

**CRAWFORD COUNTY COMMON PLEAS COURT
JUVENILE DIVISION**

FILED

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**CLERK OF COURT
SUPREME COURT OF OHIO**

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LOCAL RULE 1— ACCESS TO COURT RECORDS

1.1 Reports and supervision records of the Probation Department, including social histories and reports of any mental or physical examinations, and whether generated internally by the probation staff or provided to them by other outside community social service providers, shall be considered confidential information and shall not be made public. The inspection of probation records or other internal records by attorneys and other interested parties shall be governed by Juvenile Rule 32(C) and O.R.C. Sec. 2151.14(D)(1). No person shall be permitted to view the probation department's records or other internal records unless proper authorization is given by the Judge or Magistrate.

1.2 Official court records of cases involving juveniles shall be open for inspection by the parent(s), guardian(s), legal counsel or guardian ad litem of any child affected by any order of any proceeding. Otherwise such records shall not be available to any person except by order of the Judge or Magistrate or by written consent of the juvenile involved. Any person seeking access to case record information may be required to exhibit proper photo identification or other acceptable means of confirming their identification.

1.3 Any individual or entity that is authorized by an order issued pursuant to O.R.C. Sec. 251.414(D)(1) to obtain copies of specified records or specified information related to a particular child, shall file a written request for copies of the records or information with the Deputy Clerk. Said request shall specifically describe the type of records or the information requested, explain the need for the records or information and be accompanied by a copy of the order.

1.4 The records of adult cases shall be public record as provided by law.

1.5 Any unofficial case considered by the court staff, as provided in Juvenile Rule 9, shall not be subject to the provisions of the foregoing record access rules and no person shall have access to such records without an order of the Judge or Magistrate or by the written consent of the juvenile involved.

LOCAL RULE 2 — OFFICIAL RECORDING AND TRANSCRIPTS

(A) 2.1 Pursuant to Juvenile Rule 37 and Superintendence Rule 11(A) the proceedings before the judge or magistrate will be recorded by a digital recording device and preserved on the Court's servers and those digital discs will be the official record of the court. Any party may make a formal public record request for a digital copy of a proceeding. A digital copy on disc will be created and released to the party providing the matter is subject to public record requests. If any other recording procedure is desired, it must be provided by the requesting party, who shall be solely responsible to make the necessary arrangements for the alternative procedure, including the payment of the cost thereof.

(B) 2.2 Any interested party may make a transcription of a digitally recorded proceeding. The party so requesting shall assume responsibility to arrange for the transcription of the digital disc and assume the cost thereof. The digital disc will be made available by the court for this purpose. The original transcript created under this paragraph shall be filed with the court and shall supersede and replace the digital recording as the official record of the court.

2.3 Requests for transcripts for the benefit of indigent parties shall be submitted to the court by appropriate motion and supported by an affidavit of indigency so as to allow for a determination that the transcript should be prepared at public expense.

2.4 The court will allow a party or counsel for a party to a recorded proceeding to listen to the digital record of that hearing at the court offices at such time as would be available to the use of the equipment for that purpose.

2.5 No public use shall be made by any person, including a party, of any record or transcript thereof except in the course of an appeal or as authorized by an order of the court.

2.6 The digital disc record of a proceeding will be maintained by the court for a period of three (3) years from the date of the hearing. Any interested person desiring to preserve the record beyond that period of time must arrange to have the record transcribed as provided by paragraph 1.2 of this rule and file the original transcript in the underlying case.

2.7 Notwithstanding the foregoing, in all jury trials and permanent custody proceedings the record will be taken by a court reporter appointed by the court specifically for that proceeding.

LOCAL RULE 3 — CONTINUANCES

3.1 No case in which a hearing date has been assigned, and Summons or Notice of Hearing thereon has been completed upon all other parties affected, shall be continued except for good cause shown and only by the Judge or Magistrate to whom the matter has been assigned. Specifically, Deputy Clerks and Probation Officers have not been granted any authority over continuances.

3.2 No hearing may be continued solely by the agreement of counsel or the parties without the permission of the Judge or Magistrate.

3.3 Except in exigent circumstances all continuance requests shall be made by written motion to the Judge or Magistrate to whom the matter had been assigned within three (3) days of the scheduled date for trial or hearing. The party requesting the continuance must have notified all other parties and attorneys of record, either in person, by telephone or in writing, prior to making said continuance request.

3.4 In situations where the request for a continuance is found to be well taken and sustained, the party so benefiting shall assume sole responsibility to prepare a Judgment Entry of Continuance and assume sole responsibility for adequate and sufficient Notice of the continued hearing date upon all other parties affected.

LOCAL RULE 4 — UNOFFICIAL INFORMAL CASES

4.1 Pursuant to Juvenile Rule 9 the probation staff, in consultation with the Prosecutor's office or respective law enforcement agency as deemed necessary, may screen incoming complaints, prior to any official acceptance of the complaint, to determine whether the filing of the complaint is in the best interests of the youth and the community.

4.2 An informal intake conference and referral to any diversion programs may occur in lieu of formal adjudication for certain delinquency and unruly cases. Generally informal conferences and referrals to diversion programs will be available only for first time misdemeanor offenders and status offenders.

4.3 Although no formal adjudication or record shall result, to be eligible for an informal conference and diversion programming a youth must be willing to admit to the operative facts of the underlying complaint and acknowledge wrongdoing.

LOCAL RULE 5 — VISITATION

5.1 STANDARD VISITATION DEFINED

Parents are encouraged to create an agreed written parenting time schedule that fits their circumstances and their children's lives, with the following serving as a schedule. **Nothing herein prohibits the parents from changing the schedule upon mutual agreement.**

The parents should make every reasonable effort to maintain contact between each parent and children, and to foster a feeling of affection between the children and each parent. Neither parent should do anything which may estrange the children from the other parent or hamper the free and natural development of the children's love and respect for the other parent.

The parents shall not encourage the children to use terms "Father" and "Mother" and their equivalents to refer to persons other than these parties.

It is the responsibility of the parents and not the children to make parenting time arrangements. The children are not to become agents of a parent to make such arrangements.

It is inappropriate for parents to involve children in differences or disagreements between the parents.

