

The Supreme Court of Ohio

REQUEST FOR QUALIFICATIONS

TRAINING FACULTY AND MEDIATION SERVICES FOR 2025–2027 DISPUTE RESOLUTION

RFQ No. 269

ISSUING OFFICE: OFFICE OF COURT SERVICES

Date of Issuance: May 22, 2025

The Dispute Resolution Section of the Supreme Court of Ohio is seeking to identify and secure a pool of experienced faculty to prepare and deliver rule-required and advanced courses and a pool of role-play coaches for these courses. Additionally, the Dispute Resolution Section is seeking to identify and secure a pool of experienced mediators, facilitators, and early neutral evaluators who will serve, on an as-needed basis, as dispute-resolution professionals for cases in the Government Conflict Resolution Services (GCRS) Program.

Response Due Date:

June 16, 2025, at 12:00 p.m. EDT

NOTICE

R.C. 9.24 prohibits the Supreme Court from awarding a contract to any offeror against whom the Auditor of State has issued a finding for recovery if the finding for recovery is unresolved at the time of award. By submitting a proposal, an offeror warrants that it is not now, and will not become subject to an unresolved finding for recovery under R.C. 9.24, prior to the award of any contract arising out of this Request for Qualifications, without notifying the Supreme Court of such finding.

1. Overview:

Through this Request for Qualifications (“RFQ”), the Office of Court Services, Dispute Resolution Section of the Supreme Court of Ohio is seeking to identify and secure: (1) a pool of experienced faculty to prepare and deliver rule-required and advanced courses; (2) a pool of experienced role-play coaches; and (3) a pool of experienced mediators, facilitators, and early neutral evaluators who will serve, on an “as-needed” basis, as dispute-resolution professionals for cases pursuant to the Government Conflict Resolution Services (GCRS) Program throughout 2025–2027.

These courses will be offered at: (1) the Thomas J. Moyer Ohio Judicial Center; (2) regional sites throughout Ohio; and (3) via an online platform as deemed appropriate by the Dispute Resolution Section to best meet the needs of the judges, court personnel, and dispute-resolution professionals who will be attending these courses.

For the purpose of this RFQ, “Respondent” is defined as the individual who is submitting a response to this RFQ. “Contractor” is an individual awarded a contract.

In **Appendix A**, entitled “Proposal Response Checklist” the Respondent will indicate for which of the above-referenced services a proposal response is being submitted. Respondent may submit a proposal response for one or more of these services on the “Proposal Response Checklist.”

2. Information for Respondents:

2.1 Proposal Response Submission:

Proposal responses to this RFQ are to be received by the Court, via e-mail, no later than **Monday, June 16, 2025, by 12:00 pm (EDT)**. All responses shall be sent directly to Brent Flanik, Procurement Administrator, at the following email address: Brent.Flanik@sc.ohio.gov. Proposals received after this date and time shall be considered late and, as a result, not considered for evaluation and award.

The Court is not responsible for late e-mail submissions, and the Court reserves the right to reject any and all proposals. The preparation of the proposal shall be solely at the Respondent’s expense.

2.2 Questions and Clarifications Related to RFQ:

All questions in relation to this RFQ shall be submitted in writing to Brent Flanik, Procurement Administrator, at the following email address: Brent.Flanik@sc.ohio.gov, no later than **May 30, 2025 by 12:00 pm (EDT)**. Oral inquiries and questions will not be accepted.

Questions received after this date and time will not be responded to or answered. An Addendum documenting the Court’s responses to all submitted questions will be posted in accordance with the schedule below.

2.3 Schedule of Key Milestone Events:

Listed below are specific dates and times related to this RFQ. Actions with specific dates and times shall be adhered to unless changed by the Court via an addendum. All addenda relating to this RFQ will be posted to: <https://www.supremecourt.ohio.gov/courts/judicial-system/supreme-court-of-ohio/admin-offices/office-of-chief-financial-officer/procurement-opportunities/>

It is the sole responsibility of the Respondent to ensure receipt of all documentation issued by the Court.

Schedule of Key Milestone Events:

RFQ Issuance	May 22, 2025
Deadline for Submitting Questions	May 30, 2025, at 12:00 p.m. EDT
Final Addendum to be Issued (if Applicable)	June 6, 2025
Proposal Responses Due	June 16, 2025, at 12:00 p.m. EDT

Dates are tentative and may be subject to change by the Court

3. Communication with Court Personnel:

Respondents shall not meet or initiate communication with Court staff during the RFQ process, except as otherwise provided in this RFQ or with respect to current or ongoing work. The RFQ process is considered to have begun on the date on which it is issued and is considered concluded on the date on which the Respondent is notified of the acceptance or nonacceptance of the proposal. Any attempts to meet or initiate contact during the RFQ process, other than that expressly authorized by the RFQ, may result in the disqualification of said Respondent.

4. Scope of Services:

The purpose of the Dispute Resolution Section is to promote statewide rules and uniform standards concerning dispute-resolution programs; develop and deliver innovative dispute-resolution services to Ohio courts; sponsor training programs for judges, court personnel, and dispute-resolution professionals; and provide mediation for Supreme Court litigants, and Ohio public officials. The Dispute Resolution Section receives advice from, and provides assistance to, the Commission on Dispute Resolution.

The following sections will provide a brief overview of the duties of the faculty, role-play coaches, and GCRS mediators, facilitators, and early neutral evaluators.

4.1 Rule-Required Course Offerings:

For all rule-required courses, faculty shall be responsible for the following:

- a. All tasks required for the successful development, preparation, and delivery of the preestablished course curriculum for the identified course(s). The Court shall be responsible for development of the course curriculum, PowerPoint, and supporting training manual.
- b. All required course materials, including faculty bio and course agenda, shall be forwarded to the court in an electronic format at least 45 days before the specified course date.
- c. As applicable, all materials required for continuing learning educational credit shall be forwarded to the Court in an electronic format at least 45 days before the specified course date.
- d. Faculty shall be **present either virtually or in-person**, depending on the delivery method for the course, fully prepared and ready to begin the presentation at least 30 minutes before the start time of the designated course.

4.2 Role-Play Coaches:

All role-play coaches shall be responsible for the following:

- a. Completion of the Introduction to the Fundamentals of Mediation, An Introduction to Mediation – Statutes, Regulations, Rules, Standards and Ethics, and Implicit Bias for Court Staff and Affiliates eLearning courses offered through the OhioCourtEDU.
- b. Providing feedback to the participants.
- c. All role-play coaches shall be present either virtually or in-person, dependent on the delivery method for the course, fully prepared and ready to serve as a role-play coach, at least 15 minutes before the beginning of the assigned role-play start time and for the duration of the role-play in which they are assisting as referenced in **Appendix C** (“Role Play Coach & Compensation Form [2025–2027 Dispute Resolution]”).

4.3 Advanced Course Offerings:

For all Advanced Course offerings, the Dispute Resolution Section is seeking proposals for the creation and development of course topics, curriculum, and supporting training materials for the following trainings:

Advanced Course Topics
Advanced Parenting Coordination
Neutral Evaluation — Family and Civil
Elder Mediation
Eldercaring Coordination
Civil Mediation
Advanced Dispute Resolution Skills and Techniques
GCRS Skills and Techniques
Other Advanced Dispute Resolution Courses

Faculty for all advanced courses shall be responsible for the following:

- a. Identification of Advanced Course Topic(s).
- b. All tasks required for the successful development, preparation, and delivery of the identified course curriculum and supporting training materials for the specified topic(s). Unless otherwise specified, all course materials, including PowerPoint presentations, shall comply with the Court's established branding standards. Templates shall be provided by the Court.
- c. All required course materials, including faculty bio and course agenda, shall be forwarded to the court in an electronic format at least 45 days before the specified course date.
- d. All materials required for educational credit shall be forwarded to the court in electronic format at least 45 days before the specified course date.
- e. All Faculty shall be **present virtually or in-person**, dependent on the delivery method for the course, fully prepared, and ready to begin the presentation at least 30 minutes before the start time of the designated course.
- f. A course listing for 2025–2027 has been provided in **Appendices B, C & D**, as follows:

Appendix B: Faculty Training Courses - Compensation Form
(2025–2027 Dispute Resolution)

Appendix C: Role-Play Coach Course & Compensation Form
(2025–2027 Dispute Resolution)

Appendix D: Description of Training Courses (2025–2027 Dispute Resolution)

4.4 Government Conflict Resolution Services (GCRS) Program:

4.4.1 Background: Established in 1991, Government Conflict Resolution Services (“GCRS”) is a dispute-resolution program designed to assist local and county public officials in resolving and preventing conflicts on a wide variety of topics, such as fiscal, budget, operations management, facilities maintenance, and other organizational issues. The goal of GCRS is to provide practical, flexible, and confidential assistance to aid public officials in the efficient administration of government. GCRS is provided at no cost to public officials and offers mediation, facilitation, and neutral evaluation.

4.4.2 Minimum Qualifications: As described here, the Dispute Resolution Section is seeking to identify and secure a pool of experienced mediators, facilitators, and early neutral evaluators to serve on an “as-needed” basis, for the purpose of mediating cases throughout 2025–2027, pursuant to the GCRS Program.

Detailed information on the scope of work and minimum qualifications for these GCRS services are provided in **Appendix F** (“Government Conflict Resolution Services [“GCRS”] — Scope of Work & Minimum Qualifications”) for further information.

5. Minimum Qualifications and Requirements:

All services shall be provided on an “as-needed” contractual basis. As a result, the Court will not guarantee a minimum or maximum number of courses, role-play sessions or cases to be assigned to any one Respondent awarded a contract.

As indicated, the Dispute Resolution Section will be offering both rule-required and advanced training courses. As the course offerings have varying requirements, the Court has identified the specifications for each category below:

5.1 Faculty — Minimum Qualifications:

The minimum qualifications required for all faculty are identified below. As a portion of the proposal response, documentation that clearly demonstrates the proposed faculty meets the identified qualifications shall be submitted. Failure to meet these requirements may result in the proposal being found nonresponsive.

- a. A minimum of 5 years of experience in working with the dispute-resolution process that is the subject matter of the specific course(s).
- b. A minimum of 5 years of experience as an instructor for adult learners.

5.2 Role-Play Coaches — Minimum Qualifications:

The Court is seeking role-play coaches to assist with dispute-resolution courses, as listed in **Appendix C** (“Role Play Coach Compensation Form [2025-2027 Dispute Resolution]”). Role-Play Coaches shall have a minimum of three years of experience as a mediator, facilitator, neutral evaluator or served as a mediator, facilitator, or neutral evaluator in a minimum of 45 cases.

As a portion of the proposal response, documentation shall be submitted that clearly demonstrates the proposed role-play coach meets the identified qualifications. Failure to meet these requirements may result in the proposal being found nonresponsive.

5.3 GCRS Program — Minimum Qualifications:

The minimum qualifications for the GCRS Program have been identified in **Appendix F** (“Government Conflict Resolution Services [“GCRS”] — Scope of Work & Minimum Qualifications”).

6. Compensation:

6.1 Faculty

Faculty services shall be provided as identified in **Appendix B** (“Faculty Course & Compensation Form [2025–2027 Dispute Resolution]”) on an “as-needed” contractual basis. As a result, the Court will not provide a minimum or maximum number of courses to any Respondent awarded a contract. Compensation for all services shall be made in compliance with an all-inclusive, fixed fee per course. No additional payment will be made to paid faculty for travel time, travel-related expenses, or indirect costs.

Respondents may use their own invoice formatting, but the format must include at least the following information: matter number, dates of service, hours worked per date of service, rate of pay, invoice total, and the name of Respondent who completed the services. Invoices that do not include all required documentation shall be returned to the Respondent for correction and resubmission.

6.2 Role-Play Coaches:

Role-Play Coach services, and compensation for all services, shall be provided as identified in **Appendix C** (“Role-Play Coach Course & Compensation Form [2025–2027 Dispute Resolution]”). Compensation for role-play services shall be paid at a fixed hourly rate of \$50.00 per hour, on the receipt of a completed invoice. Invoices that do not include all required documentation shall be returned for corrections and resubmission. The Court will not guarantee a minimum or maximum number of courses to be assigned to any role-play coach awarded a contract. No additional payment will be made to paid role-play coaches for travel time, travel-related expenses, or indirect costs.

6.3 GCRS Program Services:

The Respondent for the GCRS Program Services shall provide the services identified here on a contractual “as-needed” basis, as requested by the Court. The Court will not provide a minimum or maximum number of cases to any Respondent awarded a contract.

Compensation for all services shall be made in compliance with a fixed hourly rate of \$100.00 per hour and upon the receipt of a completed invoice. No additional payment will be made to GCRS Respondents for travel time, travel-related expenses, or indirect costs.

Respondents may use their own invoice formatting, but the format must include at least the following information: matter number, dates of service, hours worked per date of service, rate of pay, invoice total, and the name of Respondent who completed the services. Invoices that do not include all required documentation shall be returned to said Respondent for correction and resubmission.

Please refer to **Appendix F** [“Government Conflict Resolution Services (“GCRS”) — Scope of Work & Minimum Qualifications”] for further information on compensation and invoicing.

7. Course Cancellation:

The Court reserves the right to cancel the specified courses identified in both **Appendix B** (“Faculty Course & Compensation Form [2025–2027 Dispute Resolution]”) and **Appendix C** (“Role-Play Coach Course & Compensation Form [2025–2027 Dispute Resolution]”) if the Court identifies, 30 days before the scheduled course date, that 75% of the attendance capacity has not been obtained. If a course is cancelled, the Court will provide written notification to the Contractor. The Contractor shall not be eligible for compensation for any courses cancelled by the Court.

8. Contract Term:

The term of each individual contract shall be in effect from its date of execution until all services described in **Appendices B, C, D & F** have been completed regarding the 2025–2027 program in accordance with the terms of the contract, and all said obligations have been satisfied. The Court reserves the right to extend any awarded contract for up to one additional year.

9. Proposal Response Criteria & Format:

9.1 Proposal Response — Required Forms for Submission: All Respondents shall complete and submit the following forms:

- a. **Appendix A:** Proposal Response Checklist
- b. **Appendix E:** Proposal Response Form (2025–2027 Dispute Resolution).

9.1.1 Proposal responses shall provide a concise delineation of the proposed dispute-resolution professional's capabilities to perform the services as requested. All submitted proposals must provide the requested information in sufficient detail to enable the Court to evaluate respondents pursuant to the specifications and other requirements.

