

**AMENDMENTS TO THE RULES OF SUPERINTENDENCE
FOR THE COURTS OF OHIO**

Comments Requested: The Supreme Court of Ohio will accept public comments until June 2, 2025, on the following proposed amendments to the Rules of Superintendence for the Courts of Ohio.

Comments on the proposed amendments should be submitted in writing to Keely McWhorter, Supreme Court of Ohio, 65 South Front Street, Columbus, Ohio 43215, or RuleAmendments@sc.ohio.gov not later than June 2, 2025. Please include your full name and mailing address in any comments submitted by email.

Key to Adopted Amendments:

1. Unaltered language appears in regular type. Example: text
2. Language that has been deleted appears in strikethrough. Example: ~~text~~
3. New language that has been added appears in underline. Example: text

1 **RULES OF SUPERINTENDENCE FOR THE COURTS OF OHIO**

2
3 **RULE 3. Designation or Election of Presiding Judge.**

4
5 **(A) Single-judge courts**

6
7 In a single-judge court of common pleas or a single-judge municipal or county court, the
8 judge is designated and shall serve as the presiding judge of the court.
9

10 **(B) Multi-judge courts**

11
12 (1) In a court of appeals, a multi-judge court of common pleas, or a multi-judge
13 municipal or county court, the judges of the court shall elect by a majority vote a the
14 presiding judge of the court from the judges of the court.
15

16 (2) If the judges of a court are unable to elect a presiding judge of the court pursuant to
17 division (B)(1) of this rule, the presiding judge shall be determined as follows:

18 (a) The judge having the longest total service on the court ~~shall serve as the~~
19 ~~presiding judge;~~

20
21 (b) If two or more judges have equal periods of total service on the court, the
22 judge having the longest total service as an Ohio judge ~~shall serve as the presiding~~
23 ~~judge;~~

24
25 (c) If two or more judges have equal periods of total service as an Ohio judge,
26 the judge having the earliest date of admittance to the practice of law in Ohio ~~shall~~
27 ~~serve as the presiding judge;~~

28
29 (d) If two or more judges were admitted to the practice of law in Ohio on the
30 same date, the Chief Justice of the Supreme Court shall designate one of the judges
31 of the court ~~to serve as the presiding judge.~~
32

33
34 **(C) Term**

35
36 ~~The (1) Except as provided in R.C. 2301.03(B)(2), the term of a presiding judge of a court~~
37 ~~shall be one year, provided that a court may establish by local rule a term of not less than~~
38 ~~one year and not more than three years. The term of a presiding judge shall and begin on~~
39 ~~January 1st of the year immediately following the designation or election of the presiding~~
40 ~~judge.~~

41
42 (2) A presiding judge may serve consecutive terms. There shall be no term limit of a
43 presiding judge of a single-judge court. A presiding judge of a multi-judge court shall serve
44 no more than two full consecutive terms, except by unanimous vote in courts with three or
45 fewer judges or by majority vote in courts with four or more judges.
46

47 **(D) Death, Resignation, Incapacity, or Ineligibility**

48
49 (1) In the event the presiding judge of a single-judge court dies, resigns, becomes
50 ineligible, or otherwise unable to perform the duties of the office of presiding judge, a
51 sitting or retired judge assigned by the Chief Justice shall serve as the presiding judge until
52 the vacancy is resolved.

53
54 (2) In the event the presiding judge of a two-judge court dies, resigns, becomes
55 ineligible, or otherwise unable to perform the duties of the office of presiding judge, the
56 remaining judge is designated as the successor presiding judge and shall serve until the
57 inability or ineligibility resolves or the balance of the term, whichever occurs first.

58
59 (3) In the event the presiding judge of a court with three or more judges dies, resigns,
60 becomes ineligible, or otherwise unable to perform the duties of the office of presiding
61 judge, a successor presiding judge shall be elected pursuant to division (B)(1) of this rule
62 within fifteen days and shall serve until the inability or ineligibility resolves or the balance
63 of the term, whichever occurs first.

64
65 **(E) Designation or election date**

66
67 ~~The~~ Except as provided in R.C. 2301.03(B)(2), the designation or election of a presiding
68 judge of a court shall occur on or before December 31st of the year preceding the term.

69
70 **~~(E)~~(F) Notification of designation or election**

71
72 A presiding judge of a court shall notify the Administrative Director of the Supreme Court
73 of judge's designation or election as the presiding judge by January 15th of the year of the
74 term or within fifteen days of designation or election of a successor presiding judge
75 pursuant to division (D) of this rule.

76
77
78 **RULE 3.01. Powers and Duties of Presiding Judge.**

79
80 In addition to the powers and duties set forth in the Ohio Constitution, Revised Code, rules
81 promulgated by the Supreme Court of Ohio, or local rules of the court that do not conflict with the
82 powers and duties of the administrative judge of a court or division of a court set forth in Sup.R.
83 4.01, a presiding judge of a court shall do all of the following:

84
85 (A) Call and conduct an annual meeting, and other meetings as necessary, of the judges
86 of the court for the purpose of discussing and resolving administrative problems common
87 to all divisions of the court; In the event the judges are unable to resolve administrative
88 problems, the presiding judge shall consider referring the matter to the Government
89 Conflict Resolution Services Program established under Sup.R. 16.40.

90
91 (B) Assign judges of the court on a temporary basis to serve in another division of the
92 court as required by the business of the court.

