th
Labor Day	Father	Mother	Ages 0-18 months, see times above All others: 6 pm Sunday to 6 pm Monday
Thanksgiving	Mother	Father	Ages 0-18 months, see times above All others: 6 pm Wednesday to 6 pm Thursday
Christmas Eve	Father	Mother	Ages 0-18 months, see times above All others: 6 pm December 23rd to 9 pm December 24th
Christmas Day	Mother	Father	Ages 0-18 months, see times above All others: 9 pm December 24th to 9 pm December 25th

For School Aged Children (Kindergarten and above)

Christmas Break (First Half)	Father	Mother	Divide into equal number of days based upon the schedule of the school district within which the children reside
Christmas Break (Second Half)	Mother	Father	

(A) Any alternating weekend visitation shall be interrupted as a consequence of the spring break schedule and the Christmas break schedule. Despite this interruption, the alternating weekend pattern shall continue as scheduled.

(B) The children's birthdays will be spent with mother in even years and father in odd years. Siblings should attend birthday events. Times are according to the child's availability or 10:00 a.m. to 7:00 p.m. for a birthday falling on a weekend day or 5:00 p.m. to 9:00 p.m. for a birthday falling on a weekday.

(C) Holidays and Birthdays take precedence over other parenting time in this schedule.

(D) For parents that have children of various ages. They will abide by the time schedule for the oldest child so that all of the children will remain together for parenting time.

Revised and Adopted August 4, 2008

LONG DISTANCE PARENTING TIME SCHEDULE
(In excess of 150 miles in one direction)

COMPANIONSHIP BETWEEN THE CHILDREN AND THE NON-RESIDENTIAL PARENT SHALL TAKE PLACE AT SUCH TIMES AND PLACES AS THE PARTIES MAY AGREE, BUT WILL NOT NORMALLY BE LESS THAN:

1. **Christmas:** School vacation in the even-numbered years or up to five days at Christmas for preschoolers with no school -aged siblings.

2. **Easter:** School vacation in the odd-numbered years or up to five days for preschoolers with no school-aged siblings.

3. **Alternative Holiday Plan:** Those who wish more frequent contact and who develop a plan to pay for the transportation can have half of Easter vacation, half the summer, alternate-year Thanksgiving, and half of Christmas vacation each year. The holidays themselves must be alternated, as the parties agree, or Easter and Thanksgiving in the odd-numbered years and Christmas in the even-numbered years for the non-residential parent.

4. **Vacation:** One half of the school summer vacation. Summer school necessary for the child(ren) to pass the next grade must be attended. The primary residential parent shall notify the non-residential parent by March 15 of when the summer vacation begins and ends. The non-residential parent must notify the primary residential parent as to their intentions by April 15.

a. If the parties cannot agree which half of the summer they prefer, in the even-numbered years, the first half of the summer shall be spent at the non-residential home, and in the odd-numbered years, the second half.

b. Child(ren) and primary residential parent must be allowed to communicate by telephone once a week. Calling party shall bear the expense.

c. A general itinerary should be provided the primary residential parent if more than two days will be spent away from the non-residential home.

5. **Additional Visitation:**

a. **Weekend:** A once-a-month weekend visit to the non-residential home will be permitted if the child's traveling time does not exceed three hours one way. The primary residential parent must be notified at least one week in advance.

b. Father's Day or Mother's Day can always be spent with the appropriate parent subject to the visiting parent bearing travel expenses.

c. The primary residential parent shall notify the non-residential parent at least two days in advance when the parent and child(ren) will be in the area of the non-residential parent, and visitation must be allowed.

6. **Transportation:** Responsibility for transportation costs should be decided in advance and a plan written into an Order of the Court. Normally this would be divided based on the percentages used for calculating child support according to the worksheet.

7. This schedule can be changed or modified by the Court if need for such is shown.

8. **Moving:** Upon either parent determining that he/she will be moving, he/she shall immediately notify the other parent and provide information in accord with R.C. 3109.051(G).