1. Telephone Access:
 - a. Generally, children should not be discouraged from calling either parent if they wish, at reasonable times, so long as there is no cost to the other parent.
 - b. In addition, the parent who does not have the children at the time shall be entitled to telephone communication with the children not less than three (3) times per week for not less than 15 minutes per call.
 - c. The parents shall not interfere with, monitor or stop such telephone communication.
2. Car Seat: The parents shall place any and all children required by law to ride in a car seat.
3. Clothing: The parents shall cooperate in the exchange of the children's clothing prior to and following parenting time.
4. Moving: A parent who is moving shall immediately notify the other parent except in those circumstances wherein notice is not required by R.C. 3109.051(G), and provide the other parent with the moving date, new residence address and telephone number, and such other pertinent information necessary to effectuate a smooth move for the children. The parents shall attempt, in good faith, to renegotiate an appropriate and beneficial new parenting time schedule.
5. Current Address and Telephone Number: Except as provided in the court order, parents shall keep each other informed of their current address and telephone number at all times and provide EMERGENCY CONTACT TELEPHONE NUMBER(s) regardless of the physical location of the children.
6. Illness: Ordinarily, a minor illness is something that both parents should be capable of dealing with and minor illness is not an excuse for a non-residential parent being denied parenting time. If there should be a major illness, the parenting time ordinarily should be made up as soon as reasonably possible in a way that does not deprive the children and the non-residential parent of the appropriate time with each other.
7. These overall guidelines shall be applied with the provisions for "Parents Traveling Under 90 Miles One Way" and "Parents Traveling Over 90 Miles One Way".

NOTICE: For cases determined prior to the adoption of the most recent version of this rule, whatever version of this rule was ordered remains the local for that case, knowing parties may ask the court for modification by formal motion.

FOR PARENTS TRAVELING UNDER 90 MILES ONE WAY

1. Weekends: Alternate weekend from Friday at 6:00 p.m. until Sunday at 6:00 p.m. This alternating schedule shall not change, even when interrupted by holiday and birthday, summer and/or vacation parenting time. (See section 5(a) and 6 below.)
2. Weekdays: One weekday evening per week from 5:00 p.m. to 8:00 p.m. which shall be Wednesday unless otherwise agreed and designated.
3. Extracurricular Activities: Regardless of where the children are living, their participation in existing and renewed extracurricular activities, school related or otherwise, shall continue uninterrupted. The parent who has the child at the time of the activity shall provide the transportation to these activities. Notice of all extracurricular activities, school related, or otherwise, in which the children participate, schedules of all extracurricular activities (handwritten, if no formal schedule is provided by the activity) and the name of the activity leader (including address and telephone number if reasonably available) shall be exchanged between the parents.
Generally, both parents are allowed freely to attend all school and extracurricular activities of children. Also, both parents should be permitted to speak with and see the children at all school and extracurricular activities without interference by the other parent.
4. Pre-School Age: Unless otherwise agreed, pre-school age children follow the same schedule of school age children in the school district where they live regardless of whether or not other School-age children live in the family. Frequent contact with both parents each week is recommended for very young children.
5. Holidays: **In odd-numbered years (i.e. 2017), the Mother shall have:**
Spring Break, First half of Winter Break, Memorial Day, The child's birthday, & Labor Day
In odd-numbered years (i.e. 2017), the Father shall have:
Martin Luther King Jr. Day, Second half of Winter Break, Thanksgiving, & Fourth of July
In even-numbered years (i.e. 2018), the above schedules are reversed.
 - a. In the event of a conflict between regular parenting time and holiday parenting time, holiday parenting time prevails. The alternating weekend parenting time schedule continues, however, as if the holiday had not intervened. This means that one parent may have the children three weekends in a row. This process equalizes itself over the course of time for each parent. For any holiday falling on a Monday or Friday, if the weekend immediately preceding or following the holiday parenting time is spent with the same parent, there is no need for the parent to return the children that evening and then pick them up the next morning. For a holiday falling on a Friday, parenting time commences Friday morning and continues to Sunday evening; or for a holiday falling on Mondays, parenting time commences Friday evening and continues to Monday evening.
 - b. Mother's Day and Father's Day and the parent's birthdays only when they fall on a Saturday, Sunday, vacation from school or holiday, are to be spent with the appropriate parent. These are agreed or 10:00 a.m. to 7:00 p.m.
 - c. Hours for parents who cannot agree are as follows: Martin Luther King Jr. Day (9:00 a.m. to 7:00 p.m.); Spring Break (6:00 p.m. on the day school is out to 7:00 p.m. the day before school recommences); Memorial Day and Labor Day (6:00 p.m. Friday to 6:00 p.m. Monday); July 4th (9:00 a.m. to 9:00 a.m. the next day); Thanksgiving (6:00 p.m. Wednesday to 6:00 p.m. Sunday); Winter Break (first half commences at 6:00 p.m. the last day of school before Winter Break begins, until December 25th at 1:00 p.m.; second half commences at 1:00 p.m. December 25th until 6:00 p.m. the day before school recommences); and the child's birthday (4:00 p.m. to 8:00 p.m.).

- d. 48-hour notice should be given by the parent with whom the holiday is being spent for any Arrangements for out-of-town travel on the holidays or of a change in pick-up/return times.
 - e. Concerning the children's birthdays, in the event of conflict, birthday parenting time shall prevail over holiday parenting time. Brothers and sisters attend the birthday event.
6. Summer: Four (4) weeks, in increments not to exceed two (2) weeks, with not less than sixty (60) days advance notice given by the non-residential parent. The "summer" is defined as the day after the children are out of school and continues until seven (7) days before school begins. The residential parent likewise shall give the non-residential parent not less than sixty (60) days advance notice of the residential parent's out-of-town vacation and shall not be required to make up alternate weekends missed by the non-residential parent so long as there are no more than two. The non-residential parent's choice of vacation will prevail over the residential parent's choice of vacation so long as the above notice requirements are met. A general itinerary of a vacation shall be provided for the other parent, including dates, locations, addresses and telephone numbers. Holiday and birthday celebrations with either parent shall not be missed, requiring scheduling of the vacation around these events or that the missed occasion be made up.
 7. Transportation: The parties shall divide the transportation equally. The parent who is exercising parenting time shall pick up the children. Unless otherwise ordered by the court or agreed by the parents, drop off/pick up shall be at the parents' respective homes.
 8. Waiting: Neither parent shall be more than 30-minutes late picking up the children. If the non-residential parent has not arrived to pick up the children within the 30-minute period, parenting time is forfeited and shall not be made up, unless there is an agreement or cooperation of the other parent except in cases of emergency or unavoidable problems.
 9. Cancellation: If possible, the non-residential parent shall give 24-hour notice to cancel. The time canceled by the non-resident parent is forfeited.
The parents should promptly inform each other with respect to any illness or accident of any of the children, and in the event that such illness or accident is likely to cause that child to be confined to bed or home (whether of the mother or father) for more than 24-hours, such other parent should be entitled to visit the child at reasonable times and for reasonable periods.
 10. Make-up Parenting Time: Any make-up parenting time required by this schedule shall occur the first weekend of the other parent's immediately following the missed parenting time and shall continue during the other parent's weekends until made up in full, including partial weekends.

