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APPENDIX

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Note: The number of the above forms have been assigned to correspond with the applicable Court Rule.

RULES OF PRACTICE
COMMON PLEAS COURT
GENERAL DIVISION - CRIMINAL - CIVIL - DOMESTIC RELATIONS
MEIGS COUNTY, OHIO

RULE 1

TERMS OF COURT

The Court shall be in continuous session for the transaction of judicial business. The term of Court is one calendar year, which is divided into three (3) parts, beginning on January 1, May 1 and September 1.

RULE 2

HOURS OF COURT SESSIONS

Sessions of this Court shall generally begin at 8:30 A.M. and close at 12:00 Noon and shall resume at 1:00 P.M. and close at 4:30 P.M. on Monday through Friday of each week. The Court reserves the right to modify these hours in an effort to expedite the administration of justice. All legal holidays as established by the United States Government or the State of Ohio will be observed.

RULE 3

SECURITY FOR COSTS

3.01 A deposit of Sixty Dollars (\$60.00) is required as security for costs to initiate a civil action except in domestic relations cases. (See Local Rule 24 for domestic relations costs.)

3.02 A deposit of Twenty Dollars (\$20.00) shall be required in garnishment proceedings, and a Twenty-five Dollar (\$25.00) Deposit is required to re-open a civil action.

3.03 If service by publication or foreign service is required by any party, an additional Two Hundred Dollars (\$200.00) shall be deposited with the Clerk of Courts, prior to publication or service, as security for costs.

3.04 If a demand for jury trial is made or a jury trial is required by any party, an additional Three Hundred Dollars (\$300.00) shall be deposited with the Clerk of Courts to guarantee the fees and costs of impaneling a jury ten (10) days prior to the final hearing date.

3.05 The appropriate deposit shall be made at the time of filing the complaint or other pleading with the Clerk of the Common Pleas Court.

Parties instituting cross-claims, counter-claims, or third-party claims in this Court shall be required by the Clerk of Courts to deposit Thirty-five Dollars (\$35.00) as security for costs. If costs are not paid at the termination of litigation, any deposit or costs shall be applied by the Clerk of Courts to the unpaid costs.

3.06 No complaint or motion will be accepted for filing by the Clerk of Courts where the party seeking the filing of said action has failed to pay costs previously incurred, unless said costs are waived due to indigency of the party.

Where any party required by this rule to deposit or secure costs by affidavit shows inability to pay or secure costs and the attorney certifies that he has not received fees, the Clerk of Courts shall receive and file the complaint, counter, cross, or third-party claims without such deposit or security. However, the Clerk of Courts may request the Court to review any such matter offered for filing before receiving it and filing the same without deposit or security. (Use FORM 24.01 F-1)

3.07 The trial judge shall require the payment of costs in each matter terminated to be ordered to the plaintiff, defendant or both in the discretion of the trial court. A certificate of payment of costs from the Clerk of Courts shall be presented by the party requesting a judgment entry prior to the signing and filing of the judgment entry by the trial court. Said certificate of payment or security for costs shall be attached to the judgment entry prior to submission to the trial judge for signature.

RULE 4

RULES GOVERNING THE COURT

The Ohio Rules of Civil and Criminal Procedure and Rules of Superintendence as promulgated by the Supreme Court of Ohio shall apply in all civil and criminal proceedings in the Meigs County Court of Common Pleas unless expressly excepted thereby. The Court is also required to take notice of the provisions of the Code of Judicial Conduct and Code of Professional Responsibility.

RULE 5**PLEADINGS AND MOTIONS - GENERAL FORM**

5.01 Pleadings, motions and applications, including all attachments and exhibits, shall be legibly typewritten or printed on paper approximately 8 1/2 inches by 11 inches, shall be securely bound at the top and unfold. The caption at the top, in addition to stating the name of the Court, County and State, shall state the name and address, if known, of each party. In the case of complaints, with a space for the case number, a blank space of at least three inches at the top of the first page shall be left for endorsement thereon by the Clerk of Courts. Upon the face of the complaint there shall appear a general statement as to the type or kind of action.

5.02 Pleadings filed subsequent to the complaint, including motions and applications, shall state the number of the cause, the name of the first party plaintiff, and the first party defendant on each side, and a general statement as to the type of kind of action. Each initial pleading, motion or application filed by the party shall bear the name, office address and telephone number of the attorney or law firm representing that party if any, or similar information of the party filing the same.