9. **Access To Records:** Both parents shall have access to all educational, medical, dental, optical, psychiatric and psychological records of the minor children and may consult with any educators, any treating physician, dentist or other health care provider to the children subject only to any specific limitations that may be set forth in the Court's entry.

10. **Telephone Access:** The children must be allowed to communicate by telephone, one time per week, with both parents.

11. **Clothing:** The primary residential parent is responsible for providing sufficient appropriate clean clothing for every visitation period. If the planned visitation activities require special or unusual clothing needs, the non-residential parent must notify the custodial parent at least two (2) days in advance of the visitation period.

THE JUVENILE COURT SPECIFICALLY RECOGNIZES THAT ADHERING TO THE STANDARD SCHEDULES MAY NOT ALWAYS BE IN THE BEST INTEREST OF THE CHILD INVOLVED, PARTICULARLY IN THE CASE OF CHILDREN OF TENDER YEARS (i.e. infants) IN THOSE PARTICULAR INSTANCES THE JUVENILE COURT MAY MODIFY THE STANDARD VISITATION SCHEDULE TO IMPLEMENT A SCHEDULE IN THE BEST INTEREST OF THE MINOR CHILD OR CHILDREN.

RULE 30. Court record retention

The Court shall retain all administrative records and index, docket, journal and case files pursuant to the Ohio Rules of Superintendence. Pursuant to Rule 26.03 of the Ohio Rules of Superintendence, Juvenile Court records shall be retained as indicated in attached APPENDIX A.

[Amended January 7, 2008]

RULE 31. Filing by electronic transmission

Pleadings and other papers may be filed with the Clerk of Courts by facsimile transmission to (419) 352-6084 subject to the following conditions:

A) Applicability and Exceptions

1) These rules apply to all juvenile proceedings in the Wood County Juvenile Court.

2) Documents required to be certified, notarized, or documents intending to initiate a case, such as but not limited to complaints and accompanying documents and documents required to be notarized, or any other documents as the Clerk of Court deems necessary are not permitted to be filed via facsimile.

B) Definitions

1) A facsimile transmission is the transmission of a source document by a facsimile machine which encodes a document into electronic and optical signals, transmits and reconstructs the signals to print a duplicate of the source document at the receiving machine.

2) This Rule or the definitions in this section do not apply to or include transmission via email.

3) A facsimile machine means a machine either capable of transmitting or receiving a facsimile transmission as a stand alone machine or as part of a computer system.

4) Fax is an abbreviation for facsimile and refers to the document transmitted or to be transmitted via a facsimile machine.

5) Source document means the document transmitted to the court by facsimile machine/system.

6) Effective as original document means the facsimile copy of the source document received by the Clerk of Court and maintained as the original document in the court''s file.

7) Effective date and time of filing means the date and time that a facsimile filing is accepted by the Clerk of Court for filing.

C) Original Filing

1) All documents submitted via facsimile filing are accepted as the effective original document in the Court file.

2) The attorney submitting the document shall maintain the original/source copy and make it available to the Juvenile Court upon demand for inspection. The document shall be retained by the attorney for the requisite time period until opportunities for post judgment relief are exhausted.

D) Fax Requirements

1) All facsimile filings shall conform to the requirements of Civil Rule 10 and shall include a facsimile transmission sheet conforming to the requirements of Rule D(2) of this section.

2) All facsimile filings shall include a cover page. The cover page shall include:

a. the name of the court;

b. the caption of the case;

c. the case number;

d. the assigned judge;

e. the description of the document being filed (e.g. Defendant''s Answer to Doe''s Amended Complaint, Plaintiff Smith''s Response to Defendant''s Motion to Dismiss, Plaintiff''s Notice of Filing Exhibit G);

f. the date of transmission;

g. the transmitting fax number;

h. the indication of the total number of pages included in the transmission, including the cover page;

i. if a judge or case number has not been assigned, state that fact on the cover page;

j. the name, address, telephone number, fax number, Supreme Court registration number, if applicable, and the email address of the person filing the fax document if available; and

k. if applicable, a statement explaining how the costs are being submitted.

