

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.