

LOCAL RULES OF COURT

COLUMBIANA COUNTY COURT OF COMMON PLEAS



GENERAL DIVISION DOMESTIC RELATIONS DIVISION

Revised and Effective
as of May 22, 2020

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Chapter 1

General Information

Rule 1.01 Authority

These Rules are adopted pursuant to Rule 5 of the Rules of Superintendence for the Courts of Ohio (Rules of Superintendence) and are consistent with and compliment other rules promulgated by the Ohio Supreme Court, including the Ohio Rules of Civil Procedure, the Ohio Rules of Criminal Procedure, and the Rules of Superintendence.

Rule 1.02 Hours of Court

The Court is generally in session daily, Monday through Friday, from 8:00 a.m. to 4:00 p.m. The Court shall be in session at such other times and hours as any Judge or Magistrate may determine to meet special situations or conditions.

Rule 1.03 Court Security

A. Purpose

Appropriate levels of security must exist in the Court to protect the integrity of court procedures and the rights of individuals before it, to deter those who would take violent action against the Court, its employees, attorneys, or litigants, to sustain the proper decorum and dignity of the Court, and to assure that Court facilities are secure for all those who visit and work at the Court.

B. Authority

The Court shall be responsible for security measures to achieve the purpose of this Rule on the Second Floor of the Courthouse where it operates. The Columbiana County Board of Commissioners shall be responsible for security measures to achieve the purpose of this Rule for the remainder of the Courthouse building. The Columbiana County Court of Common Pleas, Juvenile Division, shall be responsible for security measures to achieve the purpose of this Rule in the separate building in which it operates.

Rule 1.04 Court Attire and Conduct

All persons must be dressed appropriately before entering a courtroom. No attorney, person representing themselves, party, witness, or spectator, shall be permitted to appear in a courtroom or offer testimony while dressed in shorts, "flip flops," "tank tops," or other similar clothing.

All persons who appear before the Court or who attend a proceeding shall maintain the decorum of the Court throughout the proceeding. Any failure to comply may result in a continuance of the Court proceeding or other sanction that is appropriate under the circumstances.

Rule 1.05 Contact Information

Columbiana County Court of Common Pleas, General Division and Domestic Relations Division (Court):

Columbiana County Courthouse
105 South Market Street, Lisbon, Ohio 44432
Telephone: 330-424-7777
Facsimile: 330-424-1739

Columbiana County Clerk of Courts (Clerk):

Columbiana County Courthouse
105 South Market Street, PO Box 349, Lisbon, Ohio 44432
Telephone: 330-424-7777
Facsimile: 330-424-3960
Internet Website: www.ccclerk.org

Rule 1.06 Citation, Effective Date, Access, and Applicability

A. Citation

These Rules shall be known as the "Local Rules of Court, Columbiana County Court of Common Pleas, General Division and Domestic Relations Division" and shall be cited as "Loc. R. Ct. _____."

B. Effective Date

1. These Rules were revised and are effective May 22, 2020. These Rules completely replace and supersede any prior version. If any change is made to any of these Rules after May 22, 2020, or if additional Rules are adopted, the web version will include a revised date at the bottom of the page to indicate that the version being viewed is the most current version.

2. The Court reserves the right to alter, modify, or repeal these Rules as it deems necessary and/or suspend their operation for reasons including the declaration of a public emergency.

C. Rules Access

These Rules can be accessed through the website of the Clerk or through the website of the Columbiana County Law Library: www.columbianacountylawlibrary.org.

D. Rules Applicability

When applicable, these Rules apply to all Civil, Criminal, and Domestic Relations cases in the Columbiana County Court of Common Pleas, General Division and Domestic Relations Division.

Rule 1.07 Forms

The various forms mentioned in these Rules are found in the Appendix as indicated.

Rule 1.08 Violation

For any abuse, violation, or other disregard of these Rules, other applicable rules, or any Court Order, the Court reserves the right to impose sanctions according to law, including payment of attorney fees, and/or payment of costs.

Chapter 2

Pleadings and Other Documents

Rule 2.01 Format and Signature

A. All pleadings and other documents to be filed with the Clerk shall be legibly typewritten or printed on one-sided letter size (8 ½" x 11") paper. The Clerk shall not accept for filing any pleading or other document that does not comply with applicable Ohio Rules, these Rules, or any order of the Court.

B. Every pleading or other document to be filed with the Clerk shall be signed and include the contact information of the attorney or person representing themselves in accordance with Rule 11 of the Ohio Rules of Civil Procedure, which is fully incorporated by reference through this Rule.

C. If any of the contact information of an attorney or person representing themselves changes while the case is pending, the revised information shall be reported to the Clerk, through filing a written notice on paper or electronically through email to clerk@ccclerk.org. A sample written notice is found at **Appendix A**.

Rule 2.02 E-mail Notice of Assignment

A. The e-mail address provided to the Clerk by an attorney or person representing themselves shall be considered the address for the purpose of any notice of assignment for any proceeding, including any scheduling conference, telephone conference, pre-trial, motion hearing, trial, or other matter coming before the Court. An attorney or person representing themselves shall be held accountable for appearances accordingly.

B. It is the sole responsibility of an attorney or person representing themselves to provide to the Clerk any change of e-mail address for which assignment notices are sent.

Rule 2.03 Privacy

A. For the purpose of this Rule, "court record" and "case document" have the same meaning as in Rule 44(B) of the Rules of Superintendence, which is fully incorporated by reference through this Rule.

B. In all court records and case documents, every person shall omit personal identifiers in compliance with Rule 45(D) of the Rules of Superintendence, which is fully incorporated by reference through this Rule.

C. The personal identifiers that shall be omitted, include all of the following:

- Social Security Numbers of any person, except for the last four digits;
- Dates of Birth for any person, except for the year of birth;
- Financial information, including, but not limited to, debit card, charge card, or credit card numbers or accounts and bank or checking account numbers;

- Employer and Employee identification numbers;
- 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";
- Other information protected by law.

D. A person seeking to include complete personal identifiers in a court record or case document, shall first file a motion requesting permission from a Judge or Magistrate to do so.

E. If a Judge or Magistrate grants the motion, it might be necessary to submit the court record or case document to the Court under seal, or to file it with the Clerk under seal, and/or or submit or file a redacted copy for the public record.

F. The responsibility for omitting personal identifiers rests solely with the person submitting or filing the court record or case document.

G. The Clerk will not review any court record or case document for compliance with this Rule or remove personal identifiers from any court record or case document, unless otherwise ordered by the Court.