3) If a facsimile filing is sent by fax to the Clerk of Court without the cover page as designated in this rule, the Clerk at their discretion may:

a. Enter the document in the case docket and file the document if the document contains all other necessary information;

Or

b. Deposit the document in a file of failed faxed documents with a notation as to the reason for the failure. In this instance the document **shall not** be considered filed with the Clerk of Courts.

4) The Clerk of Courts is not required to notify the transmitting party of a failed fax filing, but may notify if practical to inform the party.

E) Signature

1) All facsimile filings shall include a signature or indication of the party filing such document as controlled by this rule.

2) Any signature on electronically submitted documents shall be considered that of the attorney or the party it purports to be for all purposes. If it is established that the documents were transmitted without authority, the Court shall order the filing stricken.

3) Any document in which the original signature does not or will not appear on the facsimile copy shall include the notation /s/ followed by the name of the signer on the source document to indicate that the original document contains the signature in the place specified.

F) Exhibits

1) If an exhibit is not included in the facsimile filing the appropriate box shall be checked on the cover sheet.

2) An insert page shall be inserted in the place of such exhibit explaining why the exhibit is not being transmitted. Unless the Court otherwise orders, the filer is to provide a copy of the missing exhibit to the court not later than five business days following the facsimile filing.

3) Failure to adhere to the above rules regarding the filing of exhibits may result in the Court striking the document and/or exhibit.

4) Any exhibit filed pursuant to Rule F(2) shall be attached to a cover sheet containing the caption of the case which sets forth the name of the court, caption of the case, the case number, name of the judge, and the title of the exhibit being filed (e.g. Plaintiff Smith''s Notice of Filing Exhibit ""G"" to Plaintiff Smith''s Response to Defendant''s Motion to Dismiss), and shall be signed and served in conformance with the rules governing the signing and service of pleadings in this Court.

G) Time for Filing

1) Subject to the provisions of these rules, all documents sent by fax and accepted by the Clerk shall be considered filed with the Clerk of Courts as of the date and time the Clerk time stamps the document received, as opposed to the date and time of the fax transmission. For purposes of this rule, the office of the Clerk shall be deemed to receive facsimile transmission of documents on the basis of 24 hours per day seven days a week including holidays. Faxes received on weekends, after normal business hours, or on holidays will not be file stamped until the next business day. Documents will be filed stamped in the queue order received based upon the time and date stamp imprinted by the facsimile machine.

2) **The risks of transmitting a document by fax to the Clerk of Courts shall be borne entirely by the sending party. Anyone using facsimile is urged to verify receipt by the Clerks Office.**

3) Fax filings may not be sent directly to the Court for filing, but may only be transmitted directly through the facsimile machine operated by the Clerk of Courts.

H) Document/Filing Requirements

1) All facsimile submissions of filings shall include a proposed judgment entry when appropriate.

2) No facsimile submissions shall exceed fifteen (15) pages in length.

I) Fees and Costs

1) No additional fee shall be assessed for filing by fax.

2) It is the responsibility of the attorney or sender of the facsimile filing to determine whether sufficient monies are on deposit with the Court to cover filing fees associated with the facsimile filing.

3) If insufficient monies are on deposit to cover all filing fees associated with a facsimile filing - payment shall be due with seven (7) days of the date in which the facsimile document was transmitted to the Court for filing. Payment may be made in person or sent via United States Postal Service.

RULE 32. Traffic Violations Bureau

Under Ohio law, certain juvenile traffic offenses can be processed through a local juvenile court traffic violations bureau in lieu of a court appearance.