93
94 (C) Perform any other duties as required by the Ohio Constitution, Revised Code, the
95 rules promulgated by the Supreme Court, local rules of the court or division, or the Chief
96 Justice.
97
98

99 **RULE 3.02. Presiding Judge Service as Administrative Judge.**

100
101 A presiding judge of a court may serve as an administrative judge of a court or division of a court
102 pursuant to Sup.R. 4.
103

104
105 **RULE 4. Designation or Election of Administrative Judge.**

106
107 **(A) Single-judge courts and divisions**

108
109 The judge of the following courts and divisions of courts is designated and shall serve as
110 the administrative judge of that court or division:
111

- 112 (1) A single-judge court of common pleas;
- 113
- 114 (2) A single-judge division of a court of common pleas;
- 115
- 116 (3) A single-judge municipal court;
- 117
- 118 (4) A single-judge division of a municipal court;
- 119
- 120 (5) A single-judge county court.

121
122 **(B) Multi-judge courts and divisions**

123
124 (1) The Subject to division (C) of this rule, the judges of the following courts and
125 divisions shall elect by a majority vote of the judges of that court or division an
126 administrative judge of the court or division:
127

- 128 (a) A court of appeals;
- 129
- 130 (b) A multi-judge court of common pleas with no divisions;
- 131
- 132 (c) A multi-judge division of a court of common pleas;
- 133
- 134 (d) A multi-judge municipal court with no divisions;
- 135
- 136 (e) A multi-judge division of a municipal court;
- 137
- 138 (f) A multi-judge county court.

139
140 (2) ~~If In courts or divisions of two or three judges, if the judges of a court or division~~
141 ~~are unable to elect an administrative judge of the court or division pursuant to division~~
142 ~~(B)(1) of this rule, the administrative judge shall be determined as follows: by an order of~~
143 ~~rotation pursuant to divisions (B)(3)(a) through (d) of this rule, commencing with the judge~~
144 ~~who is not currently serving as administrative judge.~~

145
146 (3) In courts or divisions of four or more judges, if the judges are unable to elect an
147 administrative judge of the court or division pursuant to division (B)(1) of this rule, the
148 administrative judge shall be determined as follows:

149
150 (a) ~~The judge of the court or division having the longest total service on the that~~
151 ~~court or in the that division shall serve as the administrative judge;~~

152
153 (b) ~~If two or more judges have equal periods of total service on the that court~~
154 ~~or in the that division, the judge of the court or division having the longest total~~
155 ~~service as an Ohio judge shall serve as the administrative judge;~~

156
157 (c) ~~If two or more judges have equal periods of total service as an Ohio judge,~~
158 ~~the judge of the that court or in that division having the earliest date of admittance~~
159 ~~to the practice of law in Ohio shall serve as the administrative judge;~~

160
161 (d) ~~If two or more judges were admitted to the practice of law in Ohio on the~~
162 ~~same date, as follows:~~

163
164 (i) For courts of appeals or multi-judge municipal and county courts,
165 the Chief Justice of the Supreme Court, for courts of appeals or multi-judge
166 municipal and county courts, or shall designate one of the judges of the
167 court or division;

168
169 (ii) For multi-judge divisions of court of common pleas, the presiding
170 judge of the court of common pleas, for multi-judge divisions of courts of
171 common pleas, shall designate one of the judges of the court or division to
172 serve as the administrative judge.

173
174 (C) **Term**

175
176 (1) ~~The term of an administrative judge of a court or division shall be one year,~~
177 ~~provided that a court or division may establish by local rule of that court or division a term~~
178 ~~of not less than one year and not more than three years. The term of an administrative~~
179 ~~judge shall begin on January 1st of the year immediately following the designation or~~
180 ~~election of the administrative judge.~~

181
182 (2) An administrative judge may serve consecutive terms. There shall be no term limit
183 of an administrative judge of a single-judge court or division. An administrative judge of
184 a multi-judge court or division shall serve no more than two full consecutive terms, except

185 by unanimous vote in courts or divisions with three or fewer judges or by majority vote in
186 courts or divisions with four or more judges.

187
188 **(D) Death, resignation, incapacity, or ineligibility**

189
190 (1) In the event the administrative judge of a single-judge court or division dies,
191 resigns, becomes ineligible, or otherwise unable to perform the duties of the office of
192 administrative judge, a successor administrative judge shall be designated by the Chief
193 Justice.

194
195 (2) In the event the administrative judge of a two-judge court or division dies, resigns,
196 becomes ineligible, or otherwise unable to perform the duties of the office of administrative
197 judge, the remaining judge is designated as the successor administrative judge and shall
198 serve until the inability or ineligibility resolves or the balance of the term, whichever occurs
199 first.

200
201 (3) In the event the administrative judge of a three or more judge court or division dies,
202 resigns, becomes ineligible, or otherwise unable to perform the duties of the office of
203 administrative judge, a successor administrative judge shall be elected pursuant to division
204 (B)(1) of this rule within fifteen days and shall serve until the inability or ineligibility
205 resolves or the balance of the term, whichever occurs first.

206
207 **(E) Designation or election date**

208
209 The designation or election of an administrative judge of a court or division shall occur on
210 or before December 31st of the year preceding the term.

211
212 **~~(E)~~(F) Notice of designation or election**

213
214 An administrative judge of a court or division shall notify the Administrative Director of
215 the Supreme Court of the judge's designation or election as the administrative judge by
216 January 15th of the year of the term or within fifteen days of designation or election of a
217 successor administrative judge pursuant to division (D) of this rule.

