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**COURT OF COMMON PLEAS
CLERMONT COUNTY, OHIO
GENERAL DIVISION
RULES OF LOCAL PRACTICE**

CLERK OF COURT
CLERMONT COUNTY, OHIO

JUDGE VICTOR M. HADDAD
JUDGE ANTHONY W. BROCK
JUDGE KEVIN T. MILES
JUDGE JASON E. NAGEL

EFFECTIVE DATE OF RULES

These rules are hereby adopted and shall take effect on January 21, 2026 after these rules are filed with the Supreme Court of Ohio in accordance with Civil Rule 83. They govern all further proceedings in actions then pending, except if the Court determines that their application in a particular case pending upon the effective date hereof would not be feasible, would work injustice, would not conform with the Rules of Superintendence, or the Rules of Civil or Criminal Procedure.

All former rules of this court are repealed as of the effective date hereof and these rules are ordered spread upon the journal of this court.

Amendments and additions may be made upon the majority affirmative vote of all of the judges in office of the General Division of this court, but such amendments shall not be effective until filed with the Supreme Court of Ohio in accordance with Civil Rule 83.



Victor M. Haddad
Common Pleas Judge

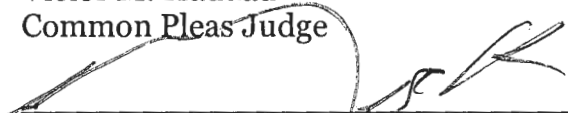


Anthony W. Brock
Presiding Judge
Kevin T. Miles
Administrative Judge
Jason E. Nagel
Common Pleas Judge

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RULE 1: SCOPE AND AUTHORITY

1.0 AUTHORITY

- (A) These Rules are adopted as the Local Rules of Court governing practice and procedure in the General Division of the Clermont County Common Pleas Court (hereinafter referred to as “the Court”). They are adopted pursuant to Article IV, Section 5(B) of the Ohio Constitution, Rule 5 of the Rules of Superintendence for Courts of Ohio, Rule 83 of the Ohio Rules of Civil Procedure, and Rule 57(A) of the Ohio Criminal Procedure.
- (B) These rules, as amended and reprinted herein, are effective immediately, and shall be filed with the Supreme Court of Ohio in accordance with Civil Rule 83. These rules govern all proceedings in actions brought after the effective date of the adoption of these rules and also all further proceedings in actions then pending, except (1) to the extent that in the opinion of the Court the application of the rules in a particular action pending upon the effective date, would not be feasible or would work injustice, or (2) to the extent the rules are inconsistent with the Rules of Superintendence or the Rules of Civil or Criminal Procedure.
- (C) All former rules of this Court are superseded as of the effective date of the adoption of these rules.
- (D) Amendments and additions to these rules may be made from time to time upon the majority vote of all the judges in office of the General Division of this Court. The Court shall afford reasonable notice and opportunity for comment. A new local rule, or any substantive change to an existing rule, shall be effective immediately and shall be immediately filed with the Clerk of the Supreme Court of Ohio, pursuant to Civil Rules.

RULE 2: ADMINISTRATION

2.0 ADMINISTRATIVE JUDGE

The Administrative Judge of the Court shall have the general superintendence of the business of the Court in accordance with the Rules of Superintendence and the Ohio Revised Code.

2.1 PRESIDING JUDGE

The Presiding Judge of the Court shall be selected under the terms and conditions set forth in Sup.R.3(A) and shall be such powers and duties as set forth in Sup.R.3(B).

2.2 HOURS OF OPERATION

- (A) The Court operates from 8:00 AM until 4:30 PM, Monday through Friday, unless otherwise ordered.
- (B) The Court shall be closed on national and state holidays, unless otherwise ordered.
- (C) The Clerk of Courts operates from 7:30 AM to 4:00 PM, Monday through Friday, except legal holidays.

2.3 APPLICATION OF RULES TO UNREPRESENTED PARTIES

These rules shall apply equally to all parties, whether represented by counsel or *pro se* (unrepresented parties). Parties without counsel are expected to know and follow these rules. Exceptions to these rules will not be made because a party is not represented. Wherever these rules refer to “attorney(s)” or “counsel,” they shall also apply to *pro se* parties, whether specifically stated as such.

2.4 REFERENCES TO REVISED LEGAL AUTHORITY

These rules contain references to statutes and to rules of court which, from time to time, may be amended or renumbered. If a reference is made in these rules to legal authority that is revised after the effective date of these rules, the revised legal authority shall be observed thereafter by all parties using these rules.

RULE 3: ASSIGNMENT OF CASES

3.0 PROCEDURE FOR RANDOM SELECTION

The clerk shall cause the computer to randomly assign each new case to a judge, subject to a weighting by the computer for the sole purpose of ensuring that there is an equal distribution of cases among the judges.

3.1 RECUSALS

If a judge recuses himself/herself from hearing a particular case or a particular matter, the judge shall inform the Administrative Judge in writing of the disqualification. Upon the request of the Administrative Judge, the clerk shall randomly assign the case/matter to another judge, unless all of the judges self-disqualify themselves from hearing the case/matter in which event the Administrative Judge shall request the appointment by the Supreme Court of a visiting judge.

3.2 UNAVAILABILITY OF A JUDGE

In the event of the unavailability of a judge for trial or for hearing on any pretrial matter, the trial/matter shall be assigned by the assigned judge to another judge for hearing, or if the assigned judge is unavailable to make the assignment, the assignment shall be made by the Administrative Judge.

3.3 REFILED CIVIL CASES

If a case has been dismissed and is refiled, the refiled complaint shall contain the following designation under the new case number: "THIS IS REFILED CASE # [STATE PREVIOUS CASE NUMBER], PREVIOUSLY ASSIGNED TO [STATE THE NAME OF THE JUDGE TO WHOM THE CASE WAS PREVIOUSLY ASSIGNED]." The judge to whom the case was previously assigned shall be assigned the re-filed case.

3.4 CONSOLIDATION OF CASES

When cases involving common questions of law or fact are pending before different judges, a party may file a motion to consolidate the cases. The motion shall be filed in each case which the movant seeks to consolidate. The motion to consolidate shall be ruled upon by the judge to whom the lowest case number is assigned and must also be approved by the judge(s) assigned to the other case(s). If cases assigned to different judges are consolidated, the cases shall be assigned to the judge having the lowest numbered case.

3.5 CONSOLIDATION ENTRIES

Upon approval of consolidation, an entry shall be prepared which bears the complete case captions of all cases to be consolidated and signature spaces for all assigned judges. The entry shall be initially presented to the judge having the lowest numbered case. After signature by the judge having the lowest numbered case, the movant shall present the entry for signature by each judge whose cases are affected by the consolidation. A copy of the signed entry shall be filed in each case.

3.6 FILING OF PAPERS IN CONSOLIDATED CASES

Although cases have been consolidated, each case shall remain separate and distinct. All subsequent pleadings shall bear the complete captions of all consolidated cases and unless otherwise ordered by the assigned judge shall be filed in each case. The case schedule of the lowest numbered case shall control the proceedings in the consolidated cases unless otherwise ordered by the judge assigned the consolidated cases.

3.7 RE-INDICTED CASES

If a case has been terminated by nolle prosequi or other form of dismissal, the re-indicted case shall contain the following designation under the case number: "THIS IS RE-INDICTED CASE # [STATE PREVIOUS CASE NUMBER], PREVIOUSLY ASSIGNED TO [STATE THE NAME OF THE JUDGE TO WHOM THE CASE WAS PREVIOUSLY ASSIGNED]." The judge to whom the case was previously assigned shall be assigned the re-indicted case.