5.03 When a new party plaintiff or defendant is added to a case after the commencement thereof, the captioned of the first pleading in which or after which such new party is added shall contain the name of such new party, together with his, her or its address followed by the specific designation of "new party plaintiff" or "new party defendant" as is applicable.

5.04 A copy of ALL complaints, pleadings, motions or applications filed with the Clerk of Courts or written notice of the filing of the same shall be furnished to the trial court for scheduling for disposition.

RULE 6**PAPERS ON FILE WITH THE CLERK**

The Clerk of Courts is responsible for all pleadings and papers on file. Files shall not be taken from that office without permission of the Court and without receipting for the same. No such pleading or paper shall be removed for the Meigs County Court House. Copies may be made of all pleadings.

RULE 7

SERVICE OF COPIES AND NOTICE

7.01 Upon the filing of a pleading or motion to be served by the Clerk of Courts, the person filing the same shall submit to the Clerk of Courts, along with the original, a true copy thereof for each party-defendant for service according to law. A file-stamped copy shall be provided the Court for its personal use.

7.02 A true copy of each subsequent pleading, motion, or other paper filed in any cause shall be served as provided by law. File-stamped copies of all motions, memorandums and briefs shall also be presented to the Court for its personal file.

7.03 In causes pending in which the parties or their counsel shall deem it necessary to have copies of pleadings, the Clerk of Courts shall be provided with sufficient copies to provide one copy of each filed document to the opposite party or counsel for opposite parties. Copies of all other papers belonging to the files of the Clerk of Courts shall, on demand, be furnished by the Clerk of Courts to attorneys or parties interested upon payment of the usual fee therefore. The Clerk of Courts shall permit any party to an action or his attorney or agent to make a copy of any papers in files of the Court, except depositions and bills of exceptions. Such copies shall be made within the confines of the Meigs County Court House.

7.04 Every pleading, motion, brief, memorandum or argument in writing filed with the Court shall be served upon all opposing counsel or upon all parties not represented by counsel; and proof of such service in writing shall be shown on or attached to such pleading, motion, brief, memorandum or argument in writing. No such paper delivered to the Court without such certificate of service shall be considered by the Judge of this Court, except trial briefs where it has been agreed by counsel that they shall not be exchanged.

7.05 The Clerk of Courts is ordered to comply with Rule 58 of the Ohio Rules of Civil Procedure as amended 07-01-89. Counsel who prepare and submit judgments to the Court shall cause the Clerk to so comply.

7.06 The Clerk of Courts shall not file judgments not in compliance with Rule 58 of the Ohio Rules of Civil Procedure.

RULE 8

RULE DAYS NOT FIXED BY LAW

8.01 In all cases where the time for the filing of pleading or amended pleading is not fixed by law or another rule, the pleading or amended pleading shall be filed on or before the fourteenth (14th) day after the date of the entry requiring or granting leave for the filing of such pleading or amended pleading, unless otherwise specified in the entry and approved by the Judge. The opposite party shall move or plead to the pleading or amended pleading so filed on or before the fourteenth (14th) day after such pleading or amended pleading is filed.

8.02 No pleading or motion shall be amended by interlineation or obliteration except upon express leave of the Court first obtained. Upon the filing of an amended pleading or motion, the original, or any prior amendment thereof, shall not be withdrawn from the files.

8.03 By agreement of counsel, any party may be permitted two leaves to move or plead, provided the total extension of time does not exceed fifty-six (56) days. Such consent shall be evidenced by a consent to plead signed by all counsel and filed with the Clerk of Courts. Neither these forms nor entries shall be submitted to the Clerk of Courts for approval where a consent to plead is proper and is obtained.

8.04 Where an additional extension of time beyond that provided by this rule is needed or where the parties cannot agree upon an extension of time, the party desiring the extension shall file a written motion, supported by an affidavit, stating facts indicating the practical impossibility of pleading within rule and demonstrating good cause for further extensions. The motion and affidavit shall be served upon opposing counsel, and the matter shall be heard at a time to be fixed by the Trial Judge. A motion and affidavit will be required even though consent of counsel is obtained if the extension is for a period of time beyond that permitted by this rule.