9.1.2 Those responding to this RFQ must satisfy all the requirements specified here to qualify. Failure to complete and submit the forms itemized in this section in their entirety will result in the response being found nonresponsive and, as a result, not considered for evaluation and award.

9.2 Additional Information to be Submitted: Additionally, please see the following sections for additional information to be submitted:

9.2.1 Faculty:

Faculty shall also complete and submit:

- a. **Appendix B:** Faculty Training Courses - Compensation Form (2025–2027 Dispute Resolution)
- b. **Additional Information:** In addition to the information requested above, faculty may also submit additional information or materials that they would like to be considered.

9.2.2 Role-Play Coach Services:

Role-play coaches shall also complete and submit:

- a. **Appendix C:** Role-Play Coach Course & Compensation Form (2025–2027 Dispute Resolution)
- b. **Additional Information:** In addition to the information requested above, role-play coaches may also submit additional information or materials that they would like to be considered.

9.2.3 GCRS Services Program:

- a. **Delineation of Respondent Capabilities:** Proposal responses for the GCRS Program shall provide a concise delineation of the proposed Respondent's capabilities to perform the services as requested. All responses shall provide sufficient detail to enable the Court to evaluate the Respondent's ability to successfully perform the services identified here.
- b. **Additional Information:** In addition to the information requested, Respondents may also submit additional information or materials that they would like the Court to consider.

10. Evaluation Criteria:

All proposals received will be evaluated by the Court and the Dispute Resolution Section, which may accept or reject any or all proposals, in whole or in part, and may waive minor defects in a proposal, if no significant prejudice results to the rights of another respondent or to the public.

- a. All proposals will be evaluated on the basis of the Respondent's qualifications, including their credentials, specific areas of expertise, experience in completing the identified services, proposed program description and learning objectives for courses, conduct and performance on previous agreements (if applicable), and proposed costs. It is the responsibility of the Respondent to provide all documentation as required.
- b. As a portion of the evaluation process, those who have submitted proposals may be required to appear before an evaluation committee composed of participants identified by the Dispute Resolution Section to respond to questions and to present additional information as requested. Neither the Court nor the Dispute Resolute Section is required to request additional information from all respondents.

11. Travel and Expense Reimbursement:

The Court's Travel Guidelines, included at **Appendix G** ("Guidelines for Travel by Court Appointees"), shall apply to the following when not providing services virtually: Faculty, role-play coaches and GCRS dispute-resolution professionals who do not require compensation.

12. Rights in Data, Patents, and Copyright (Advanced Course Offerings):

For advanced course offerings only, Contractor agrees that any materials prepared shall not be subject to copyright in the United States or any other country, except for those materials for which Contractor is already the copyright owner or licensee. The Court shall defer to Contractor's copyright on any materials for which they hold the copyright or are copyright pending as of the date of this agreement.

- a. Contractor shall further grant permission to the Court and any person, agency, or entity providing financial assistance for the work performed under this agreement to reproduce, distribute, and use, in whole or in part, any report, data, or material and any other material incorporated therein that is not copyrighted or copyright pending, which is used in the presentation under this RFQ.
- b. The Court shall obtain permission before reproducing, distributing, or using any materials under copyright or that are copyright pending and have been marked as such.

13. Independent Contractor:

Respondents shall acknowledge and agree with the Court that services performed under this contract are being performed as an independent contractor and not as a public employee pursuant to R.C. 145.01 et. seq. The Respondent shall be required to complete and sign the Ohio Public Employees Retirement System form PEDACKN and return it to the Court before payment for any services will be made.

14. General Terms and Conditions:

1. The Court assumes no responsibility for costs incurred by the Respondent before the award of any contract resulting from this RFQ.
2. All proposals offered are firm and shall remain open for 180 days from the proposal due date. Respondents are well-advised to check their proposal carefully before submitting. Errors cannot be corrected after the proposals are opened. It shall be a condition of any award that the selected Respondent shall deliver all product and services at the fee or cost quoted, even if in error.
3. A proposal response, upon acceptance by the Court, immediately creates a binding contract between Respondent and the Court. Except as otherwise provided in this RFQ, once accepted, it may not be rescinded, canceled, or modified by Respondent unless mutually agreed in writing by the parties.
4. All responsive proposals shall be evaluated by the Court, which may accept or reject any or all proposals, in whole or in part. Also, the Court may waive minor defects in a proposal, if no prejudice results to the rights of another Respondent or to the public.
5. At the sole discretion of the Court, the RFQ may be cancelled or reissued in whole or in part, or a contract may not be awarded, if any of the following apply:
 - a) The goods or services offered are not in compliance with the requirements, specifications, or terms and conditions set forth in the request.
 - b) The price offered is considered excessive in comparison with existing market conditions, in comparison with the goods or services to be received, or in relation to available funds.
 - c) It is determined that the award of a contract would not be in the best interests of the Court.
6. The Court requires vendors and contractors wishing to do business with the Court to provide their Federal Taxpayer Identification Number.
7. The Court is exempt from taxation. Federal transportation and excise taxes, as well as state excise taxes, shall not be included in the proposal prices. Excise-tax-exception certificates will be furnished upon request.

8. Respondent warrants that it is not subject to an unresolved finding for recovery under R.C. 9.24. If the warranty is false on the date the parties sign a contract awarding respondent's submittal, the contract is void *ab initio*, and the respondent shall immediately repay to the Court any funds paid under the contract.
9. The Court may, at any time prior to the completion of the contract by Contractor, suspend or terminate the contract with or without cause by giving written notice to Contractor. Upon receipt of written notice to Contractor to suspend or terminate, Contractor shall immediately cease work on the suspended or terminated activities and take all necessary steps to minimize costs; and if requested by the Court, Contractor must furnish a report describing the status of services. Contractor shall be paid for all completed work rendered up to the date Contractor received notice provided Contractor has supported such payment with detailed factual data containing hours worked and product/services performed.
10. Any agreed-upon contract resulting from this RFQ is binding on the selected respondent. Respondent's failure to meet or perform any of the contract terms or conditions shall permit the Court to rescind or cancel the contract and purchase replacement articles or services of comparable grade in the open market. Respondent shall reimburse costs and expenses in excess of the contract price necessitated by such replacement purchases to the Court. The Court does not waive the right to insist upon future compliance with these proposal specifications when there is undiscovered delivery of nonconforming goods or services.
11. At the date deliverables are due as specified in the contract resulting from this RFQ, or in the event the contract is suspended or terminated prior to its completion, Contractor, upon payment as specified, shall deliver to the Court all work products which have been prepared by Contractor in the course of providing services under this contract. All such materials shall become and remain the property of the Court, to be used in such manner and for such purpose as the Court may choose. Upon termination of the contract by either party, all property belonging to the Court and in the possession of Contractor shall be returned to the Court prior to final payment to Contractor.
12. The Court informs all respondents that all documents submitted in response to this RFQ are presumed to be public records.
13. Respondent agrees to adhere to the requirements of Ohio Ethics Laws, Chapter 102 and R.C. 2921.42 and 2921.43. Respondent represents, warrants and certifies that it and its employees engaged in the administration or performance of any contract resulting from this RFQ are knowledgeable of and understand the Ohio ethics and conflict of interest laws. Respondent further represents, warrants, and certifies that neither Contractor nor any of its employees will do any act that is inconsistent with such laws.
14. Respondent represents and warrants that it is not debarred from consideration for contract awards by any governmental agency.

15. The Court indicates that its funds are contingent upon the availability of lawful appropriations. If the General Assembly or any third-party who is providing funding fails at any time to continue funding for the payments or any other obligations due by the Court under this Agreement, the Court will be released from its obligations on the date funding expires. If appropriations are approved, the Court may continue this Agreement past the current biennium.

15. Supreme Court of Ohio — Administrative Policies (Appendix H):

1. Administrative Policy 5 - Equal Employment Opportunity Policy:

The Court is an equal opportunity employer. Persons conducting or seeking to conduct business with the Supreme Court are subject to Adm. P. 5 (Equal Employment Opportunity), a copy of which is attached.

2. Administrative Policy 22 — Alcohol and Drug Free Workplace:

The Court intends to provide an alcohol and drug free workplace. Persons conducting or seeking to conduct business with the Supreme Court are subject to Adm. P. 22 (Alcohol and Drug Free Workplace), a copy of which is attached.

3. Administrative Policy 23 — Weapons and Violence Free Workplace:

The Court intends to provide a weapons and violence free workplace. Persons conducting or seeking to conduct business with the Supreme Court are subject to Adm. P. 23 (Weapons and Violence Free Workplace), a copy of which is attached.

4. Administrative Policy 24 — Discrimination and Harassment:

The Court intends to provide a discrimination and harassment free workplace. Persons conducting or seeking to conduct business with the Supreme Court are subject to Adm. P. 24 (Discrimination and Harassment, a copy of which is attached.

16. RFQ Appendices:

The following Appendices have been provided as part of this RFQ:

- 1) **Appendix A:** Proposal Response Checklist
- 2) **Appendix B:** Faculty Training Courses - Compensation Form (2025–2027 Dispute Resolution)
- 3) **Appendix C:** Role-Play Coach Course & Compensation Form (2025–2027 Dispute Resolution)
- 4) **Appendix D:** Description of Training Courses (2025–2027 Dispute Resolution)
- 5) **Appendix E:** Proposal Response Form (2025–2027 Dispute Resolution)
- 6) **Appendix F:** Government Conflict Resolution Services (“GCRS”) — Scope of Work and Minimum Qualifications
- 7) **Appendix G:** SCO Guidelines for Travel by Court Appointees
- 8) **Appendix H:** SCO Administrative Policies
- 9) **Appendix J:** The Thomas J. Moyer Ohio Judicial Center – Regulations

Appendix A

Proposal Response Checklist

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This RFQ is seeking to identify and secure: (1) a pool of experienced faculty to prepare and deliver rule-required and advanced courses; (2) a pool of experienced role play coaches, and (3) a pool of experienced mediators, facilitators and early neutral evaluators who will serve, as needed, as dispute resolution professionals for cases pursuant to the Government Conflict Resolution Services (GCRS) Program throughout 2025-2027.

Please check the box(es) below for any or all of the three (3) services for which you are submitting a proposal response and **submit this form with your RFQ Proposal Response:**

- ☐ Faculty
- ☐ Role Play Coach
- ☐ Government Conflict Resolution Services (GCRS) Program mediator, facilitator or neutral evaluator

Please indicate your requests regarding in-person or on a virtual platform (select one):

_____ I will serve either in-person or on a virtual platform.

_____ I will only serve in-person.

_____ I will only serve on a virtual platform.

Print Name

Signature

Date

**RFQ #269 Appendix B: Faculty Training Courses - Compensation Form
(2025 - 2027 Dispute Resolution)**

Faculty Name: _____

E-Mail Address: _____

Compensation for services shall be an all-inclusive fixed fee per course. No additional payment shall be made for travel costs. For faculty who do not require compensation, the Court's travel policy shall apply. Please indicate for which courses you are submitting a proposal including your delivery method preference (in-person, virtually, or both) and proposed compensation. If you are volunteering your services, please check the "volunteer" column. Faculty may submit for one or more courses. Please sign / date completed form and submit electronically per instructions in Section 2.1 / Proposal Responses. Alternate forms will not be

Category	Course Title	Course Duration	In-Person	Virtually	Either in person or virtual	Volunteer	Proposed Compensation	Requested Compensation
Rule-Required	Fundamentals of Mediation	2 Days					\$2,500.00	
Rule-Required	Specialized Family/Divorce Mediation	4-5 Days					\$5,000.00	
Rule-Required	Domestic Abuse Issues Training	2 Days					\$2,500.00	
Rule-Required	Child Abuse, Neglect & Dependency	4 Days					\$5,000.00	
Rule-Required	Parenting Coordination	2 Days					\$2,500.00	
Rule-Required	School Attendance Mediation	2 Days					\$2,500.00	
Advanced	Advanced Parenting Coordination	3 Hours					\$750.00	
Advanced	Neutral Evaluation	3 Hours					\$750.00	
Advanced	Elder Mediation	2 Days					\$2,500.00	
Advanced	Eldercaring Coordination	3 Days					\$3,750.00	
Advanced	Civil Mediation	1-2 Days					\$1,250.00 per day	
Advanced	GCRS Skills and Techniques	1 Day					\$1,250.00	
Advanced	Advanced Skills and Techniques	3 Hours					\$750.00	
Advanced	Advanced Skills and Techniques	6 Hours					\$1,250.00	
<u>Advanced</u>	Other	3 Hours					\$750.00	

Total

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

Appendix C

Role-Play Coach Course & Compensation Form

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Role-Play Coach Course and Compensation Overview

Role-play coach compensation is based on an hourly rate of \$50.00 an hour. No additional payment shall be made for travel costs. For role-play coaches who do not require compensation, the Court's travel policy shall apply. Please review the chart below and indicate which courses you would like to serve as a role play coach. If you are volunteering your services, please check the "volunteer" column. You may submit for one or more courses on this form. Upon completion, please sign and date this form, and submit electronically per the instructions in Section 2.1 / Proposal Responses. Alternate forms will not be accepted.

Course	Paid	Volunteer
Fundamentals of Mediation		
Specialized Family and Divorce Mediation		
Domestic Abuse Issues for Mediators		

Print Name

Signature

Date

Appendix D

Description of Training Courses

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1.) Fundamentals of Mediation Training

This two-day rule-based training meets the requirements of Sup.R. 16.23(A)(1) of the Rules of Superintendence for the Courts of Ohio. Participants will be introduced to the concepts that underpin the practice of mediation including conflict theory, communication skills, interest-based negotiation, the basic stages of mediation, effective ways to address common mediation challenges, and the Ohio Uniform Mediation Act. This training is highly interactive and fosters participation through group discussion and small group mediation simulations and exercises. This training is supplemented by three (3) e-learning modules, Introduction to the Fundamentals of Mediation, An Introduction to Mediation – Statutes, Regulations, Rules, Standards and Ethics, and Implicit Bias for Court Staff and Affiliates eLearning courses available at <http://sc.ohio.gov/ohiocourtEDU/register/>

2.) Specialized Family or Divorce Mediation Training

This four- or five-day rule-based training meets the requirements of Sup.R. 16.23(B) of the Rules of Superintendence for the Courts of Ohio. Participants will be introduced to mediation of parenting issues and divorce financial issues, relevant Ohio laws, and techniques for mediating these cases. This training is highly interactive and includes group discussion and small group mediation simulations and exercises. This training is supplemented by three (3) e-learning modules, “Overview of Divorce/Family Mediation,” “Statutes, Rules, Standards and Ethics in Divorce & Family Mediation,” and “Family Systems, Family Dynamics & Child Developments Topics,” available at <http://sc.ohio.gov/ohiocourtEDU/register/>. The Fundamentals of Mediation training is a pre-requisite for this course.