3.8 CO-DEFENDANTS IN CRIMINAL CASES

Subject to Rule 3.11, all co-defendants indicted in a multiple defendant case(s) shall be assigned to the same judge, who shall be the judge with the lowest case number. At the time of the return of an indictment where there is (a) co-defendant(s), the prosecutor shall file a notice which provides that "THIS DEFENDANT HAS (A) CO-DEFENDANT(S) WHOSE NAME(S) AND DATE(S) OF BIRTH IS (ARE) [GIVE NAME AND DATE OF BIRTH OF EACH CO-DEFENDANT]."

3.9 DEFENDANTS WITH ACTIVE PROBATION/COMMUNITY CONTROL/ INTERVENTION IN LIEU OF CONVICTION/DIVERSION CASES

Subject to Rule 3.11, if a probationer is indicted on a new case, the new case shall be assigned to the judge who placed the defendant on probation or community control or before whom the defendant pleaded guilty and was placed on intervention in lieu of conviction or in a diversion program.

3.10 CRIMINAL DEFENDANTS WITH PENDING CASES

Subject to Rule 3.11, if a defendant is arraigned on a new case and the defendant has pending case(s) assigned to a judge, the new case shall be assigned to that judge.

3.11 PRIORITY OF ASSIGNMENTS

In the event that a case is subject to more than one assignment category, the following assignment priority applies:

- a. Re-indicted cases;
- b. Co-Defendant cases;
- c. Pending cases; and
- d. Active probation/community control/intervention in lieu of conviction/diversion cases.

3.12 ASSIGNMENT OF AGGRAVATED MURDER CASES WITH DEATH PENALTY SPECIFICATIONS

All aggravated murder cases with death penalty specifications will be assigned randomly by lot without regard to the assignment rules set forth above.

3.13 THREE JUDGE AGGRAVATED MURDER CASES WITH DEATH PENALTY SPECIFICATIONS

If a defendant in an aggravated murder case with death penalty specifications seeks to enter a plea of guilty to one or more death penalty specification(s) or waives a jury trial in writing and on the record, the case shall be submitted to a three-judge panel. The assigned judge shall serve as the presiding judge over the trial of the case. The two additional judges shall be designated, pursuant to R.C. 2945.06, by the Presiding Judge of the Court and shall be selected at random by lot.

RULE 4: SECURITY FOR COSTS

4.0 No civil action or proceeding shall be accepted for filing by the Clerk unless there is deposited as security for costs the amount required as set forth in Appendix A.

4.1 All entries ordering notice by publication shall bear the certification of the Clerk that the required additional cost deposit has been made.

4.2 An additional cost shall be deposited with the Clerk upon the request for jury view in any civil case, the expense of said view to be taxed as costs in the case.

4.3 When appraisals are filed with the Clerk, the Clerk shall pay to the appraisers such fees as are allowed by law or as set by court order.

4.4 No attorney or officer of this court shall be received as security for costs or as surety on a criminal recognizance.

4.5 An additional deposit in the amount set forth in Appendix A shall be deposited with the Clerk upon the request for an order of sale in any foreclosure or partition case.

RULE 5: PLEADINGS

5.0 Any attorney seeking to appear in any matter in the general division of the Clermont County Common Pleas Court shall be admitted to the practice of law in Ohio by the Ohio Supreme Court. An out-of-state attorney not admitted to practice in this state may seek admission, Pro Hac Vice, only as permitted by the Ohio Supreme Court and in accordance with Gov. Bar R. XII.

5.1 All pleadings, entries and other documents filed in any matter pending in the Clermont County Common Pleas Court, shall be filed flat, on 8-1/2" by 11" white paper, with no backing and with a head or top margin on the first page only, of not less than two inches. In addition to the original, sufficient copies shall be filed with the Clerk for service, as may be required. Surplus copies will be discarded by the Clerk.

5.2 No civil action shall be accepted for filing unless accompanied by the Court's Case Classification Form, which clearly identifies the nature of the action being filed and the designation of the trial attorney filing the action or the pro se party filing the action.

5.3 The attorney or party completing the classification form upon the filing of a complaint shall certify as to whether the case had been filed previously and dismissed. If the case was dismissed under Civ. R. 41, then, under the case number, the re-filed complaint shall contain the statement: "This is a refiled case," and the name of the judge to whom the case was previously assigned.

RULE 6: MOTIONS

6.0 Motions shall be submitted and determined upon the motion and a brief memorandum. All motions and subsequent filings shall be filed within the time limits of Ohio Civil Rule 6 or other applicable Civil Rule, unless the timing is modified by an order of the assigned judge in a specific case. Counsel shall deliver to the assigned judge a file stamped copy of the motion, reply or additional memoranda. Motions may be set for an oral hearing on the court's motion or on any party's written motion with consent of the court. This Rule shall not apply to motions filed under Ohio Civil Rules 22, 23, 24, 55, 56 and 65.

6.1 A response to a motion for summary judgment must be filed within the time limits of Ohio Civil Rule 6, unless extended by court order. The movant shall serve and file any reply brief within 7 days of the service of the brief in opposition, but shall be limited to responding to issues raised in the brief in opposition. The court may grant leave for an oral hearing upon the Court's own motion or upon a written application filed with the motion or filed with any responsive pleading.

6.2 Upon filing any motion, counsel shall file a certificate of readiness with the Assignment Office stating whether leave of court has been obtained for oral argument. If no leave for oral argument has been obtained, the case shall be set upon the court's docket for "submission on the pleadings" at the expiration of the time allowed by civil rule for opposition and reply briefs. If motions for summary judgment, or other dispositive motions, are filed by multiple parties in succession, counsel filing the later motion shall reset the submission date to conform to time limitations for opposition and reply briefs of the later motion.

6.3 In a civil action, any motion, which seeks leave of court to amend a complaint, an answer, counter-claim, cross-claim, third-party complaint, third-party answer, third-party counter claim, third-party cross-claim or intervene in an action under Civ. R. 24, shall append to any such motion a copy of the proposed pleading. A copy of the motion and the attached proposed pleading shall be provided to the assigned judge, through the Clerk of Courts, for review. No pleading, which the civil rules or a statute require leave of court to file, may be accepted by the Clerk for filing without an appropriate order signed by the assigned judge granting the party leave to file such a pleading.

RULE 7: ENTRIES

7.0 Unless the court designates otherwise, judgment entries shall be prepared by the counsel for the prevailing party. Entries shall contain a caption listing all parties, the judge to whom the case has been assigned and a certificate of the Clerk that all costs have been paid in full. The entry shall also contain an order for the Court requiring the Clerk of Courts to serve the judgment on parties in the action per Civil Rule 58(B).

7.1 Entries shall be submitted to opposing counsel for signature within 14 days of the court's decision, along with notice that the entry will be offered to the court on the 30th day after the decision issued. If opposing counsel rejects the form, he or she shall set the matter for hearing on entry through the Assignment Office. This request for a hearing must be filed on or before the 30th day following the court's decision.

7.2 Any entry presented to the court for signature without endorsement by all counsel or parties shall contain the certification that the entry was served upon opposing counsel or opposing parties and that the time for objection has expired.

7.3 If no entry or request for hearing is received by the court within 30 days of decision, then the court may dismiss the matter, order the Clerk to enter judgment in accordance with the decision rendered, or take other appropriate action.

7.4 Any entry affecting a pending matter that has been set for a hearing, arbitration, or mediation shall be delivered to the Assignment Office for cancellation of the hearing. Delivery of a copy of the entry satisfies this Rule.

RULE 8
PRE-TRIAL

8.0 The assigned judge shall schedule pre-trial conferences.

8.1 All trial counsel, unless excused by the court, shall attend the pre-trial conference(s) with full authority and knowledge to adequately represent the client in the following matters:

- (1) Agreement on the final date for filing any pleadings or motions and any necessary responses thereto;
- (2) Establish schedule for completion of discovery;
- (3) Establish schedule of pre-trial conferences;
- (4) Establish necessity for trial memoranda and date of submission;
- (5) Determination of settlement discussions and appropriate ADR options;
- (6) Establish a trial date.