H. The requirements of this Rule apply to a court record or case document, whether submitted or filed electronically or on paper.

Rule 2.04 Case Designation Form

The electronic or paper filing of every civil complaint shall be accompanied by a Case Designation Form. A sample Case Designation Form is found at **Appendix B**. The Case Designation Form can also be obtained at the Clerk's Office. It is the obligation of the attorney or person representing themselves to properly complete the Case Designation Form for filing with the Clerk.

Rule 2.05 Service By Clerk

If the Clerk is requested to perform service of a pleading or other document, an adequate number of copies shall be provided by the attorney or person representing themselves.

Rule 2.06 Filing by Facsimile

The Court and the Clerk do not accept filing by facsimile transmission.

Rule 2.07 Electronic Filing (E-Filing)

A. Notice

Subject to the provisions of this Rule, filing with the Clerk may be accomplished through electronic filing (E-Filing). All persons desiring to utilize electronic filing must pre-register and be approved by the Clerk. The requirements for pre-registration and approval can be found at the Clerk's website: www.ccclerk.org.

B. Definitions

1. Original Document: the electronic document received by the Court.
2. PDF: Portable Document Format - documents saved as this type have the [.pdf] extension.
3. DOC: Microsoft Word Documents - documents saved as this type have the [.doc] extension.
4. Source Document: the document created and maintained by a User that is electronically transmitted to the Clerk for filing.
5. Submission: a document or other data electronically transmitted over the public Internet to the Clerk for filing.
6. Effective Date and Time of Filing of a Document: means the date and time stamped by the Clerk on the electronically transmitted document.
7. Electronic Filing: the process of electronically transmitting a digitized source document over the public Internet to the Clerk for filing and refers, as indicated by the context, to the means of transmission or to a document so transmitted. Electronic filing does not include a facsimile transmission.
8. Electronic Mail (email): Messages sent by or received by a person through an electronic service system utilizing the public Internet.
9. User: A person approved by the Clerk who electronically transmits a digitized source document over the public Internet to the Clerk for filing.

C. Electronic Filing Policy

1. Applicability

All documents may be electronically filed with the Clerk, subject to the provisions of these Rules.

2. Application of Rules and Orders

Unless otherwise modified by approved stipulation or Court order, these Rules and all applicable Ohio Rules, including Rule 5(E) of the Ohio Rules of Civil Procedure, Rule 12(B) of the Ohio Rules of Criminal Procedure, and the Rules of Superintendence, which are fully incorporated by reference through this Rule, shall apply to all electronically filed documents.

3. Regulation of Electronically Submitted Documents

a. Any electronically submitted document must be signed by an attorney admitted, in good standing, and licensed to practice law in the State of Ohio or person representing themselves.

b. The signature on an electronically submitted document shall be considered that of the attorney or person representing themselves under Rule 11 of the Ohio Rules of Civil Procedure.

c. No User shall authorize any person to electronically submit on that User's behalf any document to the Clerk for filing, except the User's employee or a service provider retained to assist the User in electronic filing.

d. If it is established that any document was electronically submitted without authority, upon motion, a Judge or Magistrate may order the document stricken.

4. User Account Assignment

a. Upon receipt of a properly completed and signed Online Access User Agreement Form, the Clerk shall set up an electronic User account and assign a User-id and initial password to be used for electronically submitted documents. A sample Online Access User Agreement Form is found at **Appendix C**.

5. Hours of Operation

a. The Clerk shall receive electronically submitted documents 24 hours per day, seven days per week, regardless of whether or not the Clerk's Office is actually open.

b. An electronically submitted document will be deemed filed when time stamped by the Clerk. Time at the Court (Eastern Standard) governs, rather than the time zone from which the submission is made. Accordingly, all electronic submissions should be made in adequate time to permit processing in the event of an imminent deadline.

c. All electronically submitted documents shall receive a confirmation date and time acknowledgement as set forth in this Rule.

6. Document Format

a. Documents must be electronically submitted in PDF or DOC formats and as an attachment to the Web Portal.

7. Fees

a. The Clerk shall charge the User normal filing fees and deposits, which will be collected through the User's credit card at the time the electronic submission is processed. Pursuant to § 301.28(E) and (F) of the Ohio Revised Code, a surcharge for credit card use may be assessed in an amount to be determined by the Clerk. Any document electronically submitted will not be filed until all required fees have been paid.

b. A current filing fee and deposit schedule of the Clerk is found at **Appendix D**.

c. The Clerk will not accept personal checks or other forms of payment for filing fees and deposits required with electronic filing.

d. The Clerk will document the receipt of required fees and deposits on the docket.

e. The Clerk will not maintain electronic billing or debit accounts for any User.

8. Filing Acceptance or Rejection Cycle

a. A confirmation number will be assigned to each electronically submitted document when it is received in its entirety by the Clerk's receiving device.

b. The confirmation number and the date and time of the filing will be displayed on the My Filings screen of the User's computer upon successful electronic submission of the document.

c. Upon successful processing of the electronically submitted document by the Clerk, an electronic mail message containing the confirmation number and case number assigned, if any, will be sent to the User.

d. The User will be notified by an electronic mail message if the electronically submitted document is rejected for filing for any reason.

e. If an electronically submitted document is rejected for filing due to technical errors and the User wishes to have a corrective document relate back to the date and time of the rejected document, the User must file a motion with the Court seeking such relief.

f. The Clerk shall retain an electronically submitted document that is rejected for filing for a period of one year from the date of the electronic submission, and it may then be destroyed without further notice to the User.

g. Any User who elects to electronically submit a document to the Clerk is solely responsible for any delay, disruption, interruption, or failure in transmission and/or readability of the document. Each User accepts all risk that an electronically submitted document may not be received, filed, properly filed, or accepted by the Clerk.

9. Electronic Time Stamping

a. Upon successful completion of submission and acceptance by the Clerk, each electronically submitted document will receive a separate electronic time stamp.

b. The electronic time stamp will include the date and time that the Clerk accepted the User's entire electronic submission as well as the case number of the filing, if any.

c. If the Clerk recognizes a processing error, the Clerk will contact the User in an effort to remediate the issue.

d. After a document is electronically time stamped and accepted into the system, it cannot be altered by the User.

10. Disposition and Maintenance of Source Documents

a. An electronically filed document shall be accepted as the original filing, if the User complies with all of the requirements of this Rule.

b. The User is not required to file a paper copy with the Clerk of any electronically filed document, but must maintain in the User's records, and have available for production upon request by the Court, the Clerk, or counsel, the source document of any document electronically filed.

c. A User shall maintain each source document until the final completion of the case, including during the time in which an appeal could be filed or until any appeal is completed.

