

RULES OF PRACTICE
OF THE
JUVENILE DIVISION
OF THE
COMMON PLEAS COURT
OF
WOOD COUNTY, OHIO

DAVID E. WOESSNER, JUDGE

Revised October 23, 2017

**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. Repeated lateness or absences may 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. Non-party spectators may not be allowed in the courtroom without the consent of the Court. Food, beverages (with the exception of water or other approved beverages), and smoking are 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 Court Constable for inspection. No pagers, mobile phones, or other electronic devices shall be allowed in the courtroom, unless the audible signal is turned off. The Court reserves discretion to limit the use of any electronic device which interferes with or violates rules or Orders of this Court.

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. Traffic arraignments are typically held two Wednesdays per month beginning at 4:30 PM and continuing until completed. 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 Wood County Court of Common Pleas.

RULE 5. 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. Effective immediately, any person who would be entitled to a copy of the record in a juvenile proceeding may request a copy of the proceeding on compact disc and shall pay this court Ten Dollars (\$10.00) for the cost of the same prior to the compact disc being prepared.

RULE 6. 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 7. 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 typed 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 ½ "

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 7.1.

RULE 7.1. 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:

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 Clerk's 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 7.2 Service of pleadings and other papers subsequent to the original complaint

Service upon counsel and parties of pleadings and other papers subsequent to the summons and original complaint shall be made pursuant to Rule 20 of the Ohio Rules of Juvenile Procedure and Rule 5(B) of the Ohio Rules of Civil Procedure, and may include service by e-mail per Civ. R. 5(B)(2)(f). Service by e-mail is effective upon transmission of the document, unless the serving party learns that it did not reach the person served.

RULE 7.3 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 in the county in which the complaint

is filed. The Bowling Green Sentinel Tribune is a newspaper of general circulation in Wood County. 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 pursuant to Juvenile Rule 16 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 7.4 Acceptance of filing of electronic traffic ticket

The use and filing of a traffic ticket that is produced by computer or other electronic means is hereby authorized in the Wood County Juvenile Court pursuant to Traffic Rule 3(F). The electronically produced traffic ticket shall conform in all substantive respects to the Ohio Uniform Traffic Ticket. If an electronically produced traffic ticket is issued at the scene of an alleged offense, the issuing officer shall serve the defendant with the defendant's paper copy of the ticket as required by division (E) of Traffic Rule 3. The court record of the ticket shall be filed with the Wood County Juvenile Court on paper of sufficient quality to allow the court record copy to remain unchanged for the period of the retention schedule for the various traffic offenses as prescribed by the Rules of Superintendence for the Courts of Ohio. The court record of the ticket may also be filed electronically with the court in lieu of the paper court record. A law enforcement officer who files a ticket with the court and electronically affixes the officer's signature thereto 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 authority granted by the Rules of Superintendence for the Courts of Ohio.

RULE 8. Refunds

At the termination of any case, the Clerk shall not bill any party for costs less than \$5.00. The Clerk shall not refund any balance remaining from a deposit that is \$5.00 or less, unless a written request for the refund is made within 14 days after the termination of the case.

RULE 9. Court appointed attorneys

This Court maintains a list of court appointed attorneys qualified to serve in the capacity designated by the Court. Appointments are generally assigned in the order in which the names of court appointed attorneys are listed. Assignments may also be made considering the skill and expertise which may be required as well as prior representation of an individual. The Court will periodically review the appointments. The Court maintains separate lists for different types of appointments. For each assignment, appointees shall be compensated at a rate of \$50.00/hour for casework completed outside the courtroom and at a rate of \$60.00/hour for courtroom work. If ordinary fees for a case or related cases exceed the authorized county limits (See APPENDIX C), an application for extraordinary fees must be filed and approved.

RULE 10. Continuances

Requests for continuances will be made in accordance with 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. 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 11. 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 and has not received notice of a detention hearing, a rehearing shall be held pursuant to Rule 7(G) of the Ohio Rules of Juvenile Procedure. An appeal from a 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 12. Sealing/expungement of records

All sealing and expungement requests shall be made in accordance with Section 2151.356 and other relevant sections 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 13. 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 or electronic 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) Visible audio portable tape recorders may not be used by the news media without the permission of the Judge.