8.2 Counsel for either party may apply for a pre-trial conference at any time.

8.3 The failure of trial counsel to appear at a pre-trial conference may result in the continuance of the pre-trial and appropriate sanctions, including the costs and attorney fees of opposing litigants incurred as a result of the continuance.

RULE 9
DEFAULT HEARING

9.0 A party seeking a default judgment under Civ. R. 55 shall file a written motion with the Clerk of Courts.

9.1 (A) Attorneys seeking default must be present at hearings on motions for default in which the damages sought by plaintiff are unliquidated. The hearing judge may consider the following:

- (1) Perfection of service of the complaint by plaintiff or counsel;
- (2) Defendant's failure to answer or appear within 28 days of service;
- (3) Evidence of damages either by verified pleadings by plaintiff, or testimony of plaintiff, together with any exhibits properly appended to pleadings or affidavit, or introduced and accepted at hearing;
- (4) Report from expert stating opinion as to proximate cause of injury.

(B) No hearing is required on a motion for default in which damages sought by plaintiff are liquidated. The assigned judge shall consider the following upon the filing of a motion for default:

- (1) Perfection of service as above;
- (2) Failure of defendant to answer as above;
- (3) Affidavit as to amount due and owing.

RULE 10
CONTINUANCES

10.0 No continuances will be granted except upon written motion and entry approved by the assigned judge and reflected upon the court's docket. Requests for continuances shall be signed by counsel of record, and if requested by the court or required by this rule, by the parties.

10.1 Any motion to continue an assigned trial date must be signed by counsel and the moving party and set forth good cause for continuing the assigned trial date. No motion for modification of the assigned trial date will be granted without a showing of good cause. If the motion to continue the trial date is made after the final pre-trial conference, no continuance will be granted without a showing of extraordinary circumstances, and only then where there is no alternative means of preventing a substantial injustice.

RULE 11
JUDGMENTS UPON WARRANT OF ATTORNEY TO CONFESS

11.0 Judgments by confession, upon a warrant of attorney, will not be entered in the absence of the defendant, except upon proof, satisfactory to the court, of the maker's signature on the warrant of attorney or other instrument upon which judgment is sought and presentation to the court of the original instrument. When confessing judgment, an attorney must produce the warrant of attorney to the court before which the attorney confesses. The original warrant shall be filed with the Clerk.

11.1 Immediately upon entering a judgment by confession, the plaintiff's attorney shall file a praecipe with the Clerk of Court requesting that a copy of the judgment entry be forwarded to the defendant at the address shown in the complaint by certified mail, return receipt requested.

RULE 12
APPOINTMENT OF SPECIAL PROCESS SERVER

12.0 Application for Appointment.

An individual or a legal organization, through an authorized agent, may apply to be appointed as Special Process Server, pursuant to R.C. 311.22, Civ. R. 4.1, Civ. R. 45, and Crim. R. 17, for the General Division of the Clermont County Common Pleas Court.

12.1 General Requirements for all Applicants.

- (i) The Applicant shall file an Application for an Appointment as a Special Process Server which substantially complies with Form 12.1(a) or Form 12.1(d). (*See, Appendix D*)
- (ii) With each Application, the Applicant shall file an affidavit which shall aver to the Rules of Civil Procedure.
- (iii) All Applicants shall submit the required affidavit in substantial compliance with Form 12.1(b) or Form 12.1(e). (*See, Appendix D*)
- (iv) With each Application and affidavit, all Applicants shall present an order which shall be reviewed and signed by the Administrative Judge. This order shall substantially comply with Form 12.1(c) or 12.1(f). (*See, Appendix D*)
- (v) The Clerk shall record the application and affidavit when submitted by an Applicant as a miscellaneous civil case filing. When the order is signed, it shall also be entered on the Clerk's docket and a copy then provided to the Applicant. No Applicant may serve process until a signed order has been filed with the Clerk and provided to the Applicant.

12.2 Term for a Special Process Server.

- (i) An Applicant may request to be appointed as a one-time Special Process Server for a particular matter. In this instance, the Applicant's term shall terminate when the case is terminated by a final entry or as otherwise ordered by the Administrative Judge.
- (ii) An Applicant may request to be appointed as a Standing Process Server. The term for a Standing Process Server is one year from the date the signed order granting the Application is journalized. A Standing Process Server may serve process in any action pending in this Court during this term.
- (iii) No duly appointed Special Process Server may represent or advertise to the public, in any manner, that he or she is the official Process Server for the Court.
- (iv) After the Applicant is duly appointed as a Special Process Server under this Rule, he or she shall present a time-stamped copy of the signed order to the Clerk to verify his or her appointment.
- (v) If any standing process server seeks to continue any term, he or she shall, not later than 30 days prior to the expiration of the current term, file an application, affidavit, and proposed order as herein required seeking to be reappointed for another term.

12.3 Filing Fee

- (i) The filing fee for an individual applicant shall be \$25.00. The filing fee for a legal organization for which two or more employees may be authorized to serve process shall be \$50.00. Any fee shall be paid when the Application and Affidavit are filed. No order shall issue until the filing fee is paid in full.
- (ii) The filing fee shall be waived for any applicant who is an employee of a Clermont County office, department, board, agency, commission or the like.
- (iii) The fees shall be paid to the Special Projects account to the Court.

RULE 13
JUDICIAL SALES

13.0 Where no exceptions have been filed, all sales made under court order shall be reported no later than the 3rd business day following the sale and shall be subject to confirmation on the 4th business day after the report. The parties may agree to a confirmation at any time. Where exceptions have been filed, the excepting party shall set the matter for hearing through the Assignment Office, with notice to all parties or their counsel. A judgment creditor that elects to have the property sold by a private selling officer authorized by the court shall strictly follow O.R.C. 2329.152.

13.1 When the Entry Confirming Sale grants a Writ of Possession to the purchaser, the Sheriff shall not execute on the Writ until the purchaser has paid the balance of the purchase price and the deed to the purchaser has been recorded.

13.2 Notwithstanding any language to the contrary in the Entry Confirming Sale, in accordance with O.R.C. Sec. 2329.36(C) and 2327.02(C), with respect to a sale to a third party purchaser, the Sheriff shall collect the conveyance tax, transfer fee and deed recording fee from the purchaser, over and above the balance of the successful bid amount.

13.3 No complaint for a new mortgage foreclosure case shall be accepted for filing unless Plaintiff's counsel submits to the Clerk of Courts, along with the initial filings, a certification from the Clermont County Auditor's Tax Map Department that the legal description of the real estate is accurate and recordable. A sample Approval Form is attached to these rules.

13.4 Confirmation entries must contain a breakdown showing how the taxes are to be applied to each parcel. Specifically, the County Treasurer requires that the figures to be broken down by parcel number showing both the current taxes (even if "0") as well as the prorated taxes.

RULE 14

Prior Local Rule 14 is hereby repealed, effective January 6, 2026. The number is retained to maintain the existing local rule numbering system, and is reserved for future use as an E-Filing rule.

RULE 15 MEDIATION

This Rule incorporates by reference the “Uniform Mediation Act” (UMA), codified at R.C. 2710.01 et seq., and Rule 16 of the Supreme Court of Ohio Rules of Superintendence.

(A) Purpose

To promote greater efficiency and to provide a mechanism for the earliest possible resolution of civil cases, the Clermont County Court of Common Pleas, General Division has established a civil case mediation program.

(B) Definitions

All definitions found in the UMA are adopted by this court.

(B) Referral to Mediation

Any judge of the Court of Common Pleas, General Division, may, at any time, submit a civil action in this court to mediation on the Court’s own motion, on a party’s request, or by agreement of the parties. The mediation is to be conducted by the court-appointed mediator. All parties and insurance representatives are required to be present for mediation. Referral of a case to mediation shall not operate as a stay of proceedings unless otherwise ordered by the Court.