11. Service of Electronically Filed Documents

a. Electronically filed documents shall be served in accordance with Rule 5 of the Ohio Rules of Civil Procedure and/or Rule 49 of the Ohio Rules of Criminal Procedure, which are fully incorporated through reference in this Rule.

b. Once an attorney or person representing themselves has entered an appearance, the attorney or person representing themselves shall furnish their email

address, and service thereafter on such person shall be made electronically when possible.

12. Attachments and Exhibits

a. Attachments and exhibits to an electronically submitted document shall also be submitted electronically.

b. Large attachments or exhibits that cannot be submitted electronically must be submitted in paper copy for service on all other parties.

13. Signatures

a. If an original document requires a signature of a non-attorney, the User shall scan the original document and then submit it to the Clerk electronically.

b. An electronically submitted document requiring an attorney's signature shall be signed in the following manner: "/(attorney name)/." The correct format for an attorney signature is as follows:

- /Ohio Attorney/
- Attorney's name (typed)
- Ohio Supreme Court Number
- Attorney for (Plaintiff/Defendant)
- Address
- Telephone Number
- Facsimile Number
- Email Address

c. For documents requiring two or more signatures, such as stipulations, journal entries, agreed judgment entries, or separation agreements, the following procedure applies: (1) The User shall confirm that the content of the document is acceptable to all persons required to sign the document; and (2) The User will indicate the agreement of other counsel or person representing themselves at the appropriate place in the document, usually on the signature line.

d. If the User elects to file the document electronically the signatories shall be indicated, for example, as /Jane Doe/, /John Smith/, etc.

e. Any person that disputes the authenticity of a signature on an electronically filed document containing multiple signatures must file an objection to the document or a motion to strike within ten (10) days of receiving the notice of electronic filing.

14. Technical Failures

a. The Clerk may, at any time, deem its website at www.ccclerk.org subject to a technical failure if the website is unable to accept electronic submissions continuously

or intermittently. If known in advance, the period of any system outage will be posted on the Clerk's website whenever possible.

b. A User who cannot submit or file a document electronically due to any problem of any nature must file a paper copy with the Clerk.

c. A User whose filing is made untimely as a result of a technical failure of the Clerk's system or website, or as a result of problems or failures in the User's system, may seek appropriate relief from the Court.

15. Correction of Docket Entries / Documents Filed in Error

a. Once filed, an electronically filed document becomes part of the docket. The Clerk alone is authorized to make any corrections or changes to the docket.

b. The electronic filing system does not permit a User to make changes to any document or the docket once the transmission has been accepted by the Clerk.

c. If an electronically submitted document is filed in error, a User should not attempt to re-submit the document.

d. As soon as reasonably possible after an error has been discovered, the User should contact the Clerk with the case number and document number for which the correction or change is being requested.

e. A Judge or Magistrate may approve an appropriate judgment entry indicating that an electronically filed document was submitted in error and the Clerk will advise the User if the document may be re-filed.

f. If an electronically filed document is filed in error (e.g., a document includes the wrong case number), a Judge or Magistrate may order the document stricken.

g. As soon as reasonably possible after an error has been discovered, the Clerk shall notify the User of the error and if the document needs to be re-submitted.

h. The Clerk will not delete the relevant docket text but will note in the docket the deletion or change, the reason for the deletion or change, and that the User has been so notified. (e.g., Stricken from record per JE dated 1/1/2000).

D. Non-Compliance

The Clerk reserves the right in its discretion to deny any person the use or continued use of the E-Filing system, for reasons including that person's non-compliance with these Rules or any other rule governing the use of the E-Filing system, equipment incompatibility issues that are not corrected, or due to any misuse of the E-Filing system.

Rule 2.08 Public Access to Court Records and Case Documents

- A. Direct or remote public access to court records and case documents shall be as provided in Rule 45 of the Rules of Superintendence, which is fully incorporated by reference through this Rule.
- B. Members of the public can obtain copies of or review electronically filed documents in the same manner as documents filed on paper at the Clerk's website at <http://www.ccclerk.org>. The Clerk provides access to some documents online. If not available online, electronically filed documents may be reviewed in the office of the Clerk.
- C. Public access to electronically filed public documents will be available at the Clerk's website as soon as the Clerk has processed the document.
- D. If the Clerk's website is unavailable or is not provided, or if the Clerk is prohibited by the Court or by any law from making the document available at the Clerk's website, the document will be available for review at the office of the Clerk, either by computer terminal or in paper form.
- E. If a court record or case document is sealed or expunged, is filed under seal, or is otherwise not subject to public viewing, it is unavailable for public disclosure or review.
- F. No person, except a Judge or Magistrate of the Court, a member of the court staff, or someone on the Judge's written order, shall be permitted to remove a court record or case document from a file or take a file out of the custody of the Clerk. While used during the trial of a case, every court record and case document shall be considered in the custody of the Clerk.

Rule 3.01 Security for Costs

A. Deposit for Costs

1. The Clerk of Courts shall require an advance deposit for security for costs before filing a civil case or proceeding as allowed by law, pursuant to a schedule of costs as authorized by the Courts. The Clerk shall maintain a current copy of this schedule open to the public. The amount of the deposit or security shall not be increased without the authority of the Court and until after thirty (30) days notice of such increase has been posted in the Clerk's office or on the Clerk's website, except as allowed by law.

2. A current filing fee and deposit schedule of the Clerk is found at Appendix D.

B. Additional Deposit for Costs

1. Where there are three or more defendants in a civil case upon which service is requested, or when service by publication is requested, or at anytime while a case is pending, the Clerk may request the deposit of additional funds in an amount sufficient to cover the anticipated additional costs.

2. On its own Order or request of the Clerk, and if satisfied that the current deposit is insufficient, the Court may require it to be increased so as to secure all costs that may accrue.

C. Bill for Costs

In all civil cases or matters in which costs are taxed to a particular party, the Clerk shall send a bill for the costs to the attorney for a party and to the party or to a person representing themselves. The costs shall be paid within thirty (30) days of the mailing of the bill unless an appeal is filed, or as the Court might otherwise order.

Rule 3.02 Attorney Withdrawal

1. Withdrawal from representation of an attorney of record shall be only upon motion and approval of the Court, and in accordance with the Ohio Rules of Professional Conduct, including Rule 1.16, which is fully incorporated by reference through this Rule.