(I) 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.

(J) 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.

(K) Audio pick-up by microphone for all media purposes shall be accomplished from existing audio systems present in the courtroom. 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.

(L) 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.

(M) 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.

(N) Proper courtroom decorum shall be maintained by all media pool participants, including proper attire in a manner that reflects positively upon the journalistic profession.

(O) 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.

(P) 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.

(Q) 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.

(R) Court security concerns may require a modification of the procedures set forth herein.

RULE 14. Warrants

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

RULE 15. 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, 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 the final submission of the 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 service of such motion, unless otherwise allowed by the Court. The moving party may file a reply brief only with permission of the Court, which shall be granted upon a showing of necessity.

RULE 16. 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 16.01 Referral and participation in mediation

All contested civil cases, other than delinquency, abuse, dependency, and neglect 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 Common Pleas 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 Common Pleas 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 16.02 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.

RULE 16.03 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 16.04 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 16.05 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 16.06 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 16.07 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 16.08 Domestic violence matters

Counsel shall advise the Court prior to any mediation of any known domestic violence history involving the 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 16.09 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, 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-mediate with a mediator who has completed the specialized training.

RULE 16.10 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 17. Informal intake conference

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. Discretion regarding the availability of an informal conference shall be exercised by the Intake Department.

RULE 18. 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 approved 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 19. Case management

Cases pending in the Wood County Juvenile Court shall be disposed of pursuant to the time guidelines set forth by the Ohio Supreme Court noted below.

Delinquency: 6 months

Traffic: 3 months

Dependency, Neglect or Abuse: 3 months or as required by rule or statute

Unruly: 3 months

Adult Cases: 6 months or as required by rule or statute

Motion for Permanent Custody: 9 months or as required by rule or statute

Custody, Change of Custody, Visitation: 9 months

Support Enforcement/Modification: 12 months

Parentage: 12 months

U.I.F.S.A.: 3 months

All others: 6 months

These timeframes shall be construed as maximums and shall not preclude the more rapid resolution of cases. Failure to follow these timeframes shall not affect the Court's jurisdiction or be grounds for dismissal.

RULE 20. 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 Juvenile 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.

RULE 21. 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 Local Rule 20 apply equally to Court Appointed Special Advocates, whether or not they are serving the dual function of CASA/GAL.

RULE 22. Entries

If a matter is heard before the Court 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 proceedings being dismissed.

RULE 23. 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 24. Magistrates

The powers and duties of Magistrates in the Wood County Juvenile Court are defined by Rule 40 (Ohio Rules of Juvenile Procedure); Rule 19 (Ohio Rules of Criminal Procedure); and Rule 53 (Ohio Rules of Civil Procedure). 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 25. 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 pursuant to Juvenile Rule 40(D)(3)(b). The filing deadline for an objection is fourteen (14) days after the file-stamped date appearing on the Magistrate's Decision.

A party shall have ten (10) days from the file stamp date of a Magistrate's Order to file a motion to set aside a Magistrate's Order pursuant to Juvenile Rule 40(D)(2)(b).

The Judge may affirm, reject or modify the decision or order upon the timely filing of an objection or motion to set aside. The Judge may hear additional evidence at his/her discretion.

The objection or motion to set aside 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 or request to set aside an order, a transcript of the testimony is necessary to support the objection to the Magistrate's Decision or request to set aside an order and **must** be filed with the Court by the moving party within thirty (30) days

after the filing of the objections or request to set aside an order, 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 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 or request to set aside an order.

Objections or motions to set aside may be set for oral hearing at the request of any party and at 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 motion to set aside or upon a schedule set by the Court.

RULE 26. 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:

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.

Age 10 - 18 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.

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.

Holidays as set forth below

Age 6 - 16 Years:

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

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

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

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

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

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

Holidays as set forth below

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 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, see 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 3 rd to 6 pm July 4 th |
| 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 Father Mother Divide into equal number of days based
upon the

(First Half) schedule of the school district within
which the

Christmas Break Mother Father children reside

(Second Half)

(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.