RULE 9

COUNSEL OF RECORD AND DUTY UPON WITHDRAWAL

9.01 At the first opportunity, each counsel for a defendant shall see that he/she is properly listed as attorney of record for such defendant, to be entitled to receive notice of proceedings as herein provided. This may be done by having the Clerk of Courts note the attorney's name upon the appearance docket or by some showing on the first pleading that he/she is attorney of record. At the

time the Clerk of Courts is informed to list an appearance in the appearance docket, or is informed of such appearance by such attorney appending his/her name to a pleading, the Clerk of Courts shall list such appearance in the appearance docket, the trial docket, and on the file of the original papers.

9.02 An attorney may withdraw from a case only upon motion, served upon all parties of record, and for good cause shown.

9.03 Legal counsel may not withdraw from a case without leave ordered by the court. After a case has been set for trial, leave to withdraw is not likely to be granted unless the client approves the withdrawal, in writing, and substitute counsel has by then appeared in the case.

9.04 Any attorney who request a case be set for hearing, but then fails to appear for it, shall be subject to payment of costs incurred, including unnecessary jury and witness fees.

RULE 10

HEARINGS AND SUBMISSION OF MOTIONS

10.01 All motions shall be accompanied by a brief or memorandum stating the grounds thereof and citing the authorities relied upon. The opposing party may file an answer brief by the fourteenth (14th) day after the day on which the motion was filed. The moving party may file a reply brief by the twenty-first (21st) calendar day after the motion was filed. Thereafter, the motion shall be deemed submitted for non-oral hearing. An oral hearing is permitted only upon written request and leave of Court at a time to be set by the Court. This rule shall apply to all motions except in domestic relations matters.

10.02 No motion shall be filed in any case after final pre-trial or within fourteen (14) days of trial without leave of the trial judge first obtained who may establish the times for the filings of briefs and submission of the motion.

10.03 Interrogatories under Civil Rule 33, Request for Production or Inspections of Documents under Civil Rule 34, and Requests for Admissions under Civil Rule 36 shall be served upon other counsel or parties in accordance with such rules and filed with the Court. The party responding shall file with the Court such interrogatories and request, together with his responses and objections. If relief is sought under Civil Rule 26(C) or Civil Rule 37 concerning

any interrogatories, request for production or inspection of documents, and request for admissions, copies of the portion(s) of such documents which are in dispute shall be filed with the Court contemporaneously with any motion filed under Civil Rule 26(C) or Civil Rule 37.

RULE 11

CONTINUANCES

11.01 Motions for continuance shall be granted by order/journal entry only. No case shall be moved on the docket without an order/entry of continuance continuing the case to a date and time certain.

11.02 Legal counsel shall file his or her Motion for Continuance, when necessary, as soon as possible after he or she receives the Court's notice of scheduling.

11.03 The Court may summarily deny any Motion for Continuance for one or more of the following reasons:

a. The Motion for Continuance does not prominently display the consent to continuance by the moving legal counsel's client. In criminal cases, the consent must be by signature when the client's signature can possibly be obtained, but in civil cases an expression of the client's consent by telephone is sufficient.

b. In the case of a schedule conflict, the Motion for Continuance does not clearly express the caption and style of the conflicting case, the date and time of the conflicting hearing, and date when the conflicting court had scheduled it's hearing. A requesting attorney may satisfy this requirement by attaching to the Motion for Continuance a copy of the notice of hearing for the conflicting case.

c. In the case of a schedule conflict in which moving legal counsel had received the other Court's notice of hearing before he received this Court's notice of hearing, legal counsel failed to file his Motion for Continuance promptly (that is, within seven (7) days) after he received this Court's notice of hearing, unless good cause is shown for the tardy filing.

d. The Motion for Continuance is filed after the jury has been summoned for the trial of the case. The jury is usually summoned seven (7) days before the trial date.

12.04 Counsel shall promptly submit an entry of dismissal to the trial judge following settlement of any case. If counsel fail to present such an entry to the trial judge within ten (10) days after representation to the Court that a case has been settled, the trial judge may order the case dismissed as for want of prosecution.

12.03 If counsel fail to present an entry within ten (10) days after the order, decree or judgment is rendered, the trial judge may cause the proper entry to be prepared and filed without submission or notice to counsel or take such other action as may be appropriate under the circumstances.

12.02 The name of the counsel and the trial judge shall be typed or printed upon the entry.

If counsel are unable to agree upon the entry, their respective entries shall be submitted to the trial judge who will then direct what entry shall be made.

Upon failure of the adverse party to act upon the entry in the specified time, its preparer may submit said entry to the Court for approval with a notation as to when it was presented to the adverse party.