(C) Authority of Court Mediator

The Court Mediator is an appointed officer of the Court who oversees the management and operation of the civil mediation program. The Court Mediator shall at all times be in control of the mediation process, including scheduling and the procedures to be followed, and may meet privately in caucus to consult with any party, party representative, and/or trial counsel.

(D) Scope

There is no limit as to the amount in controversy of any case referred to mediation. Mediation shall not be used for any of the following:

- As an alternative to the prosecution or adjudication of domestic violence;
- In determining whether to grant, modify or terminate a protection order;
- In determining the terms and conditions of a protection order; and

- In determining the penalty for violation of a protection order.

(E) Confidentiality

All mediation communications related to or made during the mediation process are subject to and governed by the UMA.

No party to mediation shall call the mediator as a witness for any purpose.

(F) Mediator Conflicts of Interest

Pursuant to R.C. § 2710.08, the Court Mediator shall make an inquiry that is reasonable under the circumstances to determine whether there are any known facts that a reasonable individual would consider likely to affect the impartiality of the Court Mediator and shall disclose any such known facts to the parties as soon as practicable. Upon request, the Court Mediator's qualifications to mediate the dispute shall also be disclosed.

(G) Termination

If the assigned mediator determines that further mediation efforts would be of no benefit to the parties, he or she shall inform all interested parties and the court that the mediation is terminated using the procedure required by this court.

(H) Continuances

It is the policy of this court to determine matters in a timely way. Continuances of scheduled mediations shall be granted only for good cause shown after a mutually acceptable future date has been determined. The case may be continued by the court appointed mediator, Judge or Magistrate who referred the case.

(I) Mediation Case Summary

Fifteen (15) days before the mediation or as soon as practicable thereafter, parties shall submit a "Mediation Case Summary" to the mediator which shall contain the following:

- Relevant facts and procedural posture of the case;
- Legal issues (including an assessment of liability);
- Damages assessment (include specific numbers and calculations if possible);
- Strengths and weaknesses of case and defenses;
- Summary of settlement negotiations (prior to mediation);

- Persons attending mediation.

The Mediation Case Summary should **NOT** be filed with the Clerk of Courts.

(J) Mediator Report

At the conclusion of the mediation and in compliance with R.C. 2710.06 the Court shall be informed of the status of the mediation including the following:

- Whether the mediation occurred or has terminated;
- Whether a settlement was reached;
- Attendance of the parties;
- Future mediation session(s), including date and time;
- Any other communication or disclosure permitted by R.C. 2710.06.

(K) 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.

(L) Domestic Violence.

In any case referred to mediation, all parties and counsel shall advise the assigned Judge or Magistrate and the Court Mediator of any domestic violence allegations and/or adjudications known to exist or to have existed in the past, or which become known at any time following the referral to mediation but prior to the conclusion of mediation, between any of the persons whose attendance and participation in mediation are required by the Court.

(M) External Referrals

The mediator shall refer *pro se* participants (including victims and suspected victims of domestic violence) to legal counsel and other support services as appropriate.

RULE 16

Local Rule 16 as it existed prior to January 5, 2021 is repealed. All applicants for a notary commission shall follow Revised Code Chapter 147 and the procedures set up by the Clermont County Law Library Resources Board.

RULE 17 JURIES

17.0 The Court approves the use of Automatic Data Processing Information storage and Information Retrieval Devices.

17.1 The Deputy Jury Commissioner shall instruct, personally or by mail, each prospective juror to call the Commission's office for examination and assignment to jury service, or exemption therefrom.

17.2 Two Jury Commissioners appointed annually by the Judges of Common Pleas in accordance with Ohio Revised Code shall review jurors' requests to be excused.

17.3 Any excusal not agreed upon by the Jury Commissioners is provided to the Administrative Judge for review.

17.4 All prospective jurors shall complete a "Juror Questionnaire" approved by the Court. The Court shall ensure that the privacy of prospective jurors is reasonably protected. Basic background information from the Questionnaire shall be provided to parties before trial begins and shall be used by them for voir dire purposes only. The parties shall not copy the background information in any manner. Upon completion of the voir dire, the background information forms shall be returned to the bailiff.

17.5 All members of the Jury Panel shall report each morning to the Jury Commissioner one half hour before the opening of court, unless otherwise ordered by the trial judge. The Jury Panel shall remain in the jury quarters during court hours and shall not leave except by permission of the Deputy Commissioner.

17.6 Any Jury Panel member who fails to answer the call of the Deputy Jury Commissioner will be addressed by the Court expecting the juror.

17.7 Jury Record Management and Retention Rules:

- The Annual and Term Jury Lists shall be maintained in electronic medium and copy filed with the Clerk of Courts.
- Original juror questionnaires along with term jury lists and related correspondence including excuse requests shall be retained for 3 years from the end of the applicable term of service and thereafter destroyed.
- Printed juror payment records shall be retained for four years and thereafter destroyed.
- Capital case juror records shall be retained until all appeals have expired, an execution order carried out or the Administrative Judge otherwise orders. In conformity with Superintendence Rule 26 (E)(2), if the actual retention period for juror records in a capital case exceeds 10 years, the Ohio Historical Society shall be notified in writing of the Jury Commissions intention to destroy the records at least 60 days before destruction.

17.8 The Administrative Judge, the Clerk of Courts and the Commission shall each retain a copy of the annual jury list.

RULE 18
CRIMINAL ARRAIGNMENT

18.0 Arraignment of matters presented to the Grand Jury will be held every Wednesday and Friday or as otherwise scheduled by the court. Waivers of arraignment will rarely be granted at the sole discretion of the arraignment judge. In order for a waiver of arraignment to be considered, the amount of bail must be set, the defendant must have furnished the required security, and the waiver form must be executed by the Clerk, defendant, defense counsel and the Prosecuting Attorney. The Clerk shall then present the required waiver form to the assigned Judge for approval. The waiver form shall appear substantially similar to Appendix B to these Rules.

RULE 19
FACSIMILE FILING

APPLICABILITY

- 19.0** These rules apply to civil and criminal proceedings in the Court of Common Pleas, Clermont County, Ohio.
- 19.1** The following documents will not be accepted by the Clerk of Courts for fax filing:
- (1) Filings commencing an action;
 - (2) Filings that require a cost deposit or fee;
 - (3) Filings that require a judge's signature;
 - (4) Filings that exceed 30 pages, including exhibits;
 - (5) Service copies;
 - (6) Any document that is larger than 8 1/2 x 11.
- 19.2** A document filed by fax shall be accepted as the effective original filing. The person making a fax filing need not file any source document with the Clerk of Court, but must maintain in his or her records, and have available for production on request by the court, the source document filed by fax with original signatures as otherwise required under the applicable rules and the source copy of the facsimile cover sheet used for the filing.
- 19.3** The source document filed by fax shall be maintained by the person making the filing until the case is closed and all opportunities for post judgment relief are exhausted.

DEFINITIONS

As used in these rules, unless the context requires otherwise:

- 19.4** A "facsimile transmission" means the transmission of a source document by a facsimile machine that encodes a document into optical or electrical signals, transmits and reconstructs the signals to print a duplicate of the source document at the receiving end.
- 19.5** A "facsimile machine" means a machine that can send and receive a facsimile transmission.
- 19.6** "Fax" is an abbreviation for "facsimile" and refers, as indicated by the context, to facsimile transmission or to a document so transmitted.