LONG DISTANCE PARENTING SCHEDULE
(To be read together with the Local Schedule)

The provisions of the Local Parenting Time Schedule will apply, unless modified by the following paragraphs. Although frequent contact is recommended, distance and cost of transportation may prohibit implementing the local schedule. The parties are encouraged to agree to a schedule that is convenient and workable for the parents and the child. It will be important to consider the child's extracurricular activities when scheduling parenting time. In the absence of agreement, parenting time for the non-residential parent of the school age child will NOT BE LESS THAN the following:

WEEKENDS: Once per month if the travel time one way is less than 3 hours. The non-residential parent shall notify the other parent as soon as possible and not less than 10 days in advance.

WEEKDAYS: There will be no weekday parenting time, unless the parent is in the child's vicinity. The non-residential parent has the responsibility to notify the residential parent at least two days in advance when (s)he will be in the area and the residential parent shall allow reasonable parenting time.

HOLIDAYS AND BIRTHDAYS: For the holidays that create a 3-day weekend, the non-residential parent shall have parenting time from Friday to Monday when the holiday is his/her scheduled holiday. In addition, if there is an extended weekend as a result of a school conference, the non-residential may exercise parenting time for the weekend.

During the even numbered years, the non-residential parent shall have the entire Christmas break for school age children. For preschoolers, the non-residential parent shall have up to 5 days during the Christmas break.

The non-residential parent shall be entitled to any days afforded him/her under the schedule so long as arrangements can be made at his/her expense.

SUMMER and SPRING BREAK: There are two options for summer and spring vacation. The residential parent shall notify the non-residential parent of the *summer vacation* dates by March 15. The non-residential parent then has the responsibility to

notify the residential parent of their intentions by April 15. *The parents will decide which schedule (I or II) to use at the time the parent moves or at the time of final hearing.*

- I. A. If the parents do not communicate in advance or make provisions in a court order, the non-residential parent shall enjoy the *first half of the summer* in even numbered years and the second half of the summer in odd numbered years.
B. The parents are reminded that *summer vacation* shall be arranged to allow summer school for the child if it is necessary for the child to be promoted to the next grade.
C. Additionally, the non-residential parent will enjoy *every Spring Break*, from the evening of the last day of school until 6 p.m. the day before school starts

-OR-

- II. A. The Saturday after the last day of school until the first Saturday in August.
B. The residential parent shall have *every Spring Break*.

WAITING: The children and the residential parent have no duty to await the non-residential parent for more than 30 minutes after the scheduled parenting time, unless there is an emergency and advance notice is reasonably given.

COSTS OF TRANSPORTATION shall be considered at the time of final hearing based on all the circumstances of the case and shall be set forth in the Judgment Entry. In the absence of agreement or a decision, the costs shall be divided based on the percentages of income as set forth in the child support worksheet.

RULE 27. 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 and as extended by the Wood County Juvenile Court, Juvenile Court records shall be retained as indicated in the attached APPENDIX A.

RULE 28. 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 APPENDIX B, "Fines and Costs in Traffic Cases."

RULE 29. Protection of personal information

Pursuant to Rule 44 of the Rules of Superintendence for the Courts of Ohio, the Court shall restrict the following sensitive documents from public access:

- Health care records
- Drug and alcohol reports
- Guardian ad litem reports – including reports of Court Appointed Special Advocates
- Home investigation reports
- Evaluations and reports relating to child custody, allocation of parental rights and responsibilities, parenting time, companionship and visitation
- Domestic violence assessments, not including petitions for civil protection orders or criminal charges in another court
- Supervised parenting time, companionship, visitation or exchange information
- Financial records and disclosure statements

- Asset appraisals and evaluations
- Victim impact statements
- School reports

When the Court receives any of the above-listed sensitive documents, said documents will be date stamped and maintained by the Court pursuant to Court policy.

The above-listed documents are not for public viewing. All of the restricted documents may be accessed by attorneys of record and parties of record. 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 the restricted documents, these documents are to be immediately returned to the Judge, Magistrate, or designated Court clerk.