A traffic violations bureau is established by the Wood County Juvenile Court. The Clerk of Courts is appointed its violations clerk, who shall collect fines paid to, give receipts for, and render accounts of the bureau.

The schedule of fines and costs which shall be charged by the violations bureau are established and are published and attached as Schedule 32.1, “Fines and Costs in Traffic Cases.”

RULE 33. Confidential reports and documents

When the Court receives a victim impact statement, a court appointed special advocate (CASA) report, a guardian ad litem report, a medical report, a mental health report, a drug/alcohol report, a school report, and/or a psychological report, said report(s) and documents will be date stamped and maintained by the Court pursuant to Court policy.

Confidential reports and documents are not for public viewing. They may be viewed by attorneys of

record and parties of record ONLY with the approval of the Judge or Magistrate. Authorized viewers may take notes while reviewing confidential reports and documents, but are strictly prohibited from photocopying these documents, distributing or showing them to unauthorized individuals, or removing them from the Juvenile Courthouse. Upon completing a review of confidential reports/documents, these documents are to be immediately returned to the Judge, Magistrate, or designated Court clerk.

RULE 34. Weapons prohibited

[A] No person, with the exception of those persons listed in section B of this rule, may convey or attempt to convey, possess or have under his or her control a deadly weapon or dangerous ordnance in the Wood Court Juvenile Court or in another building or structure in which a Wood County Juvenile Courtroom is located. This prohibition includes those persons licensed to carry a concealed weapon pursuant to R.C. 2923.125 or 2923.1213.

[B] The following persons are permitted to convey, possess, or have under their control a deadly weapon or dangerous ordnance in the Wood County Juvenile Court or in another building or structure in which a Wood County Juvenile Courtroom is located:

[1] A judge or magistrate of a court of record of Ohio

[2] A peace officer who is authorized to carry a deadly weapon or dangerous ordnance, who possesses that weapon or ordnance as a requirement of that peace officer's individual duties, and who is acting within the scope of his or her duties at the time of possession or control

[3] A person who conveys, attempts to convey, possesses or has under his or her control a deadly weapon or dangerous ordnance that is to be used as evidence in a pending criminal or civil action or proceeding

[4] A bailiff of the court or court constable authorized to carry a firearm by R.C. 109.77 who possess or has under his or her control a firearm as a requirement of his or her duties and who is acting within the scope of his or her duties at the time of possession

[5] A prosecutor appointed by a county prosecuting attorney, who is authorized to carry a deadly weapon or dangerous ordnance in the performance of his or her duties, who possesses or has under his or her control a deadly weapon or dangerous ordnance as a requirement of his or her duties, and who is acting within the scope of his or her duties at the time of possession or control

[C] This Court does not provide the service of securing handguns, except to authorized law enforcement personnel.

RULE 35. Personal Information

Upon the filing or submission of a case document a party shall omit personal identifiers from the document.

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

(B) When personal identifiers are omitted from a case document submitted to the court, the party shall submit or file that information on a separate form. The parties may use a form provided by the court or a form of their own. Redacted or omitted personal identifiers shall be presented to the court upon request or

to a party by motion.

(C)The responsibility for omitting personal identifiers from a case document submitted to the court or filed with a clerk pursuant to this rule shall rest solely with the party. The court or clerk is not required to review the case document to confirm that the party has omitted personal identifiers, and shall not refuse to accept or file the document on that basis.