218
219 **Commentary ([insert effective date])**

220
221 In Ohio, the structure of the courts is governed by both the Ohio Constitution and the Revised Code.
222 Article IV, Section 1 of the Ohio Constitution establishes the Supreme Court of Ohio, the courts of appeals,
223 and the courts of common pleas. Meanwhile, the Revised Code establishes municipal courts (R.C.
224 1901.01) and county courts (R.C. 1907.01).

225
226 The Revised Code also delineates the divisions within the courts of common pleas and some
227 municipal courts. R.C. 2301.03 generally creates the general, domestic relations, juvenile, and probate
228 divisions for the courts of common pleas, though it allows for various combinations of these divisions in
229 specific courts. R.C. 1901.011 establishes a housing division in the Cleveland and Toledo Municipal Courts
230 and an environmental division in the Franklin County Municipal Court.

231

232 Therefore, when electing or designating an administrative judge, it is crucial to consult the relevant
233 sections of the Revised Code to understand the court's structure and determine if it includes multiple
234 divisions and, if so, the specific structure of those divisions.

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236
237 **RULE 4.01. Powers and Duties of Administrative Judge.**

238
239 **(A) Compliance**

240
241 An administrative judge of a court or division of a court shall be responsible to the Chief
242 Justice of the Supreme Court for the compliance by the court or division with the
243 requirements of the Ohio Constitution, Revised Code, and rules promulgated by the
244 Supreme Court.

245
246 **(B) Powers and duties**

247
248 An administrative judge of a court or a division of a court shall do all of the following:

249
250 ~~(A)(1)~~ Be responsible for and exercise control over the administration, docket, and
251 calendar of the court or division while taking into consideration the opinions and
252 concerns of judicial colleagues in the court or division pursuant to Sup.R. 4.02;

253
254 ~~(B)~~ Be responsible to the Chief Justice of the Supreme Court in the discharge
255 of the administrative judge's duties, for the observance of the Rules of
256 Superintendence for the Courts of Ohio, and for

257
258 (2) Pursuant to Sup.R. 39, ensure the timely and accurate termination of all
259 cases in the court or division without undue delay and in accordance with the time
260 guidelines set forth in Sup.R. 39;

261
262 ~~(C)(3)~~ Pursuant to Sup.R. 40, ensure the timely and accurate processing of all
263 cases, including those heard by assigned judges;

264
265 (4) Pursuant to Sup.R. 41, undertake corrective actions regarding the use of
266 excessive continuances or extensions and report, as necessary, to the Case
267 Management Section of the Supreme Court;

268
269 (5) Pursuant to Sup.R. ~~36~~ 36.011 through 36.013 and 36.020, assign cases to
270 individual judges of the court or division or to panels of judges of the court in the
271 court of appeals;

272
273 ~~(D)(6)~~ In Pursuant to Sup.R. 36.014, assign cases to particular sessions in
274 municipal and county courts, ~~assign cases to particular sessions pursuant to Sup.R.~~
275 36;

276

277 ~~(E)~~(7) Require timely and accurate reports from each judge of the court or division
278 concerning the status of individually assigned cases and from judges and court
279 personnel concerning cases assigned to particular sessions;

281 ~~(F)~~(8) ~~Timely~~ Pursuant to Sup.R. 37.01 through 37.03, timely file all
282 administrative judge reports required by the Case Management Section of the
283 Supreme Court;

284
285 ~~(G)~~(9) Develop accounting and auditing systems within the court or division and
286 the office of the clerk of the court that ensure the accuracy and completeness of all
287 required reports;

288
289 ~~(H)~~(10) Request, as necessary, the assignment of judges to the court or division by
290 the Chief Justice or, if applicable, the presiding judge of the court pursuant to
291 Sup.R. 3.01(B);

292
293 ~~(I)~~(11) Administer personnel policies established by the court or division after
294 consultation with judicial colleagues in the court or division pursuant to Sup.R.
295 4.02;

296
297 ~~(J)~~(12) Pursuant to Sup.R. 19(B), notify the Office of Attorney Services of the
298 Supreme Court of the appointment or termination of appointment of a magistrate
299 of the court or division;

300
301 ~~(K)~~(13) Pursuant to Gov.Jud.R. IV, Section 5, ensure all acting judges and
302 magistrates are registered with the Secretary of the Supreme Court Commission on
303 Continuing Legal Education and complete the required credit hours of continuing
304 legal education for each biennial period;

305
306 (14) On or before the 15th day of January of each year, file with the
307 Administrative Director of the Supreme Court an email address to be used by the
308 Supreme Court in communicating official notifications to the clerk of the court or
309 division, as applicable;

310
311 (15) Pursuant to Sup.R. 5(B), ensure the timely filing of a local rule of practice;

312
313 (16) Pursuant to R.C. 117.103, ensure all required employees complete the
314 auditor of state fraud training;

315
316 (17) Pursuant to R.C. 2929.021, collaborate with the clerk of the court for timely
317 notice of an indictment or dismissal of the indictment to the clerk of the Supreme
318 Court;

319
320 (18) Pursuant to Sup.R. 5, develop and administer the following operational
321 plans;

322

- 323 (a) A case management plan in accordance with Sup.R. 5(D)(1);
324
325 (b) A jury management plan, if applicable, in accordance with Sup.R.
326 5(D)(2);
327
328 (c) A technology plan in accordance with Sup.R. 5(E);
329
330 (d) A reporting plan, if applicable, in accordance with Sup.R. 5(F).
331
332 (19) Pursuant to Sup.R. 88(J), develop and administer a language access plan.
333
334 (20) Perform other duties as required by the Ohio Constitution, Revised Code,
335 the Rules of Superintendence ~~of~~ for the Courts of Ohio, local rules of the court or
336 division, or the Chief Justice;
337
338 ~~(L)~~(21) Perform any other duties in furtherance of the responsibilities of the
339 administrative judge.
340
341

342 **RULE 4.02. Restriction, Limitation, Modification, or Vacation of Administrative**
343 **Judge Actions.**

344
345 (A) In a multi-judge court or division of a court, the administrative judge has no
346 authority over personal, fiduciary, or confidential judicial staff of individual judges, except
347 in instances where budgetary, operational, or professional conduct affecting the court or
348 division as a whole compel the intervention of the administrative judge.