12.01 Unless the Court otherwise directs, counsel for the party in whose favor an order, decree, or judgment is rendered, shall within five (5) days thereafter prepare the proper journal entry, and submit it to the counsel for the adverse party, who shall approve or reject the same within three (3) days after the receipt thereof.

ENTRIES

RULE 12

11.04 The earlier a Motion for Continuance is filed, the more likely it is to be granted.

e. The moving legal counsel had previously filed a Motion for Continuance in the same case. If the moving legal counsel is too busy to attend hearings, conferences and the trial of an action, then counsel may wish to consider arranging for co-counsel.

RULE 13**TRIAL PRACTICE**

13.01 In civil and criminal cases, each side will be allowed twenty (20) minutes for oral argument, unless argument is waived. This rule is applicable to cases tried to a jury or tried to the court. The time period for oral argument may be shortened or lengthened upon agreement of all parties and upon approval of the Court. The Court may lengthen the period for oral argument in the interest of justice.

13.02 Only one counsel on each side will be permitted to examine a witness in the trial of a case.

RULE 14**ATTORNEY CASE LOAD**

Any attorney whose case load interferes with the effective functioning of the jury trial docket shall obtain co-counsel and proceed to jury trial on the date scheduled.

RULE 15**DISMISSAL FOR LACK OF PROSECUTION**

Should a plaintiff fail to prosecute or fail to comply with the local rules of this Court, the Ohio Rules of Civil and Criminal Procedure, the Rule of Superintendence as promulgated by the Supreme Court of Ohio, or any Court order, the Court upon motion of a defendant or on its own motion may, after notice to plaintiff's counsel, dismiss an action or claim. Cost of the action will be taxed to the plaintiff.

RULE 16**TRANSCRIPTION OF PROCEEDINGS**

16.01 In criminal cases, all hearings and trials will be tape recorded. In civil cases, all jury trials will be tape recorded. Other proceedings will be tape recorded only upon the request of a party or attorney in the case.

16.02 Court personnel will not record or transcribe depositions or any other proceedings conducted by a person other than a trial judge.

16.03 In any cause in which a transcript of the proceeding is requested by a party, such party shall deposit with the court reporter a security for the costs of said transcript in an amount determined by the court reporter after consideration of the nature and amount of work required.

16.04 Court personnel will transcribe recorded proceedings at the rate of Two and 25/100 Dollars (\$2.25) per page for the original transcript and One and 25/100 Dollars (\$1.25) per page for copies. Advance payment may be required.

16.05 Transcription services may be subordinated to other court duties, as the needs of the Court may require. Request for transcription other than for an appellate record will in most cases be subordinated to transcription services to prepare appellate records.

16.06 Legal counsel shall order appellate transcripts in writing in accordance with the Rules of Appellate Procedure. In the order for appellate transcript, legal counsel shall identify which proceedings shall be transcribed, and which portions of proceedings (as, for example, the voir dire portion of a jury trial) need not be transcribed.

RULE 17

CRIMINAL CASES

17.01 The rules of practice for civil cases apply to all criminal procedures except where clearly inapplicable. Where under the provisions of Revised Code Section 2941.33 the prosecuting attorney desires to enter a nolle prosequi in any criminal case, he shall file an application therefore.

17.02 Criminal cases will be assigned for hearing or trial by the trial judge. Such cases shall be assigned as nearly as practicable in consecutive order according to the date of arraignment unless otherwise directed by the trial judge.

17.03 Motions and other written requests in the criminal cases shall be filed within thirty-five days after arraignment or plea unless otherwise allowed by the Court. Motions not filed in such time or not disposed of will be heard and decided at the trial at the discretion of the trial judge. An assignment for trial will not be continued because of the filing of such a motion.

All motions and other requests filed in criminal cases are submitted to the trial judge.

All motions, briefs, and memoranda, pro and contra, shall be filed in triplicate.

17.04 All requests for continuances shall be made by written motion supported by an affidavit showing undue hardship at least one week prior to the trial date. Notice of the filing of such motion shall be served upon opposing counsel who may forthwith file an affidavit in opposition. If the defendant has no counsel and a motion for continuances is filed by the prosecuting attorney, such notice shall be served upon the defendant. The motion shall be submitted upon affidavit or upon oral hearing as the trial judge may direct.