2. The attorney seeking permission to withdraw from representation shall provide a proposed judgment entry including the name and other pertinent contact information of any successor attorney. Upon allowing withdrawal by the Court, the withdrawing attorney shall serve a copy of the judgment entry by regular U.S. mail on their client, any opposing party or their counsel, or upon any person representing themselves.

Rule 3.03 Jurors

A. Juror Draw

1. In order to provide a sufficient number of jurors for the annual term of the Court, a juror draw shall be held at least two times a year and at such other times as the Jury Commission or the Court may require. The Jury year begins annually on January 1 and is completed annually on December 31. The Jury Commission shall draw jurors for the Court, The Columbiana County Court of Common Pleas Probate and Juvenile Divisions, and for the Columbiana County Municipal Court.

B. Questionnaires

1. The Jury Commission Clerk shall forward a questionnaire to each prospective juror summoned for jury service, whether as a trial juror or grand juror. The juror summoned shall complete, sign, and return the questionnaire to the Jury Commission Clerk.

2. Juror questionnaires may be provided to attorneys or a person representing themselves for use during the jury selection process and shall be returned to the Bailiff not later than at the end of the trial, unless otherwise ordered by the Court.

3. No person shall copy a juror questionnaire, share the information on a questionnaire with a non-party, or use the information on a questionnaire for any purpose other than the jury selection process. No person shall use any information from a questionnaire to contact a juror either before or after the proceeding without the permission of the Court. Juror questionnaires that are not made part of the trial record shall be shredded upon the completion of the service of the juror.

C. Trial Jurors

1. Trial jurors shall serve for a period of one (1) week. If seated for a trial, a juror shall serve until the trial is concluded.

2. A sufficient number of jurors shall be assigned for jury duty each week, as necessary and as requested by the Court, and shall be shared by both courtrooms.

3. The Jury Commission shall meet monthly on a date selected by the Commission and draw sufficient jurors to provide the necessary number of jurors for at least a four (4) week period beginning approximately eight (8) weeks after the draw, so as to allow for adequate time to notify the jurors, to receive juror questionnaires, and to receive and review any request to be excused from service.

4. The Jury Commission Clerk shall randomly assign the jurors selected for service to a particular week.

5. The Jury Commission, upon approval by the Court, may alter the number of jurors selected, the length of time between the selections and the date of service, and the method of assigning jurors for a particular week.

6. The Bailiff of each courtroom shall provide each juror seated for a trial with an identification badge to be prominently displayed by the juror during their service as a juror, and used pursuant to the Bailiff's instructions.

Rule 3.04 Filming and Recording of Court Proceedings

A. The filming and recording of Court proceedings shall be in accordance with Rule 12 of the Rules of Superintendence, which is fully incorporated by reference through this Rule.

1. The current form requesting permission to film or record Court proceedings may be obtained from Court Security and is found at **Appendix E.**

Rule 3.05 Transcripts

A. Request and Payment of Fee

1. Any request for a transcript of a proceeding shall be made to the appropriate official court reporter of the Court. The person requesting a transcript shall arrange for payment of the cost of its preparation with the official court reporter, who may require an advance deposit. Payment to the official court reporter shall be in accordance with the page rate schedule separately established by the Court. A copy of the current page rate is found at **Appendix F.**

2. Once completed, the cost for the preparation of the transcript is due and payable to the official court reporter. Upon full payment, copies of the transcript shall be provided electronically at no additional cost.

B. Filing and Exhibits in Domestic Relations Cases

1. An original transcript of a proceeding will not be filed with the Clerk until full payment is made or adequate arrangements have been made for full payment as determined by the Official Court Reporter.

2. Once filed with the Clerk, the original transcript of a proceeding is a court record or case document and must be preserved in its original format to prevent the possibility of alteration and/or destruction. Once filed, the original transcript of a proceeding shall remain in the possession of the Clerk, except for review by a Judge,

Magistrate, or member of the Court staff. Any failure to comply may render the original transcript invalid as a correct and certified copy for purpose of the record and may subject any party violating this Rule to paying the cost of preparing another original transcript.

3. If an appeal is filed in a domestic relations case and a transcript of the proceedings has already been filed with the Clerk, the attorney or person representing themselves filing the appeal shall notify the Official Court Reporter to transmit the exhibits to the Court of Appeals.

C. Format

1. The format of a transcript of a proceeding prepared by an Official Court Reporter shall be done on computer aided software programs of Case Catalyst or its equivalent, with no fewer than 25 typed lines on standard 8 1/2 x 11 paper, no fewer than 9 or 10 characters to the typed inch, left hand margin to be set at no more than 1 3/4 inches, right hand margin to be set at no more than 3/8 inch, each question and answer to begin on a separate line, each question and answer to begin no more than five spaces from the left hand margin with no more than 5 spaces from the Q and A to the text, and carry-over Q and A lines to begin at the left hand margin.

Rule 3.06 Court Records Management and Retention

A. Destruction of Exhibits, Depositions, or Transcripts

1. Exhibits, Depositions, or Transcripts may be destroyed in accordance with Rule 26 of the Rules of Superintendence, which is fully incorporated by reference through this Rule.

Rule 3.07 Court Appointments

A. List

1. The Court shall maintain lists, as detailed in this Rule, of appointees from which appointments shall be made. The person responsible for selecting an appointee shall do so at random.

2. All prospective appointees shall have an equal opportunity to receive appointments considering the skill and expertise of appointee in the designated area of appointment, the management of the appointee's current caseload, and the difficulty of the particular matter.

3. Appointments shall be on a case by case basis from the members of the bar association at large or such other persons as the Court deems necessary.

B. Qualifications

The Court by other Rules has set qualifications for the various appointees and will from time to time determine by Court Order or Rule other qualifications for other appointees.

C. Domestic Relations

1. Each Domestic Relations Magistrate shall keep the Domestic Relations appointee list, which shall include lists of the following for appointment: counsel available for appointment to Contempt or Sentence reviews and other matters as deemed necessary by the Magistrates; Arbitrators; Mediators; Guardian Ad Litem; Professionals for forensic psychological evaluations and/or alcohol and drug dependency evaluations; and Qualified Appraisers, when directed by the Court.

Chapter 4

Civil Case Management

Rule 4.01 General

A. General

1. The goal of civil case management is the prompt but fair management of the matters that come before the Columbiana County Court of Common Pleas, General Division and Domestic Relations Division. This goal can only be accomplished by early and continuing judicial control and management of each case assigned to the docket of a Judge or Magistrate. These Rules establish a general framework for managing cases, leaving to the discretion of the individual Judge or Magistrate the use of any specific procedure available to accomplish the goal of this Rule.