COVER PAGE

- 19.7** The person filing a document by fax shall also provide cover page containing the following information:
- (I) the name of the court;
 - (II) the title of the case;
 - (III) the case number;
 - (IV) the assigned judge;
 - (V) the title of the document being filed (e.g. Defendant Jones' Answer to Amended Complaint; Plaintiff Smith's Response to Defendants' Motion to Dismiss; Plaintiff Smith's Notice of Filing Exhibit "G" to Plaintiff Smith's Response to Defendants' Motion to Dismiss);
 - (VI) the date of transmission;
 - (VII) the transmitting fax number;
 - (VIII) an indication of the number of pages included in the transmission, including the cover page;
 - (IX) if a judge or case number has not been assigned, state that fact on the cover page;
 - (X) the name, address, telephone number, fax number, Supreme Court registration number, if applicable, and e-mail address of the person filing the fax document if available.
- 19.8** If a document is sent by fax to the Clerk of Court without the cover page information listed above, or if the transmission contains a filing that is not acceptable under 17.02 of these rules, the Clerk is authorized to reject the filing.
- 19.9** The Clerk of Court is not required to send any form of notice to the sending party of a failed fax filing. However, if practicable, the Clerk of Court may inform the sending party of a failed fax filing.

SIGNATURE

- 19.10** A party who wishes to file a signed source document by fax shall either:
- (I) fax the signed source document; or
 - (II) fax the document without the signature but with the notation “/s/” followed by the name of the signing person where the signature appears in the signed source document.
- 19.11** A party who files a signed document by fax represents that the physically signed source document is in his/her possession or control.

EXHIBITS

- 19.12** Each exhibit to a facsimile produced document that cannot be accurately transmitted via facsimile transmission for any reason must be replaced by an insert page describing the exhibit and why it is missing. Unless the court otherwise orders, the missing exhibit shall be filed with the court, as a separate document, not later than 5 court days following the filing of the facsimile document. Failure to file the missing exhibits as required by this paragraph may result in the court striking the document and/or exhibit.
- 19.13** Any exhibit filed in this manner shall be attached to a cover sheet containing the caption of the case which sets forth the name of the court, title 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 Defendants’ Motion to Dismiss), and shall be signed and served in conformance with the rules governing the signing and service of pleadings in this court.

TIME OF FILING

- 19.14** 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 fax transmission was received by the Clerk of Courts.
- 19.15** Fax filings may NOT be sent directly to the court for filing but may only be transmitted directly through the facsimile equipment operated by the Clerk of Courts.
- 19.16** The Clerk of Court need not acknowledge receipt of a facsimile transmission.
- 19.17** The risks of transmitting a document by fax to the Clerk of Courts shall be borne entirely by the sending party. Anyone using facsimile filing is urged to verify receipt of such filing by the Clerk of Court through whatever technological means are available.

FACSIMILE FILING COVER PAGE

RECIPIENT INFORMATION:

NAME OF COURT:

FAX NUMBER:

SENDING PARTY INFORMATION:

NAME:

SUPREME COURT REGISTRATION NUMBER (if applicable):

OFFICE/FIRM:

ADDRESS:

TELEPHONE NUMBER:

FAX NUMBER:

E-MAIL ADDRESS (if available):

CASE INFORMATION:

TITLE OF THE CASE:

CASE NUMBER:

TITLE OF THE DOCUMENT:

JUDGE:

FILING INFORMATION:

DATE OF FAX TRANSMISSION:

NUMBER OF PAGES (including this page):

STATEMENT EXPLAINING HOW COSTS ARE BEING SUBMITTED, IF APPLICABLE:

*If a judge or case number has not been assigned, please state that fact in the space provided.

RULE 20
MAGISTRATES

20.0 Magistrates shall be appointed by the Court, serve as full-time employees of the Court, and exercise the legal authority provided by Civ. R. 53, and Crim. R. 19.

20.1 A magistrate shall preside over any trial or hearing which is referred to him or her by the assigned judge, by a general order of reference, or by this local rule. The following matters may be referred to a magistrate at the discretion of the assigned judge:

- (a) On any issue or issues as to which no jury right attaches, or as to which the jury right has been waived;
- (b) Trials or hearings as to any issues submitted by consent of the parties;
- (c) Jury trials where the parties have given unanimous written consent under Civ. R. 53(C)(1)(c).

20.2 The following matters shall be referred to the magistrates by operation of this local rule:

- (a) Civil Protection Orders;
- (b) Replevins;
- (c) Judgment debtor examinations;
- (d) Garnishments and attachments;
- (e) Proceedings for the forfeiture of contraband;
- (f) Default judgments where a damages hearing is scheduled;
- (g) Arraignments if directed by the judge before whom the arraignments have been scheduled;
- (h) Any other matters, including case management conferences or pre-trials, at the direction of the assigned judge.

Where practicable, the magistrate shall preside over matters on the docket of his or her assigned judge. The Administrative Judge may by separate order assign magistrates to preside over ex parte civil protection order hearings and other routine proceedings without regard to which judge is assigned to the case. All hearings for garnishment, attachment, replevin, forfeiture of contraband, and judgment debtor examinations shall be before the magistrates, unless the assigned judge orders otherwise, at such times and dates as the assignment commissioner designates.

20.3 Proceedings before the magistrate shall be recorded in the same manner as proceedings before a judge. The magistrate will issue his or her order or decision after the trial or hearing in accordance with Civ. R. 53, but he or she may require that briefs, proposed findings and conclusions or other memoranda be submitted by counsel prior to the issuance of his or her order or decision. No findings of fact and conclusions of law are required after a jury trial, but the magistrate shall report in writing the actions of the jury.

20.4 Objections and memoranda in support of objections to the magistrate's order or decision shall be timely filed by any party in accordance with Civ. R. 53. Memoranda contra objections may be filed by any party within 7 days of filing of the objections.

RULE 21
PETITIONS FOR CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT

21.0 This local rule shall establish the court practices and procedures regarding Petitions for a Certificate of Qualification for Employment (hereinafter CQE) in conjunction with Revised Code section 2953.25 and Administrative Rule 5120-15-01 adopted by the Department of Rehabilitation and Corrections (hereinafter DRC). Where the Revised Code, the Administrative Regulations, and this rule are silent on procedure, the Civil Rules shall apply unless clearly inapplicable.

21.1 In order to request a CQE, the Petitioner shall file the approved Cover Sheet and the fully completed Electronic DRC Petition with the Clerk of Courts for the Common Pleas Court. The Petitioner shall include the DRC Electronic Petition Number on the Cover Sheet, and shall include electronic access to the DRC CQE Summary (CQE Summary).

21.2 Before the Petition is accepted for filing, the Petitioner shall deposit as security for costs the amount required as set forth in Appendix A. The Petitioner may submit an Affidavit of Indigency or other relevant information for the Court's consideration if requesting the waiver of filing fees. A judge or magistrate may waive the deposit otherwise required by this Rule. If a judge or magistrate determines that the Petitioner is indigent, the Petitioner is still responsible for an administrative fee of \$25.00.

21.3 All social security numbers and other information that must be excluded from public record shall be redacted by the Clerk in accordance with the rules of this court and the Rules of Superintendence. Upon filing of a Petition, the Clerk shall file the original under seal for use by the Court, and prepare a redacted copy for inclusion in the portion of the case file accessible to the public. Records or information received by the Court or the Clerk to assist the court with making its decision under Revised Code section 2953.25, including information included on a Petition, shall retain their character as public or non-public records, as otherwise provided in law.

21.4 Upon receipt of a Petition and the required deposit, the Clerk shall assign the Petition a miscellaneous civil case number and randomly assign the matter to a judge. The Administrative Judge may transfer a pending Petition to another judge of this Court who was previously assigned to a criminal case involving the Petitioner, or who is the successor judge to a former judge who was previously assigned to a criminal case involving the Petitioner.

21.5 The Court shall obtain the criminal history of the Petitioner, either through the investigation ordered in support of the Petition or otherwise. The Court shall attempt to determine all other courts in the state in which the Petitioner has been convicted of or plead guilty to an offense through review of the Petitioner's criminal history or other investigation. The Court shall send appropriate notice and response forms to each court so identified by US mail, with a certificate of mailing and include a stamped return

envelope. The Court shall also send appropriate notice and response forms to the Prosecuting Attorney of this county.

