

Directions for the Use of the Local Rule Guide Domestic Relations Division

1. Review the list of optional local rule titles and provisions required by Rule 16 (below) and select the provision titles you wish to include in your rule. The provisions required by Rule 16 are noted in **bold** with the entire provision *italicized* within the guide; you must include these provisions in your rule.
2. Download the Local Rule Guide and complete all of the following steps:
 - Step One: Insert the title of your local rule.
 - Step Two: Customize an Introduction, if one is desired.
 - Step Three: Delete all titles and provisions that you did not select in step one.
 - Step Four: For the titles that you did select, review the accompanying examples of provisions given. Then, select one of the examples given as is, modify it, or create your own language.
 - Step Five: Delete the word “example” and all text of examples you do not wish to include.
 - Step Six: For additional guidance, we have inserted “Notes,” throughout. After reading them, delete.
 - Step Seven: We have included language for provisions that are required by Rule 16, in *italics*, so they will automatically be in your rule if you use this guide. Remove the italics but do not modify the wording.
 - Step Eight: Rule 16 requires that you establish several procedures. For each required procedure, we have provided a sample(s) to meet the requirement. These are found in boxes following each procedure and can be used as is, modified, or you may create your own procedure. The samples in quotation marks are documents that can be downloaded and customized for your court. You may write (or attach) these procedures specifically into your local rule but are not required to do so. Delete each of these boxes by highlighting the entire box and hit delete.
3. Review your rule to make sure it contains all desired provisions and format it to conform to your local rules. You are ready to proceed with getting it adopted.

Optional Local Rule Titles and Provisions Required by Rule 16

Rule Title

Introduction

- (A) Definitions
- (B) Purpose
- (C) Scope
- (D) Case Selection
 - (1) Referral Process
 - (2) Eligibility of Cases
 - (3) Mediator Selection and Assignment

- (E) Procedures
 - (1) **Provision establishing procedures for all cases – Required by Rule 16**
 - (2) **Provision for the mediation of allocation of parental rights and responsibilities - Required by Rule 16**
 - (3) Party/Non-Party Participation
 - (4) Confidentiality/Privilege
 - (5) Mediator Conflicts of Interest
 - (6) Termination
 - (7) Stay of Proceedings
 - (8) Continuances
 - (9) Guardian Ad Litem
 - (10) Mediation Memorandum of Understanding
 - (11) Mediator Report
- (F) Qualifications
 - (1) **Provision for general qualifications and training – Required by Rule 16**
 - (2) **Provision for specific qualifications and training for domestic abuse – Required by Rule 16**
 - (3) Additional Qualifications
 - (4) List of Qualified Mediators
- (G) Fees and Costs
- (H) Sanctions
- (I) Model Standards

Note: Refer to the Domestic Abuse Issues: Training for Mediators and Other Professionals offered by the Supreme Court of Ohio Dispute Resolution Section for additional information regarding screening strategies, techniques and procedures. This training is required for all mediators employed by or to whom the Domestic and Juvenile Divisions make referrals and highly recommended for all other mediators.