Adopted July 1, 2009

SCHEDULE 32.1

FINES AND COSTS IN TRAFFIC CASES

ORC or local equivalent				
4503.11.1	Expired plates	Up to one month	$67	
		More than one month but less than six	$82	
		More than six months	$97	
4503.21	Display of license plates		$82	
4511.051	Prohibition against slow moving vehicles on freeway		$86	
4511.07	Squealing/peeling tires			$82
4511.12	Obeying traffic control devices		$86	
4511.13	Signal lights		$86	
4511.15	Flashing traffic signals			$86
4511.20	Willful/wanton disregard of safety on highway/elsewhere			$101
4511.202	Operation without reasonable control		$86	
4511.21	Speeding	1-10 miles above limit		$71
		11-20 miles above limit	$86	
		21-25 miles above limit	$96	
4511.21(A)	Failure to maintain the assured clear distance			$86
4511.22	Slow speed			$81
4511.25	Lanes of travel upon roadways		$81	
4511.26	Vehicles traveling in opposite direction		$86	
4511.27	Rules governing overtaking and passing of vehicles		$86	
4511.28	Overtaking and passing on right		$86	
4511.29	Driving left of center in passing		$86	
4511.30	Prohibition against driving to left of center		$86	
4511.31	Hazardous zones		$86	
4511.32	One way highways and rotary traffic islands		$86	
4511.33	Rules for driving in marked lanes		$86	
4511.34	Space between moving vehicles		$86	
4511.36	Rules for turns at intersections		$86	
4511.37	Turning in roadway prohibited		$86	

4511.38	Care to be exercised in starting or backing vehicles	$86	
4511.39	Use of signals	$86	
4511.41	Right of way at intersections	$86	
4511.42	Right of way when turning left	$86	
4511.43	Driving in response to stop or yield sign	$86	
4511.44	Right of way	$86	
4511.45	Right of way of public safety vehicles	$86	
4511.451	Funeral procession has right of way	$86	
4511.50	Pedestrians walking along highways	$62	
4511.521	Equipment and operation of motorized bicycles	$76	
4511.53	Rules for bicycles, motorcycles and snowmobiles	$71	
4511.54	Prohibition against attaching bicycles and sleds	$76	
4511.55(A)	Place and manor of operation bicycles	$66	
4511.55(B)	Riding abreast (bicycles)	$66	
	(motorcycles)	$76	
4511.66	Prohibition against parking on highways	$72	
4511.661	Parking and leaving motor vehicle unattended		$72
4511.68	Parking prohibitions	$72	
4511.681	Parking on private property/posted prohibition	$72	
4511.69(F)	Parking in handicap space	$97	
4511.70	Obstruction and interference affecting view of driver	$82	
4511.81 (A)-(D)	Certain children to be secured in child restraint system	$97	
4511.82	Littering offenses	$82	
4513.02	Operation of unsafe vehicle	$82	
4513.03	Lighted lights required		$82
4513.04	Headlights	$82	
4513.05	Tail lights and illumination of rear license plate	$82	
4513.07	Safety lighting of commercial vehicles	$86	
4513.09	Red light or flag required	$86	
4513.11	Lights on slow moving vehicles; emblem; animal drawn		$82
4513.13	Cowl, fender, and back up lights	$82	
4513.14	Two lights required	$82	
4513.15	Headlights required	$82	
4513.17	Number of lights permitted	$82	
4513.20	Brake equipment	$82	
4513.21	Horns, sirens, and warning devices		$82
4513.22	Mufflers; excessive smoke or gas	$82	
4513.23	Rear view mirrors	$82	
4513.24	Windshields and wipers	$82	
4513.241	Illegal window tint	$82	
4513.261	Directional signals	$86	
4513.263(B)(3)	Front seat passenger shall wear device	$40	
4513.28	Display of warning devices on disabled vehicles	$72	