349
350 (B) The judges of a multi-judge court or a division of a court, by majority vote, may
351 modify or vacate the actions of the administrative judge of the court or division. In the
352 event of a tie, the judges may utilize the Government Conflict Resolution Services Program
353 established under Sup.R. 16.40.
354
355

356 **RULE 4.03. Administrative Judge Relief From Case or Trial Duties.**

357
358 By local rule of the court or a division of the court, the administrative judge of a court or division
359 may be relieved of a portion of the judge's case or trial duties ~~in order~~ to manage the calendar and
360 docket of the court or division.
361

362
363 **RULE 4.04. Administrative Judge Service as Presiding Judge.**

364
365 An administrative judge of a court or a division of ~~the~~ a court may serve as a presiding judge
366 pursuant to Sup.R. 3.

367 **RULE 5. Local Rules.**

368

369 **(A) Adoption of local rules**

370

371 (1) Nothing in these rules prevents a court or a division of a court from adopting any
372 local rule of practice that promotes the use of any device or procedure to facilitate the
373 expeditious disposition of cases. Local rules of practice shall not be inconsistent with rules
374 promulgated by the Supreme Court.

375

376 (2) A local rule of practice shall be adopted only after a ~~the~~ court or division ~~of a court~~
377 provides appropriate notice and an opportunity to comment on the proposed rule. If the
378 court or division determines that there is an immediate need for the rule, the court or
379 division may adopt the rule without prior notice and opportunity for comment, but
380 promptly shall afford notice and opportunity for comment.

381

382 **(B) Filing of local rules upon adoption**

383

384 Upon adoption of a local rule of practice, a court or division ~~of a court~~ shall file the rule
385 with its clerk, the clerk of the Supreme Court, and, if the rule relates to the use of
386 information technology, the Supreme Court Commission on Technology and the Courts.

387

388 **(C) Annual filing of local rules**

389

390 On or before the first day of February of each year, each court or division ~~of a court~~ shall
391 do one of the following:

392

393 **[Existing language unaffected by the amendments is omitted to conserve space]**

394

395 **(D) Case and jury management plans**

396

397 In addition to local rules of practice adopted pursuant to division (A)(1) of this rule and
398 any other Rule of Superintendence, each court or division ~~of a court~~, as applicable, shall
399 adopt the following by local rule:

400

401 **[Existing language unaffected by the amendments is omitted to conserve space]**

402

403 **(E) Technology plan**

404

405 In addition to local rules of practice adopted pursuant to division (A)(1) of this rule and
406 any other Rule of Superintendence, each court or division ~~of a court~~, as applicable, shall
407 adopt the following by local rule:

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409 **[Existing language unaffected by the amendments is omitted to conserve space]**

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RULE 8. Court Appointments.

[Existing language unaffected by the amendments is omitted to conserve space]

(C) Compensation review and report

At least once every five years, each court or division ~~of a court~~ shall review the compensation paid court appointees to determine the compensation’s adequacy and effect upon the availability of court appointments. The court or division shall provide the report to all funding authorities of the court or division.

[Existing language unaffected by the amendments is omitted to conserve space]

RULE 14. Declaration of Judicial Emergency.

(A) Issuance of order

In the event of a natural or man-made disaster, civil disorder, or any extraordinary circumstance that interrupts or threatens to interrupt the orderly operation of a court or a division of a court, the Chief Justice of the Supreme Court may issue an order declaring a judicial emergency for the affected court or division. The order shall include each of the following:

- (1) The name of the affected court or division;
- (2) A description of the circumstances necessitating the declaration of the judicial emergency;
- (3) The duration of the judicial emergency. The duration of the judicial emergency shall be limited to an initial period of not more than thirty days, provided at the end of that period the Chief Justice may issue additional orders extending the duration of the judicial emergency for additional periods of time as determined by the Chief Justice in consultation with the administrative judge of the affected court or division ~~of the court~~. The Chief Justice may withdraw, cancel, or rescind an order at any time after its issuance.
- (4) Any other information relevant to the declaration of the judicial emergency.

[Existing language unaffected by the amendments is omitted to conserve space]

(C) Authority

The authority of the Chief Justice to declare a judicial emergency pursuant to this rule shall be independent of the authority of the administrative judge of a court or division ~~of a court~~

457 to issue an order authorizing the court or division to operate at a temporary location
458 pursuant to R.C. 1901.0211(A), 1907.0111(A), 2301.011(A), or 2501.04(A).
459

460
461 **RULE 14.01. Authority of Chief Justice During Judicial Emergency.**
462

463 During a judicial emergency declared pursuant to Sup.R. 14, the Chief Justice of the Supreme
464 Court may do any of the following:
465

466 (A) Suspend or modify the operation of any local rule of the affected court or division
467 of the court;
468

469 **[Existing language unaffected by the amendments is omitted to conserve space]**
470

471
472 **RULE 14.02. Consultation with Affected Court or Division and Notification of Justices**
473 **During Judicial Emergency.**
474