17.05 Notice of bail forfeiture shall be sent by the Clerk to the defendant and to the surety in such forms as may be approved by the Court from time to time. The defendant and surety shall, on or before the date, set forth good cause why judgment should not be entered against them. The Clerk shall promptly present such affidavit to the trial judge. No oral hearing shall be had thereon unless requested in writing and granted by the trial judge. After judgment is entered against the defendant and surety, no surety shall be released nor shall any penalty be release or remitted, except upon the filing of a written verified application filed with the Clerk in the case in question, setting forth in detail the reason why a release or reduction should be granted.

17.06 ASSIGNMENT AND COMPENSATION OF COUNSEL FOR
INDIGENT DEFENDANTS

Upon arraignment or subsequent thereto, where it appears to the Court that the defendant is without counsel and desire to have the Court assign Counsel for him, the Court, shall require from the defendant receipt of a duly executed affidavit upon the form provided by the Court regarding his general background and financial status.

Appointments of counsel will be made from a list of qualified attorneys who desire and are willing to undertake such defense. Any attorney desiring such appointment shall submit his or her name to the trial judge. Refusal to accept any appointment, except for good cause, may subject an attorney to immediate removal from the appointment list.

Such assigned counsel shall received compensation for professional services and shall be reimbursed for expenses in accordance with the fee scheduled promulgated and approved by the Meigs County Board of County Commissioner.

RULE 18**REFEREES**

The Court may, in an effort to expedite the administration of its civil cases, appoint referees pursuant to Rule 53 of the Ohio Rules of Civil Procedure. The Court will hear such matters as are upon a Referee's docket for recommendations only upon a party's application and showing of good cause.

RULE 19**NOTARY PUBLIC**

The office of the Clerk of the Meigs County Common Pleas Court shall distribute applications and conduct tests for person seeking appointment as notaries public in Meigs County. The initial application is Six Dollars and the Renewal fee is Five Dollars. The fees are payable to the Meigs County Common Pleas Court Clerk and are to be distributed to the general fund of Meigs County.

RULE 20**PRE-TRIAL PROCEDURE**

20.01 The procedure herein set forth shall apply to all cases, except to the extent that by their nature they would clearly be inapplicable, and further excepting domestic relations and criminal matters.

20.02 Upon order of the Court, and not later than the date set in said order, a pre-trial statement shall be filed with the Court by all parties. All parties shall provide a copy of said statement to opposing parties' attorneys of record.

20.03 Pre-trial statements shall contain the following information:

a. A written statement of the issues involved.

b. A written statement of questions of law which are expected to be involved, and a statement of those which should be included in the general charge of the Court in jury cases.

c. A certificate that all exhibits expected to be offered into evidence have been submitted to opposing counsel for the purpose of stipulating thereto and avoiding formalities of proof.

d. A certificate that all statements of expenses and special damages have been submitted to opposing counsel with proper proof thereof for the purpose of stipulating thereto and avoiding formalities of proof.

e. A statement including the names and addresses of witnesses to be used at trial. Those who will testify as expert witness and their fields of expertise shall be designated.

f. A statement that all depositions and all discovery procedures and motions have been completed and the cases is ready for trial.

g. In personal injury cases, attach copies of all pertinent documents such as medical reports and hospital records. Parties should exchange medical reports and reports of expert witnesses by mutual agreement prior to filing of the pre-trial statement.

h. State whether a view of the premises will be requested and, if so, the location.

i. Include an estimate of how long it will take to try the case.

j. Submit written requests for instructions of law to include citations of authorities; submit written request for interrogatories to the jury, if applicable.

k. A statement any facts stipulated by the parties.

A copy of a suggested pre-trial statement is appended to the rules.

RULE 21

MEDICAL MALPRACTICE ARBITRATION

21.01 CASES FOR ARBITRATION

(A) Claims for relief arising prior to October 20, 1987.

Upon the filing of a medical, dental, optometric, or chiropractic claim as defined in R.C. 2305.11 (D), the claim shall be submitted to an arbitration board, as provided in R.C. 2711.21.

(B) Claims for relief arising on or after October 20, 1987.

The claim shall be submitted to arbitration only if all the parties agreed to submit the controversy to an arbitration board, as provided in R.C. 2711.21.

21.02 . SELECTION OF ARBITRATORS AND MANNER OF APPOINTMENT

(A) The three (3) members of the arbitration panel shall be selected in accordance with R. C. Section 2711.21(A). The name of the plaintiff's(s') arbitrator and defendant's(s') arbitrator shall be submitted to the Court within sixty (60) days after a medical malpractice complaint is filed.