3.) Domestic Abuse Issues Training

This two-day rule-based training meets the requirements of Sup.R. 16.23(B) of the Rules of Superintendence for the Courts of Ohio. Participants will be introduced to the dynamics of domestic abuse, how domestic abuse can impact the mediation process, how to screen for domestic abuse and how to modify the mediation process as a result of information gathered in the screening. This training is highly interactive and includes group discussion and small group mediation simulations and exercises. This training is supplemented by an e-learning module, “Domestic Abuse Issues in Mediation,” available at <http://sc.ohio.gov/ohiocourtEDU/register/>. The Fundamentals of Mediation training is a pre-requisite for this course.

4.) Child Protection Mediation Training

This four-day rule-based training meets the requirements of Sup.R. 16.23(B) of the Rules of Superintendence for the Courts of Ohio. Participants will be introduced to the dynamics of child abuse, neglect and dependency, the legal underpinnings of child protection proceedings, issues involved in multi-party mediations and techniques for mediating these cases. This training is highly interactive and includes group discussion and group mediation simulations and exercises. This training is supplemented by four (4) e-learning modules, “Overview of Child Protection Mediation,” “Parties at Child Protection Mediation,” “Ethics in Child Protection Mediation,” and “Specialized Dockets in Child Protection Mediation,” available at <http://sc.ohio.gov/ohiocourtEDU/register/>. The Fundamentals of Mediation training, Specialized Family or Divorce Mediation training, and Domestic Abuse Issues training are pre-requisites for this course.

5.) Parenting Coordination Training

This two-day rule-based training meets the requirements of Sup.R. 16.64 of the Rules of Superintendence for the Courts of Ohio. Participants will be introduced to the parenting coordination process, structure and roles of the process, types of interventions used by parenting coordinators and ethical standards of practice. This training is highly interactive and includes group discussion, exercises and simulations. The Fundamentals of Mediation training, Specialized Family or Divorce Mediation training, and Domestic Abuse Issues in Mediation training are prerequisites for this course.

6.) School Attendance Mediation Training

This two day rule-based training meets the requirements of Sup.R. 16.23(B) of the Rules of Superintendence for the Courts of Ohio. Participants will learn about barriers commonly encountered by students, schools, and families that may hinder school attendance, protocols and techniques for working with the parties in these mediations, and challenges commonly faced by mediators in school attendance mediations. This training is highly interactive and includes group discussions and small group mediation simulations and exercises.

7.) Elder Mediation Training

This two or three day advanced training will address differences between elder mediation and other types of mediation; guardianship/conservatorship law and practice, capacity and disability issues, how the aging process and dementia affect mediation, elder abuse, family dynamics, and confidentiality issues. Participants will learn how to manage multi-party mediation dynamics and how to include the older person in the mediation. This training is highly interactive and includes group discussion and small group mediation simulations and exercises. The Fundamentals of Mediation training and Domestic Abuse Issues in Mediation training are pre-requisites for this course.

8.) Eldercaring Coordination Training

This three day advanced training builds upon the prior knowledge, skills, training and experience of participants. Participants will gain knowledge pertaining to the eldercaring coordination process and conflict resolution for those in high conflict regarding an elder's care and decision-making. Elder abuse, neglect and exploitation, ethics, the aging process as it pertains to eldercaring coordination, and capacity considerations for the eldercaring coordination process will also be discussed. This training is highly interactive and includes group discussion and small group exercises and simulations. The Fundamentals of Mediation training, Elder Mediation training, and Domestic Abuse Issues in Mediation training are prerequisites for this course.

Appendix E

Proposal Response Form

RFQ #269: 2025-2027 Dispute Resolution

Upon completion, please electronically submit the completed form as part of your proposal response, per the instructions in Section 2.1 / Proposal Responses.

FACULTY:

Please note that in addition to the information being requested, faculty respondents may also submit additional information or materials with their proposal response that they would like to be considered.

- 1) Please provide the name, e-mail address, and telephone number of the individual submitting the proposal response, and to which any inquiries should be directed.

- 2) Please include a short biography or resume of the proposed faculty respondent, focusing on their expertise. In addition, please ensure the information reflects the minimum requirements identified in Sections 4 and 5.

Question 3 is only for Faculty who are submitting a proposal to present an Advanced Course (Advanced Courses are usually 3 or 6 hours):

- 3) Please list the course topic(s), title(s), and program description(s) for each proposed course.

ROLE-PLAY COACHES:

Please note that in addition to the information being requested, role play coach respondents may also submit additional information or materials with their proposal response that they would like to be considered. Please ensure the information reflects the minimum requirements identified in Sections 4 and 5.

1) Please provide the name, e-mail address, and telephone number of the individual submitting the proposal response, and to which any inquiries should be directed.

2) Please include a short biography or resume of the proposed role-play coach respondent, focusing on their expertise.

GCRS PROGRAM:

Please note that in addition to the information being requested, GCRS respondents may also submit additional information and/or materials with their proposal response that they would like to be considered. Please ensure the information reflects the minimum requirements identified in Sections 4 and 5.

1) Please provide the name, e-mail address, and telephone number of the individual submitting the proposal response, and to which any inquiries should be directed.

2) Please include a short biography or resume of the proposed GCRS respondent, focusing on their expertise.

Appendix F

Government Conflict Resolution Services (“GCRS”) Scope of Work and Minimum Qualifications

RFQ #269: 2025-2027 Dispute Resolution

1. Scope of Work:

On an as needed basis, and as requested by the Court, the dispute resolution professional shall provide the services identified below on a contractual basis for cases pursuant to the Government Conflict Resolution Services Program. The court will not provide a minimum or maximum number of cases to any dispute resolution professional awarded a contract.

1.1 Within this role, the dispute resolution professional is to act impartially to assist parties in attempting to reach a mutually-acceptable agreement. The dispute resolution professional shall have no authority to decide the matter and will not provide legal counsel or act as an advocate for any party to the dispute. Upon request, the dispute resolution professional shall be required to disclose to the parties his or her qualifications.

1.2 Prior to the commencement of services, the dispute resolution professional shall be responsible for determining if he or she has any conflicts of interest with any of the identified parties. If a conflict of interest is identified, the dispute resolution professional shall disclose this information to all known parties. Upon receiving notification, it is the responsibility of the parties to determine if they wish to continue with the dispute resolution professional.

1.3 Following the receipt and evaluation of a request for services, and at their sole discretion, the Dispute Resolution Section (“DRS”) will select the dispute resolution professional(s), as well as a volunteer subject matter consultant, if determined necessary.

1.4 Prior to the commencement of services, all parties will be required to sign an Agreement to Participate in Dispute Resolution and an election regarding confidentiality, acknowledging their consent to the use of mediation, facilitation or early neutral evaluation in an attempt to resolve their dispute.

1.5 If an agreement is reached, the dispute resolution professional may complete a Memorandum of Agreement, which may be signed by all parties. The dispute resolution professional shall provide a copy of the Memorandum of Agreement to all parties.

1.6 Unless otherwise specified, all dispute resolution professionals will utilize the document templates created and provided by the DRS.

2. Minimum Qualifications:

The minimum qualifications, as determined by the Court, have been identified below. As a portion of the proposal response, documentation which clearly demonstrates the proposed dispute resolution-professional's experience shall be submitted. Failure to submit or meet these requirements may result in the response being found non-responsive. A resume or CV may suffice.

2.1 A minimum of three years of experience as a mediator, facilitator, or neutral evaluator or served as a mediator, facilitator, or neutral evaluator in a minimum of 45 cases.

2.2 Completion of the Introduction to the Fundamentals of Mediation and An Introduction to Mediation – Statutes, Regulations, Rules, Standards and Ethics eLearning courses offered through the OhioCourtEDU.

3. Work Procedures:

Dispute resolution professionals shall coordinate all aspects of the work referenced in the Scope of Work with the Manager of the Dispute Resolution Section or designee, who shall assign, in writing, all work to be performed. Dispute resolution professionals shall not engage in projects until authorized to do so by the Manager of the Dispute Resolution Section or designee.

4. Compensation:

As needed, and as requested by the Court, the dispute resolution professional shall provide the services identified herein on a contractual basis. As a result, the Court will not provide a minimum or maximum number of cases to any dispute resolution professional awarded a contract. Compensation for all services shall be made in compliance with a fixed hourly rate of \$100.00 per hour and upon the receipt of a completed invoice. No additional payment will be made for travel time, travel related expenses, or indirect costs for paid dispute resolution professionals. The Court's Travel Guidelines, included at **Appendix G** (Guidelines for Travel by Court Appointees,") shall apply to GCRS dispute resolution professionals who do not require compensation.

Dispute Resolution Professionals may utilize their own invoice formatting, but at a minimum, must include the following: matter number, dates of service, hours per date, rate, total, and the name of the dispute resolution-professional who completed the services. Invoices that do not include all required documentation shall be returned to the dispute resolution professional for correction and resubmission.

5. Contract Term

The term of the resulting contracts shall be in effect from its date of execution to June 30, 2027.

Appendix G

The Supreme Court of Ohio

GUIDELINES FOR TRAVEL BY COURT APPOINTEES

These guidelines are adopted by the Supreme Court and are intended to establish consistent standards and expectations regarding travel by Court appointees while on Court business.

These guidelines have not been adopted as rules pursuant to Article IV, Section 5 of the Ohio Constitution and should not be construed as requiring adoption.

SECTION 1.0. DEFINITIONS:

1.1. Definitions.

As used in these guidelines:

(A) “Court appointee” means either of the following:

(1) A person serving on a board, commission, advisory committee, or task force, as appointed by the Court, the Chief Justice of the Court, or a Justice of the Court.

(2) A person performing an official duty or responsibility for the Court at the request of the Chief Justice, a Justice, or a senior staff employee of the Court.

(B) “Travel status” means the time a Court appointee is traveling on Court business, beginning when travel to the destination commences and continuing until the time of return from such destination.

SECTION 2.0. AUTHORITY FOR TRAVEL:

2.1. Authority for Travel.

A Court appointee may travel on Court business when authorized by the Court employee who staffs the board, commission, advisory committee, or task force to which the appointee is assigned or by the Chief Justice, Justice, or senior staff employee who requested the appointee perform an official duty or responsibility for the Court.

SECTION 3.0. PROCEDURE FOR APPROVAL OF TRAVEL:

3.1. In-State Travel.

A Court appointee shall obtain prior approval to travel in state on Court business from the Court employee who staffs the board, commission, advisory committee, or task force to

which the appointee is assigned or the Chief Justice, Justice, or senior staff employee who requested the appointee perform an official duty or responsibility for the Court. The prior approval may be given verbally and may be of a continuing nature.

In limited circumstances, a Court appointee may be required to attend a continuing education conference, seminar, or workshop as part of the appointee's training to serve. In this circumstance, the Court appointee shall follow the requirements of Administrative Policy 11 (Training and Education).

3.2. Out-of-State Travel.

A Court appointee shall obtain prior written approval to travel out of state on Court business from the Court employee who staffs the board, commission, advisory committee, or task force to which the appointee is assigned or the Chief Justice, Justice, or senior staff employee who requested the appointee perform an official duty or responsibility for the Court.

The procedure to obtain approval to travel out of state shall occur in the following order:

- (A) The Court appointee shall complete a "Travel and Conference Approval Form" (copy provided as Attachment A) and attach a copy of the notice, agenda, course description, or letter of invitation relating to the event the appointee will attend and reasonable estimates of the reimbursable expenses the attendee expects to incur;
- (B) The Director of Fiscal Resources shall indicate the availability of funds to reimburse the Court appointee for the expenses that will be incurred by signing the form;
- (C) The Administrative Director shall indicate approval of the travel by signing the form.

4.0. TIME OF TRAVEL:

4.1. Dates of Departure.

A Court appointee who is traveling out of state on Court business may begin such travel at Court expense no earlier than the day before the event begins.

4.2. Dates of Return.

A Court appointee who is traveling out of state on Court business may end such travel at Court expense no later than the day after the event ends. Court appointees shall, at all times, use prudent judgement in the use of Court resources, incurring only those expenses necessary to carry out the official business of the Court.

4.3. Beginning and End of Event.

For purposes of determining the time a Court appointee who is traveling out of state on Court business is authorized to travel at Court expense, an event begins at the time of the first scheduled event as listed on the notice, agenda, course description, or letter of invitation attendees are invited or required to attend and concludes with the last scheduled event listed on the notice, agenda, course description, or letter of invitation attendees are invited or required to attend.

4.4. Extended Stay at Court Expense.

A Court appointee who is traveling out of state on Court business may be authorized to travel at Court expense for one or more days in addition to those authorized by Guidelines 4.1 and 4.2 if the appointee demonstrates the extension of the appointee's travel will result in a net reduction in travel expenses to be reimbursed by the Court, as determined by the Director of Fiscal Resources. A net reduction in travel expenses to be reimbursed by the Court may be established by demonstrating the availability of a lower airfare, taking into account additional lodging, meal, and other travel expenses the appointee may incur during the extension of the appointee's travel time.

4.5. Extended Stay at Personal Expense.

A Court appointee who is traveling out of state on Court business may elect to extend the duration of the travel at the appointee's personal expense and begin or end the travel on days other than the days authorized in Guidelines 4.1 and 4.2. A Court appointee who elects to extend travel shall not cause any additional expenses to the Court as a result of the appointee's extended travel.

SECTION 5.0. REIMBURSABLE EXPENSES:

5.1. Reimbursement of Transportation Expenses.

(A) Common carrier

A Court appointee shall be reimbursed for transportation expenses incurred when traveling on Court business by common carrier. Reimbursement shall be at actual cost, provided the cost is reasonable as determined by the Director of Fiscal Resources. Reasonableness shall be based upon a demonstration that the cost is similar to rates by other reputable carriers in effect at the time the travel arrangements are made for travel by the same mode of transportation, to the same destination, and at a similar time. Reimbursement shall not be provided for unused reservations on common carriers unless the Director of Fiscal Resources determines the failure to cancel or use the reservation was unavoidable. Unused tickets shall be returned to the Office of Fiscal Resources. Reimbursement for in-state travel by common air carrier is not permitted.

