

# THE SUPREME COURT *of* OHIO

## SPECIALIZED DOCKETS

### Standards Non-Compliance

### Complaint Process

This document details the steps a complainant may take to report a local specialized docket noncompliance with Ohio's certification standards pursuant to Appendix I of Sup.R. 36.20-36.32.

- 1. Initiating a Complaint.** Anyone with information alleging non-compliance with the standards may initiate a complaint process through the following methods:
  - Calling the Specialized Dockets Section at 614.387.9425.
  - Sending a letter to the Specialized Dockets Section.
  - Emailing the complaint to the Specialized Dockets Section through the form available at [sc.ohio.gov](http://sc.ohio.gov).
- 2. Intake.** The Specialized Dockets Section will review the complaint and obtain all pertinent information from the complainant. The complaint will be assigned an intake number for tracking and filing purposes. Anonymous complaints will not be investigated.
- 3. Technical Assistance.** When possible, technical assistance will be the initial remedy. If technical assistance does not resolve the alleged non-compliance, a formal complaint may be submitted to the section.
- 4. Acknowledgement of Complaint.** The Specialized Dockets Section will respond to the complainant within 10 business days by letter or email acknowledging receipt of the complaint.
- 5. Notification to Local Court.** The Specialized Dockets Section will send a letter to the judge of the specialized docket in which the complaint is alleged, notifying the judge that a complaint has been received. All pertinent details concerning the complaint will be included in the letter.
- 6. Response by Local Court.** The judge of the specialized docket has 30 days to respond to the Specialized Dockets Section notice. The response shall be in writing and offer a proposed resolution to the complaint.
- 7. Review by Commission on Specialized Dockets.** Upon receipt of the response from the specialized docket judge, the Specialized Dockets Section will forward a copy of the response to the Commission on Specialized Dockets for review. The chair and vice-chair of the Commission on Specialized Dockets shall appoint a separate subcommittee comprised of three commission members to review each complaint submitted to the section and the written response of the judge.

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**8. Recommendation on Certification.** Upon receipt of the complaint and response from the judge, the appointed subcommittee of the Commission on Specialized Dockets shall issue a recommendation to the Commission on Specialized Dockets whether to continue ongoing certification or decertification of the specialized docket.

**9. Final Disposition.** The Commission on Specialized Dockets shall review and make a determination on the recommendation of the certification of the specialized docket issued by

the appointed subcommittee of the commission. The Specialized Dockets Section shall provide to the specialized docket judge notice of the date and time the commission will meet to review the recommendation. The notice shall also inform the judge that at the meeting a representative of the court or division may be present and offer evidence and arguments in opposition if the recommendation is decertification. The decision of the commission on decertification shall be final and not appealable.