21.6 The judge or magistrate shall review the Petition, criminal history, all filings submitted by other courts, the prosecutor or victim in accordance with the rules adopted by the DRC, and all other relevant evidence. The judge or magistrate may order any report, investigation or disclosure by the Petitioner that he or she believes is necessary to reach a decision. The judge or magistrate may conduct such hearings as are appropriate to the determination of the case.

21.7 Once all necessary information has been received, the judge or magistrate shall decide whether to grant or deny the Petition within sixty days of the completion of the record, unless Petitioner requests and is granted an extension of time. The decision to grant or deny a Petition made by a magistrate shall be sent to the judge for a final Judgment Entry and Order, pursuant to Civil Rule 53. All notice and objection periods regarding a magistrate's decision shall apply as set forth in Civil Rule 53.

21.8 The Clerk shall serve a written notice on the Petitioner of the Court's Decision and Judgment Entry. If denied, the notice shall include conditions, if any, placed on subsequent filings and language that a final appealable order has been filed. The Clerk shall also notify the DRC electronically of the disposition of the petition as required under the Administrative Rules, and if granted, order the DRC to issue the CQE to Petitioner.

21.9 The Court in its discretion may from time to time amend its forms and cost schedule without amending this Local Rule.

Rule 22
TECHNOLOGY PLAN

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

(1) A comprehensive strategy for implementing and maintaining technology solutions for conducting remote hearings, electronic service, the acceptance of electronic signatures, and any other technology-related solution utilized by the court; and

(2) Procedures for notifying and providing instructions to the public on how to use the technology solutions implemented by the court and how the solutions will comply with any accessibility accommodation requirements, including any applicable requirements of the “Americans with Disabilities Act.”

22.1 The plan will be posted on the Court’s [website once specifics are defined](#).

RULE 23
REPORTING TO LAW ENFORCEMENT & COMPLIANCE PLAN

- (A)** The Court shall ensure complete, accurate, and timely submission of information into the state's computerized criminal history repository at the Bureau of Criminal Investigation (BCI), the Ohio Law Enforcement Automated Data System (LEADS), and other law enforcement databases.
- (B)** The Court, in collaboration with the clerk of court, law enforcement agencies, and any other applicable justice system partners, will develop and maintain a Reporting to Law Enforcement & Compliance Plan.
- (C)** The Reporting to Law Enforcement & Compliance Plan will identify procedures and timelines for:
1. Obtaining and reporting fingerprints as prescribed by the Revised Code and Supreme Court of Ohio rules, including R.C. 109.57(A)(2), 109.60(A), 2929.44(B), 2945.402(E)(1), and 5122.311(A); Sup.R. 95(C); Crim.R. 9(A);
 2. Reporting information regarding protection orders as prescribed by the Revised Code and Supreme Court rules, including R.C. 2703.213, 2903.214, 2919.26, and Sup.R. 10(A);
 3. Reporting information to the Ohio Department of Public Safety's Bureau of Motor Vehicles as prescribed by R.C. 4510.03, 4513.37, and 5502.10 and Supreme Court Rules;
 4. Maintaining complete and accurate records in accordance with 18 U.S.C. 922(g), the Revised Code, including R.C. 2923.13, and Supreme Court Rules in the event of an audit by the Federal Bureau of Investigation, the Bureau of Criminal Investigation, or state or local auditors; and
 5. Reporting sealed and expunged records to the Bureau of Criminal Investigation, the Ohio Law Enforcement Automated Data System, and other law enforcement databases pursuant to the Revised Code, including R.C. 2953.32.
- (D)** The Court will review the Reporting to Law Enforcement & Compliance Plan every three years from its adoption date.

RULE 24
COURTHOUSE DECORUM

- (A)** It is the duty of every person in the courthouse to act with proper decorum and respect at all times.
- (B)** The use of insulting, vulgar, profane, or threatening language in the presence of the court or a court employee is strictly prohibited.
- (C)** The Court reserves the right to hold those in violation of this Rule in contempt of court.
- (D)** The Court can exclude a person from court proceedings for violating this rule.

RULE 25
ELECTRONIC DEVICES

- (A)** All electronic devices, including cell phones, tablets, smart watches, portable computers, and pagers, must be turned off or placed in “silent” mode while in the courthouse.
- (B)** No cell phone calls may be initiated or received while in the courtrooms while court is in session.
- (C)** Devices that become a distraction during court proceedings may be confiscated.
- (D)** The Court reserves the right to hold those in violation of this Rule in contempt of court.
- (E)** The Court can exclude a person from court proceedings for violating this rule.

RULE 26
PROPER ATTIRE

(A) All individuals appearing at the courthouse, including court employees, attorneys, parties, jurors, media, and the general public must be properly attired.

(B) The Court adopts the following dress code:

- (1) No shorts
- (2) No miniskirts
- (3) No spaghetti straps, tank tops, halter tops, or strapless tops or dresses
- (4) No tops or dresses that expose any portion of the breast
- (5) No baggy pants
- (6) No see-through clothing
- (7) No pajama pants
- (8) No sexually suggestive clothing
- (9) No clothing with references to illegal drugs, alcohol use, weapons, or sex

(A) HEAD COVERINGS

- (1) Head coverings must be removed within the courthouse except those worn for religious reasons.
- (2) The Court reserves the right to question any individual in the courthouse regarding the specific religious reason alleged.

RULE 27
EXPARTE COMMUNICATIONS

Neither counsel nor parties shall initiate or institute any discussion on a pending case with the trial judge unless all counsel and unrepresented parties are present, or have been notified of the discussion to take place and given an opportunity to participate.

RULE 28
BROADCASTING, PHOTOGRAPHING, AND RECORDING

(A) To ensure transparency, accessibility and public trust in the legal system, the Court permits the broadcasting, photographing and recording of court proceedings.

- (1) This Rule is to be read in conjunction with Sup.R.11 and 12.
- (2) The trial judge or magistrate has the discretion to limit, control or prevent broadcasting, photographing and/or recording, after reasonable notice and opportunity to be heard, in the interest of justice, privacy and security.

(B) BROADCAST AND/OR RECORDING IN THE COURTROOM

- (1) No video, photographic or audio recording device, including cell phones when used for this purpose, may be used inside the courtroom without prior written approval.
 - (a) Requests for permission to broadcast, photograph, or otherwise record proceedings in the courtroom or a specific courtroom shall be made in writing to court administrator/bailiff. Such applications shall be made as far in advance as is reasonably possible but in no event not later than 30 minutes prior to the court session to be recorded. The assigned trial judge may waive the advance notice provision for good cause.
 - (b) The written application shall include the applicant's news media affiliation if any, the recording equipment proposed to be used (i.e., video camera, still camera, audio recording device), and any special requirements, such as microphone hook-ups or electrical conduits requested.
 - (c) If the application is approved, the trial judge or magistrate will assign positions in the courtroom to the applicant and its representatives and technicians. Equipment operators are not permitted to move about the courtroom or to enter or leave the courtroom during active court proceedings.
- (2) There shall be no broadcasting, photographing and/or recording of activities in the courtroom that take place during the recesses of a hearing, or during the half-hour before or after the hearing.
- (3) Broadcasting, photographing and/or recording video of jurors and potential jurors is prohibited
- (4) Audio equipment shall be controlled so that it will not pick up conferences or conversations between counsel and client, conferences at

the bench, or discussions between counsel and the official court reporter as in the case of a proffer.