(B) No one appointed as an arbitrator shall have any interest in the case being heard.

(C) No disclosure shall be made to the arbitrators of any offers of settlement made by any party prior to the filing of the report and award. Prior to the delivery of the Court file to the chairperson of the arbitration panel, the Judge shall remove from the file and retain all papers or notations referring to demands or offers for settlement. Such file shall be forwarded to the chairperson at the time of the assignment of the case.

21.03 DISCOVERY

The assignment of a case to an arbitration panel shall not limit the right of the parties to continue discovery pursuant to the Rules of Civil Procedure.

21.04 HEARINGS; WHEN AND WHERE HELD; NOTICE

(A) Hearings shall be held at a place scheduled by the Court assignment commissioner. This provision shall not, however, limit the right of the arbitration panel to hold hearings in an appropriate place of their own choosing. A hearing shall be scheduled not more than forty-five (45) days after the appointment of the arbitration panel. At least fifteen (15) days before the hearing, the assignment commissioner shall give written notification to the arbitrators, and the parties or their counsel, of the time and place of the hearing. No hearing shall be fixed for Sundays or legal holidays, except upon agreement of all parties and the arbitrators.

(B) Since sufficient time is available to the parties prior to the hearing date to settle or compromise a dispute, once a hearing date is set, the hearing shall proceed forthwith at the scheduled time. There shall be no

communications by counsel or the parties the arbitrators concerning the merits of the controversy prior to the commencement of the hearing.

21.05 INABILITY OF THE PARTY TO PROCEED

In the event that a party is unable to proceed when the case has been scheduled, and such date is agreed to by all parties, the assignment commissioner may mark the case continued and may assess a Twenty-five Dollar (\$25.00) continuance fee against such party.

21.06 OATH OF ARBITRATOR

When the entire arbitration panel is assembled, they shall be sworn or affirmed to justly and equitably try all matters properly at issue submitted to them. Said oath or affirmation maybe administered to them by any person having the authority to administer oaths.

21.07 DEFAULT OF A PARTY

The arbitration may proceed in the absence of any party who, after due notice, fails to be present or fails to obtain an adjournment. An award shall not be made solely on the absence of a party; the panel shall require the other party to submit evidence as they may require for making an award.

21.08 CONDUCT OF HEARING: GENERAL POWERS

(A) The three arbitration panel members shall be the judges of the relevance and materiality of the evidence offered. Conformity to legal rules of evidence shall not be necessary. All evidence shall be taken in the presence of the arbitrators and the parties, except where any of the parties is absent, in default, or has waived the right to be present. In addition to oral testimony, the panel may receive the evidence or witnesses by deposition, video-tape deposition, interrogatories, or written medical reports. It shall give such weight as the panel deems is justified after consideration of any objections which may be made to such evidence. Written medical reports shall be submitted fourteen (14) days prior to the arbitration hearing, but shall not be admitted into evidence at trial if the decision of the arbitration panel is not accepted by the parties.

(B) Counsel shall, upon request and whenever possible, produce a party or witness at the hearing without the necessity of a subpoena.

21.09 SPECIFIC POWERS

The panel shall have the general powers of a court, including, but not limited to, the following:

a. Subpoenas: to cause the issuance of subpoenas to witnesses to appear before the panel and to request the issuance of an attachment according to the practice of the courts for failure to comply therewith. Issuance of subpoenas will be done in the same manner as is used in other types of cases.

b. Production of Documents: to compel the production of all books, papers, and documents which are deemed material to the case.

c. Administering Oaths;; Admissibility of Evidence: to administer oaths or affirmations to witnesses, to determine the admissibility of evidence, to permit testimony to be offered by depositions, and to decide the facts and the law of the case submitted to the panel.

21.10 SUPERVISORY POWERS OF THE COURT

The judge shall have full supervisory powers with regard to any questions that arise in all arbitration proceedings and in application to these rules.

21.11 WITNESS FEES

Witness fees shall be in the same amount as now or hereafter provided for witnesses in trials in the Common Pleas Court of Meigs County, Ohio. Fees shall be taxed as court costs.

21.12 TRANSCRIPT OF TESTIMONY

The Court shall provide, at the request of any party, an official Court Reporter for each medical malpractice arbitration hearing. The costs shall be assessed pursuant to R.C. Section 2301.21.