Rule 4.02 Extension of Time to Plead or Respond

An attorney or party representing themselves may file a motion for an extension of time to plead or respond for an additional thirty (30) days. Absent good cause shown, the Court will not grant a third leave to plead without a written motion explaining the necessity of obtaining such third leave to plead and the reasons why a responsive pleading could not be filed earlier. In all proposed judgment entries granting a leave to plead, an attorney or party representing themselves shall state the number of leaves to plead previously granted.

Rule 4.03 Scheduling and Pretrial Conferences

A. General

The Court may hold conferences in all civil cases for the purpose of achieving the objectives of Ohio Rules of Civil Procedure Rule 16, which is fully incorporated by reference through this Rule. The guidelines for such conferences include the following:

1. The conferences shall be held at such time and place as the Court shall direct. Notice of the time and place of any conference shall be given by ordinary mail, electronic, or telephonic means, to attorneys of record and any person representing themselves who are not in default.

2. Unless a conference is conducted by telephone, the personal presence of all parties, trial counsel, and any person representing themselves is required at all conferences, including a final pretrial conference, unless specifically excused by the Court. If any party is a corporation or other legal entity, an authorized representative of that party must personally appear at the conference, unless specifically excused by the Court. If an insurance company is involved in a case, an authorized representative of the insurance company with complete settlement authority must personally appear at the conference, unless specifically excused by the Court. Any unexcused failure to appear could result in the imposition of sanctions that are appropriate under the circumstances.

3. Upon request, trial counsel and any person representing themselves shall provide the Court with a copy of any written demand or offer of settlement.

4. Statements of any person made during a conference shall not be binding, unless expressly made so by written agreement or if so reflected in any Court order.

Rule 4.04 Discovery

A. Filing

1. The filing with the Clerk of discovery requests and responses shall be governed by Civ. R. 5(D), which is fully incorporated by reference through this Rule.

2. Certificates of Notice of service of requests for discovery and responses shall be filed with the Clerk.

3. The Clerk shall accept for filing the originals of discovery requests only when filed for service with an original civil complaint. When original interrogatories are filed with a civil complaint, the Clerk shall serve the original discovery requests on a party as instructed by an attorney or person representing themselves.

4. The Clerk shall accept for filing copies of any discovery document where the document is filed in support of a motion, including a motion objecting to the discovery or responses to the discovery, seeking to compel discovery, for use in the proceeding, or as the Court may order.

Rule 4.05 Motions and Briefs

A. Copies of Authorities

Copies of authorities, including unreported cases, shall not be attached or presented as an attachment to a motion or brief if the authority or case is fully cited and is available in electronic media or on-line. The purpose of this Rule is to reduce the amount of paper being filed with the Clerk since the Court has on-line research services available for its use.

B. Decisions on Summary Judgment

Decisions on motions for summary judgment shall be made without an oral hearing and without further notice, unless otherwise ordered by the Court, in accordance with the timeline set forth in Rule 6(C) of the Ohio Rules of Civil Procedure, which is fully incorporated by reference through this Rule.

C. Decisions on Other Motions

All other non-emergency motions shall be decided on and after 14 days from the date of filing, without an oral hearing and without further notice, unless otherwise ordered by the Court.

Rule 4.06 Proposed Judgment Entries

1. At the time of filing a motion, an attorney or party representing themselves shall submit with that motion a proposed judgment entry granting the motion and setting forth the requested relief.

2. The motion shall be docketed prior to submitting the proposed judgment entry to the Judge or Magistrate. The proposed judgment entry shall contain the case caption and case number of the case. A sample case caption is found at **Appendix G**.

Rule 4.07 Voluntary Dismissal or Agreed Entry of Judgment

1. Rule 41 of the Ohio Rules of Civil Procedure is fully incorporated by reference through this Rule.

2. Any plaintiff or party in the position of a plaintiff who files a notice of voluntary dismissal pursuant to Civil Rule 41(A)(1)(a) of the Ohio Rules of Civil Procedure shall be responsible for all court costs incurred as determined by the Clerk.

3. Any stipulation of dismissal filed pursuant to Civil Rule 41(A)(1)(b) and any agreed entry of judgment shall contain a stipulation as to who shall be responsible for court costs. In the absence of a stipulation, costs shall be taxed first to the deposit and then to plaintiff.

4. In any case where a plaintiff files a notice of voluntary dismissal and a counterclaim, cross-claim, or third party complaint remains pending, no costs shall be assessed until such claim is resolved.

Rule 4.08 Re-filed Actions

If a civil case is dismissed and then re-filed, the caption of the re-filed action shall indicate that it is a re-filing, the previous case number, and the Judge previously assigned. A sample case caption is found at **Appendix G**.

Rule 4.09 Mediation

A. Uniform Mediation Act

The Uniform Mediation Act (UMA), beginning at Ohio Revised Code Chapter 2710, and Rule 16 of the Rules of Superintendence are fully incorporated by reference through this Rule.

B. For purposes of this Rule, the following definitions apply:

1. "Mediation" means any process in which a mediator facilitates communication and negotiation between the parties to assist them in reaching a voluntary agreement regarding their dispute.

2. "Mediator" means an individual who conducts a mediation.

3. "Mediation Communication" means a statement, whether oral, in a record, verbal or non-verbal, that occurs during a mediation or is made for purposes of considering, conducting, participating in, initiating, continuing, or reconvening a mediation or retaining a mediator.

C. Cases Eligible for Mediation

1. Civil Cases

a. The Court in its discretion may encourage parties to use mediation in a civil case, including domestic relations cases, and foreclosures. A case may be submitted to mediation upon the motion of an attorney, upon the request of a party representing themselves, or upon an order of the Court. A sample mediation referral in a civil case is found at **Appendix H**.

b. If a civil case is referred to mediation, an attorney or a party representing themselves shall e-mail to the Mediator a mediation statement not later than two (2) days before the scheduled mediation. A sample mediation statement is found at **Appendix I**. An attorney or party representing themselves may submit additional or confidential information if desired or requested by the Mediator.

c. Requests to continue or cancel mediations are not favored and will be considered only if timely made and based on extraordinary circumstances.

d. Attorneys, parties representing themselves, and any insurance representative shall attend the mediation in person, unless otherwise ordered by the Court. Any unexcused non-appearance may result in sanctions that are appropriate according to law.

e. If the case settles prior to the mediation, counsel shall notify the Mediator and the Court's Bailiff immediately. If notice of settlement is not provided at least one day prior to the scheduled mediation, the mediator's fees shall be taxed as costs.