- (5) No equipment may be used that causes distracting sound or light. The use of artificial lighting and flash photography is prohibited.
- (6) Equipment used in the broadcasting, photographing and/or recording of proceedings, such as microphones and television cameras, must be positioned prior to the commencement of the hearing, and must remain in position until the entire proceeding is concluded.
- (7) Attorneys shall inform a victim or witness that they may object to being broadcast, photographed and/or recorded.
 - (a) If a witness objects, the trial judge or magistrate may make a ruling prohibiting the broadcasting, photographing and/ or recording of the testimony of a victim or witness after giving the interested parties the opportunity to be heard.
 - (b) If the Court orders that a particular witness or other person in the courtroom is not to be broadcast, photographed or recorded, it will be the responsibility of each individual to inform assistants, co-workers, etc. of the trial judge's instructions. Failure to comply with the Court's order may result in revocation of the right to broadcast, photograph and/ or record in the courtroom and a finding of contempt.
 - (c) Objections to recording of the testimony of a victim or witness does not apply to the Court's own recording system.

RULE 29
PROTECTION OF PERSONAL AND PRIVATE INFORMATION

(A) The following information is deemed personal and private and may not be included in a public record:

(1) Social Security Numbers;

(a) The last 4 digits of a social security number may be listed, e.g., “XXX-XX-1234”;

(2) Full financial account numbers;

(a) The last 4 digits of the account number may be listed, e.g., “XXXX-XX-1234”;

(3) Driver’s License Numbers; and

(4) Any other information deemed personal and private by any federal or state statute, regulation, executive order, or court ruling.

(B) It is the responsibility of the filing party and counsel to remove personal and private information from a document filed with the clerk of court’s office. The responsibility of the filing party and counsel to remove personal and private information extends to, and includes, exhibits and addenda attached to filings, such as preliminary and final judicial reports, state tax liens that use social security numbers, medical records, and personal information such as may be found under R.C. Chapter 2907.

(C) The clerk of courts has no responsibility for the removal of any personal and private information filed in a public document in the Clermont County Clerk of Court’s Office.

(D) Any personal and private information contained in documents filed prior to the implementation of this Rule is considered public. Any personal and private information in records or transcripts transmitted to this Court from another court is considered public. A party or an attorney in a case, or any other person whose personal and private information is contained in the public record of this Court may petition the Court for the removal of personal and private information and, if the request is granted, the personal and private information will be redacted.

(E) All public documents filed with the clerk of court’s office may be placed on the clerk of court’s website for viewing.

RULE 30
MISCELLANEOUS

30.0 Other than court staff, no one, including attorneys, shall be permitted to take original papers from the files in the Clerk's Office.

30.1 The original notice of voluntary dismissal under Civ. Rule 41 shall be endorsed by the assigned judge and filed with the Clerk of Courts.

30.2 The compensation for transcripts furnished by the official Court Reporters shall be set by separate entry of the Court.

30.3 No persons, other than members of the Bar, officers of the court, litigants whose case is on trial, witnesses under examination, or jurors, shall be allowed to remain within the Bar during the sessions of the Court, except by leave of the presiding judge.

30.4 Physical Restraints on Children

(A) Consistent with Sup.R.5.01 there is a presumption that physical restraints on a child shall not be utilized unless the judge or magistrate before whom the child is appearing makes an individualized determination on the record that there is no less restrictive alternative to the use of physical restraint and that the physical restraint of the child is necessary because of either of the following:

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

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

(B) Any party, as defined in Juv.R.2(Y), shall be heard on the issue of whether the use of physical restraint is necessary for that particular child at that particular proceeding.

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

(D) In no circumstance does this rule limit the ability of law enforcement, security personnel or other court staff from restraining a juvenile if necessary to ensure the courtroom is properly functioning and/or to maintain the safety and serenity of court facilities.

(E) A child for purposes of this rule shall be as defined in R.C. 2152.02(C)(1)-

30.5 Sex Offender Request for Reclassification

(A) If a sex offender who currently resides in Clermont County seeks to file a motion to reclassify pursuant to O.R.C. 2905.151, the Clerk shall assign the miscellaneous case to the original sentencing Judge or their successor.

(B) If the sex offender currently resides in Clermont County, but the original conviction and sexual classification occurred outside Clermont County, the case shall be randomly assigned to the Judges of the Court.

30.6 Request for Relief from Weapons Disability

(A) If applicant who currently resides in Clermont County seeks to file for relief from weapons disability pursuant to O.R.C. 2923.14, the Clerk shall assign the miscellaneous case to the original Judge or their successor.

(B) If the applicant currently resides in Clermont County, but the original conviction creating the disability occurred outside Clermont County, the case shall be randomly assigned to the Judges of the Court.

**NOTICE REGARDING NEW COURT COSTS SCHEDULE:
EFFECTIVE JANUARY 6, 2026, the Court is amending its Local Rules
Appendix A-Security for Costs. The current costs schedule will expire
DECEMBER 31, 2025. The increased costs are:**

APPENDIX A

Security For Costs

NEW CIVIL CASE	\$250.00
FORECLOSURE	\$850.00
APPEAL OF ARBITRATION	\$450.00
JUDGMENT DEBTOR EXAM	\$125.00
RECLASSIFICATION CHALLENGE	\$125.00
GARNISHMENT	\$150.00
EXECUTION	\$150.00
WRIT OF POSSESSION	\$250.00
PETITION FOR CQE	\$150.00
RECORDING CERTIFICATE OF JUDGMENT	\$ 30.00
CANCELLATION OF CERTIFICATE OF JUDGMENT	\$ 10.00
STATE OF OHIO CERTIFICATE OF JUDGMENT (RELEASE)	\$ 20.00
STATE OF OHIO CERTIFICATE OF JUDGMENT RELEASE (REFILED)	\$10.00/ refile
FOREIGN CERTIFICATE OF JUDGMENT	\$ 75.00
JURY TRIAL (DEPOSIT)- PER REQUESTING PARTY	\$300.00
JURY VIEW (DEPOSIT)	\$400.00
CROSS COMPLAINT	\$ 75.00
APPEAL TO THE TWELFTH APPELLATE DISTRICT	\$225.00
FOREIGN COUNTY SHERIFF'S SERVICE (PER DEFENDANT)	\$ 50.00
EXPUNGEMENT/ APPLICATION TO SEAL RECORD	\$ 50.00
STATE REPARATION/INDIGENT DEFENSE SUPPORT FUND	\$ 60.00
BAIL BOND SURCHARGE	\$ 25.00
INDIGENT DEFENDANT APPLICATION	\$ 25.00
PETITION FOR RELIEF FROM DISABILITY	\$150.00
REVIVOR	\$125.00
ORDER OF SALE	\$370.00
PROCESS SERVER APPOINTMENT- INDIVIDUAL	\$ 25.00
PROCESS SERVER APPOINTMENT-COMPANY	\$ 50.00
WITNESS FEE (PER DAY)	\$ 12.00
MILEAGE (WITNESS PER MILE)	\$.0505
COPIES	\$ 0.10
DEPOSIT FOR SERVICE BY PUBLICATION	\$250.00

EFFECTIVE DATE: JANUARY 6, 2026

**COURT OF COMMON PLEAS
CLERMONT COUNTY, OHIO**

APPENDIX B

STATE OF OHIO
PLAINTIVE

Case # _____
WAIVER OF PRESENCE OF DEFENDANT AT
ARRAIGNMENT; PLEA OF NOT GUILTY;
WAIVER OF READING OF INDICTMENT

DEFENDANT

I, _____, after consulting with Counsel knowingly, intelligently and voluntarily consent to be arraigned without my being present, fully understanding that I have the statutory right under the laws of this state to be present. I acknowledge receipt of a copy of this indictment and hereby enter a plea of not guilty. I waive the reading of the charges in open court.