As a general rule, unless otherwise noted in these rules or as may be exempted by law, the following records in Juvenile Court proceedings will remain accessible:

- Dockets
- Complaints
- Responses
- Answers
- Motions
- Decisions
- Judgment Entries along with Orders

Pursuant to an administrative Judgment Entry filed by this Court on January 13, 2011, all abuse, neglect and dependency case documents are exempt from public record access, except as specifically ordered by the Court after motion and good cause shown.

RULE 30. Court security

The Wood County Juvenile Court has developed and implemented a Court Security Plan as required by Sup. R. 9. This plan addresses overall security procedures and policies at the Wood County Juvenile Court as applied to the Court security standards adopted by the Supreme Court of Ohio. This plan and the procedures set forth therein are not available for public access. (See Sup. R. 9(B)).

RULE 30.1. 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 County 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 30.2. Juvenile restraint

Consistent with Rule 5.01 of the Rules of Superintendence for the Courts of Ohio, a presumption is created by this local rule that physical restraint of juveniles 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:

- A) The child represents a current and significant threat to the safety of the child's self or other persons in the courtroom;
- B) There is a significant risk the child will flee the courtroom.

The judge or magistrate is required to permit any party to be heard on the issue of whether the use of physical restraint is necessary for that particular child at that particular proceeding. A party is defined in Juv R. 2(Y) as a child who is the subject of a juvenile court proceeding, the child's spouse, if any, the child's parent or parents, or if the parent of a child is a child, the parent of that parent, in appropriate cases, the child's custodian, guardian, or guardian ad litem, the state, and any other person specifically designated by the court

If physical restraint is found to be 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 31. 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. Consistent with this Court’s Judgment Entry filed January 13, 2011, abuse, neglect and dependency cases are not generally accessible to the public absent an Order of this Court. Given this, parties to abuse, neglect and dependency cases may file pleadings with the full names of the youth involved.

(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.

RULE 32. Competency proceedings

General Purpose

The purpose of these rules is to expedite proceedings under sections 2152.51 to 2152.59 of the Revised Code, to ensure that proper notice of competency hearings is provided to the appropriate persons, and to ensure that any proceedings on an underlying complaint are stayed pending the determinations under these sections.

Expedited Hearings

Juvenile competency proceedings shall be scheduled and heard on an expedited basis. Hearings in juvenile competency proceedings shall be held in strict compliance with applicable deadlines as established by statute or by this rule.

Notice

Upon the conclusion of each hearing, the court shall provide written notice to the prosecuting attorney, the child's attorney, the child's guardian ad litem, and the child's parents, guardian, or custodian of the date, time and place of the next scheduled hearing.

Stay of Proceedings

Upon the filing of a motion for a determination regarding a child's competency or upon the court's own motion the court shall stay all delinquency proceedings pending a determination of competency. If, upon a determination of competency, the court determines that the child is not competent but could likely attain competency, the court order staying the delinquency proceedings shall remain in effect until such time as the child attains competency or the proceeding is dismissed.

APPENDIX A

WOOD COUNTY JUVENILE COURT RECORDS RETENTION SCHEDULE

Case Records – Superintendence Rule 26

| <u>RECORD TITLE</u> | <u>RETENTION PERIOD</u> | <u>MEDIA TYPE</u> |
|---|--|--------------------------|
| Delinquent (including appeal exhibits, depos and transcripts) | 3 years after final Court Order (extended from Sup. R. 26) | Paper |
| Unruly (including appeal exhibits, depos and transcripts) | 3 years after final Court Order (extended from Sup. R. 26) | Paper |
| Permanent custody, custody, parentage, visitation, support enforcement, abuse, neglect, dependency, and URESA records (including appeal exhibits, depos and transcripts) | Once youngest child reaches 20 years of age or 1 yr after post decree adjudication order, whichever is later (extended in part from Sup. R. 26) | Paper |
| Adult (including appeal exhibits, depos and transcripts) | 50 years after final Court Order (extended from Sup. R. 26) | 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 | 11 years 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**

| <u>Record title</u> | <u>Retention Period</u> | <u>Media</u> |
|---|--|---------------------|
| 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, correspondence, general office records | Until no further administrative value | Paper |
| 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**