2. Foreclosure Cases

a. An attorney or party representing themselves may request mediation in a foreclosure case. A sample request for mediation in a foreclosure case is found at **Appendix J**.

D. Cases Not Eligible for Mediation

1. Mediation is prohibited in the following cases and/or circumstances: as an alternative to the prosecution or adjudication of domestic violence; in determining whether to grant, modify, or terminate an order of protection; in determining the terms and conditions of an order of protection; and/or in determining the penalty for violation of an order of protection.

2. Nothing in this Rule shall prohibit the use of mediation in a subsequently filed domestic relations action, even though it may result in the termination of an order of protection.

E. Confidentiality

All mediation communications related to or made during the mediation process are confidential, except according to law, including as set forth in the UMA or Superintendence Rule 16.

F. Domestic Relations Mediator Training

Each domestic relations mediator shall have the training required by Superintendence Rule 16(C).

G. Fees and Costs

The Court may assess fees and costs for mediation. Unless otherwise agreed by the parties or ordered by the Court, any mediation fees shall be shared equally. The Court may waive fees and costs for an indigent party. Mediation shall not be ordered when a party is indigent, unless the mediation is available at no cost to the party.

Rule 4.10 Arbitration

A. Court Ordered

If the amount of damage claimed in a civil case does not exceed twenty-five thousand (\$25,000.00) dollars, the Court may order arbitration. The court shall appoint

arbitrator(s) and fix their compensation. The Court will also determine how the arbitration proceeds, including, but not limited to, its manner, evidentiary issues, and adopting any report or award as the order or judgment of the Court.

B. By Agreement

The parties may agree to submit a civil case to arbitration. The parties may agree to waive the right to appeal if done so in writing and approved by the arbitrator(s). In such a case the report and award of the arbitrator(s) shall be final and non-appealable.

Rule 4.11 Legal Description and Order of Sale

1. The legal description and a copy of the prior deed must be approved and stamped by the Columbiana County Engineer's Office Map Department and have the Property Description Form completed.

2. Any precipe for an Order of Sale shall have a clear and legible description of the real estate to be sold, the original approval stamped legal description, and the property description form from the Columbiana County Engineer's Map Department.

3. The Clerk shall have the right to reject for filing any precipe for Order of Sale or legal description the Clerk believes is not legible or clearly readable or does not comply with this Rule.

Chapter 5

Criminal Case Management

Rule 5.01 Try By Time

Within ten (10) days of an arraignment, the Prosecuting Attorney shall provide the Bailiff of each Court a list of each criminal case arraigned and the applicable try-by date.

Chapter 6 Domestic Relations Case Management

Rule 9.0 Documents to be Filed

A. Forms

1. Upon the filing of an action for divorce, dissolution, legal separation, motions relative to the issues of child or spousal support, and/or any action relative to the issuing of parenting, the following supporting documents must be filed by the party filing the complaint, petition, or motion:

a. A typed financial affidavit on the form provided by the Court or the Affidavit of Income and Expenses AND Affidavit of Property promulgated by the Ohio Supreme Court. In an action for a post decree modification of issues of support, pages three and four may be omitted from the financial affidavit and an Affidavit of Property is not required. Each party with any required pleading must file the financial affidavit or if no pleading is required, prior to the hearing where issues of child/spousal support or parenting will be determined.

b. A typed parenting proceeding affidavit on a form prescribed by the Court.

c. A proposed Judgment Entry.

d. A IV-D application, if one has not been previously filed with the Court.

e. All forms needed to comply with this Rule and all other Court prescribed domestic relations forms are found starting at Appendix K.

B. Non-Compliance

The Clerk shall reject all hand-written pleadings, motions, financial and parenting proceeding affidavits and other documents. The Clerk shall reject any filing that is not accompanied by a required financial affidavit and/or a required parenting proceeding affidavit. The Clerk shall not hold any document pending receipt of non-attached documents.

Rule 9.1 Temporary Orders in Domestic Relations Cases

A. All temporary orders filed pursuant to this Rule will be filed as a Magistrate's Order. At the time of filing of a divorce or legal separation, the attorney for the plaintiff or person representing themselves as a plaintiff shall file with the complaint a proposed judgment entry to be approved by the Court, which entry shall order the following:

1. Parental Rights

a. The allocation of parental rights shall be granted while a case is pending to the parent who in good faith has actual physical custody of a child at the time of filing, unless otherwise ordered by the Court. The purpose of this provision is to maintain stability for the child. Where both parents are residing in the same household, a temporary parenting order need not be filed. If a temporary parenting order is granted to one parent while the case is pending, the non-residential parent shall have companionship with the child as set forth in the applicable standard Companionship Plan of the Court, unless otherwise ordered by the Court.

2. Temporary Support

a. All temporary child or spousal support shall be payable through the Ohio Child Support Payment Central, P.O. Box 182372, Columbus, Ohio 43218. The non-residential parent of a minor child shall be ordered to pay temporary support starting the first Friday following the filing of the Complaint. The amount of temporary support child support shall be as follows:

(1) If the income of both parents is not known, for one (1) minor child the sum of fifty dollars (\$50.00) per week; for two (2) minor children the sum of ninety dollars (\$90.00) per week; for three (3) or more minor children the sum of one hundred twenty-five dollars (\$125.00) per week, until further order.

(2) If the income of both parents is known, a child support guideline worksheet shall be completed and filed with the temporary order and child support shall be in that amount, until further order.

3. Immediate Exclusion Without Notice

a. Only in an unusual and extreme emergency situation will the Court grant an order immediately excluding one party from the marital home. In such a situation, a motion for immediate exclusion must be supported by an appropriate affidavit and the Court may require the party seeking such exclusion to appear and testify under oath before granting the order. A motion for immediate exclusion shall be scheduled for a hearing within fourteen (14) days after it is granted.

4. Restrictions

a. Each temporary order shall contain language restraining all parties to the case from annoying or harassing the other, either directly or indirectly, and prohibiting disposition of marital assets.

5. Attachment

a. The appropriate Uniform Companionship Plan shall be attached to every temporary order issued by the Court upon filing of a divorce, dissolution or legal separation, or other case or proceeding where companionship would be an issue.