21.13 REPORT AND AWARD

Within thirty (30) days after the hearing, the panel chairperson shall file a written report and award with the Clerk of the Court of Common Pleas and provide a duplicate copy to the judge. On the same day, the chairperson shall also mail or otherwise forward copies

thereof to all parties or their counsel. In the event that all three members do not agree on the finding and award, the dissenting member shall submit a written dissenting opinion to be filed with the majority report.

21.14 LEGAL EFFECT OF REPORT AND AWARD: ENTRY OF JUDGMENT

The report and award, unless rejected pursuant to law, shall be final. If no rejection is made within the manner specified by statute, the Court shall enter judgment in accordance therewith. After entry of such judgment, execution process may be issued as in the case of other judgments.

21.15 COMPENSATION OF ARBITRATORS

(a) Each member of a panel who has signed an award or files a dissenting opinion, unless he has waived in writing his right to compensation prior to the hearing, shall receive as compensation for his services in each case a fee of Three Hundred Dollars (\$300.00) for the first day plus One Hundred Fifty Dollars (\$150.00) for each fractional half day thereafter. When more than one case arising out of the same transaction is heard at the same hearing or hearings, it shall be considered as one case insofar as compensation of the arbitrators is concerned. The members of a panel shall not be entitled to receive their fees until after filing the report and award with the Clerk of Court. Fees paid to arbitrators shall be assessed pursuant to R.C. Section 2711.21 and shall be taxed as costs, one-half to the plaintiff(s) and one-half to the defendant(s).

21.16 ADDITIONAL COSTS DEPOSIT

In addition to the deposit required by rule of this Court, plaintiff(s) shall deposit Three Hundred Dollars (\$300.00) to guarantee the fees of the arbitrators at the time of filing the complaint. Within forty (40) days of the filing of the complaint, defendant(s) shall deposit Three Hundred Dollars (\$300.00) as a like guarantee. If there are multiple defendants and they cannot agree as to their proportionate share of the deposit, upon proper notice the judge shall order the apportionment. When it appears proper, the Court may order additional deposits.

21.17 TIME LIMIT TO AMEND PLEADINGS

If the decision of the arbitrators is rejected pursuant to R.C. Section 2711.21, pleadings shall be amended and filed with the Clerk of Courts within thirty (30) days. Any party making such amendments shall serve all other parties pursuant to the Ohio Rules of Civil Procedure.

RULE 22

ATTORNEY FEES IN PARTITION AND CERTIFICATE OF
TITLES FOR JUDICIAL SALES

22.01 The attorney fees in partition and certificate of titles for judicial sales in this Court are fixed as follows:

| | |
|-------------------------------|----------|
| Minimum Fees..... | \$250.00 |
| On the first \$5,000.00..... | 8% |
| On the second \$5,000.00..... | 6% |
| On all above \$10,000.00..... | 4% |

22.02 Court appointed real estate appraisers are required to have one of the following qualifications:

- A. Licensed real estate broker
- B. A banker or insurance agent with experience in real estate evaluation
- C. Any other individual with five years experience in real estate evaluation with the approval of the Court.
- D. With Court approval, a judicious and disinterested individual.

22.03 The allowable appraiser's fee shall be scaled as follows:

\$25.00 for property appraised up to \$30,000.00;
 \$50.00 for property appraised in value greater than \$30,000.00 but less than \$100,000.00;
 \$75.00 for property appraised in value greater than \$100,000.00.

Under special circumstances a motion for extraordinary appraiser fees may be submitted to the Court.

22.04 In actions to quiet title, partition and for the marshaling and foreclosure of liens on real property, except those involving registered lands, the attorney for the plaintiff(s) shall file with the Clerk of Court and directed to the Court, at the time of filing the complaint, a certificate as to the condition of the title for a period of twenty-one (21) years of said real property up to and including the proceedings just prior to the time of the order of sale. Said evidence of title shall become and remain a part of the files in the case. Said evidence of title may be sealed upon request of counsel and order of the Court. Attorneys may attach and use title opinions previously rendered to their client by other attorneys, should they so choose. The attorney for the plaintiff shall cause all parties to be served with process.

RULE 23

APPEALS

23.01 When the time for filing bills of exceptions, assignments of error and briefs are fixed by statute or by Rule of Supreme Court, they shall be filed within such time or extension thereof as may be granted in writing by the judge to whom the case is assigned after notice to opposing counsel or party. Upon the expiration of such time as extended, the case will be considered as submitted on the briefs unless oral arguments is requested in writing and granted by such judge. When granted, such oral argument shall not exceed fifteen (15) minutes per side unless extended by the Judge.