(B) Privately-owned motor vehicle

Travel by privately owned motor vehicle is authorized only if the owner of the vehicle is insured under a policy of liability insurance complying with the requirements of R.C. 4509.51. A Court appointee shall be reimbursed for mileage expenses incurred while traveling on Court business by privately-owned motor vehicle at the standard business mileage rate established by the Administrative Director, with approval of the Court, not to exceed the Internal Revenue Service's business standard mileage rate. If the Court appointee is traveling out of state, the appointee shall be reimbursed in an amount not to exceed the lowest common carrier rate to and from the destination. Reimbursement shall be made only to one of two or more Court appointees who are traveling in the same privately-owned motor vehicle.

(C) Taxi, shuttle service, and rented motor vehicle

A Court appointee shall not be reimbursed for transportation expenses incurred while traveling in state on Court business by taxi; shuttle service, including services such as Uber and Lyft; or rented motor vehicle.

A Court appointee who has traveled out of state on Court business by common carrier shall be reimbursed for expenses incurred for taxi; shuttle service, including services such as Uber and Lyft; or rented motor vehicle at the out-of-state destination. Reimbursement shall be at actual cost, provided the cost is reasonable as determined by the Director of Fiscal Resources.

Reasonableness in the use of a rented motor vehicle shall be based upon a Court appointee demonstrating that the use of a rented motor vehicle is more economical than using any other mode of transportation or the destination was not easily accessible by any other mode of transportation. The employee shall purchase liability insurance and loss damage waiver for accidents arising out of the operation or use of the rented motor vehicle and include that cost in determining whether the motor vehicle rental is the most economical mode of transportation.

(D) Parking, tolls, and other transportation expenses

A Court appointee shall be reimbursed for other transportation expenses incurred while traveling on Court business, including parking, tolls, and common-carrier baggage fees. Reimbursement shall be at actual cost, provided the cost is reasonable as determined by the Director of Fiscal Resources.

5.2. Reimbursement of Meals and Incidentals.

(A) Reimbursement per diem

A Court appointee shall be reimbursed for meals and incidental expenses incurred while traveling on Court business only when overnight lodging is required. A Court appointee may receive per diem for meals and incidental expenses in accordance

with the [per-diem rates](#) established by location within the continental United States as set by the Federal General Service Administration. Per diem is designed to offset the additional cost of travel, not to entirely pay for the Court appointee's meal and incidental expenses. The amount of the per diem shall be adjusted on departure and return days based upon the time of departure and return. The standard meal and incidental expenses allowance is based on twenty-four hours of official travel within the continental United States. Where overnight lodging is required and where a Court appointee is on travel status for less than a full day, the meal and incidental expenses rate for the departure and return days shall be pro-rated as follows:

- Twenty-five percent of the standard meal and incidental expenses allowance if the appointee is on travel status for less than six hours;
- Fifty percent of the standard meal and incidental expenses allowance if the appointee is on travel status for six hours, but less than twelve hours;
- Seventy-five percent of the standard meal and incidental expenses allowance if the appointee is on travel status for twelve hours, but less than eighteen hours;
- One-hundred percent of the standard meal and incidental expenses allowance if the appointee is on travel status for eighteen hours but less than twenty-four hours.

If a Court appointee is attending a meeting, conference, seminar, or workshop and the registration fee includes one or more meals, the appointee shall not be reimbursed for other meals purchased during the same meal period, except for a breakfast purchased when a continental breakfast is included as part of the registration fee or because of special dietary needs.

(B) Incidental expenses

Incidental expenses included in the per diem allowance are listed as follows and are thus not separately reimbursable:

- All gratuities given to porters, baggage carriers, bellhops, hotel maids, flight attendants, taxi drivers, wait staff, and all other services related to the hospitality industry;
- Any transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary lodging or business site.

5.3. Reimbursement of Lodging Expenses.

A Court appointee shall be reimbursed for lodging expenses incurred in commercial

establishments while traveling overnight on Court business. Reimbursement shall be at actual cost, provided the cost is reasonable as determined by the Director of Fiscal Resources. A Court appointee shall be reimbursed for lodging expenses only when the appointee incurs the expense more than forty-five miles from the appointee's residence, or more than thirty miles from the appointee's resident for attending conferences. This limitation shall not apply to a Court appointee who is responsible for serving as staff support for or is otherwise required to attend a meeting, conference, seminar, or workshop sponsored or conducted by the Court. A Court appointee shall attempt to secure the lowest rate at a convenient commercial establishment and shall specifically request the government rate, if available, and exemption from applicable taxes.

5.4. Reimbursement of Miscellaneous Travel Expenses.

(A) Miscellaneous living expenses

A Court appointee shall be reimbursed for miscellaneous living expenses, including laundry and dry cleaning services, incurred while traveling on Court business for more than one week, including a weekend. Reimbursement shall be at actual cost, provided the cost is reasonable as determined by the Director of Fiscal Resources.

(B) Non-Reimbursable Travel Expenses

Non-reimbursable travel expenses include, but are not limited to, the following expenses purchased by a Court appointee:

- (1) Alcoholic beverages;
- (2) Entertainment expenses;
- (3) Incidental expense, which include personal expenses incurred during travel that are primarily for the benefit of the employee and not directly related to the official purpose of the travel;
- (4) Political expenses;
- (5) Travel insurance expenses, excluding liability coverage and loss damage waiver expenses incurred in renting a motor vehicle pursuant to section 5.1(B) of these guidelines.

SECTION 6.0. CLAIMING EXPENSES:

6.1. Travel Expense Report.

(A) Reporting requirement

A Court appointee shall be reimbursed for travel expenses incurred in accordance with these guidelines upon submission of a completed "Travel Expense Report" to

the Office of Fiscal Resources (copy provided as Attachment B). A “Travel Expense Report” submitted by a Court appointee shall be signed by the Court employee who staffs the board, commission, advisory committee, or task force to which the appointee is assigned or the Chief Justice, Justice, or senior staff employee who requested the appointee to perform an official duty or responsibility for the Court.

(B) Reporting deadline

A Court appointee shall submit a “Travel Expense Report” no later than sixty days after the travel expense is incurred. The Administrative Director may extend this deadline if mitigating circumstances exist. However, in no case may the Administrative Director extend the timeframe by more than ninety days from the last date of travel. A completed request for travel expense reimbursement may be denied for reasons including, but not limited to, a Court appointee’s failure to submit the request in a timely, accurate, or truthful manner.

(C) Receipts

Except as otherwise provided, original receipts are required for all transportation, lodging, and miscellaneous expenses for which reimbursement exceeding \$10.00 is sought. The Director of Fiscal Resources may require any reasonable form of verification of an expense, in addition to or in lieu of the required receipts, if additional verification is necessary to ascertain the propriety of the reimbursement or if the required receipts are not available. The Court reserves the right to contact the provider of any service claimed as an expense for such verification, including requesting duplicate itemized receipts. Failure to provide receipts or additional forms of requested verification shall be cause to disallow a request for reimbursement, except when a per-diem reimbursement is claimed.

SECTION 7.0. MISCELLANEOUS GUIDELINES.

7.1. Application of Guidelines.

These guidelines shall apply to all boards, commissions, advisory committees, and task forces, with the exception that all requirements involving the Administrative Director and the Director of Fiscal Resources as set forth herein shall be performed by the Director of the Board of Professional Conduct for all Court appointees of that board and by the Administrator of the Board of Commissioners of the Lawyers’ Fund for Client Protection for all appointees of that board.

Effective Date: January 1, 2006

Amended: February 1, 2010; July 7, 2020

Appendix H

Administrative Policy 5. Equal Employment Opportunity.

This policy is intended to establish consistent standards and expectations regarding the application of all applicable federal and state laws, rules, and regulations prohibiting discrimination in the workplace to every employee and applicant for a position of employment with the Supreme Court.

(A) Equal Employment Opportunity. The Court is committed to equal employment opportunity for all qualified individuals without regard to race, color, religion, gender, sexual orientation, national origin, ancestry, age, citizenship, marital status, veteran's status, or non-disqualifying disability and shall engage in employment practices and decisions, including recruitment, hiring, working conditions, compensation, training, promotions, transfers, retention of employment, and other terms, benefits, and privileges of employment that are based upon job-related criteria and qualifications.

(B) Equal Employment Opportunity Plan. The Administrative Director and the Director of Human Resources shall prepare and annually review an equal employment opportunity plan to assure the employment practices and decisions of the Court are consistent with the objectives and requirements of this policy.

(C) Distributions and Postings. Each position description created for a position of employment with the Court pursuant to Adm. P. 15 (Position Management), each position vacancy announcement circulated pursuant to Adm. P. 6 (Employment Process), all requests for proposals, and any other solicitations for employment with or to provide goods and services to the Court shall reference this policy and that the Court is an equal opportunity employer.

(D) Application of Policy. This policy applies to current employees and applicants for positions of employment with the Court.

Effective Date: July 1, 2003

Amended: September 1, 2007

Administrative Policy 22. Alcohol and Drug Free Workplace.

This policy is intended to establish consistent standards and expectations for the development, promotion, and maintenance of a workplace at the Supreme Court that is free from the influence of alcohol and drugs.

(A) Alcohol. The purchase, service, and use of alcohol involve health and safety issues for an employee; and liability risks and public perception concerns for the Court. The Court's policy on alcohol depends on the location and circumstances of an event and the work status of the employee.

(1) Location and circumstances. Generally, alcohol shall not be served or used at a Court sponsored event or at the workplace. In limited circumstances, the Court may allow the service and use of alcohol at a Court sponsored event, including an event at the workplace, but only if alcohol is provided by a properly licensed third party vendor and upon the prior approval of the Administrative Director.

(2) Purchase at Court expense prohibited. Alcohol shall not be purchased at Court expense, regardless of the location or circumstances involved.

(3) Employee on duty. An employee who is on duty shall not purchase, serve, or use alcohol, regardless of the location or circumstances involved.

(4) Employee off duty. An employee who is off duty shall not serve alcohol at a Court sponsored event, regardless of the location or circumstances of the event. An employee who is off duty may purchase and use alcohol at a Court sponsored event approved by the Administrative Director pursuant to paragraph (A)(1) of this policy, including an event at the workplace.

These prohibitions shall be read in conjunction with the requirements and guidance of OJC Reg. 14 (Alcohol; Intoxicating Liquor).

(B) Controlled Substances and Illegal Drugs. An employee shall not unlawfully manufacture, distribute, dispense, possess, or use a controlled substance or purchase, transfer, use, or possess any illegal drugs or prescription drugs that are illegal, either at the workplace or any other location. A controlled substance includes any drug listed in Section 812, Title 21 U.S. Code and federal regulations adopted pursuant to federal law. This prohibition shall be read in conjunction with the requirements and guidance of OJC Reg. 15 (Controlled Substances).

The Court shall notify any federal agency from which it has received a grant when an employee has been convicted of a violation of any state or federal criminal drug statute. The notice shall be provided within ten days after receiving notice from the employee of the conviction or after receiving other actual notice of the conviction.

(C) Alcohol and Drug Testing.

(1) Circumstances requiring testing. The Administrative Director, or the director's designee, upon the recommendation of the Director of Human Resources, or the director's designee, and sufficient cause shown, may require an employee to undergo an alcohol or drug test under the following circumstances:

- When there is reasonable cause to suspect that the employee may be intoxicated or under the influence of a controlled substance not prescribed by the employee's physician;
- When the employee is involved in a significant incident in which the employee or another person has a reportable and recordable injury or in which documented property damage has occurred;
- Pursuant to the specifications and provisions of a counseling, employee assistance, or rehabilitative program to which the employee has been referred as a result of a previous corrective action pursuant to Adm. P. 21 (Corrective Actions).

(2) Refusal to submit to testing. An employee who refuses to consent or submit to an alcohol or drug test when required under this policy shall be subject to corrective action pursuant to Adm. P. 21 (Corrective Actions).

(3) Confidentiality. Confidentiality concerning alcohol or drug test results shall be maintained to the extent provided by law, and an employee shall have the opportunity to refute the results of any alcohol or drug test.

(D) Corrective Actions. An employee who is found to have violated this policy is subject to appropriate corrective action pursuant to Adm. P. 21 (Corrective Actions).

(E) Employee Assistance and Rehabilitation. If an employee is convicted of a violation of any state or federal statute proscribing the abuse of alcohol or the possession or sale of a controlled substance, or if an employee has a confirmed positive alcohol or drug test, the Court may require the employee to participate in and satisfactorily complete an alcohol or drug assistance or rehabilitation program as a prerequisite to continued employment or as part of a corrective action.

Effective Date: January 1, 2004

Amended: April 1, 2009

Administrative Policy 23. Weapons and Violence Free Workplace.

This policy is intended to establish consistent standards and expectations for the development, promotion, and maintenance of a safe and productive workplace at the Supreme Court that is free from the effects of weapons and violence.

(A) Weapons Prohibited. Except as provided in OJC Reg. 11, no employee shall possess, carry, or store a weapon while on Court property or engaged in the course of the employee's employment or official responsibilities for the Court unless specifically required to do so as a condition of the employee's work assignment. Any employee who violates this policy is subject to having the matter referred to the appropriate law enforcement officials.

(B) Acts and Threats of Violence Prohibited. No employee shall engage in an act or make a threat of violence while on Court property, while engaged in the course of employment or official responsibilities for the Court, or when conducting business for the Court. Acts and threats of violence may include the following activities:

(1) Threats and intimidation. Engaging in threatening, intimidating, harassing, or coercive behavior that is sufficiently severe or offensive so as to alter the conditions of employment, or to create a hostile, abusive, or intimidating work environment for another person;

(2) Stalking. Willfully, maliciously, or repeatedly following or stalking another person;

(3) Communications. Making or sending a threatening, intimidating, harassing, or coercive statement, telephone call, letter, or other written or electronic communication to another person, with the intent to place that person in reasonable fear for the person's safety, or the safety of the person's family, friends, associates, or property;

(4) Physical contact. Intentionally engaging in physical contact with another person that would cause a reasonable person to believe the person is being assaulted;

(5) Damaging property. Intentionally damaging or defacing the personal property of another person or property owned, operated, or controlled by the Court.

(C) Domestic Violence. The Court is committed to creating and maintaining an environment that facilitates the needs of employees who are victims of domestic violence. The Court shall not discriminate against an employee in any employment actions because the employee is, or is perceived to be, a victim of domestic violence. The Administrative Director may issue guidelines establishing a workplace plan addressing domestic violence, including appropriate employee protection, assistance, and education measures.

(D) Notification of Protection or Restraining Order. An employee who obtains a protection or restraining order shall notify the Director of Human Resources. Upon notification, the Director of Human Resources shall inform the appropriate Court personnel.