B. Remedy

1. If any party feels aggrieved by a temporary order, desires a temporary order with regard to spousal support or allowance for expenses, or desires modification of temporary child or spousal support order, the party may file an appropriate motion with the Clerk. Motions regarding temporary matters will be given precedence on the hearing schedule. If the party is seeking modification of temporary child support, a child support worksheet and a financial affidavit must be attached to the motion.

2. If the Court grants the motion, any modification may be retroactive to the date the temporary order was filed.

Rule 9.4 Uniform Local Companionship Plan

A. The Uniform Local Companionship Plan can be found at **Appendix K-1.**

Rule 9.41 Uniform Long Distance Companionship Schedule

A. The Uniform Local Long Distance Companionship Plan can be found at **Appendix K-2.**

Rule 9.42 Uniform Transitional Schedule for Companionship

A. The Uniform Transition Schedule for Companionship Plan can be found at **Appendix K-3.**

Rule 9.5 Psychological Evaluations

A. Request/Order

1. The Court may order the parties, a minor child, or others, to submit to a psychological evaluation. The Court will consider ordering a psychological evaluation when parenting of a minor child is at issue.

2. A psychological evaluation shall be ordered at the cost of the requesting party or pursuant to Court order. The deposit for a psychological evaluation shall be made directly to the Counseling Center of Columbiana County in such amount as the Court directs, presently to be in the sum of two hundred sixty (\$260.00) dollars per person evaluated.

B. Psychologist

1. If the parties cannot agree to a disinterested psychologist, the Director of the Counseling Center of Columbiana County shall name a psychologist for the evaluation. Neither counsel nor the parties shall attempt to influence or otherwise interfere with a neutral determination by the psychologist and shall not contact the psychologist, except in reference to the type of evaluation requested and to provide basic case information or scheduling information. Neither counsel shall provide the psychologist with a history of the case or any other factual matters concerning the case. Neither party shall provide a written statement or other history to the psychologist unless requested to do so by the psychologist.

C. Evaluations

1. The report of a psychological evaluation shall not be made public, but a copy of a report may be read as permitted by the Court.

2. The report of the psychologist shall be admissible upon direct exam for any party requesting admission.

D. Testimony

1. Any party who desires to call a psychological evaluator as a witness shall notify the witness fourteen (14) days prior to the hearing at which the witness is expected to testify and shall arrange for pre-payment of any fees for testifying that the witness requires in order to attend.

2. If a party is indigent, the Court may waive the pre-payment of fees, if the witness agrees to appear without pre-payment. This provision applies only to those psychological evaluators appointed by the Court and does not apply to any witness hired by any party.

Rule 9.6 Guardian Ad Litem (GAL)

A. Appointment

1. A GAL shall be selected and appointed solely by the Court. Appointment of a GAL from the list of qualified candidates will not be on a rotating basis.

2. In appointing a GAL, the Court will consider the complexity of the issues, the parties (including geographic location), counsel or any person representing themselves, and any child involved as well as the experience and demeanor of qualified candidates.

B. Information Provided

1. Within fourteen (14) days of the GAL's appointment, counsel or a person representing themselves shall provide the GAL with a written statement which shall include, but not necessarily be limited to, the following: 1) the nature of the issues in the case; 2) names, addresses and telephone numbers of any individuals who may have relevant information relating to the issues in the case; and 3) a list of those tasks deemed practicable and advisable for the GAL to undertake in order to provide the Court with relevant information and an informed recommendation as to the child(ren)'s best interests.

C. Notice to GAL

1. Counsel and/or any person representing themselves shall serve the GAL with copies of all pleadings and documents filed with the Court. The Court shall provide notice of all hearings to the GAL.

D. Compensation

1. A GAL will be compensated at the rate of \$75.00 per hour for all services rendered. A GAL shall submit to the Court a written motion for payment of services rendered. The motion shall be served upon all parties or their counsel if they are represented.

E. GAL Responsibilities and Training

1. A GAL will be trained and fulfill the responsibilities set forth in Rule 48 of the Rules of Superintendence, which is fully incorporated by reference through this Rule.

F. Filing of Reports

1. A GAL shall prepare a written report, including recommendations to the Court, no later than seven (7) days before the final hearing. The report shall detail the activities performed, hearings attended, persons interviewed, documents reviewed, experts consulted and all other relevant information considered by the GAL in reaching the GAL's recommendations and in accomplishing the duties required by statute, these Rules, and in the Court's Order of Appointment. The GAL's written report shall be considered confidential, shall be filed under seal with the Court but not the Clerk, and shall be retained in the Magistrate's Office and not filed with the Clerk.

G. Access to GAL Report

1. At the time a GAL report is filed, the GAL will also make their report available to counsel of record, and notify any person representing themselves that the report has been filed with the Magistrate's office. A person representing themselves may view the

report by contacting the Magistrate's office during normal business hours and making the necessary arrangements.

2. Counsel may review the GAL report with their client but are strictly prohibited from permitting a party to obtain a copy of a GAL report. No party will be permitted to obtain a copy of the report.

3. No one shall discuss the contents of a GAL's report with a child or within the child's presence and/or hearing, directly or indirectly, or permit another person to discuss the GAL's report with a child of a party or within the presence or hearing of a child.

H. Admission of GAL Report

1. The GAL report shall be accepted into evidence as the GAL's direct testimony, and the GAL may be subject to cross-examination by any party.

I. Comments or Complaints

1. Comments or complaints regarding the performance of a GAL shall be in writing and submitted to the Magistrate's Administrative Assistant.

Rule 9.7 In Camera Interview of Child

1. In all cases where an in-camera interview of a minor child has been requested, the Court shall make a record of the interview, which shall be sealed and opened only by the Court or upon order of the Court.

2. Attorneys may have access to the transcript of a child's interview only upon written motion and order of the Court. Under no circumstances shall the parents have access to the record of the interview, even if the record has been transcribed for purposes of appeal or objections.

Rule 9.71 Appraisals

A. Procedure and Notice

1. If a party desires an independent appraisal of property, whether real, personal, or intangible, they shall notify opposing counsel or person representing themselves and the Court in writing no later than thirty days after the status conference.

2. If a party does not request an independent appraisal of real property, the Court shall accept as the fair market value of the real property the value listed on the tax duplicate of the Columbiana County Auditor's Office.

3. The parties may enter into an agreement to utilize joint appraisers, which shall be in writing and signed by the parties and counsel and any person representing themselves and presented to the Court not later than at trial.

B. What Shall Be Appraised

1. Real, Personal, and Intangible property shall be appraised, including, but not limited to: real property; household goods; furnishings; jewelry; antiques; heirlooms; pensions and retirement accounts; and property which does not have a readily ascertainable value.