| <u>RECORD TITLE AND DESC.</u> | <u>RETENTION PERIOD</u> | <u>MEDIA TYPE</u> |
|---|---|---|
| ANNUAL REPORTS | PERMANENT | PAPER |
| APPLICATION FOR EMPLOYMENT | 2 YEARS FROM DATE OF APP | PAPER |
| ATTORNEY GAL RECORDS | 2 YEARS FROM DATE REMOVED FROM LIST | 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 21 | 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 21 OR 1 YEAR AFTER POST DECREE ADJUD WHICHEVER IS LATER | PAPER Notify OHS 60 days if record over 10 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 (other than VOCA and SVAA) | 3 YEARS AFTER END OF GRANT PERIOD | PAPER |
| VOCA GRANT RECORDS INCLUDES: FINANCIAL, SUPPORTING DOCUMENTS, STATISTICAL RECORDS, ALL OTHER RECORDS PERTAINING TO AWARD | 6 YEARS FROM DATE OF AWARD | PAPER |
| SVAA GRANT RECORDS INCLUDES: FINANCIAL, SUPPORTING DOCUMENTS, STATISTICAL RECORDS, ALL OTHER RECORDS PERTAINING TO AWARD | 6 YEARS FROM DATE OF AWARD | PAPER |
| GRIEVANCE FILES | 5 YEARS AFTER RESOLVED | PAPER |
| INVENTORIES OF CASA PROPERTY | 3 YEARS | PAPER |

| | | |
|---|---|-------|
| JOB DESCRIPTIONS | UNTIL SUPERSEDED OR NO FURTHER ADMINISTRATIVE VALUE | PAPER |
| EMPLOYEE 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 |

[REVISED 10/23/17]

**WOOD COUNTY JUVENILE COURT
RETENTION SCHEDULE FOR FISCAL RECORDS**

| <u>RECORD TITLE</u> | <u>RETENTION PERIOD</u> | <u>SUP RULE</u> |
|---|--|------------------------|
| 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 | 6.01 (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 | 8 YEARS AFTER CONTRACT EXPIRES [extended from 3 years as allowed in Sup R 26.01(P)] | 26(G) + L.R. 27 |
| ALL OTHER WRITTEN CONTRACTS | 8 YEARS AFTER CONTRACT EXPIRES [newly created provision] | 26(G) + L.R. 27 |

Wood County Juvenile Detention Center Records Schedule

| 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 | 10 years from date of record |
| Resident Files | Paper | 5 years or age 21 whichever is later |
| 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 | | |
| 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 | Paper | Until no further admin value |

Request for Service (Maintenance)

| | | |
|---|-------|---|
| 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 Record | 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 |

APPENDIX B
FINES AND COSTS IN TRAFFIC CASES
 AMENDED 10/16/09

ORC or local
equivalent

| | | |
|------------|---|-------|
| 4503.11.1 | Expired plates Up to one month | \$77 |
| | More than one month but less than six | \$92 |
| | More than six months | \$107 |
| 4503.21 | Display of license plates | \$92 |
| 4511.051 | Prohibition against slow moving vehicles on freeway | \$101 |
| 4511.07 | Squealing/peeling tires | \$92 |
| 4511.12 | Obeying traffic control devices | \$101 |
| 4511.13 | Signal lights | \$101 |
| 4511.15 | Flashing traffic signals | \$101 |
| 4511.20 | Willful/wanton disregard of safety on highway/elsewhere | \$118 |
| 4511.202 | Operation without reasonable control | \$101 |
| 4511.21 | Speeding 1-10 miles above limit | \$86 |
| | 11-20 miles above limit | \$101 |
| | 21-25 miles above limit | \$111 |
| 4511.21(A) | Failure to maintain the assured clear distance | \$101 |
| 4511.22 | Slow speed | \$101 |
| 4511.25 | Lanes of travel upon roadways | \$101 |
| 4511.26 | Vehicles traveling in opposite direction | \$101 |
| 4511.27 | Rules governing overtaking and passing of vehicles | \$101 |
| 4511.28 | Overtaking and passing on right | \$101 |
| 4511.29 | Driving left of center in passing | \$101 |
| 4511.30 | Prohibition against driving to left of center | \$101 |
| 4511.31 | Hazardous zones | \$101 |
| 4511.33 | Rules for driving in marked lanes | \$101 |
| 4511.34 | Space between moving vehicles | \$101 |
| 4511.36 | Rules for turns at intersections | \$101 |
| 4511.37 | Turning in roadway prohibited | \$101 |
| 4511.38 | Care to be exercised in starting or backing vehicles | \$101 |
| 4511.39 | Use of signals | \$101 |
| 4511.41 | Right of way at intersections | \$101 |
| 4511.42 | Right of way when turning left | \$101 |
| 4511.43 | Driving in response to stop or yield sign | \$101 |
| 4511.44 | Right of way | \$101 |
| 4511.45 | Right of way of public safety vehicles | \$101 |
| 4511.451 | Funeral procession has right of way | \$101 |
| 4511.50 | Pedestrians walking along highways | \$72 |
| 4511.521 | Equipment and operation of motorized bicycles | \$81 |
| 4511.53 | Rules for bicycles, motorcycles and snowmobiles | \$76 |
| 4511.54 | Prohibition against attaching bicycles and sleds | \$81 |
| 4511.55(A) | Place and manor of operation bicycles | \$76 |
| 4511.55(B) | Riding abreast(bicycles) | \$76 |
| | (motorcycles) | \$86 |
| 4511.66 | Prohibition against parking on highways | \$82 |
| 4511.661 | Parking and leaving motor vehicle unattended | \$82 |
| 4511.68 | Parking prohibitions | \$82 |
| 4511.681 | Parking on private property/posted prohibition | \$82 |