(E) Reporting Acts or Threats of Violence. An employee shall report any acts or threats of violence to the employee's Senior Staff supervisor or Court security.

(F) Corrective Action. An employee who is found to have violated this policy is subject to appropriate corrective action pursuant to Adm. P. 21 (Corrective Actions).

Effective Date: July 1, 2004

Amended: April 1, 2009; February 13, 2025

Administrative Policy 24. Discrimination and Harassment.

This policy is intended to establish consistent standards and expectations for the development, promotion, and maintenance of a workplace at the Supreme Court that is free from the effects of discrimination and harassment.

(A) Prohibited Activity. No employee shall engage in or be subject to a prohibited discriminatory practice or harassment, including sexual harassment.

(1) Prohibited discriminatory practice. For the purpose of this policy, a “prohibited discriminatory practice” means a decision relating to either the recruitment, hiring, working conditions, compensation, training, promotion, transfer, or retention of employees or the selection of vendors to provide goods or services, when the decision is made with regard to race, color, religion, gender, sexual orientation, national origin, ancestry, age, citizenship, marital status, veteran’s status, or non-disqualifying disability.

(2) Harassment. For the purpose of this policy, “harassment” means conduct based on race, color, religion, gender, sexual orientation, national origin, ancestry, age, citizenship, marital status, veteran’s status, or non-disqualifying disability that unreasonably interferes with a person’s work performance or creates an intimidating, hostile, or offensive work environment for a person. It involves unwelcome or unwanted conduct, including verbal and non-verbal communications, when the conduct consists of one or more of the following:

- Using racially derogatory words, phrases, or epithets;
- Demonstrations of a racial or ethnic nature, such as a use of gestures, pictures, or drawings which would offend a particular racial or ethnic group;
- Comments about a person’s skin color or other racial or ethnic characteristics;
- Making disparaging remarks about a person’s gender that are not sexual in nature;
- Negative comments about a person’s religious beliefs or lack of religious beliefs;
- Expressing negative stereotypes regarding a person’s birthplace or ancestry;
- Negative comments regarding a person’s age when referring to a person 40 years of age or older;

- Derogatory or intimidating references to a person's mental or physical impairment.

(3) Sexual harassment. For the purpose of this policy, "sexual harassment" means conduct based upon sex that unreasonably interferes with a person's work performance or creates an intimidating, hostile, or offensive work environment for a person. It involves unwelcome or unwanted conduct, including verbal and non-verbal communications and physical contact, when the conduct consists of one or more of the following:

- Making submission to a sexual advance or request for sexual favor an explicit or implicit term or condition of employment;
- Making submission to or rejection of a sexual advance or request for sexual favor a basis for employment decisions affecting the person to whom the harassment is directed;
- Making sexual innuendo, using sexually vulgar or explicit language, making sexually suggestive comments or sounds, telling jokes of a sexual nature, or making sexual propositions or threats;
- Displaying or disseminating sexually suggestive objects, books, magazines, computer software, internet websites, e-mail, graphic commentaries, photographs, cartoons, or pictures;
- Touching, pinching, leering, making obscene gestures, brushing against the body, or engaging in sexual intercourse or sexual assault;

(B) Reporting an incident. An employee who believes to have been subject to or observed any prohibited discriminatory practice or harassment by a Justice, other employee, Court appointee, person who conducts business with the Court, or visitor should report it immediately to any member of Senior Staff, the Director of Human Resources, the Administrative Director, or, if the subject of the prohibited discriminatory practice or harassment is an employee and the incident did not involve that employee's immediate supervisor, to the employee's immediate supervisor. Any of these persons to whom an incident is reported shall promptly notify the Director of Human Resources.

(C) Investigation and written report. Upon receiving a report of an alleged prohibited discriminatory practice or harassment involving an employee, Court appointee, person who conducts business with the Court, or visitor, the Director of Human Resources, or the director's designee, shall immediately and thoroughly investigate the incident and prepare a written report. The report shall contain the findings of the investigator and, if the investigator believes a violation of paragraph (A) of this policy has occurred, a recommendation for corrective action

or sanction pursuant to paragraph (F) of this policy. The report shall be provided to the parties involved.

If the alleged prohibited discriminatory practice or harassment involves a Justice, the Director of Human Resources shall notify the Administrative Director, who shall report the allegation to the Chief Justice for whatever action the Court considers appropriate.

(D) Determination of incident.

(1) Agreement of the parties. If the parties involved agree with the findings and recommended corrective action contained in the written report, the Director of Human Resources shall obtain the signature of each party on the report within five business days after it is provided to them. The Director of Human Resources shall promptly provide a copy of the signed report to the Administrative Director for review. Absent extraordinary circumstances demonstrated in the report, the Administrative Director shall approve its immediate implementation.

(2) Formal hearing. If any party involved does not agree with the findings or recommended corrective action contained in the written report or if the Administrative Director believes extraordinary circumstances are demonstrated in the report, within five business days after receiving the report the Administrative Director shall take appropriate action, including appointment of a hearing officer to conduct a formal hearing on the matter.

(E) Conflicts.

(1) Director of Human Resources. If a party or witness to an incident reported under this policy is the Director of Human Resources, the Administrative Director shall designate another member of the Court staff to perform the duties of the Director of Human Resources as required by this policy.

(2) Administrative Director. If a party or witness to an incident reported under this policy is the Administrative Director, the Chief Justice shall perform the duties of the Administrative Director as required by this policy.

(3) Chief Justice. If a party to an incident reported under this policy is the Chief Justice, the next most senior Justice shall perform the duties of the Chief Justice as required by this policy.

(F) Corrective Action. An employee who is found to have violated paragraph (A) of this policy shall be subject to appropriate corrective action as set forth in Adm. P. 21 (Corrective Actions).

(G) Confidentiality. The Court shall make every reasonable effort to protect the privacy of the parties in the process. Parties and witnesses shall maintain confidentiality with respect to a complaint or report. However, the Court cannot ensure that complaints or reports will be kept strictly confidential.

(H) Distribution of Policy. All requests for proposals and solicitations for employment and to provide goods or services shall reference this policy and the Court's prohibition against discrimination and harassment in the workplace.

Effective Date: July 1, 2003

Amended: September 1, 2007; April 1, 2009

The Thomas J. Moyer Ohio Judicial Center

REGULATIONS

October 29, 2024



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SECTION I. SCOPE OF REGULATIONS

OJC Reg. 1. Purpose.

The purpose of these regulations is to establish standards for the use, management, and operation of the building and grounds of the Thomas J. Moyer Ohio Judicial Center.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 2. Authority.

These regulations are adopted by the Supreme Court pursuant to Substitute House Bill 388 of the 125th General Assembly, which vests in the Court all legal right, title, and interest in the Thomas J. Moyer Ohio Judicial Center, and pursuant to the inherent authority of the Court.

Pursuant to this authority, the responsibility for managing and operating the Thomas J. Moyer Ohio Judicial Center rests with the Supreme Court. The Court may grant to other persons limited responsibility to manage and operate certain aspects of the Thomas J. Moyer Ohio Judicial Center as specifically authorized through these regulations. Any responsibility to manage and operate the Thomas J. Moyer Ohio Judicial Center not granted to other persons is reserved in the Court, acting through the Chief Justice and Administrative Director, or others as authorized by these regulations.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 3. Application.

These regulations shall apply to all areas of the building and grounds of the Thomas J. Moyer Ohio Judicial Center, including the Supreme Court and its affiliated offices, all other offices and entities maintaining operations in the building, all employees of these offices and entities, and all public visitors and invitees to the Thomas J. Moyer Ohio Judicial Center.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

SECTION II. GENERAL REGULATIONS

OJC Reg. 4. Building Hours.

The Thomas J. Moyer Ohio Judicial Center shall be open to the public from 8:00 a.m. until 5:00 p.m. Monday through Friday, except for the holidays recognized by the Supreme Court.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 5. Public Entrances.

There shall be two public entrances to the Thomas J. Moyer Ohio Judicial Center. One public entrance shall be located on the Front Street side of the building and serve as the main public entrance. The other public entrance to the building shall be located on the Civic Center Drive side of the building and serve as the primary tour group entrance.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 6. Security Screening.

All persons entering the Thomas J. Moyer Ohio Judicial Center, and all packages, parcels, purses, briefcases, book containers, and other items brought into the building through the public entrances, are subject to security screening.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 7. Deliveries; Loading Dock.

All deliveries to the Thomas J. Moyer Ohio Judicial Center shall receive security clearance through the Supreme Court Office of Court Security. Delivery of items that are not easily hand carried or items in a cart, basket, tub, or other large container shall be brought into the building only through the loading dock. In order to accept a delivery, the Office of Court Security shall be notified of the delivery, the person, or company on whose behalf the item is being delivered, and the date and time of the delivery.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 8. Building Identification Cards.

All persons who are employed in the Thomas J. Moyer Ohio Judicial Center shall be issued building identification cards through the Supreme Court Office of Court Security. The cards may be used for photographic identification and to allow access to various areas of the building. Lost building identification cards shall be replaced at cost to the person whose card is replaced.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 9. Visitor Identification Badges.

All visitors and business invitees who enter the Thomas J. Moyer Ohio Judicial Center shall be issued temporary visitor identification badges in a manner as determined by the Supreme Court Director of Court Security.

Effective Date: July 1, 2005

Amended Effective March 1, 2013

OJC Reg. 10. Incarcerated Persons Appearing in Court.

If an incarcerated person is required to appear before a court or tribunal holding a session in the Thomas J. Moyer Ohio Judicial Center, the prisoner's movement shall be coordinated by the appropriate official of the court or tribunal with the Supreme Court Director of Court Security. When a prisoner is escorted in and out of the building, contact with the public and employees working in the building, shall be minimized as much as practicable. While in the building the prisoner shall be accompanied at all times by an agent of the agency having custody of the prisoner and other persons as directed by the \ of Court Security.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 11. Weapons.

(A) Prohibition

Except as noted herein, no weapon, as defined in Ohio Revised Code Section 2923.11, including firearms, ammunition, brass knuckles, martial arts weapons, stun guns, explosives, fireworks, incendiary devices, knives with a blade longer than two inches, straight razors, razorblades, or switchblades, shall be permitted within or on the grounds of the Thomas J. Moyer Ohio Judicial Center.

(B) Law enforcement officers

The prohibition in Paragraph (A) of this regulation does not apply to court security officers and Ohio State Highway Patrol troopers while on active duty as part of the security detail assigned to the Thomas J. Moyer Ohio Judicial Center. The prohibition shall also not apply to any uniformed trooper who is otherwise on active duty and in the performance of the trooper's duties but not assigned to the security detail; nor shall the prohibition apply to a trooper not in uniform who is otherwise on active duty and in the performance of the trooper's duties if the trooper provides notification of the trooper's presence to the Supreme Court Director of Court Security or the director's designee prior to entering the building; nor shall the prohibition apply to any other law enforcement officer who is responding to a call for assistance or a security emergency in the building. The prohibition shall apply to all other law enforcement officers who seek to enter the building.

(C) Evidence

The prohibition in Paragraph (A) of this regulation does not apply to circumstances where a weapon is in the custody of an appropriate office or employee of a court or tribunal located within the Thomas J. Moyer Ohio Judicial Center as evidence in a case. In such circumstances, the weapon shall be properly and securely stored with the knowledge of the Supreme Court Director of Court Security.

(D) Concealed carry

A person who has been properly issued a permit to carry a concealed weapon pursuant to state law is subject to the application of the prohibition herein, unless the person is otherwise allowed by this regulation or first obtains written authorization from the Supreme Court Director of Court Security before seeking entry to the building.

Any person who enters the Thomas J. Moyer Ohio Judicial Center or its grounds with a concealed weapon and who has not received authorization to do so, or is not otherwise exempt pursuant to these regulations, is subject to arrest or having the matter referred to appropriate law enforcement officials for prosecution.

Any person who seeks to enter the Thomas J. Moyer Ohio Judicial Center with a legal weapon that is otherwise not permitted in the building by this regulation shall have a court security officer store the weapon in a gun locker on the premises. The weapon shall be returned by a court security officer to the law enforcement officer or private citizen properly licensed to carry the concealed weapon when the person leaves the building.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 12. Public Demonstrations.

(A) Recognition of rights

The Supreme Court recognizes and seeks to protect the rights of all citizens to publicly assemble for the purpose of petitioning their government through peaceful demonstration. However, such assembly and demonstrations cannot be allowed to interfere with the working environment or the review of matters within the Thomas J. Moyer Ohio Judicial Center and should not be used to intimidate or interfere with persons seeking to enter or exit the building.

(B) Demonstrations within the Thomas J. Moyer Ohio Judicial Center

In order to maintain the dignity and decorum befitting the judicial branch of Ohio government and to support an environment in which the citizens of Ohio can feel confident that judicial determinations are rendered fairly, impartially, and without the influence of direct public displays of opinion, demonstrations are prohibited within the Thomas J. Moyer Ohio Judicial Center.

(C) Demonstrations on the grounds of the Thomas J. Moyer Ohio Judicial Center

Demonstrations are permitted on the grounds of the Thomas J. Moyer Ohio Judicial Center as set forth herein.

(1) North plaza. Demonstrations may be conducted on the lower fountain level of the North plaza. However, so as to provide a sufficient area for the safe evacuation of persons in the Thomas J. Moyer Ohio Judicial Center in case of a building emergency, demonstrations may not be conducted on the upper terrace of the North plaza.

(2) South plaza. Demonstrations may be conducted on the lower fountain level of the South plaza. However, so as to provide a sufficient area for the safe evacuation of persons in the Thomas J. Moyer Ohio Judicial Center in case of a building emergency, demonstrations may not be conducted on the upper terrace of the South plaza.

(3) Front Street public sidewalk and entrance. Demonstrations may be conducted on the public sidewalk on the Front Street side of the grounds of the Thomas J. Moyer Ohio Judicial Center. However, for the safety and security of those who wish to enter and exit the Thomas J. Moyer Ohio Judicial Center and those who wish to engage in a public demonstration, and because of the narrow public sidewalk and its close proximity to the ongoing flow of motor vehicle traffic on Front Street, demonstrations may not be conducted on the pedestrian ramps, steps, or entry area leading into the Front Street entrance, nor on the public sidewalk in an area beginning at a point 20 feet north of the street level entrance to the north pedestrian ramp

and extending to a point 20 feet south of the street level entrance to the south pedestrian ramp.