2. The NADA Blue Book value or Kelly Blue Book value for automobiles will be accepted in lieu of appraisal, provided the automobile is not an antique or of some special valuation.

3. An item of property does not need to be appraised if the parties have agreed in writing and stipulated to its value.

Rule 9.8 Status Conference

A. Purpose

1. The purposes of a status conference include determining areas of agreement or disagreement, establishing child support in accordance with the child support guidelines, and establishing a timetable for discovery and trial.

B. Current Income

1. Parties shall bring proof of current income to the status conference in order to determine child support.

C. Releases For Pensions or Retirement Plans, or Deferred Compensation Accounts

1. While at the status conference, the parties shall execute and exchange any and all releases that may be necessary to value pensions, retirement plans, or deferred compensation accounts.

Rule 9.9 Pre-trial

A. Purpose

1. The purposes of a pre-trial include exploring settlement of all or some of the contested issues and to expedite trial of the case if a complete settlement is not achieved.

2. To achieve the purpose of this Rule, at the time of the pre-trial, counsel and any person representing themselves shall be prepared to:

- a. Narrow the disputed legal issues;
- b. Admit to undisputed facts;
- c. Stipulate to the authentication of documents and other exhibits to be introduced at trial; and
- d. Exchange reports of expert witnesses, if not already done.

B. Settlement

1. At least five days prior to pre-trial, the parties shall exchange written settlement proposals. Additional or counter-proposals may be exchanged at any time prior to trial and in accordance with any scheduling or trial order.

C. Documents

1. The parties shall bring the following items to the pretrial:
 - a. Certificates of attendance of parenting classes, if they have been ordered to attend parenting classes;
 - b. Proof of current income from all sources;
 - c. Proof of cost of health insurance coverage;
 - d. Proof of child support actually paid for child(ren) not in this case;
 - e. Proof of spousal support actually being paid;
 - f. Copies of last three year income tax returns;
 - g. List of current monthly expenses;
 - h. Copies of all deeds to real estate and a copy of auditor's tax appraisals;
 - i. Copies of titles to all vehicles and copies of the NADA or Kelly Blue Book value of each vehicle;
 - j. Most recent plan summary of all pensions and/or profit sharing plans, retirement plans, or deferred compensation accounts;
 - k. Copies of most recent plan summary of all pensions and/or profit sharing plans, retirement plans, or deferred compensation accounts;
 - l. Copies of most recent statements for all bank accounts, IRA's, stock accounts, mortgages, credit card accounts and all other debts;
 - m. Copies of all life insurance policies and valuation;
 - n. Documentation of property claimed as separate property; and
 - o. Documentation of value of antiques, collectables, or collections.

Rule 9.91 Trials

A. Exhibits

1. All exhibits shall be marked and exchanged with opposing counsel or any person representing themselves at least seven (7) days prior to trial, with a copy of all exhibits provided to the Court not later than the date of trial.

2. A Plaintiff shall use numbers and a Defendant shall use letters to mark exhibits.

Rule 9.10 Repealed, Effective January 13, 2014

Rule 9.11 Judgment Entries/Decrees

A. Contents

1. All judgment entries that grant a divorce, legal separation, dissolution, parenting, set child support, or modify child support shall include the following:

- a. The effective date of the order so that arrearages can be calculated;
- b. Current name and address of Obligor and Obligee;
- c. The amount of any support order, which is going to be effective;
- d. A statement that the Court reserves the power to modify the matters of child support, companionship, and parenting.

B. Attachments

1. All judgment entries that grant a divorce, legal separation, dissolution, parenting, set child support, or modify child support shall be accompanied by the following:

- a. An extra copy of every judgment entry where parenting or support has been ordered or modified shall be submitted to the Clerk of Courts for the Child Support Enforcement Agency;
- b. A child support guideline worksheet pursuant to §3113.215(E) of the Ohio Revised Code;
- c. A copy of the Court's standard order concerning companionship where the same has been ordered by the Court;
- d. The appropriate Uniform Companionship Plan shall be made a part of any final order of the Court wherein parenting of a minor child had been an issue, whether resolved among parties or not;

C. Columbiana County Child Support Enforcement Agency (CSEA)

1. The Clerk shall serve a copy of all entries regarding child and spousal support upon the CSEA by placing said entry in the CSEA basket located in the Clerk's office within three days of filing the judgment entry.

Rule 9.12 Repealed, Effective January 13, 2014

Rule 9.13 Repealed, Effective January 13, 2014

Rule 9.14 Repealed, Effective January 13, 2014

Rule 9.15 Contempt for Unpaid Medical Bills

A. Motion

1. A motion alleging contempt for unpaid medical bills shall be accompanied by a fully executed "Explanation of Medical Bills" form which can be found at **APPENDIX K-4**.

2. Copies of medical bills in dispute shall not be attached to the Motion but such bills shall be submitted as evidence at the hearing, with all personal identifiers removed as required by these Rules.

Rule 9.16 Attorney Fees

A. Amount

1. The amount of \$500.00 shall be deemed to be reasonable, necessary, and appropriate for attorney fees for representation in cases upon which a finding of contempt has been made.

2. Any request for attorney fees in excess of \$500.00 shall require the presentation of evidence according to law, absent a stipulation by the parties.

Chapter 7

Miscellaneous

Rule 10.00 Notary Public. Repealed, effective September 20, 2019. See Ohio Revised Code, Chapter 147.

Rule 17.00 Courthouse and Courthouse Grounds: Persons Subject to Search, Weapons, and Dangerous Ordnances (Effective January 19, 2012).

- A. Any person entering the Columbiana County Courthouse (Courthouse), or on Courthouse grounds or parking lot is subject to search by any law enforcement official.
- B. No person shall possess or have under control a deadly weapon or dangerous ordnance while in the Courthouse or on the grounds or parking lot, except law enforcement officials, probation officers, and others authorized by the Court. The Sheriff of Columbiana County or any law enforcement official shall have the right to search and apprehend any person in violation of this Rule and shall promptly bring the person before a judge of the Court of Common Pleas for appropriate action.
- C. Violation of this Rule may result in criminal prosecution and/or contempt of Court.
- D. "Weapon" and "Dangerous Ordinance" as used in this Rule shall correspond to the definitions in Ohio Revised Code § 2923.123(E). This Rule prohibits licensed concealed weapons in the Courthouse as authorized by Ohio Revised Code § 2923.123(E).