475 During a judicial emergency declared pursuant to Sup.R. 14, the Chief Justice of the Supreme
476 Court, whenever possible under the circumstances, shall do both of the following:
477

478 (A) Consult with the administrative judge and court administrator of the affected court
479 or division of the court prior to taking any actions in accordance with Sup.R. 14.01;
480

481 (B) Report to the Justices of the Supreme Court any actions taken in accordance with
482 Sup.R. 14.01.
483

484
485 **RULE 16.24. Responsibilities of Court.**
486

487 **(A) General**
488

489 (1) In order to ensure only qualified individuals perform the duties of a mediator and
490 the requirements of Sup. R. 16.20 through 16.25 are met, a court that elects to use mediation
491 shall do all of the following:
492

493 (a) Establish screening procedures for the capacity of parties to mediate;
494

495 (b) Establish procedures for monitoring and evaluating mediation to ensure the
496 quality of the mediators and programs to which cases are referred;
497

498 (c) Develop a process and appoint a person for accepting and considering
499 written comments and complaints regarding the performance of mediators
500 receiving referrals from the court. A copy of comments and complaints submitted
501 to the court shall be provided to the mediator who is the subject of the complaint or
502 comment. The person appointed may forward any comments and complaints to the

503 administrative judge of the court or division of the court for consideration and
504 appropriate action. Dispositions by the court shall be made promptly. The court
505 shall maintain a written record in the mediator's file regarding the nature and
506 disposition of any comment or complaint and shall notify the person making the
507 comment or complaint and the mediator of the disposition.
508

509 **[Existing language unaffected by the amendments is omitted to conserve space]**
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511
512 **RULE 16.54. Responsibilities of Court.**

513
514 **(A) General**
515

516 **[Existing language unaffected by the amendments is omitted to conserve space]**
517

518 (3) Develop a process and designate a person for accepting and considering
519 written comments and complaints regarding the performance of evaluators
520 appointed by the court. A copy of comments and complaints submitted to the court
521 shall be provided to the evaluator who is the subject of the complaint or comment.
522 The neutral evaluator may submit a written response to the comment or complaint.
523 The comment or complaint, and any written response submitted by the neutral
524 evaluator, shall be forwarded to the administrative judge of the court or division of
525 the court for consideration and appropriate action. Dispositions by the court shall
526 be made promptly. The court shall maintain a written record in the evaluator's file
527 regarding the nature and the disposition of any comment or complaint and shall
528 notify the person making the comment or complaint and the evaluator of the
529 disposition.
530

531 **[Existing language unaffected by the amendments is omitted to conserve space]**
532

533
534 **RULE 16.61. Local Parenting Coordination Rule.**
535

536 A court or division of a court shall adopt a local rule governing parenting coordination. The local
537 rule shall do all of the following:
538

539 **[Existing language unaffected by the amendments is omitted to conserve space]**
540

541
542 **RULE 16.62. Ordering of Parenting Coordination.**

543
544 **(A) Reasons to order parenting coordination**
545

546 A court or division of a court may order parenting coordination when one or more of the
547 following factors are present:

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[Existing language unaffected by the amendments is omitted to conserve space]

(B) Reasons not to order parenting coordination

A court or division ~~of the court~~ shall not order parenting coordination to determine any of the following:

[Existing language unaffected by the amendments is omitted to conserve space]

RULE 16.63. Responsibilities of Parenting Coordinator.

[Existing language unaffected by the amendments is omitted to conserve space]

(B) Conflicts of interest

[Existing language unaffected by the amendments is omitted to conserve space]

(2) Upon becoming aware of any actual or apparent conflict of interest, a parenting coordinator shall notify the appointing court or division of the court and the parties of the action taken to resolve the conflict and, if unable to do so, seek the direction of the court or division.

[Existing language unaffected by the amendments is omitted to conserve space]

RULE 16.64. Parenting Coordinator Education and Training.

(A) General

(1) Prior to accepting appointment of a court or division of a court to serve as a parenting coordinator, an individual shall meet all of the following qualifications:

[Existing language unaffected by the amendments is omitted to conserve space]

RULE 16.65. Responsibilities of Court.

(A) General

In order to ensure only qualified individuals perform the duties of a parenting coordinator and the requirements of Sup.R. 16.60 through 16.66 are met, a court of common pleas or a division of ~~the a~~ court that elects to use parenting coordination shall do all of the following:

- 594 (1) Establish screening procedures for the capacity of the parties to participate
595 in parenting coordination;
596
- 597 (2) Establish procedures for monitoring and evaluating parenting coordination
598 to ensure the quality of the parenting coordinators to which cases are referred;
599
- 600 (3) Develop a process and designate a person for accepting and considering
601 written comments and complaints regarding the performance of parenting
602 coordinators appointed by the court or division of the court. A copy of comments
603 and complaints submitted to the court or division shall be provided to the parenting
604 coordinator who is the subject of the complaint or comment. The parenting
605 coordinator may submit a written response to the comment or complaint. The
606 comment or complaint, and any written response submitted by the parenting
607 coordinator, shall be forwarded to the administrative judge of the court or division,
608 as applicable, for consideration and appropriate action. Dispositions by the court
609 or division shall be made promptly. The court or division shall maintain a written
610 record in the parenting coordinator’s file regarding the nature and disposition of
611 any comment or complaint and shall notify the person making the comment or
612 complaint and the parenting coordinator of the disposition.
613

614 **[Existing language unaffected by the amendments is omitted to conserve space]**
615