(4) Civic Center Drive public sidewalk and entrances. Demonstrations may be conducted on the public sidewalk on the Civic Center Drive side of the grounds of the Thomas J. Moyer Ohio Judicial Center. However, for the safety and security of those who wish to enter and exit the Thomas J. Moyer Ohio Judicial Center, demonstrations may not be conducted within 20 feet of any pedestrian entrance while it is in use. Further, for the safety and security of those who wish to engage in a public demonstration and to allow for the safe flow of motor vehicle traffic to and from Civic Center Drive and the Thomas J. Moyer Ohio Judicial Center, demonstrations may not be conducted within 20 feet of the entrance to the loading dock or the parking garage.

(D) Noise

No person shall shout, yell; or chant or use a sound amplification device, musical instrument, or other noise generating device that interferes with the operation of any court, tribunal, office, or other body conducting business in the building.

(E) Signs

Signs, banners, placards, and flags made of cardboard, poster board, or cloth are permitted for use during demonstrations on the grounds of the Thomas J. Moyer Ohio Judicial Center. Supports for these items should be made entirely of wood, have dull ends, may not be hollow, may not exceed 3/4" at their largest point, and should not use nails or screws in their construction. Hand-carried items are allowed regardless of size. Items that are not hand-carried are allowed only if they are not larger than four feet wide and four feet high, are not elevated to exceed a height of six feet above the ground at their highest point, are not used to create an enclosure of two or more sides, are not arranged in such a manner as to create a single item that exceeds the size limitation noted above, and are attended at all times.

No items may be hung from or connected to the building or any fixtures or natural plantings on the grounds of the Thomas J. Moyer Ohio Judicial Center.

(F) Permits and Notice

Demonstrations may be conducted without receiving permission from the Supreme Court or the issuance of a permit. Those engaged in demonstrations may provide notice to the Supreme Court Director of Court Security that a demonstration is to be held so that arrangements may be made for a safe event.

(G) Public Assembly

Nothing in these regulations shall be construed to prohibit the public assembly of persons on the grounds of the Thomas J. Moyer Ohio Judicial Center for purposes other than demonstrations, such as parades that are properly permitted by the City of Columbus, officially sanctioned civic events, employee appreciation gatherings, and other similar assemblies.

(H) Enforcement

This regulation shall be enforced by the Supreme Court Director of Court Security, with the assistance of appropriate law enforcement agencies.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 13. News Organizations and Conferences.

(A) Promotion of public understanding

The Supreme Court promotes the general understanding of the judicial process by providing maximum public access and exposure to the proceedings of the Court. This access and exposure can be enhanced through coverage by news organizations. However, the work of news organizations should not interfere with the dignity and decorum befitting the judicial branch of Ohio government. The purpose of this regulation is to balance the promotion of public awareness and discussion with the need for the courts, tribunals, and organizations that maintain offices in the Thomas J. Moyer Ohio Judicial Center to conduct their work without disruption or the appearance of direct advocacy outside the courtroom setting.

(B) News organization access to audio and video feeds

Proceedings of the Supreme Court are recorded and livestreamed in audio and video. Any person may access the audio or video feed by contacting the Supreme Court Director of Public Information Office or the director's designee.

(C) News organization recording equipment

(1) The use by a news organization of cameras, recording devices, and other equipment in the courtroom during proceedings of the Supreme Court shall be subject to the approval of the Chief Justice. To request approval, a news organization shall submit to the Director of Public Information or the director's designee a request form as prescribed by the Supreme Court. The request form shall be submitted by the close of business the day before the session to which the request pertains. The Director of Public Information or the director's designee shall notify the news organization of the decision of the Chief Justice.

(2) Use of more than one portable television, videotape, or movie camera with one operator shall be allowed only with the permission of the Chief Justice.

(3) Not more than one still photographer shall be permitted to photograph trial proceedings without permission of the Chief Justice.

(4) Arrangements between or among media for "pooling" of equipment shall be the responsibility of the media representative authorized to cover the proceeding. "Pooling" arrangements are to be made outside the courtroom and without imposing on the Chief Justice or court personnel. If disputes arise over arrangements between or among media representatives, the Chief Justice may exclude all contesting representatives from the proceedings.

(5) There shall be no transmission or recording of conferences conducted at the bench or conferences conducted in the Thomas J. Moyer Ohio Judicial Center between counsel and clients or co-counsel.

(6) Electronic or photographic equipment used in the courtroom during proceedings of the Supreme Court shall not produce distracting sound or light. No artificial lighting other than that normally used in the courtroom shall be employed.

(D) News conferences within the Thomas J. Moyer Ohio Judicial Center

A news conference may be conducted within the Thomas J. Moyer Ohio Judicial Center as set forth herein.

(1) By persons employed in the Thomas J. Moyer Ohio Judicial Center. A news conference may be conducted within the Thomas J. Moyer Ohio Judicial Center by any person who is employed by any court, tribunal, or organization that maintains an office in the Thomas J. Moyer Ohio Judicial Center pursuant to policies and guidelines established by that court, tribunal, or organization. However, the news conference may be conducted in an area of the building outside the business offices of the court, tribunal, or organization where the person is employed only upon providing notice to the Director of Public Information or the director's designee.

(2) Regarding litigation. A news conference regarding pending litigation before a court or tribunal housed in the Thomas J. Moyer Ohio Judicial Center may be conducted within the building by persons involved with the litigation only on the days that the court or tribunal is in session hearing the matter. The news conference may only be conducted in an area of the building designated by the court or tribunal upon approval of the Director of Public Information or the director's designee.

A news conference regarding contemplated or completed litigation before a court or tribunal housed in the Thomas J. Moyer Ohio Judicial Center is not permitted within the building. This includes impromptu news conferences and media events, such as video recording or photographing the filing of a complaint or other pleading with the clerk of the court or tribunal.

(3) Regarding other issues. A news conference by any person not employed by a court, tribunal, or organization that maintains an office in the Thomas J. Moyer Ohio Judicial Center may be conducted in the building on issues other than pending litigation as follows:

- On issues involving the history of the Supreme Court or the judicial branch of Ohio government;

- On issues involving the awareness and understanding of the role of the bar and the judiciary, and the significance of the principle of the rule of law, in a constitutional democracy;
- On issues involving the study of law and the scholarly comparison of legal systems;
- On issues involving the promotion and understanding of art and architecture and the preservation of historic public places, or the artistic, architectural, and historic features of the Thomas J. Moyer Ohio Judicial Center.

A news conference on any of these issues may be conducted only upon the approval of the Director of Public Information or the director's designee.

(E) News Conferences on the grounds of the Thomas J. Moyer Ohio Judicial Center

A news conference may be conducted on the grounds of the Thomas J. Moyer Ohio Judicial Center as set forth herein.

(1) By persons employed in the Thomas J. Moyer Ohio Judicial Center. News conferences may be conducted on the grounds of the Thomas J. Moyer Ohio Judicial Center by any person who is employed by any court, tribunal, or organization that maintains an office in the building pursuant to policies and guidelines established by that court, tribunal, or organization, except that the conference may only be conducted at locations authorized by OJC Reg. 12 (Public Demonstrations) for public demonstrations, and upon providing reasonable notice to the Supreme Court Director of Facilities Management and the Director of Public Information or their designees that the news conference is scheduled to take place.

(2) By other persons. A news conference regarding any issue may be conducted on the grounds of the Thomas J. Moyer Ohio Judicial Center by any person who does not work in the building or by a group or organization that does not maintain an office in the building, except that the conference may only be conducted at locations authorized by OJC Reg. 12 (Public Demonstrations) for public demonstrations.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013; December 14, 2023

OJC Reg. 14. Alcohol; Intoxicating Liquor.

The sale and consumption of alcohol and intoxicating liquor is permitted in the Thomas J. Moyer Ohio Judicial Center in limited circumstances, during special events held in the building, and as approved by the Supreme Court Director of Facilities Management through standards established by the Commission on the Thomas J. Moyer Ohio Judicial Center pursuant to OJC Reg. 36(G)(3).

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 15. Controlled Substances.

Controlled substances that are regulated by federal or state law are not permitted in the Thomas J. Moyer Ohio Judicial Center, except pursuant to a prescription from a licensed physician or when considered as evidence and maintained as part of a case file in a matter pending before a court or tribunal located in the building.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 16. Smoking; Tobacco Products.

Smoking and the other use of tobacco products are not permitted within the Thomas J. Moyer Ohio Judicial Center and are restricted to the designated areas located on the North and South plazas of the grounds.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 17. Open Flame.

The use of open flame or smoldering products, including candles, incense, or other similar items, is not permitted within or on the grounds of the Thomas J. Moyer Ohio Judicial Center, unless approved in advance by the Supreme Court Director of Facilities Management.

Effective Date: July 1, 2005

Amended Effective March 1, 2013

OJC Reg. 18. Parking Garage.

Access to the parking garage shall be controlled by the Supreme Court Director of Court Security, upon the approval of the Administrative Director of the Supreme Court.

Effective Date: July 1, 2005

OJC Reg. 19. Pets; Animals.

Pets and animals that are training to be or are used to assist the blind or physically impaired, or that are used by law enforcement agencies during the course of their work, are the only pets and animals that visitors are permitted to bring into or on the grounds of the Thomas J. Moyer Ohio Judicial Center.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 20. Skateboards.

The use of skateboards and other motorized or non-motorized devices that may cause damage to the building or other items located on the grounds of the Thomas J. Moyer Ohio Judicial Center is not permitted. The Supreme Court Director of Court Security is authorized to refer violators of this regulation to the appropriate law enforcement agency for investigation and prosecution.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 21. Fountains.

No person may enter or place any objects in the fountains on the North and South plazas on the grounds of the Thomas J. Moyer Ohio Judicial Center. The Supreme Court Director of Court Security is authorized to refer violations of this regulation to the appropriate law enforcement agency for investigation and prosecution.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 22. Camping.

No person may camp or sleep on the grounds of the Thomas J. Moyer Ohio Judicial Center.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 23. Solicitation.

No person may solicit another for contributions on the grounds of the Thomas J. Moyer Ohio Judicial Center. This regulation shall not apply to solicitations for contributions within the Thomas J. Moyer Ohio Judicial Center by persons employed by any court, tribunal, or organization that maintains an office in the building which may be otherwise limited by the internal policies of those organizations.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 24. Political Activity.

No meetings and events organized or conducted by political candidates or parties, or organizations affiliated with political candidates or parties, shall be permitted in the Thomas J. Moyer Ohio Judicial Center. Ceremonial events such as the taking of an oath of office shall not be considered political activity for the purpose of this regulation.

Effective Date: July 1, 2005

Amended Effective March 1, 2013

OJC Reg. 25. Videography and Photography.

Videography and photography is permitted within the Thomas J. Moyer Ohio Judicial Center by a person not employed by a court, tribunal, or organization that maintains an office in the Thomas J. Moyer Ohio Judicial Center as part of a meeting or event scheduled through the Office of Facilities Management, as part of a tour scheduled through the Supreme Court Visitor Education Center, or as otherwise expressly permitted by the Supreme Court Director of Public Information.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 26. Violation of Law or Rules.

In addition to any other penalty provided by law, a person may be removed from the Thomas J. Moyer Ohio Judicial Center at the direction of the Supreme Court Director of Court Security or by appropriate law enforcement personnel for any of the following reasons:

- (A) Violation of any federal or state law or municipal ordinance;
- (B) Violation of any court order;
- (C) Violation of any provision of these regulations or any published guideline issued by the Administrative Director;
- (D) Engaging in conduct that poses a potential hazard to the safety of any person or that poses a potential threat to the physical, architectural, historic, or artistic condition of the Thomas J. Moyer Ohio Judicial Center;
- (E) Engaging in conduct that interferes with the primary use of the Thomas J. Moyer Ohio Judicial Center as a court, office, educational, or meeting facility.

Effective Date: March 1, 2010

Amended Effective: March 1, 2013

OJC Reg. 27. Unauthorized Access to Nonpublic Areas

All visitors and business invitees may enter any area of the Thomas J. Moyer Ohio Judicial Center identified as a Historic Display Area (Schedule A), Public Use Area (Schedule B), a public restroom, a scheduled conference room, or the Law Library unless the Supreme Court Director of Court Security limits access to designated areas. No visitor or business invitee shall enter any other area of the Thomas J. Moyer Ohio Judicial Center unless they are escorted by a person employed in the building or have permission to enter the area unescorted.

Effective Date: March 1, 2010

Amended Effective: March 1, 2013

OJC Reg. 28-33. [Reserved]

SECTION III. MANAGEMENT REGULATIONS

OJC Reg. 34. Facilities Management.

The Supreme Court Director of Facilities Management shall be responsible for coordinating the management and operation of the Thomas J. Moyer Ohio Judicial Center, subject to these regulations, any limitations imposed by law, and the approval of the Chief Justice and Administrative Director of the Court.

The Director of Facilities Management is authorized to issue guidelines and develop practices and procedures, as necessary, to supplement any and all facility use items contained in these regulations, upon the approval of the Administrative Director of the Supreme Court.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 35. Security Management.

The Supreme Court Director of Court Security shall be responsible for coordinating security and emergency planning for the Thomas J. Moyer Ohio Judicial Center, subject to these regulations, any limitations imposed by law, and the approval of the Chief Justice and Administrative Director of the Court. In exercising this responsibility, the Director of Court Security is authorized to create, maintain, and train an internal security force, and to seek the assistance of law enforcement agencies, including the Ohio State Highway Patrol, to supplement the security of the building.

The Director of Court Security is authorized to issue guidelines and develop practices and procedures, as necessary, to supplement any and all security related items contained in these regulations, upon the approval of the Administrative Director of the Supreme Court.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 36. Commission on the Thomas J. Moyer Ohio Judicial Center.

There is hereby created the Commission on the Thomas J. Moyer Ohio Judicial Center which shall have the limited powers, duties, and responsibilities as set forth in these regulations and that may, from time-to-time, be granted by the Supreme Court.

(A) Membership

The Commission shall consist of ten voting members as follows: seven members appointed by the Supreme Court; one representative of the Ohio Facilities Construction Commission; one representative of the Ohio Arts Council; and one representative of the Ohio History Connection. The Administrative Director of the Supreme Court, or the director's designee, shall serve as a nonvoting, *ex officio* member of the Commission.

In appointing members to the Commission, Justices shall appoint members who have an appreciation for and understanding of the significance and symbolism of the Thomas J. Moyer Ohio Judicial Center as the home of the judicial branch of Ohio government, and the history and timelessness of the art and architecture displayed therein.