| | | |
|-----------------|--|-------|
| 4511.69(F) | Parking in handicap space | \$107 |
| 4511.70 | Obstruction and interference affecting view of driver | \$92 |
| 4511.81 (A)-(D) | Certain children to be secured in child restraint system | \$107 |
| 4511.82 | Littering offenses | \$92 |
| 4513.02 | Operation of unsafe vehicle | \$92 |
| 4513.03 | Lighted lights required | \$92 |
| 4513.04 | Headlights | \$92 |
| 4513.05 | Tail lights and illumination of rear license plate | \$92 |
| 4513.07 | Safety lighting of commercial vehicles | \$92 |
| 4513.09 | Red light or flag required | \$92 |
| 4513.11 | Lights on slow moving vehicles; emblem; animal drawn | \$92 |
| 4513.13 | Cowl, fender, and back up lights | \$92 |
| 4513.14 | Two lights required | \$92 |
| 4513.15 | Headlights required | \$92 |
| 4513.17 | Number of lights permitted | \$92 |
| 4513.20 | Brake equipment | \$92 |
| 4513.21 | Horns, sirens, and warning devices | \$92 |
| 4513.22 | Mufflers; excessive smoke or gas | \$92 |
| 4513.23 | Rear view mirrors | \$92 |
| 4513.24 | Windshields and wipers | \$92 |
| 4513.241 | Illegal window tint | \$92 |
| 4513.261 | Directional signals | \$92 |
| 4513.263(A) | Seat Belt-Driver | \$60 |
| 4513.263(B)(3) | Front seat passenger shall wear device | \$50 |
| 4513.28 | Display of warning devices on disabled vehicles | \$82 |

APPENDIX C
Wood County Court Appointed Attorney Maximum Fee Schedule

Pursuant to Wood County Commissioners resolution dated May 15, 2015, fees for Court appointed attorneys in Juvenile Court matters shall not exceed:

Offense/Proceeding

| | |
|--|---------|
| Delinquency: | |
| Felonies (1-5) | \$2,000 |
| Misdemeanors | \$750 |
| Bind Over | \$500 |
| Unruly | \$950 |
| A/D/N | \$950 |
| Juvenile Traffic Offender | \$950 |
| Contempt of Court | \$300 |
| Parole, probation, judicial release, and all other proceedings not elsewhere classified | \$500 |
| Adult Misdemeanors (degrees 1-4) | \$750 |

Payment for representation in juvenile proceedings will be made based on the maximum rate of \$50.00 per hour for representation out of court and \$60.00 per hour for representation in court as set forth in Local Rule 9.

Any request for fees exceeding this schedule must be accompanied by a Motion for Extraordinary fees with an Order, and must be approved by the Court.