616
617 **RULE 19. Magistrates.**
618

619 **[Existing language unaffected by the amendments is omitted to conserve space]**
620

621 **(D) Oath of office**
622

- 623 (1) Upon appointment to a court or a division ~~of a court~~, a magistrate shall take an oath
624 of office administered by the administrative judge of that court or division. The oath shall
625 be the same or substantially similar to the following:
626

627 “I, (name), do solemnly swear (or affirm) that I will support the Constitution of the
628 United States and the Constitution of Ohio, will administer justice without respect
629 to persons, and will faithfully and impartially discharge and perform all the duties
630 incumbent upon me as a magistrate of the (name of court) according to the best of
631 my ability and understanding.”
632

- 633 (2) Within thirty days of appointment, a magistrate shall file a certificate of oath, signed
634 by the administrative judge administering the oath, with the clerk of the court in which the
635 magistrate serves.
636

637
638 **RULE 34. Electronic Case Management System Connectivity to the Ohio Courts**
639 **Network.**

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[Existing language unaffected by the amendments is omitted to conserve space]

(B) Connectivity of current computer case management systems

Effective July 1, 2016, a computer case management system utilized by a court or division of a court that is capable of sending case data to the Ohio courts network in the data formats required shall be connected with that network.

(C) Connectivity of new or upgraded case management systems

Effective July 1, 2016, any new computer case management system purchased, built, or otherwise procured by a court or division ~~of a court~~ and any existing computer case management system upgraded by a court or division ~~of a court~~ shall be capable of sending case data to the Ohio courts network in the data formats required and shall be connected with that network.

RULE 36.01. Definitions.

[Existing language unaffected by the amendments is omitted to conserve space]

(B) Individual assignment system

“Individual assignment system” means the system in which, upon the filing in or transfer to a court or a division of ~~the~~ a court, a case immediately is assigned by lot to a judge of the court or division, as applicable, who becomes primarily responsible for the determination of every issue and proceeding in the case until its termination.

[Existing language unaffected by the amendments is omitted to conserve space]

RULE 36.011. Individual Assignment System.

(A) Adoption of system

Except as provided in Sup.R. 36.012 through 36.015, each multi-judge general, domestic relations, probate, and juvenile division of a court of common pleas; multi-judge municipal court; and multi-judge county court shall adopt the individual assignment system for the assignment of all cases to judges of the court or division of the court, as applicable.

[Existing language unaffected by the amendments is omitted to conserve space]

685 **RULE 36.012. Assignment of Commercial Docket Eligible Cases.**
686

687 A case eligible for assignment into a commercial docket of a court of common pleas pursuant to
688 Sup.R. 49.05 shall be assigned as follows:

689 (A) If the court has established a commercial docket pursuant to Sup.R. 49.01, the case
690 shall be assigned to the commercial docket pursuant to Sup.R. 49.07;

691 (B) If the court has not established a commercial docket pursuant to Sup.R. 49.01, the
692 cases shall be assigned by lot to a judge of the court or division of the court pursuant to the
693 individual assignment system.
694
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698 **RULE 36.013. Assignment of Capital Cases.**
699

700 Criminal cases in which an indictment or a count in an indictment charges the defendant with
701 aggravated murder and contains one or more specifications of aggravating circumstances listed in
702 R.C. 2929.04(A) shall be assigned to a judge of the court or division of the court who is qualified
703 to hear the cases pursuant to either of the following methods:

704 (A) Randomly assigned by lot among all judges who are qualified;

705 (B) By a method that meets each of the following requirements:

706 (1) Assignments are made by lot from a pool consisting of the names of each
707 judge of the court or division who is eligible to hear the criminal cases;

708 (2) Upon receipt of such criminal case, the name of the assigned judge is
709 removed from the pool;

710 (3) Upon the assignment of such criminal case to the second-to-last judge in the
711 pool, the names of each judge of the court or division who is eligible to hear capital
712 cases are added back into the pool.
713
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720 **RULE 36.014. Assignment to Individual Judge or Particular Session.**
721

722 (A) **Cases eligible for assignment**
723

724 In each multi-judge municipal or county court or division of the court, cases may be
725 assigned to an individual judge or to a particular session of court. The following subject
726 categories shall be disposed of by particular session:
727

728 **[Existing language unaffected by the amendments is omitted to conserve space]**
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730

731 (B) **Apportionment of assignments**

732

733 [Existing language unaffected by the amendments is omitted to conserve space]

734

735 (2) Division (B)(1) of this rule shall not apply to cases involving an allegation that a
736 judge or staff member of a court, a staff member of the office of the clerk of a the court, or
737 any relative of such individuals has committed a traffic or misdemeanor violation within
738 the court's jurisdiction. Such cases shall be initially assigned to the administrative judge
739 ~~to determine if the case shall be reassigned for:~~

740

741 (a) Reassignment to one of the judges of the court by random lot, ~~assigned to;~~

742

743 (b) Request for the assignment of a visiting judge for disposition, ~~or;~~

744

745 (c) Retention and disposal by the administrative judge with the agreement of
746 the parties, ~~retained and disposed of by the administrative judge.~~

747

748 [Existing language unaffected by the amendments is omitted to conserve space]

749

750

751 **RULE 36.016. Case Management of Individual Judge Docket.**

752

753 (A) **Authority**

754

755 Pursuant to Sup.R. 4.01, the administrative judge may take necessary action to assist with
756 the case management of an assigned judge's individual docket.

757

758 (B) **Request**

759

760 Upon the request of a judge in a multi-judge court of common pleas, municipal court, or
761 county court, or the Case Management Section of the Supreme Court, the administrative
762 judge of the court or division of the court may, for good cause, take necessary action to
763 assist with the case management of the assigned judge's docket.