RULE 30 APPENDIX A

WOOD COUNTY JUVENILE COURT RECORDS RETENTION SCHEDULE
REVISED 02/08

Case Records – Superintendent Rule 26

RECORD TITLE	RETENTION PERIOD	MEDIA TYPE
Delinquent (including appeal exhibits, depos and transcripts)	3 years after final Court Order	Paper
Unruly (including appeal exhibits, depos and transcripts)	3 years after final Court Order	Paper
Permanent custody, custody, parentage, visitation, support enforcement, abuse, neglect, dependency, and URESA records (including appeal exhibits,	Once youngest child reaches 20 years of age or 1 yr after post decree adjudication order, whichever is later	Paper

depos and transcripts)		
Adult (including appeal exhibits, depos and transcripts)	50 years after final Court Order	Paper
Traffic (including appeal exhibits, depos and transcripts)	Minor misdemeanors – 5 years after final Court Order Misdemeanors – 25 years after final Court Order All others – 50 years after final Court Order	Paper
Recordings of Court Proceedings	11years from date of recording	Tape and Digital
Exhibits/Transcripts/Depos (except appealed cases)	Conclusion of case and appeal time (after 60 days notice)	Paper
Judge/Magistrate's Notes	Destroyed at the discretion of the preparer	Paper
Supreme Court Reports	Kept permanently	Paper
Search Warrants	5 years after date of service	Paper

Wood County Juvenile Court Probation Department
Records Retention Schedule
Created 2/08

Record title	**Retention Period**	**Media**
Juvenile Probation Files (includes CSW docs)	3 years after termination or age 18, whichever is later	Paper
Policy/Procedure Manual	2 years after superseded	Paper
Tox Screen docs	2 years from screen date	Paper
Program docs	1 year from program date	Paper
Employee- requests for leave	3 years from request or completion of audit	Paper
Employee history and discipline	10 years after termination of employment	Paper
Applications for advertised positions (unsuccessful)	2 years from receipt	Paper
Communication records,	Until no further administrative value	Paper

correspondence, general office records		
DYS grant documents	DYS acceptance of closing expenditures report, or 3 years from end of grant year, whichever is later	Paper

WOOD COUNTY JUVENILE COURT RECORDS RETENTION SCHEDULE
CASA DEPARTMENT
REVISED 02/08

SCHEDULE NO. RECORD TITLE AND DESC.	*RETENTION PERIOD*	*MEDIA TYPE*
ANNUAL REPORTS	PERMANENT	PAPER
APPLICATION FOR EMPLOYMENT	2 YEARS FROM DATE OF APP	PAPER
BLANK FORMS	UNTIL SUPERSEDED OR OBSOLETE	PAPER
CASA BUDGET LOG (WORKING PAPERS)	UNTIL NO FURTHER ADMINISTRATIVE VALUE	PAPER
CASA CASE FILES	UNTIL YOUNGEST CHILD IN FAMILY REACHES AGE 20	PAPER Notify OHS 60 days If record over 10 yrs
CASA POLICY MANUAL	UNTIL SUPERSEDED OBSOLETE OR REPLACED	PAPER
CASA VOLUNTEER APPLICATIONS	2 YEARS AFTER DATE OF RECORD	PAPER
VOLUNTEER FILES (CASA, CRB, INTERNS)		PAPER
Criminal record checks	10 YEARS AFTER TERMINATION OF SERVICE (ATOS)	
References	10 YEARS ATOS	
Disciplinary action	10 YEARS ATOS	
Exit Questionnaire	UNTIL NO FURTHER ADMIN. VALUE	
Development Evaluation	UNTIL NO FURTHER ADMIN VALUE	
Application	10 YEARS ATOS	
Volunteer agreement and Confidentiality agreement	3 YEARS ATOS	