FOR PARENTS TRAVELING OVER 90 MILES ONE WAY

1. Pre-School Age: Unless otherwise agreed, pre-school age children shall follow the same schedule as school age children in the school district where they live, whether or not a school age child resides in the family. Frequent contact with both parents is recommended for very young children.
2. Winter Break: Winter Break will be divided in half and alternated annually, by half, between the parents. It shall commence at 6:00 p.m. the last day of school before Winter Break begins until 6:00 p.m. the day before school recommences. **In odd-numbered years, the Mother shall have the First half of Winter Break, with even numbered years this shall be reversed.**
3. Spring Break: The non-residential parent shall be entitled to the entire school vacation (6:00 p.m. on the day school is out to 7:00 p.m. the day before school recommences) in odd-numbered years. **In odd-numbered years, the Mother shall have Spring Break, with even numbered years this shall be reversed.**
4. Summer: Each parent shall be entitled to one half of the school summer vacation. Summer school necessary for a child to pass to the next grade must be attended. The residential parent shall notify the non-residential parent by March 15 of when the summer vacation begins and ends. The non-residential parent must notify the residential parent as to their intentions by April 15.
 - a. If the parties cannot agree which half of the summer they prefer, in the even-numbered years, the first half of the summer shall be spent at the home of the non-residential parent, and in the odd-numbered years, the second half.
 - b. A general itinerary should be provided by either parent if more than two (2) days will be spent away from either home when the children are in that parent's care.Each parent may arrange an uninterrupted vacation of not more than two (2) weeks with the children. If this includes a trip away from home a general itinerary of the vacation shall be provided for the other parent, including dates, locations, addresses and telephone numbers.
5. Additional Parenting Time:
 - a. Weekend: A once-a-month, weekend visit to the non-residential parent's home shall be permitted if the child's traveling time does not exceed THREE AND ON-HALF HOURS, one way. The residential parent must be notified at least one week in advance. **THE NON-RESIDENTIAL PARENT SHALL PROVIDE ALL TRANSPORTATION FOR WEEKEND PARENTING TIME.**
 - b. Father's Day and Mother's Day should always be spent with the appropriate parent.
 - c. The non-residential parent shall notify the residential parent at least two (2) days in advance of any time the non-residential parent will be in the area and wants parenting time. Absent extraordinary circumstances, this parenting time shall occur.
 - d. The residential parent shall notify the non-residential parent at least two (2) days in advance when the residential parent and children will be in the area of the non-residential parent and parenting time must be allowed.
6. Transportation: Responsibility for transportation costs should be decided in advance and a plan written into an Order of the Court. The costs of transportation, in the appropriate cases, may be a basis for deviation from the child support schedule. Parties shall also decide and provide in the plan where the children shall be picked up and dropped off.

5.2 HEALTH CARE EXPENSES & INSURANCE FOR MINOR CHILDREN

1. Unless otherwise specified, when the Court uses the term "uninsured medical expenses" in domestic relations proceedings, it shall be construed as all necessary medical, dental, orthodontic, optical, hospital, and prescribed drug expenses that are not covered by insurance.

2. If health care insurance is available to cover health care expenses to either of the parties through his/her employment at a reasonable cost to said party, that party shall apply for said medical insurance and each of the parties shall submit all medical dental, optical, hospital, and prescribed drug expenses of the minor children to said medical insurers.

3. Any uninsured medical expenses shall be paid by the respective parties in accordance with their respective percentages of the family income as said percentages are calculated on the Child Support Guideline Worksheets. The obligor shall be given credit for any and all cash medical support payments that they have made toward their percentage total of the aforescribed uninsured medical expenses to the extent that the same have been paid directly to the obligee.

4. Either parent who has health care insurance available to him/her under this Rule, through his/her employment, shall supply the other parent with a medical insurance card and any other blank forms or other documentation needed to submit the medical expenses of the minor children to the insurance company.

5. The responsibility for providing medical insurance remains with the parent or parents who have been ordered to provide medical insurance. However, that parent's obligation shall be deemed to have been met if that parent's current spouse or significant other has insurance through his/ her employer that covers the children of the order. The parent who has the responsibility to provide medical insurance shall produce documentation satisfactory to the Court or Crawford County Child Support Enforcement Agency of such insurance. When the Court or Agency is satisfied that the spouse or significant other of the parent who has the responsibility to provide medical insurance has the children of the order covered by his or her insurance, the Agency, subject to the Court's authority, will terminate or cancel any National Medical Support Notice (NMSN) that may have been issued to the employer of said parent.

In the event that such insurance is no longer available due to termination of employment divorce, separation, cancellation, or other action, the parent who has the responsibility to provide medical insurance shall immediately notify the Agency. If such parent has medical insurance through his or her employer, the Agency shall immediately cause a NMSN to be issued to said employer.

6. Despite the provisions of O.A.C. 5101:12-4 7-01, unless the Court orders otherwise (pursuant to O.R.C.3119 .302), O.R.C. 3119.29 shall define the reasonable cost of insurance. The Court, in its discretion, may order insurance at a greater cost or decline to order insurance at a lesser cost depending on the availability of other insurance or medical benefits for the child or children, the totality of the circumstances of the parties, and the best interests of the child or children (pursuant to O.R.C. 3119.302) .

If the cost of medical insurance plus the child support orders issued in any other case exceed the Consumer Credit Protection Act (CCPA), the Court will not require the child support obligor to obtain medical insurance.

7. That local form 5.3, which is subject to modification by the Court, shall be deemed sufficient under this rule for addressing the Health Insurance provisions of O.R.C. 3119.29 et seq.

8. That local form 5.4, which is subject to modification by the Court, shall be deemed sufficient under this rule for addressing the child support provision of O.R.C. Chapter 3119 save and except in the event of a deviation. Should the parties request a deviation in child support, then they must comply with the deviation provision of O.R.C. Chapter 3119.

5.3 PROVISIONS FOR MEDICAL SUPPORT

In accordance with Ohio Revised Code (O.R.C.) section 3119.30 3119.32 as well as Local Rules of Court 5.2 and 5.5, the Child Support Obligor shall pay _____ (percentage) and the Child Support Obligees shall pay _____ (percentage) of the costs of the uninsured medical expenses of the child(ren) herein. "uninsured medical expenses" shall be construed as all necessary medical, dental, orthodontic, optical, hospital, and prescribed drug expenses that are not covered by insurance. The child support obligor shall be given credit for any and all cash medical support payments that they have made toward their percentage total of the uninsured medical expenses to the extent that the same have been paid directly to the obligee

PROVISIONS WHEN PRIVATE HEALTH INSURANCE COVERAGE IS ACCESSIBLE AND AVAILABLE AT A REASONABLE RATE OR WHEN ONE OR BOTH PARTIES ARE DESIROUS OF OBTAINING AND/OR MAINTAINING PRIVATE HEALTH INSURANCE THAT EXCEEDS THE STATUTORILY DEFINED REASONABLE RATE

_____ If this paragraph is checked, then the Court has determined that private health insurance coverage is accessible and reasonable in cost through a group policy, contract, or plan available to _____ (obligor's name) if sole person to provide health insurance (obligor and obligee names if both ordered to provide health insurance) or obligee's name if sole person to provide health insurance. **O.R.C. 3119.30(6)(1), (2)&(3)** .