(B) Terms

Except as provided in this regulation, members of the Commission appointed by the Supreme Court shall serve three-year terms beginning on the first day of January. Members shall be eligible for reappointment, but shall not serve more than two consecutive terms of three years. Vacancies on the Commission shall be filled in the same manner as the original appointment. A member appointed to fill a vacancy prior to the expiration of the term for which the appointee's predecessor was serving shall hold office for the balance of the unexpired term. A member whose term has expired may continue to serve on the Commission for a period of ninety days or until his or her successor is appointed, whichever occurs first.

Initial appointments to the Commission shall be made as follows: two members shall be appointed to terms ending December 31, 2008; two members shall be appointed to terms ending December 31, 2009; and three members shall be appointed to terms ending December 31, 2010.

(C) Officers

The Supreme Court shall designate a member of the Commission to serve as chair of the Commission for a term ending December 31, 2008, and the Commission may elect such other officers as it deems appropriate to serve terms ending December 31, 2008. Thereafter, the Commission shall elect a chair and such other officers as it deems appropriate.

(D) Meetings

(1) General. The Commission shall conduct meetings in a manner and at times it deems appropriate to execute its powers, duties, and responsibilities. Seven members of the Commission shall constitute a quorum, and no action shall be taken by the Commission unless approved by a majority of the Commission members. Commission members shall serve without compensation but shall be reimbursed for expenses incurred in the performance of their official duties.

(2) Attendance. The designated Supreme Court staff shall notify the Chief Justice and the Administrative Director of the Supreme Court if a Commission member misses three meetings of the Commission within a twelve-month period. Upon such notice, the Administrative Director shall inform the Justices of the Supreme Court in order that the Justices may consider the replacement of the member.

(E) Staff

The Commission shall receive staff support from persons designated by the Administrative Director or the director's designee.

(F) Privileges; immunities

Members of the Commission shall be accorded all of the privileges and immunities of an officer of the Supreme Court. Members of the Commission shall be indemnified by the Court for any attorney fees, legal expenses, judgments, fines, or settlements associated with any legal or administrative action taken against a member or members of the Commission as a result of their service on the Commission, to the extent allowable by Ohio law.

(G) Duties; responsibilities

(1) Artistic, architectural and historic integrity. The Commission shall assist the Supreme Court by providing advice on the preservation of the artistic, architectural, and historic integrity of the Thomas J. Moyer Ohio Judicial Center. Consistent with these duties, the Commission shall do all of the following:

(a) Recommend for adoption by the Supreme Court standards for the selection, placement, and preservation of artwork, artifacts, antiques, furniture, sculptures, awards, monuments, and memorials, including architectural and historic fixtures and murals, in areas of the Thomas J. Moyer Ohio Judicial Center designated by the Supreme Court as historic display areas;

(b) Recommend the acquisition of works of fine art by the Thomas J. Moyer Ohio Judicial Center Foundation;

(c) Recommend the exhibition of works of fine art by the Supreme Court;

(d) Recommend architectural and structural repairs, renovations, and improvements to areas of the Thomas J. Moyer Ohio Judicial Center designated by the Supreme Court as historic display areas.

(2) Public access, use, and assembly. The Commission shall assist the Supreme Court by providing advice on the public use of the Thomas J. Moyer Ohio Judicial Center. Consistent with this duty, the Commission shall review and recommend standards regarding the public use of areas designated by the Court as public use areas for review and, if approved, adoption by the Court.

In developing these standards, the Commission shall operate under the limitation that such public use shall be available only to the following entities or organizations:

- Governmental or educational entities;
- Organizations of the legal or judicial professions;
- Organizations dedicated to architectural or artistic interests, or the preservation of historic public places;
- Law firms, corporate law departments, or other similar organizations.

No entity or organization that practices invidious discrimination may use the Thomas J. Moyer Ohio Judicial Center.

In developing these standards, the Commission shall also operate under the additional limitation that permissible public use of the Thomas J. Moyer Ohio Judicial Center by the entities and organizations noted above shall be restricted to meetings and events centered on one or more of the following:

- The history of the Supreme Court or the judicial branch of Ohio government;
- An awareness and understanding of the role of the bar and the judiciary, and the significance of the principle of the rule of law in a constitutional democracy;
- The study of law and the scholarly comparison of legal systems;

- The promotion and understanding of the importance of art and architecture and the preservation of historic public places or the artistic, architectural, and historic features of the Thomas J. Moyer Ohio Judicial Center;
- Educational, business, or social gatherings for tax-exempt organizations.

Consistent with this duty, the Commission may also establish fees for such use payable to any trust, foundation, or other entity established by the Commission pursuant to OJC Reg. 37.

(3) Sale of alcohol and intoxicating liquors. Subject to the requirements of Revised Code Chapter 4303 and OJC Reg. 14, the Commission shall review and recommend standards for the sale and consumption of alcohol and intoxicating liquor by persons, groups, or organizations sponsoring a meeting or event in the Thomas J. Moyer Ohio Judicial Center, for review and, if approved, adoption by the Court.

Effective Date: July 1, 2005

Amended Effective: July 1, 2009; March 1, 2013; September 9, 2020; October 15, 2024; October 29, 2024

Guideline 36-1. Public Use of the Thomas J. Moyer Ohio Judicial Center.

This guideline is adopted by the Supreme Court on the recommendation of the Commission on the Thomas J. Moyer Ohio Judicial Center to govern the public use of the Thomas J. Moyer Ohio Judicial Center and surrounding grounds. The Thomas J. Moyer Ohio Judicial Center is both a modern, fully functional office building serving as headquarters for Ohio's judicial branch of government and an architectural masterpiece of national importance that must be carefully maintained for the benefit of present and future generations of Ohioans.

(A) General principles

All public usage of the Thomas J. Moyer Ohio Judicial Center is controlled by the Supreme Court. Usage must be approved in advance and a permit issued under procedures established by the Commission. Usage shall be limited to the following:

- (1) Governmental or educational entities;
- (2) Organizations of the legal or judicial professions;
- (3) Organizations dedicated to architectural or artistic interests, or the preservation of historic public places;
- (4) Law firms, corporate law departments, or similar organizations.

(B) Purposes of public use

The purpose of the public use must be consistent with the design and fundamental purpose of the Thomas J. Moyer Ohio Judicial Center. Usage for artistic, charitable, civic, educational, governmental, judicial, or law-related functions as described below in most cases will be considered appropriate. Usage for purposes such as sales events or other business-related purposes by for-profit organizations, private parties, weddings, fundraisers, issue advocacy, or political rallies, will not be considered appropriate. Public usage shall be consistent with the purposes in this guideline and centered on one or more of the following general themes:

- (1) The history of the Supreme Court or the judicial branch of Ohio government;
- (2) An awareness and understanding of the role of the bar and the judiciary, and the significance of the principle of the rule of law in a constitutional democracy;
- (3) The study of law or the scholarly comparison of legal systems;
- (4) The promotion and understanding of the importance of art and architecture and the preservation of historic public places, or the artistic,

architectural, and historic features of the Thomas J. Moyer Ohio Judicial Center.

(C) Other limitations on public use

The following limitations apply to any application for or permissible public use of the Thomas J. Moyer Ohio Judicial Center:

- (1) The usage shall not interfere with the primary use of the Thomas J. Moyer Ohio Judicial Center;
- (2) The usage shall be appropriate to the physical context of the Thomas J. Moyer Ohio Judicial Center;
- (3) The usage shall not unduly burden the management or operations of the Thomas J. Moyer Ohio Judicial Center;
- (4) The usage shall not create a hazard to the safety of the public or state employees;
- (5) The usage shall not expose the State to, or create unreasonable risk of exposure to, expenses or damages;
- (6) The usage shall not be in violation of local, state or federal laws, rules or regulations;
- (7) There shall be equal access for all groups for the use of the Thomas J. Moyer Ohio Judicial Center regardless of race, religion, color, national origin, sex or handicap;
- (8) Building security rules and procedures shall be followed in all cases;
- (9) The issuance of a permit for use of the Thomas J. Moyer Ohio Judicial Center shall not imply endorsement or approval by the State, the Supreme Court, or the Commission of the actions, objectives, or views of the permit holder;
- (10) The Supreme Court Office of Facilities Management reserves the right to limit the use of the Thomas J. Moyer Ohio Judicial Center, at any time, due to unforeseen operational circumstances. Every reasonable effort will be made to alleviate the effects of any such limitation;
- (11) The Court Room, Robing Room, private chambers of the Justices, and other restricted areas within the Thomas J. Moyer Ohio Judicial Center, are not available for public use;

(12) The usage shall not relate to any matters pending before the Supreme Court.

(D) Public use permit; additional fees; conditions of permitted usage.

(1) Any person wishing to obtain a permit for use of the Thomas J. Moyer Ohio Judicial Center may submit an application in writing on the form specified by the Supreme Court Office of Facilities Management. The application shall be accompanied by an administrative fee of fifty dollars. No member or employee of the Supreme Court and no entity established by the Supreme Court shall be required to obtain a permit to hold a meeting, event, or other gathering in the Thomas J. Moyer Ohio Judicial Center.

(2) If a permit is granted, in addition to the administrative fee, the permit holder shall be responsible for a usage fee that may be levied in accordance with a schedule adopted by the Office of Facilities Management and with the approval of the Administrative Director. The usage fee is levied for the purpose of assisting the Supreme Court in maintaining and promoting the artistic, architectural, historic, and educational purposes and integrity of the Thomas J. Moyer Ohio Judicial Center. The usage fee will be discussed and agreed upon by the permit applicant in advance. The usage fee will be billed to and paid by the permit holder prior to the date of the event. If any additional charges are incurred during the event, the permit holder will be billed for those additional charges at the completion of the event.

(3) In addition to the exemption provided for in division (D)(1) of this guideline, the administrative and usage fees shall be waived by the Office of Facilities Management for any of the following organizations or entities:

- An organization or entity that receives financial or in-kind support from the Supreme Court;
- A nonprofit organization that receives financial or in-kind support from the Supreme Court and that is devoted to the law, legal education, art, architecture, or the preservation of historic public places;
- A governmental office or entity.

(4) All fees collected pursuant to this guideline shall be transferred to the Thomas J. Moyer Ohio Judicial Center Foundation and used for public charitable and educational purposes consistent with the Foundation's articles of incorporation and code of regulations.

(5) The permit holder may be required to provide a surety bond based upon the nature of the permitted event in order to guarantee payment of any property

damages or other liability arising from the event. The bond amount will be as determined by the Supreme Court.

(6) The permit holder shall use the Thomas J. Moyer Ohio Judicial Center in a careful and responsible manner during the term of the permit, keeping the building clean, undamaged, and free of debris. The permit holder will be responsible for any costs or damages resulting from the use of the Thomas J. Moyer Ohio Judicial Center.

(7) In general, the Thomas J. Moyer Ohio Judicial Center will be available for use only during the business work week between the hours of 8:00 a.m. and 8:00 p.m.

(8) Corporate banners and signs on sticks, poles, or stakes are prohibited.

(9) The use of stickers, labels, cellophane or other pressure-sensitive tape, screws, nails, or other physical fasteners and mounting techniques that may adversely affect the structural or decorative condition of the Thomas J. Moyer Ohio Judicial Center is prohibited.

(10) Smoking is prohibited within the Thomas J. Moyer Ohio Judicial Center.

(11) No equipment, apparatus, machine, or vehicle may be brought into the Thomas J. Moyer Ohio Judicial Center without the prior written approval of the Office of Facilities Management of the Supreme Court.

(12) Use of sound projection equipment must be approved in advance, shall be in compliance with local noise ordinances, and used in a manner so as to not interfere with the regular operations and activities of the Thomas J. Moyer Ohio Judicial Center.

(13) No food, beverages, or merchandise shall be sold or dispensed at the Thomas J. Moyer Ohio Judicial Center without the express written consent of the Office of Facilities Management. No licensed street vendors or other transient vendors will be permitted to use the Thomas J. Moyer Ohio Judicial Center. Only caterers approved by the Office of Facilities Management of the Supreme Court will be permitted to provide on-site food service.

(14) Staff security and maintenance personnel only will be utilized at the event, under the direction and control of the Office of Facilities Management of the Supreme Court.

(15) The permit holder shall retrieve all materials left behind from the approved event within two business days. After that time, any remaining materials may be disposed of at the permit holder's expense.

(16) The permit holder shall indemnify and hold harmless the State and the Commission against any and all claims, demands, actions, or causes of actions, together with any and all losses, costs, or related expenses asserted by any person or persons for bodily injury, death, or property damages resulting from or arising out of the permitted use.

(17) The failure of a permit holder to comply with this guideline or any additional terms of an issued permit shall be grounds for the Office of Facilities Management taking either or both of the following actions:

- Revoking an issued permit;
- Denying a future permit application submitted by the permit holder.

Effective Date: March 1, 2010

Amended Effective: March 1, 2013

Guideline 36-2. Acquisition by Purchase, Gift, Bequest, or Loan of Fine Art for the Thomas J. Moyer Ohio Judicial Center.

This guideline is adopted by the Supreme Court on recommendation of the Commission on the Thomas J. Moyer Ohio Judicial Center to govern the acquisition of fine art for the Thomas J. Moyer Ohio Judicial Center. Acquisition may be by purchase, gift, bequest, or loan. The fine art collection for the Thomas J. Moyer Ohio Judicial Center includes art from renowned artists, with an emphasis on Ohio artists and themes unique to Ohio, and reflects the quality and diversity of the existing collection and of the original artwork and architecture of the Thomas J. Moyer Ohio Judicial Center building and grounds.

(A) General criteria for fine art

The Commission will recommend the acquisition of works of fine art that represent diversity in artists, are appropriate in content, and are in keeping with the art that makes up the collection at the Thomas J. Moyer Ohio Judicial Center. Fine art that is recommended for acquisition shall be capable of existing safely within the environmental conditions of the Thomas J. Moyer Ohio Judicial Center.

(B) Specific criteria for means of acquisition

(1) In purchasing works of fine art, the Commission shall operate within the budget approved by the Supreme Court for art acquisition, including framing costs. The Commission may give primary consideration to artwork created by a living or deceased Ohio artist who satisfies the following criteria:

- The artist has demonstrable connection to Ohio;
- The artist has devoted a substantial portion of the artist's time creating art;
- The artist has a documented history of public presentation;
- The artist has been recognized by his or her peers as a visual arts practitioner for a minimum of five years.