CASA VOLUNTEER TRAINING INSERVICE SIGN-IN SHEETS	UNTIL NO FURTHER ADMINISTRATIVE VALUE	PAPER
CASA VOLUNTEER TIMESHEETS/ MILEGAGE FORMS	UNTIL NO FURTHER ADMINISTRATIVE VALUE	PAPER
CASA VOLUNTEER WORKING CASE FILES	AFTER CASE CLOSED PURGE ALL DUPLICATE COPIES AND MERGE WITH CASE FILE	PAPER
CASA VOLUNTEER TRAINING CURRICULUM MATERIALS	UNTIL SUPERSEDED OR OBSOLETE	PAPER
CASA VOLUNTEER PRESERVICE TRAINING RECORDS	UNTIL NO FURTHER ADMINISTRATIVE VALUE	PAPER
CASA VOLUNTEER INSERVICE SESSION MATERIALS	UNTIL NO FURTHER ADMINISTRATIVE VALUE	PAPER
CITIZEN REVIEW BOARD APPL.	2 YEARS	PAPER
CRB CASE RECORDS	UNTIL YOUNGEST CHILD IN FAMILY REACHES AGE 20 OR 1 YEAR AFTER POST DECREE ADJUD WHICHEVER IS LATER	PAPER Notify OHS 60 days if record over10 yrs
CRB MEETING MINTUES	UNTIL NO FURTHER ADMINISTRATIVE VALUE	PAPER
CORRESPONDENCE ROUTINE/ GENERAL EXECUTIVE	UNTIL NO FURTHER ADMINISTRATIVE VALUE	PAPER
GRANT APPLICATIONS (UNSUCCESSFUL)	1 YEAR	PAPER
GRANT RECORDS	3 YEARS AFTER END OF GRANT PERIOD	PAPER
VOCA GRANT RECORDS INCLUDES: FINANCIAL, SUPPORTING DOCUMENTS STATISTICAL RECORDS, ALL OTHER RECORDS PERTAINING TO AWARD	3 YEARS FOLLOWING CLOSURE OF MOST RECENT AUDIT REPORT	PAPER
SVAA GRANT RECORDS INCLUDES: FINANCIAL, SUPPORTING DOCUMENTS STATISTICAL RECORDS, ALL OTHER RECORDS PERTAINING	5 YEARS FOLLOWING CLOSURE OF MOST RECENT AUDIT REPORT	PAPER

TO AWARD		
GRIEVANCE FILES	5 YEARS AFTER RESOLVED	PAPER
INVENTORIES OF CASA PROPERTY	3 YEARS	PAPER
JOB DESCRIPTIONS	UNTIL SUPERSEDED OR NO FURTHER ADMINISTRATIVE VALUE	PAPER
EMPLOYE HISTORY AND DISCIPLINE RECORDS	10 YEARS AFTER TERMINATION OF EMPLOYMENT	PAPER
PAY AND ATTENDANCE RECORDS	3 YEARS AFTER DATE OF RECORD	PAPER
PHOTOGRAPHS	UNTIL NO FURTHER ADMINSTRATIVE VALUE	PAPER
PROGRAM EVALUATIONS	UNTIL SUPERSEDED OR NO FURTHER ADMIN VALUE	PAPER
PUBLIC RELATIONS/NEWS CLIPPINGS	UNTIL NO FURTHER ADMINISTRATIVE VALLUE	PAPER
PUBLICATIONS (CREATED BY CASA)	UNTIL SUPERSEDED OR NO FURTHER ADMINISTRATIVE VALUE	PAPER
PROGRAM INTERNAL ASSESSMENT REVIEWS	UNTIL SUPERSEDED OR NO FURTHER ADMINISTRATIVE VALUE	PAPER
STAFF MEETING NOTES	UNTIL NO FURTHER ADMINISTRATIVE VALUE	PAPER
STANDARD REVIEWS (NATIONAL CASA COMPLIANCE REPORTS)	UNTIL SUPERSEDED OR NO FURTHER ADMINISTRATIVE VALUE	PAPER
STATE/NATIONAL CASA MEMBERSHIP	UNTIL SUPERSEDED	PAPER
STATISTICAL REPORTS MONTHLY/QUARTERLY SEMI-ANNUAL	UNTIL INCORPORATED INTO ANNUAL REPORT	PAPER