_____ If this paragraph is checked, then the costs of private health insurance exceed the health insurance maximum indicated on line 7b of the child support guidelines computation worksheet and: (a) both parents have health insurance that exceeds five percent (5%) of the annual gross income of the parent obtaining or maintaining the private health insurance; or (b) either parent has requested to obtain or maintain the private health insurance that exceeds five percent (5%) of that parent's annual gross income. The name(s) of the parent(s) who are to obtain/ maintain said private health insurance is/are _____ as well as _____ . **O.R.C. 3119.302(A)(2)(a) &(b)**

Therefore, in accordance with O.R.C. section 3119.30 and 3119.32, it is hereby **ORDERED** that, no later than thirty (30) days after the issuance of this support order, _____ (obligor's name) if sole person to provide health insurance (obligor and obligee names if both ordered to provide health insurance) or obligee's name if sole person to provide health insurance for the child(ren) herein and shall hereafter be referred to as the Health Insurance Obligor(s).

In accordance with paragraph (C) of O.R.C. section 3119.30, it is further **ORDERED** that the Child Support Obligor shall pay cash medical support during any period in which the child(ren) herein are not covered by private health insurance pursuant to the support order.

In accordance with paragraph (I) of O.R.C. section 3119.32, upon receipt by the Child Support Enforcement Agency (C.S.E.A.) of notice that private health insurance coverage is not available at a reasonable cost to the Health Insurance Obligor, cash medical support shall be paid in the amount as determined by the child support guidelines computation worksheet pursuant to O.R.C. section 3119.022 or 3119.023. The C.S.E.A. may change the financial obligation of the parties to pay child support and cash medical support without a hearing or additional notice to the parties.

_____ If this paragraph is checked, the private health insurance is considered accessible when primary care services are not located within thirty (30) miles of the residence of the child(ren) but are located farther than thirty (30) miles from the residence of the child(ren) because residents in part or all of the immediate geographic area of the child(ren) customarily travel farther distances than thirty (30) miles for primary care services. O.R.C. 3119.302(A)(4)

_____ If this paragraph is checked, the private health insurance is considered accessible when primary care services are not located within thirty (30) miles of the residence of the child(ren) but are available by public transportation. O.R.C. 3119.302(A)(4)

PROVISIONS WHEN PRIVATE HEALTH INSURANCE COVERAGE IS EITHER NOT ACCESSIBLE AND/OR NOT AVAILABLE AT A REASONABLE RATE

_____ If this paragraph is checked, the Court has determined that private health insurance coverage is not accessible or reasonable in cost through any group policy, contract, or plan available to the Child Support Obligor or Child Support Oblige. O.R.C. 3119.30(8)(4)

Therefore, in accordance with O.R.C. section 3119.30, it is hereby **ORDERED** that if, after the issuance of this order, private health insurance coverage for the child(ren) herein becomes available through any group policy, contract, or plan available to the Child Support Obligor or Child Support Oblige, **the Child Support Obligor or Child Support Oblige to whom the coverage becomes available SHALL IMMEDIATELY INFORM THE C.S.E.A. OF THE AVAILABLE COVERAGE.** When the C.S.E.A. becomes aware through reporting by either party or by any other means that private health insurance may be available, the C.S.E.A. will then determine whether the private health insurance coverage is reasonable in cost. When the C.S.E.A. determines that the private health insurance coverage is reasonable in cost, the C.S.E.A. shall notify both parties that the person to whom the coverage is available is now the Health Insurance Obligor and is ordered to secure and maintain private health insurance for the child(ren) herein and to meet the requirements identified under "Notice to Health Insurance Obligor" without an additional order or hearing.

In accordance with paragraph (C) of O.R.C. section 3119.30, it is further **ORDERED** that the Child Support Obligor shall pay cash medical support during the period in which the child(ren) named above are not covered by private health insurance **and a health insurance obligor has not been identified.** If a health insurance obligor is identified, the Child Support Obligor, shall pay cash medical support during any period in which the child(ren) herein are not covered by private health insurance pursuant to the support order. The cash medical support shall be paid in the amount as determined by the child support guidelines computation worksheet pursuant to O.R.C. section 3119.022 or 3119.023.

NOTICE TO THE HEALTH INSURANCE OBLIGOR

PURSUANT TO O.R.C. SECTION 3119.32

Within thirty (30) days of the date of this support order, the Health Insurance Obligor must designate the child(ren) herein as covered dependents under any health insurance policy, contract, or plan for which the Health Insurance Obligor contracts.

The individuals who are designated to be reimbursed by the health plan administrator for covered out-of-pocket medical, optical, hospital, dental, & prescription expenses paid for the child(ren) are:

Obligor Full Name: _____

Address: _____ Phone: _____

Obligee Full Name: _____

Address: _____ Phone: _____

The health plan administrator that provides the health insurance coverage for the child(ren) herein may continue making payment for medical, optical, hospital, dental, or prescription services directly to any health care provider in accordance with the applicable health insurance policy, contract, or plan.

The Health Insurance Obligor's employer is required to release to the other parent, any person subject to an order issued under O.R.C. section 3109.19 or the C.S.E.A. on written request any necessary information on the private health insurance coverage, including the name and address of the health plan administrator and any policy, contract, or plan number and to otherwise comply with O.R.C. section 3119.32 and any order or notice issued under O.R.C. section 3119.32.

If the Health Insurance Obligor obtains new employment, the C.S.E.A. shall comply with the requirements of O.R.C. section 3119.34, which may result in the issuance of a notice requiring the new employer to take whatever action is necessary to enroll the child(ren) herein in private health care insurance coverage provided by the new employer.

Within thirty (30) days of the date of this support order, the Health Insurance Obligor must provide to the other party information regarding the benefits, limitations, and exclusions of the coverage, copies of any insurance forms necessary to receive reimbursement, payment, or other benefits under the coverage, and a copy of any necessary insurance cards.

BINDING OF THIS ORDER

Pursuant to O.R.C. 3119.42, the child support order issued herein, in accordance with section 3119.30 of the Revised Code, and any notice regarding health insurance coverage issued pursuant to section 3119.33 or 3119.34 of the Revised Code is binding on the obligor and the obligee, their employers, and any health plan administrator that provides health insurance coverage for either of them or their child(ren).

FAILURE TO COMPLY WITH TERMS OF THIS ORDER

PURSUANT TO O.R.C. 3119.43 AND 3119.44

If the person required to obtain health insurance coverage pursuant to this child support order does not obtain the required coverage within thirty (30) days after the order is issued, the C.S.E.A. shall notify the court that issued the court child support order, or with respect to an administrative child support order, the court of common pleas of the court in which the agency is located, in writing of the failure of the person to comply with the child support order.

Whoever violates this ORDER by failing to obtain and maintain health insurance coverage for the benefit of the minor child(ren) as required herein, or failing to otherwise comply with any of the terms of this order, may be punished for contempt (Chapter 2705 of the Revised Code).

LOCAL FORM 5.4 (Previous 26.2)

That _____ has legal custody of the minor child(ren) herein, to-wit: _____ (names/d.o.b.).

