



THE SUPREME COURT *of* OHIO  
OFFICE OF COURT SERVICES

Update on Municipal Disposition Codes  
Audience Questions & Answers

**Which Code Should be Used?**

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Question: What BCI reporting code do we use if:

- We have a Nolle in municipal court because they also filed in common pleas court due a direct indictment? Answer: Code 325: Dismissed Not Filed
  - Code 325 is used for any felony offense that has been dismissed “for future indictment,” “for direct indictment,” or “without prejudice by a municipal court.”
  - This code will indicate that the felony case has concluded in the municipal court, but could potentially continue in the court of common pleas at a future time or will continue to direct indictment.
- If the judgment entry states "Nolled on request of state to send direct to prosecutor for possible indictment," would that be coded 325? Answer: Code 325: Dismissed Not Filed – See answer above.
- The case dismissed in municipal court and we don't know if they are going to pursue in common pleas court? Answer: Code 325: Dismissed Not Filed – “could potentially”

Question: Will you please clarify under what circumstances should Code 305 is to be used in the municipal court on felonies?

- For example, if a case is dismissed because a witness doesn't show up, but would likely be brought to grand jury, within days or weeks etc., Answer: Code 325: Dismissed Not Filed
- For example, dismissed without prejudice, then should 325 be used to signal to NICS that this case is not yet done. Answer: Yes
- If a preliminary hearing is waived, you would also want that to be Code 319? Answer: Code 319: Bound Over to Common Pleas Court
  - This code will indicate that the municipal court has heard the felony case, and the defendant has either waived the preliminary hearing, or following a preliminary hearing, the court has found probable cause to continue the prosecution.

Under what circumstances would Code 305 be used on a felony in a misdemeanor court – only if it is dismissed with prejudice never to be filed again? Answer: Yes

Question: Are these codes are the same for traffic cases being bound over with criminal cases? Answer: Yes

## OCN Reporting

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Question: If I report through Ohio Courts Network (OCN), what do I have to do?

Answer: If you have not yet submitted the updated mapping template, you need to do so. OCN is in the process of updating mappings that have been received. If you have already sent in yours, the update has either been done or will be in the very near future.

Question: Who do we contact about mapping the codes?

Answer: Please contact OCN at [ocnhelp@sc.ohio.gov](mailto:ocnhelp@sc.ohio.gov).

Question: What do we do if our codes are only two digits?

Answer: The codes that you enter/select in your case management system may not be the same codes that are sent to BCI. Contact your CMS vendor for further details. If you are reporting through OCN, they will automatically convert the codes to three digits according to your mapping.

## Misc. Questions

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Question: If a defendant is bound over to the common pleas court, but then is sent back for a negotiated plea, what happens with their ITN number? Does the ITN number follow the defendant back to the municipal court again?

Answer: In an ideal world, the ITN number should follow the individual/case all the way through. Each county has different procedures – some fingerprint every single time a person is arrested, then indicted, released on bail, held in jail – all for the same incident.

Question: Is there a new reportable offense list, other than the 2019 list?

Answer: Remember, reportable offenses lists are for the Arresting agency. Courts should be submitting dispositions for all cases regardless of whether the offense is reportable or not.

That being said, there are several lists encompassing all subsections of the code on the [Ohio Attorney General's website](#) under Forms → BCI Criminal Records and Background Checks → Law Enforcement. There is also a section of forms specific to courts.