BOND: SET/POSTED/TRANSFERRED AMOUNT \$ _____
CONDITIONS: _____

DATE OF SERVICE _____
REPORT TO SHERIFF FOR SERVICE _____

DEFENDANT SHALL REPORT TO THE CLERMONT COUNTY JAIL WITHIN 24 HOURS FOR PROCESSING _____

_____ Deputy Clerk

SIGNATURE OF DEFENDANT _____
ADDRESS W/ZIP CODE _____
PHONE # _____ DOB _____

ATTORNEY _____
Attorney Name & Number _____
Please Print

Approved by:
MARK TEKULVE, Prosecuting Attorney

Assistant Prosecuting Attorney

JUDGE, COURT OF COMMON PLEAS

This case has been assigned to Judge _____. Pre-trial is scheduled for _____.

Bond and service information MUST BE COMPLETED by the Clerk of Courts prior to submission to the Court. This document must be filed with the office of the Clerk of Courts.

**COURT OF COMMON PLEAS
CLERMONT COUNTY, OHIO**

RULES OF LOCAL PRACTICE

APPENDIX C

**Clermont County Sheriff
Property Description Approval Form
(To be Filed by Plaintiff With All New Mortgage Foreclosure Cases)**

Court Case No. _____

Property Address _____

Plaintiff _____

Defendant _____

Attorney & ID# _____

Attorney Phone# _____

The attached legal description has been reviewed by the Clermont County Auditor's Office, Tax Map Department and is approved. This description shall be used in legible and reproducible form on all subsequent filings which require inclusion of the legal description and on the Sheriff's Deed should the matter proceed through sale.

By: _____
Clermont County Tax Map Department

**COURT OF COMMON PLEAS
CLERMONT COUNTY, OHIO**

IN RE APPOINTMENT OF: : **CASE NO.** _____ **MISC** _____

AS SPECIAL PROCESS SERVER : **AFFIDAVIT IN SUPPORT OF**
: **APPLICATION FOR APPOINTMENT**
: **OF A STANDING PROCESS SERVER**
FOR ONE (1) YEAR

The Affiant, being first duly cautioned and sworn, states as follows:

1. (a) ____ This affidavit is made in my individual capacity.
(b) ____ This affidavit is made in my capacity as the authorized agent of :
_____.
2. I am over the age of 18.
3. I, [and any other authorized agent of _____,] will not attempt to serve process in any case in which I [or any other authorized agent of _____] am/ are a party, counsel for any party, a witness, a relative, or an employee of any party. Attached hereto is a list of the other authorized agents of _____ which may, from time to time, act as a special process server in accord with this application.
4. Neither I nor any of the attached individuals have a felony criminal record in Ohio, any other State or the United States.
5. I, [and all the attached individuals], will follow all applicable Ohio statutes, Ohio Rules of Civil Procedure, Ohio Rules of Criminal Procedure and Local Court Rules; all special instructions for service as ordered by the Court in any particular case, and properly sign and file all returns of service as required by any rule, statute, or Court order with the Clerk of Courts.

Signature of Applicant

Print name of Applicant

Sworn to and subscribed in my presence by the Applicant, this ____ day of _____, 20____, at _____, County, Ohio.

Signature of person administering the oath

Title: Notary

AFFIX APPROPRIATE SEAL

**COURT OF COMMON PLEAS
CLERMONT COUNTY, OHIO**

IN RE APPOINTMENT OF: : **CASE NO. _____MISC_____**
 _____ : **ORDER APPOINTING**
AS SPECIAL PROCESS SERVER : **STANDING PROCESS SERVER**
 : **FOR ONE (1) YEAR**

This matter was before the Court upon the application of _____, to be appointed as a special process server pursuant to this Court’s Local Rule 12. Upon due consideration of the application and the supporting affidavit, the Court finds it to be well-taken.

Therefore, **IT IS HEREBY ORDERED** that _____ and its employees as set forth in Exhibit A and attached hereto, shall be appointed as a standing special process server for this Court. This standing special process server is authorized to make service of process in any matter in which he or she **is not** a party, counsel of any party, a witness, a relative of any party, or an employee of any party.

IT IS FURTHER ORDERED that the term of this appointment shall be for one year from the date of the journalization of this order. Further, not less than 30 days prior to the termination date of this order, the applicant may reapply for appointment in the manner prescribed by Local R. 12.

IT IS FUTHER ORDERED that the Clerk shall serve a certified copy of this order on the Applicant at the address set forth on the application and note the date of service on the Clerk’s docket.

Administrative Judge

**COURT OF COMMON PLEAS
CLERMONT COUNTY, OHIO**

APPOINTMENT AS SPECIAL PROCESS SERVER

**APPENDIX D
COURT OF COMMON PLEAS
CLERMONT COUNTY, OHIO**

	:	CASE NO. _____
Plaintiff,		
-vs-	:	APPLICATION FOR APPOINTMENT AS SPECIAL PROCESS SERVER ON A SPECIFIC CASE
	:	
Defendant.		

Comes now [individual or corporate], pursuant to Local Rule 12, R.C. 311.22, Civ.R. 4.1, Civ. R.45, and Crim. R. 17 and applies to this Court for appointment as a special process server for this Court. An affidavit in support of this application is attached hereto and incorporated herein by reference as if fully rewritten. The Applicant is requesting to be appointed as a onetime special process server to serve process only as defined by Local Rule 12.3(i).

Applicant

Address: _____

Phone: _____

Fax: _____

Email: _____

**COURT OF COMMON PLEAS
CLERMONT COUNTY, OHIO**

_____ : **CASE NO.** _____

Plaintiff, :

-vs- :

_____ : **AFFIDAVIT IN SUPPORT OF**

_____ : **APPLICATION FOR APPOINTMENT**

_____ : **AS SPECIAL PROCESS SERVER**

_____ : **ON A SPECIFIC CASE**

Defendant.

The Affiant, being first duly cautioned and sworn, states as follows:

1. (a) ____ This affidavit is made in my individual capacity.
- (b) ____ This affidavit is made in my capacity as the authorized agent of :
_____.
2. I am over the age of 18.
3. I, [and any other authorized agent of _____,] will not attempt to serve process in any case in which I [or any other authorized agent of _____] am/ are a party, counsel for any party, a witness, a relative, or an employee of any party. Attached hereto is a list of the other authorized agents of _____ which may, from time to time, act as a special process server in accord with this application.
4. Neither I nor any of the attached individuals have a felony criminal record in Ohio, any other State or the United States.
5. I, [and all the attached individuals], will follow all applicable Ohio statutes, Ohio Rules of Civil Procedure, Ohio Rules of Criminal Procedure and Local Court Rules; all special instructions for service as ordered by the Court in any particular case, and properly sign and file all returns of service as required by any rule, statute, or Court order with the Clerk of Courts.

Signature of Applicant

Print name of Applicant

Sworn to and subscribed in my presence by the Applicant, this ____ day of _____, 20____, at _____, County, Ohio.

Signature of person administering the oath

Title: Notary

COURT OF COMMON PLEAS
CLERMONT COUNTY, OHIO

	:	CASE NO. _____
Plaintiff,		
-vs-	:	ORDER APPOINTING SPECIAL PROCESS SERVER ON A SPECIFIC CASE
	:	
Defendant.		

This matter was before the Court upon the application of _____
to be appointed as a special process server pursuant to this Court’s Local Rule 10. Upon due
consideration of the application and the supporting affidavit, the Court finds it to be well-taken.

Therefore, **IT IS HEREBY ORDERED** that _____
shall be appointed as a special process server for this Court. This special process server is
authorized to make service of process in any matter in which he or she **is not** a party, counsel of
any party, a witness, a relative of any party, or an employee of any party.

IT IS FURTHER ORDERED that the Applicant is appointed as a one-time special
process server solely for service of process in the above-captioned case.

IT IS THEREFORE ORDERED that the Clerk shall serve a certified copy of this order
on the Applicant at the address set forth on the application and note the date of service on the
Clerk’s docket.

Judge, Common Pleas Court