RECORD TITLE	RETENTION PERIOD	SUP RULE
ANNUAL REPORTS	PERMANENT – 2 COPIES	26.01 (B)
BANK RECORDS	3 YEARS AFTER DATE OF RECORD OR COMPLETION OF AUDIT	26.01 (C)
CASH BOOKS	3 YEARS AFTER DATE OF RECORD OR COMPLETION OF AUDIT	26.01 (D)
COMMUNICATION RECORDS	UNTIL NO LONGER OF ADMIN. VALUE	26.01 (E)
CORRESPONDENCE AND GENERAL OFFICE RECORDS	UNTIL NO LONGER OF ADMIN VALUE	26.01 (F)
DYS GRANT RECORDS	DYS ACCEPTANCE OF CLOSING EXPENDITURES REPORT OR 3 YRS FROM END OF GRANT YEAR WHICHEVER IS LATER	
DRAFTS AND INFORMAL NOTES	UNTIL NO LONGER OF ADMIN VALUE	26.01 (G)
EMPLOYEE BENEFIT AND LEAVE RECORDS	3 YEARS AFTER DATE OF RECORD OR COMPLETION OF AUDIT	26.01 (I)
EMPLOYEE HISTORY AND DISCIPLINE RECORDS	10 YEARS AFTER TERMINATION OF EMPLOYMENT	26.01 (J)
FISCAL RECORDS	3 YEARS AFTER DATE OF RECORD OR COMPLETION OF AUDIT	26.01 (K)
GRANT RECORDS (EXCEPT DYS GRANT)	3 YEARS AFTER EXPIRATION OF THE GRANT	26.01 (L)
PAYROLL RECORDS	3 YEARS AFTER DATE OF RECORD OR COMPLETION OF AUDIT	26.01 (M)
PUBLICATIONS RECEIVED	UNTIL NO LONGER OF ADMIN VALUE	26.01 (N)
RECEIPT RECORDS	3 YEARS AFTER DATE OF RECORD OR COMPLETION OF AUDIT	26.01 (O)
REQUESTS FOR PROPOSALS, BIDS, AND CONTRACTS RESULTING FROM RFPs	3 YEARS AFTER CONTRACT EXPIRES	26.01 (P)

Wood County Juvenile Detention Center Records Schedule
Revised 02/08

RECORD TITLE	MEDIA TYPE	RETENTION PERIOD
Daily Detention Status Sheet	Paper	Retain until no further administrative value
Daily Detention Roster	Paper	Retain until no further administrative value
Monthly Statement of Juveniles Detained	Paper	!0 years from date of record
Resident Files Admissions & Release Form Certificate of Arrest Form Property Inventory Form Daily Youth Logs: S5, S15, Regular Medical Screening Receiving Form Incident Reports Drug Abuse Screening Form Release Authorization Form Phone Call History Form Juvenile Grievance Form Juvenile Grievance Response Form Resident Interstate Compact Form Resident Request for Medical Attention Form Resident Statement of Facts Form Crisis Intervention/Risk Evaluation Forms Resident Restraint Chair Log	Paper	5 years or age 21 whichever is later
Resident Medical Files	Paper	6 years after juvenile released
Official Head Counts	Paper	2 years after date of record
Medical Staff Log	Paper	2 years after date of record
Staff Phone Log and Visitors' Sign-in Sheet	Paper	1 year after date of record
Key Sign-in Sheet Meal Verification Form First Aid Checklist Form Request for Service (Maintenance)	Paper	Until no further admin value

Supervised School Suspension Records	Paper	1 year after date of record
Inspection Records (DYS, Health Dept, Fire)	Paper	3 years after date of record
Shift Activity Reports	Paper	2 years after date of record
Employee Leave Records	Paper	3 years after date of record or completion of audit
Employee History and Discipline Records	Paper	10 years after termination of employment
Attendance Records	Paper	3 years after date of record
Correspondence and General Office Records	Paper	Until no further admin value
Inventory Records	Paper	3 years after date of record
Policy and Procedure Manuals	Paper	2 years after superseded
Employee Read and Sign Records	Paper	2 years after date of record