

The Supreme Court of Ohio

MEMORANDUM

TO: Chief Justice Sharon Kennedy

CC: Robert W. Horner, Administrative Director
Gina White Palmer, Deputy Administrative Director, Legal Services
Stephanie Graubner Nelson, Director, Office of Court Services

FROM: Judge Beth Cappelli, Chair, Fairborn Municipal Court
Judge Kristin Johnson, Vice Chair, Hancock County Court of Common Pleas,
Juvenile and Probate Division
Chris Geocaris, Deputy Director, Office of Court Services

DATE: January 13, 2026

RE: Advisory Committee on Case Management 2025 Annual Report

In accordance with the Operating Guidelines for the Advisory Committee on Case Management (“Advisory Committee”), this memorandum serves as the Advisory Committee’s annual report of its work in 2025.

Established in 2011, the Advisory Committee provides ongoing advice to the Supreme Court of Ohio and its staff regarding the promotion of statewide rules and uniform standards for case management and statistical reporting in Ohio courts; the development and delivery of case management services, including training programs for judges and court personnel; and the consideration of other issues the Advisory Committee deems necessary to support effective case management in Ohio courts.

2025 Focus

In 2025, the Advisory Committee’s primary focus was the review and revision of time guidelines.

Time Guidelines Project

The Advisory Committee completed Phase 1 of the Time Guidelines Project, which resulted in recommendations and revisions to the Sup. R. 39 time guidelines currently reflected on Supreme Court statistical reporting forms. Changes affecting existing forms and case type categories became effective January 1, 2026.

The Advisory Committee also completed Phase 2 of the project, with work continuing into 2026. During this phase, each workgroup developed recommendations for changes to reporting data, forms, instructions, and the rules governing statistical reporting requirements for Ohio courts. The next step is the submission of recommended rule changes to the Commission on the Rules of Superintendence in March for public comment, after which they will be formally presented to the Justices.

This multi-year project represents a significant advancement in improving the quality and usefulness of case management data collected across Ohio's justice system, supporting informed resource allocation and justice initiatives statewide.

Case Inquiry Process

In 2025, the Case Management Section continued to receive correspondence from court users regarding concerns about compliance with time guidelines. The Case Inquiry Form, adopted by the Advisory Committee in 2023, provides court users with a formal, confidential online process to request additional information when a decision or ruling has not been issued within the timeframes required by Sup.R. 39 and 40.

To promote awareness of this service, the Case Management Section distributed posters and business cards containing a QR code to all local courts throughout Ohio.

Domestic Relations Caseflow Best Practices

The *Domestic Relations Caseflow Best Practices* webinar was completed in 2025. This installment in the Caseflow Best Practices series aligns with previously developed Civil and Criminal Caseflow Best Practices courses.

The course highlights scalable and sustainable practices used by common pleas domestic relations courts that achieve timely case disposition and improved outcomes. A live webinar was held on December 18, 2025, and the content will be made available as an online course.

Advancing Timeliness in Ohio Courts

The Case Management Section collaborated with the Office of Data and Analytics to complete the *Advancing Timeliness in Ohio Courts* report identifying factors that contribute to case delays across the Ohio justice system and potential solutions to address them. Surveys were distributed in 2024 to judicial officers, magistrates, court administrators, and attorneys to identify areas contributing to delay.

In 2025, the Advisory Committee assisted in forming workgroups tasked with developing practical solutions to address identified delays and improve timely case processing across all court types.