(2) In considering offered gifts and bequests of works of fine art, the Commission shall give primary consideration to the following criteria:

- The gift or bequest may be from one or more individuals or an institution;
- The gift or bequest may be anonymous;
- The gift or bequest must be unrestricted;

- The gift or bequest must have satisfactory documentation of provenance and title.

The Supreme Court or Commission will not make, arrange for, or pay for appraisals for donated work, but may provide names of two or more appraisers, without preference, if a request is made by the donor. The donor shall complete a deed of gift, provided by the Supreme Court, that includes a description and appraisal of the work. The Supreme Court may accept a copy of the will, or pertinent portions, to verify the bequest.

(3) In considering offered loans of works of fine art for permanent exhibition in the Thomas J. Moyer Ohio Judicial Center or possible acquisition by the Supreme Court, the Commission shall give primary consideration to the following criteria:

- The work to be loaned must be able to withstand the ordinary strains of packing and transportation;
- The loan shall have no unreasonable restrictions;
- The lending organization or individual shall possess satisfactory documentation of provenance and title.

The lender or Supreme Court shall provide a written loan agreement that outlines the reason for the loan, dates of the proposed loan, methods of travel, and insurance arrangements. The Supreme Court shall designate a staff member to monitor the loan using industry standards.

(C) Selection process

The Commission shall employ the following process in selecting works of fine art recommended for acquisition by the Supreme Court.

(1) The chair of the Art Acquisition Committee or designated Supreme Court staff shall be responsible for coordinating the consideration of purchases and offered gifts, bequests, and loans.

(2) In the case of works of fine art to be purchased, the chair, working with designated Supreme Court staff and outside sources from the arts community, shall identify directors of Ohio visual arts organizations or professional arts consultants who have knowledge of visual artists in their region of Ohio. The Committee chair or designated Court staff will arrange one or more site visits. With either the director or arts consultant and will coordinate those visits with members of the Committee. If a Committee member is unable to attend a site visit, the Committee chair or designated Court staff will provide that member with images, via email, of

works that are under consideration for recommendation to acquire. The Committee member shall have five business days to respond to the Committee chair with approval, disapproval, or any comments regarding the works under consideration.

(3) In the case of offers of gifts, bequests, or permanent loans of fine art, the chair, working with designated Supreme Court staff, shall review gift, bequest, or loan proposals and arrange a Committee site visit to view the work to be gifted, bequeathed, or loaned. If a Committee member is unable to attend a site visit, the Committee chair or designated Court staff will provide that member with an image, via email, of the work. The Committee member shall have five business days to respond to the Committee chair with approval, disapproval, or any comments regarding the work.

(4) Works of art recommended for acquisition by a majority of the Committee shall be presented to the Commission for consideration within ten business days after the work is identified. This may be done at a Commission meeting or by emailing an image of the work to the Commission members. A majority of a quorum of Commission members present at the meeting shall be required to recommend the acquisition of a work of art. If images are sent via email, votes shall be requested within five business days after receipt of the email, and a majority of the Commission members shall be required to recommend the acquisition of the work.

(5) The Commission shall make its recommendation to the Chief Justice and Justices of the Supreme Court within five business days of the decision to make a recommendation.

(6) In the case of a temporary loan of artwork to replace an out-going loan of artwork from the Supreme Court, the Committee chair and designated Court staff may accept the loan in accordance with the criteria and conditions set forth in division (B) of this guideline.

(7) In the case of all other temporary loans of artwork, the Committee chair, working with designated Court staff, shall review the work offered for loan to determine whether the work satisfies the criteria and conditions set forth in division (B) of this guideline. If a work satisfies the criteria and conditions set forth in division (B) of this guideline, the Committee chair shall arrange for the Committee to view the work through images or by other means. A work of art recommended by a majority of the Committee for acceptance on temporary loan shall be presented to the Commission for consideration within five business days after the work is identified. This may be done at a Commission meeting or by emailing an image of the work to the Commission members. A majority of a quorum of Commission members present at the meeting shall be required to recommend acceptance of the temporary loan. If images are sent via email, votes shall be requested within five business days after receipt of the email, and a majority of the Commission members shall be required to recommend acceptance of the temporary loan.

(D) Framing and signage

The Commission shall use museum quality framing and employ museum standards for label copy and didactic panels.

(E) Installation of acquired art

When recommending the acquisition of art to the Commission, the Committee shall include a recommendation regarding the location in which the work will be installed, considering the environmental safety of the work. The Committee shall assign the following installation priorities: public meeting rooms; public conference rooms; Civic Center Drive lobby; and conference rooms and other areas within office suites. Areas not appropriate for the installation of artwork include: grand concourse; courtroom; meeting rooms 102 and 106; Front Street lobby; first floor elevator lobby; and Native American lobby. When recommending the acquisition of fine art to the Supreme Court, the Commission shall address the above installation considerations.

Effective Date: July 1, 2009

Amended Effective: March 1, 2010; March 1, 2013

Guideline 36-3. Recordkeeping, Care, Inventory, Insurance, and Reappraisal of Fine Art at the Thomas J. Moyer Ohio Judicial Center.

This guideline is adopted by the Supreme Court on the recommendation of the Commission on the Thomas J. Moyer Ohio Judicial Center to govern the proper care and conservation of work in the permanent fine art collection at the Thomas J. Moyer Ohio Judicial Center. The Commission and Supreme Court have an essential obligation to ensure the works of fine art are passed on to future generations in as good and safe a condition as possible using current knowledge and resources.

(A) Recordkeeping

The registration and recordkeeping for work in the permanent fine art collection at the Thomas J. Moyer Ohio Judicial Center is the responsibility of designated Supreme Court staff. The designated staff shall maintain accurate, up-to-date individual files on each work of fine art in the collection. For each work of fine art in the collection, the following information shall be documented:

- (1) The title and date of the work, the name of the artist, any provenance, research, or correspondence related to the work;
- (2) The means and date of acquisition;
- (3) A description of the work, including measurements, material, framing, and signage;
- (4) The location of the work at the Thomas J. Moyer Ohio Judicial Center;
- (5) The care activity, conservation treatment, and condition of the work;
- (6) The loan activity related to the work;
- (7) The documents related to deaccessioning of the work.

(B) Care

Each work of fine art shall be cared for using the highest standards of preventive conservation and kept in safe, secure, and appropriate environments.

(C) Inventory

The Supreme Court staff member designated to maintain records related to the collection shall conduct an annual inventory of the collection. A report of the annual inventory shall be provided to the Commission on the Thomas J. Moyer Ohio Judicial Center and the Supreme Court Director of Fiscal Resources.

(D) Insurance

The Supreme Court shall procure appropriate insurance for each work of fine art in the collection.

(E) Reappraisal

Works in the permanent fine art collection at the Thomas J. Moyer Ohio Judicial Center shall be reappraised on an “as needed” basis, in the discretion of the designated Supreme Court staff member.

Effective Date: March 1, 2010

Amended Effective: March 1, 2013

Guideline 36-4. Access to the Fine Art Collection at the Thomas J. Moyer Ohio Judicial Center.

This guideline is adopted by the Supreme Court on the recommendation of the Commission on the Thomas J. Moyer Ohio Judicial Center to govern awareness of and access to the fine art collection at the Thomas J. Moyer Ohio Judicial Center. The Commission on the Thomas J. Moyer Ohio Judicial Center is responsible for advising the Supreme Court with regard to the maintenance of the fine art collection at the Thomas J. Moyer Ohio Judicial Center and views this responsibility as including activities to promote and enhance awareness and understanding of the fine art in the permanent collection at the Thomas J. Moyer Ohio Judicial Center.

The Commission will support and encourage awareness and understanding of the fine art in the permanent collection at the Thomas J. Moyer Ohio Judicial Center through publications, programs, and web sites. The Commission will work with designated Supreme Court staff to provide access to the collection during business hours of the Thomas J. Moyer Ohio Judicial Center and by appointment. Arrangements to see the collection may be made by contacting the Civic Education Section of the Supreme Court.

Effective Date: March 1, 2010

Amended Effective: March 1, 2013

Guideline 36-5. Deaccessioning of Fine Art at the Thomas J. Moyer Ohio Judicial Center.

This guideline is adopted by the Supreme Court on the recommendation of the Commission on the Thomas J. Moyer Ohio Judicial Center to govern the deaccessioning of works in the fine art collection at the Thomas J. Moyer Ohio Judicial Center.

(A) General criteria for deaccessioning

The Commission shall give primary consideration for deaccessioning works of fine art at the Thomas J. Moyer Ohio Judicial Center for one or more of the following reasons:

- (1) The work of fine art has been damaged or has deteriorated and repair is impractical or unfeasible;
- (2) The work of fine art is incompatible with the collection;
- (3) The work of fine art is redundant.

(B) Process for deaccessioning

The Commission shall employ the following process when recommending works of fine art for deaccessioning:

- (1) Deaccessioning shall be considered only after a careful and impartial evaluation of the work of fine art by the Art Acquisition Committee, working with designated Supreme Court staff and an art conservator or curator;
- (2) Supreme Court staff shall make reasonable efforts to notify any living artist or the estate of a deceased artist whose work is being considered for deaccessioning;
- (3) The Art Acquisition Committee shall make a recommendation to deaccession a work of fine art to the Commission. The recommendation may be made at a Commission meeting or by emailing an image of the work and an explanatory statement to the Commission members;
- (4) A majority of a quorum of Commission members present at the meeting shall be required to recommend the deaccessioning of a work of fine art. If an image of the work is sent via email, a majority of the Commission members shall be required to recommend the deaccessioning of the work within five business days after receipt of the email;

(5) The Commission shall make its recommendation to the Chief Justice and Justices of the Supreme Court within five business days of the decision to make a recommendation.

(C) Proceeds from deaccessioning

Any proceeds from deaccessioned works of fine art shall be deposited in the Thomas J. Moyer Ohio Judicial Center Foundation and used for the acquisition of other works of fine art.

Effective Date: March 1, 2010

Amended Effective: March 1, 2013

OJC Reg. 37. Thomas J. Moyer Ohio Judicial Center Trust.

(A) Creation

(1) The Commission on the Thomas J. Moyer Ohio Judicial Center may, upon the approval of the Supreme Court, establish a trust, foundation, or other appropriate nonprofit entity for the following charitable public purposes:

(a) Preserving the artistic, architectural, and historic integrity of the Thomas J. Moyer Ohio Judicial Center;

(b) Encouraging and facilitating access to the Supreme Court Visitor Education Center and related resources.

(2) The trust, foundation, or entity established by the Commission may contain artwork, monuments, memorials, awards, and other items of personal property suitable for display at the Thomas J. Moyer Ohio Judicial Center.

(B) Gifts

The Commission also may use the trust, foundation, or entity to accept gifts, grants, bequests, or donations in furtherance of the purpose of the trust, foundation, or entity. Any gifts, grants, bequests, or donations received by the Commission shall be deposited in the trust, foundation, or entity and used as follows:

(1) Except as provided in Paragraph (B)(2) of this regulation, for expenses related to the acquisition, commissioning, or display of artwork, monuments, memorials, awards, and other items suitable for display at the Thomas J. Moyer Ohio Judicial Center;

(2) If contributed to encourage and facilitate access to the Supreme Court Visitor Education Center, exclusively for that purpose.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013; September 9, 2020

SECTION IV. MISCELLANEOUS REGULATIONS

OJC Reg. 38. Definitions.

As used in these regulations:

(A) **“Demonstration”** means when one or more persons assemble to parade, picket, walk, or stand while displaying signs, banners, or placards, or distributing literature, pamphlets, or brochures of any type, or carry on oral chants, slogans, or solicitations of any kind or for any purpose.

(B) **“Historic display area”** means those areas of the Thomas J. Moyer Ohio Judicial Center that have artistic, architectural, or historic significance and which are set forth in Schedule A of these regulations. An area designated as an historic display area may also be designated as a public use area as set forth in Schedule B of these regulations.

(C) **“Invidious discrimination”** means discrimination on the basis of sex, race, religion, or national origin, which is arbitrary, capricious, without reasonable foundation, or is otherwise of the general type and nature that would be unlawful discrimination if practiced in settings of public accommodation or employment.

(D) **“The Thomas J. Moyer Ohio Judicial Center”** means the facility and attendant exterior grounds granted to the Supreme Court pursuant to Section 2 of Substitute House Bill 388 of the 125th General Assembly.

(E) **“Public use area”** means those areas of the Thomas J. Moyer Ohio Judicial Center that are intended for public use as governed by OJC Reg. 36(G)(2) and which are set forth in Schedule B of these regulations. An area designated as a public use area may also be designated as an historic display area as set forth in Schedule A of these regulations.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 39. Title; Citation.

These regulations shall be known as the Thomas J. Moyer Ohio Judicial Center Regulations and shall be cited as “OJC Reg. ____.”

Effective Date: July 1, 2005

Amended Effective: March 1, 2013.

OJC Reg. 40. Effective Date.

These regulations shall be effective July 1, 2005.

Effective Date: July 1, 2005

Amended Effective: September 1, 2005; November 1, 2007; March 1, 2013; September 9, 2020; December 14, 2023

Schedule A

Historic Display Areas

1. Ground Floor – Native American Lobby
2. First Floor – Grand Concourse
3. First Floor – South Hearing Room (Room 102)
4. First Floor – West Hearing Room (Room 104)
5. First Floor – North Hearing Room (Room 106)
6. First Floor – Entry to Civic Education Section
7. First Floor – Staircases to Ground Floor
8. First Floor – Front Street Exterior Vestibule and Entry Portico
9. First Floor – Front Street Security Entrance
10. First Floor – Elevator Lobby
11. Eleventh Floor – Library Reading Room (Room 1114)
12. Eleventh Floor – Library Gallery Room (Room 1119)
13. Eleventh Floor – Library Circulation Area (Room 1123)
14. Thirteenth Floor – Elevator Lobby
15. North and South Plazas – Upper Terrace and Lower Fountain Levels

Schedule B

Public Use Areas

1. Ground Floor – Native American Lobby
2. First Floor – Grand Concourse
3. First Floor – Judicial Education Center (Room 101)
4. First Floor – South Hearing Room (Room 102)
5. First Floor – West Conference Room (Room 103)
6. First Floor – West Hearing Room (Room 104)
7. First Floor – North Hearing Room (Room 106)
8. First Floor – North Conference Room (Room 107)
9. First Floor – Taft Map Room (Room 108)
10. Second Floor – Dining Room
11. Third Floor – Courtroom (Room 312)
12. Third Floor – Courtroom (Room 374)
13. Fourth Floor – Courtroom (Room 474)