That _____ is/are the Child Support Obligor(s) herein.

That _____ is/are the Child Support Oblige(e)s herein

That the orders herein shall be effective as of _____

Stating on the first day of the month in which private health insurance is being provided in accordance with the order for the child(ren) named above, the Child Support Obligor shall pay \$_____ monthly child support obligation when health insurance is provided per month for current child support plus two percent (2%) processing charge, for a total of \$_____. (i.e monthly child support obligation when health insurance is provided plus two percent (2%) per month)(Child Support Guidelines Computation Worksheet attached).

Starting on the first day of the month in which either private health insurance is **no longer** being provided in accordance with this order for the child(ren) named above OR a Health Insurance Obligor has not yet been identified as indicated below, the Child Support Obligor shall pay \$_____ monthly child support obligation when health insurance is not provided per month for current child support, and \$_____ monthly cash medical support obligation plus two percent (2%) processing charge, for a total of \$_____ (i.e. monthly child support obligation when health insurance is not provided plus monthly cash medical support obligation plus two percent (2%) per month).Child Support Guidelines Computation Worksheet attached.

DURATION OF CHILD SUPPORT ORDER

Pursuant to Ohio Revised Code Section 3119.86, the child support order shall continue until the child's eighteenth (18th) birthday; however, child support shall continue beyond the child's eighteenth (18th) birthday, if the child is mentally or physically disabled and is incapable of supporting or maintaining himself/herself; the child's parents agreed to continue support beyond the child's eighteenth (18th) birthday pursuant to a separation agreement which was incorporated into a decree of divorce/dissolution; or, the child continuously attends a recognized and accredited high school on a full-time basis on and after the child's eighteenth (18th) birthday; however, not past the child's nineteenth (19th) birthday unless ordered by the court.

Pursuant to O.R.C. section 3119.88, the child support order "should terminate" upon the occurrence of: (1) the child's death; (2) the child's marriage; (3) the child's emancipation; (4) the child's enlistment in the armed services; (5) the child's deportation; (6) a change in legal custody.

METHOD OF PAYMENT

All ongoing child support as well as any payments upon arrearages shall be paid through Ohio Child Support Payment Central, P.O. Box 182372, Columbus, OH 43218- 2372. Pursuant to O.R.C. section 3121.03(A), a Notice to Income Provider to Withhold Obligor's Income/Assets shall issue to Obligor's employer in the manner provided for by law. For any periods in which the entire amount of child support as well as additional payments to be applied to the arrearages are not withheld from Obligor's wages, it is Obligor's responsibility to pay the difference directly to the following address by check or money order: Ohio Child Support Payment Central, P.O. Box 182372, Columbus, OH 43218-2372. Checks/money orders are to be made payable to: C.S.P.C., and must include Defendant's/ Plaintiff 's name, SETS Case Number, Order Number, and Social Security Number.

Pursuant to O.R.C. section 3121.27, all child support under this order shall be withheld or deducted from the incomes or assets of the obligor pursuant to a withholding or deduction notice or appropriate court order issued in accordance with chapters 3119, 3121, 3123, and 3125 of the revised code or a withdrawal directive issued pursuant to sections 3123.24 and 3123.38 of the revised code and shall be forwarded to the obligee in accordance with chapters 3119, 3121, 3123, and 3125 of the revised code.

Pursuant to O.R.C. section 3123.22, the Child Support Enforcement Agency (C.S.E.A.) shall utilize other enforcement methods including, but not limited to the collection, pursuant to O.R.C. sections 3123.81 to 3123.823 [3123.82.3], of any federal or state income tax refunds owed to the obligor.

NOTICE TO REPORT REASON WHY SUPPORT ORDER SHOULD TERMINATE

(Pursuant to O.R.C. sections 3119.87 and 3119.88)

The Child Support Oblige shall immediately notify and the Child Support Obligor may notify the C.S.E.A. of any reason for which the child support order should terminate. The reasons for which the child support order should terminate include all of the following:

1. The child's attainment of the age of majority if the child no longer attends an accredited high school on a full-time basis;
2. The child ceasing to attend an accredited high school (full-time basis) after the age of majority;
3. The child's death;
4. The child's marriage;
5. The child's enlistment in the armed services;
6. The child's deportation; or
7. Change in legal custody of the child.

NOTICE TO CHILD SUPPORT OBLIGOR AND OBLIGEE

(Pursuant to O.R.C. section 3121.29)

Each party to this support order must notify the child support enforcement agency in writing of his or her current mailing address, current residence address, current residence telephone number, current driver's license number, and of any changes in that information. Each party must notify the agency of all changes until further notice from the court/agency, whichever issued the support order. If you are the obligor under a child support order and you fail to make the required notifications, you may be fined up to \$50 for a first offense, \$100 for a second offense, and \$500 for each subsequent offense. If you are an obligor or obligee under any support order issued by a court and you willfully fail to give the required notices, you may be found in contempt of court and be subjected to fines up to \$1,000 and imprisonment for not more than ninety (90) days

If you are an obligor and you fail to give the required notices, you may not receive notice of the following enforcement actions against you: imposition of liens against your property; loss of your professional or occupational license, driver's license, or recreational license; withholding from your income; access restriction and deduction from your accounts in financial institutions; and any other action permitted by law to obtain money from you to satisfy your support obligation.

NOTIFICATION REQUIREMENTS

(O.R.C. section 3121.036)

The Child Support Obligor herein shall immediately notify the C.S.E.A., in writing, of any change in the Obligor's income source and of the availability of any other sources of income that can be the subject of any withholding including but not limited to wages, military benefits, pensions, social security, lottery winnings, inheritances, settlements, unemployment compensation or workers' compensation.

Local Rule 5.5 ORTHODONTIC EXPENSE FOR MINOR CHILDREN

(A) Orthodontic expenses for minor children, if determined to be necessary, shall be handled as any other health care expenses for minor children under Local Rule of Court 5.2.

(B) A parent who takes a minor child to an orthodontist and who is in favor of orthodontic treatment for the child shall give the other parent adequate notice of the proposed treatment. The other parent shall have the right to take the child to another orthodontist for orthodontic examination and opinion as to the necessity of the treatment.

(Revised 8/15/92)

Local Rule 5.6 REPORTS AS EVIDENCE

(A) In any type of hearing concerning the reasonableness or the necessity of the treatment to be done, a medical/treatment necessity report (duly signed by the physician or other supplier of treatment-related services, i.e. dental, optometric, other medical specialty, etc.) shall be filed with the motion, if available at that time, or as soon thereafter as reasonably practicable, or as otherwise ordered by the Court. Once filed, such report shall be sufficient and be admitted into evidence at said hearing if properly and timely served on the opposing counsel without objection.

(B) In any type of hearing concerning the issue of claiming of dependency tax exemptions by one of more of the parties, and the calculated benefits of awarding such exemptions to one or the other parent, a calculations report, so designated and duly signed by a tax preparer, shall be filed with the motion, if available at that time, or as soon thereafter as reasonably practicable, or as otherwise ordered by the Court. Once filed, such calculations report shall be sufficient and be admitted into evidence at said hearing if properly and timely served on the opposing counsel without objection.