764

765 (C) **Reassignment**

766

767 Any cases transferred from the assigned judge's docket shall be reassigned by lot among
768 the remaining judges of the court or division.

769

770

771 **RULE 36.26. Determination on Final Certification.**

772

773 [Existing language unaffected by the amendments is omitted to conserve space]

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777 (B) **Review by Commission**

778

779 The Commission on Specialized Dockets shall review and make a determination on a
780 recommendation on final certification issued by the manager of the section pursuant to
781 division (A) of this rule. Staff of the section shall provide to the judge of the court or
782 division of the court notice by regular or electronic mail specifying the date and time the
783 commission will meet to review the recommendation. The notice shall also inform the
784 judge that at the meeting a representative of the court or division may be present and offer
785 evidence and arguments in support of the application for certification. The decision of the
786 commission on certification shall be final and not appealable.

787

788

789 **RULE 37. Statistical Reports and Information.**

790

791 (A) **Submission of reports in hard-copy format**

792

793 ~~Except as provided division (B) of this rule, the judges of the courts of appeals, courts of~~
794 ~~common pleas, municipal courts, and county courts shall submit to the Case Management~~
795 ~~Section of the Supreme Court in hard-copy format report forms as required by Sup.R. 37.01~~
796 ~~through 37.03. The report forms shall be as prescribed by the Manager of Case~~
797 ~~Management Programs and submitted no later than the fifteenth day after the close of the~~
798 ~~reporting period.~~

799

800 (B) **Submission of reports in electronic format**

801

802 (1) Upon receipt of written notification to a court of appeals, court of common pleas,
803 ~~municipal court, or county court from the manager indicating the section is prepared to~~
804 ~~receive reports from the court in electronic format, the~~ The judges of the a court shall
805 submit to the section Case Management Section of the Supreme Court in electronic format
806 via the Supreme Court website reports as required by Sup.R. 37.01 through 37.03. The
807 reporting judge, administrative judge, and preparer, if other than the reporting judge, shall
808 be deemed to have attested to the accuracy of the report. The reports shall be as prescribed
809 by the manager and submitted no later than the fifteenth day after the close of the reporting
810 period.

811

812 (B) **Website Credentials**

813

814 (2) The ~~presiding or~~ administrative judge of each court of appeals, court or division of
815 a court of common pleas, municipal court, or county court to which division (B)(1) of this
816 rule applies shall take steps necessary to ensure the security of the Supreme Court website
817 login credentials.

818

819

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821

822 **RULE 37.01. Courts of Appeals Reports.**

823

824 **(A) Presiding judge reports**

825

826 The ~~presiding or~~ administrative judge of a court of appeals shall prepare and submit a
827 quarterly ~~a completed~~ “Presiding Judge Report,” which shall be a report of the status of all
828 pending cases in the court. ~~If submitted in hard copy format pursuant to compliance with~~
829 Sup.R. 37(A), the report form shall contain the signatures of the ~~presiding or administrative~~
830 judge and the preparer, if other than the ~~presiding or administrative~~ judge, attesting to the
831 accuracy of the report. ~~If submitted in electronic format pursuant to Sup.R. 37(B)(1), the~~
832 ~~presiding or administrative~~ judge shall be deemed to have attested to the accuracy of the
833 report.

834

835 **(B) Judge reports**

836

837 Each judge of a court of appeals shall prepare and submit a quarterly ~~a completed~~
838 “Appellate Judge Report,” which shall be ~~a report of the judge’s work. The report shall be~~
839 submitted through the presiding or administrative judge of the court. ~~If submitted in hard-~~
840 ~~copy format pursuant to compliance with~~ Sup.R. 37(A), the report form shall contain the
841 signatures of the ~~reporting judge, the presiding or administrative judge, and the preparer,~~
842 if other than the reporting judge, attesting to the accuracy of the report. ~~If submitted in~~
843 ~~electronic format pursuant to Sup.R. 37(B)(1), the reporting judge and presiding or~~
844 ~~administrative judge shall be deemed to have attested to the accuracy of the report.~~

845

846

847 **RULE 37.02. Courts of Common Pleas Reports.**

848

849 **(A) Judge reports**

850

851 Each judge of a general, domestic relations, or juvenile division of a court of common pleas
852 shall prepare and submit a monthly ~~a completed~~ statistical report of the judge’s work in
853 ~~that division in compliance with Sup.R. 37. Each judge of a probate division of a court of~~
854 common pleas shall prepare and submit a quarterly ~~a completed~~ statistical report of the
855 judge’s work in that division in compliance with Sup.R. 37. If submitted in hard copy
856 format pursuant to Sup.R. 37(A), the report form shall contain the signatures of the
857 reporting judge, the administrative judge, and the preparer, if other than the reporting judge,
858 attesting to the accuracy of the report. If submitted in electronic format pursuant to Sup.R.
859 37(B)(1), the reporting judge and administrative judge shall be deemed to have attested to
860 the accuracy of the report.