(Adopted 2/1/19)

LOCAL RULE 6 — SECURE CUSTODY

6.1 All juveniles shall appear before the Court without the use of restraint with the following exceptions.

In cases where a juvenile is placed in secure custody, all of the following requirements must be satisfied:

1. The Assistant Prosecutor must advise the Court of the state's reason for the court hearing and the specific risks that require the use of restraint while all parties are present in the courtroom except the youth. The primary consideration shall be to ensure the safety of the youth and all present for the hearing and to eliminate the risk the child will flee the courtroom.
2. The Court shall make formal record of the Assistant Prosecutor's request and hear from all other parties present.
3. The Probation Department of this Court shall record all information pursuant to the HOLDING LOG.

All juveniles taken into custody shall be treated in a manner which provides for the safety of all concerned, respect for human dignity, the preservation of legal rights and property of the individual, accurate documentation and administrative efficiency. The restraint shall be the least restrictive necessary to meet the risk requiring the restraint and in the manner which does not unnecessarily restrict the movement of the youth's hands.

(Adopted 7/2/12)

LOCAL RULE 7 — CASE MANAGEMENT

The purpose of this rule is to enable the Court to expeditiously process the cases filed and establish consistent procedures for the management of those cases through effective and timely resolution. The time frames set forth in this rule are guidelines only and any failure to follow such time frames in individual cases shall not affect the Court's jurisdiction or be grounds for dismissal.

7.1 Parentage Cases: Within three (3) business days of the filing of a complaint to establish a parent/child relationship a Summons shall issue to all defendants as provided in the statute and the Rules of Civil Procedure.

(A) Upon the completion of service of summons, or upon a failure of service, the plaintiff or plaintiff's counsel shall be notified of that event. If there was failed service the plaintiff or plaintiffs counsel shall provide adequate instructions for completing service.

(B) Within fourteen (14) days after completion of the service of Summons, filing an answer or upon the written request of a party to the action a pre-trial conference shall be scheduled with Notice of Hearing thereof to all parties of interest.

(C) If genetic testing has been requested and ordered, a pre-trial shall be scheduled within fourteen (14) days of the results of the genetic testing being distributed to all parties affected.

(D) If a case has not resolved at pre-trial, after determining the number of witnesses to be called and the complexity of any issues involved, the case shall be scheduled for trial on a date certain, allowing adequate time upon the Court's calendar for the full development of the evidence at trial, and Notice of Hearing of said trial date shall be served upon all parties of interest and counsel of record.

(E) All parentage cases shall be resolved within twelve (12) months of the date of the filing of the Complaint or completion of the service of Summons, whichever is later.

7.2 Adult Contributing Cases: Within three (3) business days of the filing of the complaint the matter shall be scheduled for an arraignment and Summons to Appear for that date, together with a written explanation of legal rights and possible penalties form, shall issue to the defendant.

(A) At the arraignment, if the defendant enters a "not guilty" plea it shall be determined if the defendant elects to waive the speedy trial requirements and if the defendant desires to waive a trial by jury. In any event upon the entering of a "not guilty" plea a determination of the number of witnesses anticipated to be called and after ascertaining the complexity of any issues involved the matter shall immediately be scheduled for a pre-trial and also for trial on a date certain, allowing adequate time upon the calendar for the full development of the evidence at trial, and Notice of Hearing of said pre-trial date and trial date shall be served upon the defendant and any counsel of record.

(B) If the defendant enters a "guilty" plea at the arraignment or after being adjudged guilty by a jury or the judge alone, the case shall immediately proceed to sentencing. Adjudication and sentencing will be bifurcated only upon good cause shown.

(C) All adult criminal proceedings will comply with the speedy trial requirements as set forth in O.R.C. Sec. 2945.71(B)(2).

7.3 Child Welfare Cases: All cases alleging dependency, neglect or abuse of a child shall be governed by the following guidelines.

(A) Shelter Care Hearings: When a child has been removed from home a probable cause for the removal hearing will be held the next business day or within seventy-two (72) hours, whichever is earlier. Service of the Notice of Hearing of the scheduled Shelter Care Hearing upon the child's parents shall be the responsibility of the child welfare agency. A review of the necessity for continued shelter care may be requested by any party to the proceeding as provided in O.R.C. Sec. 2151.314(C).

(B) Adjudicatory Hearings: Within seventy-two (72) hours of the filing of a complaint alleging dependency, neglect or abuse a *guardian ad litem*, as may be required by statute, shall be appointed for the child and the matter shall be scheduled for adjudication within thirty (30) days after the earlier of the date of filing the complaint or the date of the child's removal from home and Summons to Appear for that date, together with an explanation of legal rights and possible dispositions form, shall issue to the parents, a guardian or other person having care of the child. Any continuance of the adjudicatory hearing date shall be only as provided in O.R.C. Sec. 2151.28(A)(2) or as the interests of justice and fundamental fairness may require.

(C) Dispositional Hearings: It is the preference of this Court that with all parties properly notified and appearing for the adjudicatory hearing, and with the consent of all parties, to adjourn the proceedings, if requested, to allow the private discussion of the dispositional issues and then to reconvene and proceed with the dispositional hearing immediately following the adjudicatory hearing. However, should any party request a bifurcation, then a separate dispositional hearing shall be scheduled, to be conducted before the expiration of ninety (90) days from the date of the filing of the complaint and a Notice of Hearing thereof shall be served upon all parties of interest and their counsel of record.

7.4 Delinquency and Unruly Cases: All case involving delinquency offenses or status offenses shall be governed by the following guidelines.

(A) Detention Hearings: A probable cause hearing for the use of detention shall be held the next business day after a youth has been placed into detention or within seventy-two (72) hours thereafter, whichever is earlier. Reasonable oral notice of the date and time of the hearing shall be given to the youth's parents, guardian or other person having custody of the youth, if that person or those persons can be reasonably located. If the youth is continued in detention, then a rehearing upon the continued necessity for detention shall be conducted at least every fifteen (15) days, as provided in Juvenile Rule 7(G), with notice thereof as set forth before.

(B) Adjudicatory Hearings: Within three (3) business days of the filing of the complaint the matter shall be scheduled for an initial appearance/arraignment and Summons to appear for that date, together with an explanation of legal rights and possible disposition form, shall issue to the youth, the youth's parents, guardian or other person having custody of the youth. At the initial appearance/arraignment if the youth admits to the allegations of the complaint then the Court shall proceed to an adjudication of being delinquent or unruly. If the youth denies, then after determining the number of witnesses anticipated to be called and after ascertaining the complexity of any issues involved, the matter shall immediately be scheduled for trial on a date certain, allowing adequate time upon the calendar for the full development of the evidence at trial and Notice of said trial date shall be given to all parties concerned by providing them a copy of the Judgment Entry of the initial appearance/arraignment hearing before they depart the court offices. The adjudication on the merits shall be conducted before the expiration of ninety (90) days from the date of the filing of the complaint or completion of the service of Summons, whichever is later.

(C) Dispositional Hearings: It is the preference of this Court that with all parties properly notified and appearing for the adjudicatory hearing, and with the consent of all parties, to adjourn the proceedings, if requested, to allow for the private discussion of the dispositional issues and then to reconvene and proceed with the dispositional hearing immediately following the adjudicatory hearing. However, should any party request a bifurcation, then a separate dispositional hearing shall immediately be scheduled and Notice of said continued dispositional hearing date shall be given to all parties concerned by providing them a copy of the Judgment Entry of the adjudicatory hearing before they depart the court offices.

7.5 Traffic Cases: All cases involving juvenile traffic offenses shall be governed by the following guidelines.

(A) Intake Screening: Within three (3) business days of receiving a traffic citation it shall be determined whether it should proceed as an official case or be processed in the waiver program. If the case is to be processed in the waiver program then the procedures set forth in Local Rule 7 shall be followed.

(B) Adjudicatory Hearings: If the case is to proceed as an official case then it shall be scheduled for an initial appearance/arraignment and Summons to appear for that date, together with a written explanation of legal rights and possible dispositions, shall issue to the youth, the youth's parents, guardian or other person having custody of the youth. If the youth admits then the case shall immediately proceed to adjudication of the merits of the citation. If the youth denies, then after determining the number of witnesses anticipated to be called and after ascertaining the complexity of any issues involved, the matter shall be immediately scheduled for trial on a date certain, allowing adequate time upon the calendar for the full development of the evidence at trial and Notice of said trial date shall be given to all parties concerned by providing them a copy of the Judgment Entry of the initial appearance/arraignment hearing before they depart the court offices. The adjudication on the merits shall be conducted before the expiration of ninety (90) days from the date of the filing of the citation or completion of the service of Summons, whichever is later.

(C) Dispositional Hearings: It is the preference of this Court that with all parties properly notified and appearing for the adjudicatory hearing, and with the consent of all parties, to adjourn the proceedings, if requested, to allow for the private discussion of the dispositional issues and then to reconvene and proceed with the dispositional hearing immediately following the adjudicatory hearing. However, should any party request a bifurcation, then a separate dispositional hearing shall be set for a date certain and Notice of said continued dispositional hearing date shall be given to all parties concerned by providing them a copy of the Judgment Entry of the adjudicatory hearing before they depart the court offices.

7.6 Motions: All cases involving motions for custody, visitation, support enforcement, support modification or other matters shall be governed by the following guidelines.

(A) Within three (3) business days of the filing of a motion a Notice of Hearing or Summons to appear for a preliminary hearing shall issue to all respondents.

(B) If the matter has not resolved at the preliminary hearing, after determining the number of witnesses to be called and the complexity of any issues involved, the matter shall be scheduled for trial on a date certain, allowing adequate time upon the calendar for the full development of the evidence at trial and Notice of said trial date shall be served upon all respondents and any counsel of record.

(C) Notice of Hearing or Summons to appear upon Motions in Contempt shall comply with the specific notice requirements set forth in O.R.C. Sec. 2705.031(C).

(D) All custody and visitation motions shall be resolved within one hundred twenty (120) days of the filing of the motion or service of summons, whichever is later.

7.7 Permanent Custody Motions: The specific procedures set forth in O.R.C. Sections 2151.413 and 2151.414 will be followed in considering all permanent custody matters.

LOCAL RULE 8 — TRAFFIC WAIVER PROCEDURES

Pursuant to Rule 13.1 of the Ohio Traffic Rules the Crawford County Juvenile Court hereby establishes a procedure for the waiver of appearance and entry of plea of admission in writing and the acceptance of a predetermined disposition for certain juvenile traffic offenders.

8.1 Intake Screening: Within three (3) business days of receiving a traffic citation it shall be determined if the youth is eligible for the waiver procedure.

8.2 Eligibility for the Waiver Procedure: Eligibility for the Waiver Procedure shall consist of determining the following factors:

- (a) the youth is between the ages of 14 and 18 at the time of the violation.
- (b) this is the first violation for the youth.
- (c) the violation is not an offense listed in Traffic Rule 13(B)(1) to (5) and (7) to (9).
- (d) the offense did not involve a traffic accident.
- (e) the youth presented adequate proof of Financial Responsibility at the time of the violation.

8.3 Notice of Availability of Waiver Procedure: If the youth is eligible for the Waiver Procedure then the Clerks shall send a Notice and Explanation of the procedure to the youth and his parents. The youth and his parents shall be advised they have only thirty (30) days to elect this procedure or otherwise the youth and his parents will be summoned to appear to answer to the underlying citation.

8.4 Exercise of the Waiver Procedure: The youth and a parent, guardian or custodian together must appear in person before a Clerk and enter a written admission to the allegations of the citation; pay a fine of Fifty Dollars (\$50.00) for a moving or equipment violation, a fine of Thirty Dollars (\$30.00) for no seat belt as a driver and a fine of Twenty Dollars (\$20.00) for no seat belt as a passenger; pay the court costs associated with the particular presenting offense; and present proof of completing an approved Driver Safety Education Course. The waiver of appearance procedure shall constitute an admission to the traffic violation and a waiver of the rights of a trial before the court, to cross-examine witnesses, to subpoena witnesses on his behalf, to remain silent and to representation by legal counsel.

8.5 Records: All cases processed through the Waiver Procedure shall be docketed, assigned a case number and recorded for identification and statistical reporting purposes.

8.6 Failure to Exercise the Option: if the youth, a parent, guardian or custodian does not exercise the option within the thirty (30) days allowed, then the citation shall proceed to summons for an appearance before the court to formally answer to the allegations of the citation.

LOCAL RULE 9 - COURT APPOINTED COUNSEL

In accordance with Rule 8(B) and (C) of the Rules of Superintendence, O.R.C. Chapter 120 and Ohio Administrative Code Section 120-1-10 (J) and (L) this court adopts the following procedures for court appointed counsel. Any licensed attorney in good standing to be considered for inclusion, review, advancement in qualifications or removal from the available pool of appointed counsel shall complete a written application upon a form developed by the court. Each attorney desiring to be included on, advanced on or removed from the court's appointed counsel pool shall submit their application on or before the 30th day of June of each year beginning in 2016.

9.1 The clerks shall establish and maintain a list of all attorneys that have applied to be included and been approved to be court appointed counsel.