861

862 **(B) Assigned judge reports**

863

864 Each judge temporarily assigned to a court of common pleas by the Chief Justice of the
865 Supreme Court and each judge of a court of common pleas temporarily assigned to another
866 division of the court by the presiding judge of the court shall prepare and submit a monthly
867 ~~a completed~~ statistical report of the judge’s work in the division to which the judge has

868 been assigned. The reports shall be submitted to the judge for whom the assigned judge is
869 sitting and included in that judge's report to the Case Management Section of the Supreme
870 Court submitted by the administrative judge of the division pursuant to division (A) of this
871 rule. ~~If submitted in hard copy format pursuant to compliance with Sup.R. 37(A), the~~
872 ~~report form shall contain the signatures of the reporting judge, the administrative judge,~~
873 ~~and the preparer, if other than the reporting judge, attesting to the accuracy of the report.~~
874 ~~If submitted in electronic format pursuant to Sup.R. 37(B)(1), the reporting judge and~~
875 ~~administrative judge shall be deemed to have attested to the accuracy of the report.~~
876
877

878 **RULE 37.03. Municipal and County Court Reports.**

879
880 **(A) Administrative judge reports**

881
882 Each administrative judge of a municipal or county court shall prepare and submit a
883 monthly a completed "Administrative Judge Report;" ~~which shall be a report of all cases~~
884 ~~not individually assigned. If submitted in hard copy format pursuant to compliance with~~
885 ~~Sup.R. 37(A), the report form shall contain the signatures of the administrative judge and~~
886 ~~the preparer, if other than the administrative judge, attesting to the accuracy of the report.~~
887 ~~If submitted in electronic format pursuant to Sup.R. 37(B)(1), the administrative judge shall~~
888 ~~be deemed to have attested to the accuracy of the report.~~
889

890 **(B) Individual judge reports**

891
892 Each judge of a municipal or county court shall prepare and submit a monthly a completed
893 "Individual Judge Report;" ~~which shall be a report of all cases assigned to the individual~~
894 ~~judge. If submitted in hard copy format pursuant to compliance with Sup.R. 37(A), the~~
895 ~~report form shall contain the signatures of the reporting judge, the administrative judge,~~
896 ~~and the preparer, if other than the reporting judge, attesting to the accuracy of the report.~~
897 ~~If submitted in electronic format pursuant to Sup.R. 37(B)(1), the reporting judge and~~
898 ~~administrative judge shall be deemed to have attested to the accuracy of the report.~~
899

900 **(C) Assigned judge reports**

901
902 Each judge temporarily assigned to a municipal or county court by the Chief Justice of the
903 Supreme Court and each judge of a municipal or county court temporarily assigned to
904 another division of the court by the presiding judge of the court shall prepare and submit a
905 monthly a completed statistical report of the judge's work in the division to which the judge
906 ~~has been assigned. The report shall be submitted to the judge for whom the assigned judge~~
907 ~~is sitting and included in that judge's report to the Case Management Section of the~~
908 ~~Supreme Court submitted by the administrative judge of the division pursuant to division~~
909 ~~(B) of this rule. If submitted in hard copy format pursuant to compliance with Sup.R.~~
910 ~~37(A), the report form shall contain the signatures of the reporting judge, the administrative~~
911 ~~judge, and the preparer, if other than the reporting judge, attesting to the accuracy of the~~
912 ~~report. If submitted in electronic format pursuant to Sup.R. 37(B)(1), the reporting judge~~
913 ~~and administrative judge shall be deemed to have attested to the accuracy of the report.~~

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[Existing language unaffected by the amendments is omitted to conserve space]

RULE 39. Case Time Limits.

[Existing language unaffected by the amendments is omitted to conserve space]

(2) **Grand jury proceedings.** When an accused has been bound over to a grand jury and no final action is taken by the grand jury within sixty days after the date of the bindover, the ~~court or the~~ administrative judge of the court or division of the court shall dismiss the charge unless for good cause shown the prosecuting attorney is granted a continuance for a definite period of time.

[Existing language unaffected by the amendments is omitted to conserve space]

RULE 41. Conflict of Trial Court Assignment Dates, Continuances and Engaged Counsel.

[Existing language unaffected by the amendments is omitted to conserve space]

(C) **Engaged counsel.** If a designated trial attorney has ~~such~~ a number of cases assigned for trial in courts of this state ~~so as to cause~~ that causes undue delay in the disposition of ~~such~~ the cases, the administrative judge may summon ~~such~~ the trial attorney who persistently requests continuances and extensions to warn the attorney of the possibility of sanctions and to encourage the attorney to make necessary adjustments in the management of his or her practice. Where such measures fail, ~~restrictions may properly be imposed by the administrative judge may~~ impose restrictions on the number of cases in which the attorney may participate at any one time.

[Existing language unaffected by the amendments is omitted to conserve space]

RULE 43. Case Numbering--Municipal and County Court.

(A) **Method.** When filed in the clerk's office, cases shall be categorized as civil, criminal, or traffic and serially numbered within each category on an annual basis beginning on the first day of January of each year. Cases shall be identified by year and by reference to the case type designator on the administrative judge report ~~form~~. Additional identifiers may be added by local court rule.

[Existing language unaffected by the amendments is omitted to conserve space]

961 OHIO TRIAL COURT JURY USE AND MANAGEMENT STANDARDS

962
963 **STANDARD 10** **ADMINISTRATION OF THE JURY SYSTEM**
964

- 965
- 966 A. The responsibility for administration of the jury system should be vested exclusively in the
967 judicial branch of government.
- 968
- 969 B. All procedures concerning jury selection and service should be governed by the Ohio Rules
970 of Court Constitution, the Revised Code, rules promulgated by the Supreme Court of Ohio,
971 and local rules of the court or division of a court.
- 972
- 973 C. Responsibility for administering the jury system should be vested in a single administrator
974 acting under the supervision of the administrative judge of the court or division of the court.

975
976 **[Existing language unaffected by the amendments is omitted to conserve space]**