9.2 The clerks, in consultation with the Director of Court Services, Magistrate or Judge, as the circumstances may require, shall determine who is qualified to handle the presenting case and shall appoint the attorney's name who appears at the top of the list so maintained. Once that attorney is appointed a case, the attorney's name shall rotate from the top of the list to the bottom of the list. The court wishes to ensure that the appointments are distributed as equitable as possible among those qualified for such appointments. However, this court must handle emergency case filings that have time-frame deadlines imposed by statute, the rules of procedure and the administrative code for completion of a particular hearing, so in those instances the availability of any attorney becomes of paramount importance. Further, in the interests of justice and appropriate effective representation, the court may select an attorney who is not next of the list if the court determines that individual attorney's skill, expertise and experience is particularly well suited for the complexity of a given case or the respondent involved. Further, the court may deviate from the list based on an attorney's current burdensome caseload or geographical availability to the particular respondent involved.

9.3 Qualifications to be appointed for each case shall as far as is practicable be determined by the provisions of Ohio Administrative Code Section 120-1-10(J) and (L) together with demonstrated knowledge of family law and those particular procedures.

9.4 The clerks shall maintain a record of all appointments of counsel, their applications setting forth their qualifications to accept cases based upon degree and severity of the offense and also maintain a record of each attorney's declining an appointment. If an attorney refuses to accept an appointment offered without justifiable cause, the attorney shall be treated as if they did receive the appointment and shall be moved to the bottom of the list. Repeated refusals of appointments without justifiable cause shall be grounds for removal from the court appointed counsel list.

9.5 The court reserves the right to remove any attorney on the court appointed counsel list if the court determines that attorney can no longer effectively represent the respondent.

9.6 An attorney who does not meet the requirements of Ohio Administrative Code Section 120-1-10(J) and (L) may request an exemption for exceptional circumstances by following the procedure set forth in Subsection (0) of that administrative code section.

9.7 Compensation for the services provided as court appointed counsel shall be submitted upon forms developed and approved by the Ohio Public Defenders Office as the same may be revised and modified from time to time and shall be at the rate established by Resolution of the Crawford County Commissioners as that may be revised and modified from time to time.

9.8 If pursuant to Juvenile Rule 4(G) and O.R.C. Sec. 120.33(A)(4) the court shall require a respondent to pay all or a portion of the court appointed counsel fees directly to the court appointed attorney, then that attorney shall comply with the provisions of Superintendence Rule 8(D).

Revised: 8/16/16

LOCAL RULE 10 — JURY MANAGEMENT PLAN

10.1 The jury management plan for the Juvenile Division of the Crawford County Common Pleas Court shall be the same as the jury management plan for the General Division of the Crawford County Common Pleas Court as set forth in Local Rule 1.5 of the Local Rules for the General Division of the Crawford County Common Pleas Court and the same is incorporated herein *in toto* by reference, the same as if it were fully rewritten herein at length.

LOCAL RULE 11 — COURT SECURITY PLAN

11.1 On January 22, 1998, this division of the Crawford County Common Pleas Court, in conjunction with the General and Domestic Relations Divisions of the Crawford County Common Pleas Court, entered into and implemented a local Court Security and Procedure Plan as required by Rule 9 of the Rules of Superintendence for the Courts of Ohio. The plans various strategic components for surveillance and emergency response procedures are considered confidential and not a matter of public record. All persons transacting business with the court or participating in proceedings before the court shall be subject to the Crawford County Court Security and Procedure Plan as adopted and from time to time as amended.

LOCAL RULE 12 — MEDIATION

12.1 Pursuant to O.R.C. Sec. 3109.052 the General Division of the Crawford County Common Pleas Court adopted a mediation program plan as set forth in Local Rule 50 of the Local Rules of Court for the General Division of the Crawford County Common Pleas Court and the same is incorporated herein *in toto* by reference, the same as if it were fully re-written herein at length.

12.2 In any matter determined to be appropriate by the judge or magistrate the parties may be ordered to participate in mediation of the presenting disagreement and the formal proceedings thereon shall be stayed until completion of the mediation process.

LOCAL RULE 13 — COMPETENCY PROCEEDINGS

13.1 General Purpose: The purpose of this rule is generally to expedite proceedings under Sections 2152.51 through 2152.59 of the Ohio Revised Code, to ensure that proper notice of competency hearings is provided to the appropriate persons, and to ensure that any proceedings on an underlying delinquency complaint are stayed pending the determinations to be made under the foregoing sections.

13.2 Stay of Proceedings: Upon properly raising the issue of a youth's competency, notwithstanding the provisions of Juvenile Rule 29 for scheduling adjudications but pursuant to the provisions of O.R.C. Sec. 2152.51(B), any proceedings on the underlying delinquency complaint shall be stayed pending the complete resolution of the issue of competency. If the court enters a determination that the youth is not then competent but could likely attain competency the order staying the underlying delinquency proceedings shall remain in full force and effect until such time as the youth is determined to have attained competency or the proceeding is dismissed.

13.3 Expedited Hearings: Juvenile competency proceedings shall be scheduled, heard and decided on an expedited basis. Hearings and required determinations in juvenile competency proceedings shall be held and concluded in strict compliance with the applicable timelines and deadlines as established in Sections 2152.51 through 2152.59 of the Ohio Revised Code.

13.4 Notice of Hearings: Initial written notice of hearing, together with a copy of the Motion, shall be served upon the prosecuting attorney, the youth's attorney, the youth's guardian ad litem, if any, and the youth's parents, guardian, or custodian as is provided in Civil Rule 5. Upon the conclusion of each hearing, the court shall provide written notice to all interested parties of the date and time of the next scheduled hearing. Mailed notice shall not be required for any party or other individual designated in this rule to which notice of the next hearing was provided in writing upon conclusion of the immediately preceding hearing.

LOCAL RULE 14 — ELECTRONICALLY PRODUCED TRAFFIC TICKET

14.1 Authorization: The use and filing of a traffic ticket that is produced by computer or other electronic means is hereby authorized in the Crawford County Juvenile Court by any law enforcement agency within Crawford County.

14.2 Filing: Any law enforcement agency within Crawford County is hereby authorized and permitted to submit and file a computer produced or other electronically generated traffic ticket by directly downloading to the Crawford County Juvenile Court data base either digitally or electronically by a mutually compatible protocol.

14.3 Form of ticket: A traffic ticket produced by computer or other electronic means shall conform in all substantive respects, including layout and content, to the "Ohio Uniform Traffic Ticket" set forth in the Appendix of Forms of the Ohio Traffic Rules.

14.4 Parent or Custodian Information: As Juvenile Rule 15(A) requires the service of summons upon both parents or the youth's custodian, the law enforcement officer issuing the traffic ticket shall collect, record and transmit the information of the youth's parents and/or custodians names and addresses to the court for proper processing of the case.

14.5 Copy to respondent: If a traffic ticket is issued at the scene of an offense, the issuing law enforcement officer shall provide the respondent with a paper copy of the ticket and otherwise comply with the duties and provisions of Traffic Rule 3(E).

14.6 Signature of respondent: A traffic ticket produced by computer or other electronic means will not require the signature of the respondent.

14.7 Applicability: The purpose and scope of this rule is limited to the use and filing of "e-tickets" or "paperless tickets."

14.8 Effective date: September 15, 2014