23.02 When the time for filing is not fixed by statute or Rule of the Supreme Court, appellant shall file a brief within twenty (20) days after filing the transcript of the record; the appellee shall file a brief within ten (10) days after the filing of the appellant's brief. Any reply brief shall be filed within five (5) days after appellee's brief is filed. After notice to all parties, the judge may, for good cause shown, grant extensions of time by entry.

In all cases in which demand or request to the agency by the appellant is a prerequisite to the preparation or filing of the transcript of the record by the agency, such demand or request shall be filed by the appellant at the time of filing the notice of appeal, unless otherwise provided by law or Rule of Supreme Court.

Upon the expiration of time for filing the last brief, the case will be considered as submitted upon the briefs unless:

- a) oral argument is requested in writing and granted by the judge to whom the case is assigned, or
- b) oral argument is required by law. Such argument shall not exceed fifteen (15) minutes per side unless extended by such judge.

23.03 The applicable procedures stated in 23.01 and 23.02 shall apply to all appeals including those under Chapters 2506 and 119 of the Ohio Revised Code.

23.04 Failure of an appellant to file a bill of exceptions, assignments of error, a brief, or a demand for a transcript of record within the time required shall be cause for dismissal of the appeal for want of prosecution or other disposition at the discretion of the judge to whom the case is assigned.

23.05 All briefs and memoranda, pro and contra, and all motions, briefs and memoranda thereto, pro and contra, shall be filed in duplicate, with one copy furnished to the assignment commissioner

RULE 24

DOMESTIC RELATIONS PRACTICE

24.01 SECURITY FOR COSTS

A. A deposit of Sixty Dollars (\$60.00) is required in divorce and alimony only cases.

B. A deposit of Forty Dollars (\$40.00) is required in dissolution cases.

C. The deposit shall be made at the time of filing the complaint or petition with the Clerk of the Common Pleas Court.

D. If service by publication is required by any party, an additional Two Hundred Dollars (\$200.00) shall be required as security for costs.

E. Counter-claims and all applications or motions to re-open a divorce, alimony only or dissolution case, or to bring a contempt proceeding, or to seek modification of any court order therein, shall be accompanied by a costs deposit of Thirty-five Dollars (\$35.00).

F. A party may request the Court to waive the prepayment of the costs deposit by the following procedure:

1. Present an AFFIDAVIT OF INABILITY TO PREPAY COURT COSTS (FORM 24.01 F-1 with attached FINANCIAL STATEMENT) to the domestic relations assignment commissioner. A copy of said affidavit (FORM 24.01 F-1) is appended to these rules.

2. Cause applicant's attorney to present an affidavit that said attorney has not received any funds from the applicant as attorney fees, nor will he receive any funds from the applicant until after court costs have been paid in full.

24.02 INITIAL PLEADING REQUIREMENTS

A. An AFFIDAVIT OF INCOME AND EXPENSES FORM 24.02 A-1 shall accompany the filing of a dissolution petition, action for divorce, alimony only petition, or the filing of an answer or counter-claim to the aforementioned, unless no

support issued is involved and the plaintiff or petitioner files a WAIVER OF THE FINANCIAL DISCLOSURE AFFIDAVIT (FORM 24.02 A-2) (A copy of Forms 24.02 A-1 and 24.02 A-2 are appended to these rules.)

B. The movant shall file a AFFIDAVIT OF INCOME AND EXPENSES (FORM 24.02 B) with any post-decree motion involving support.

C. A child support worksheet shall accompany the filing of all dissolutions and divorce actions involving minor or dependant children, including those requesting joint custody. If sole custody is requested, CHILD SUPPORT WORKSHEET FORM 24.02 C-1 must be filed. If custody of the children is split between the parties, CHILD SUPPORT WORKSHEET FORM 24.02 C-2 must be filed. (Copy of FORM 24.02 C-1 and 24.02 C-2 are appended to these rules.)

D. When there are minor or dependant children involved, every dissolution petition, complaint for divorce or alimony only, or post-decree motion or pleading shall state each party's social security number and date of birth in the case caption.

E. In all domestic actions involving custody or visitation both parties shall file a CHILD CUSTODY AFFIDAVIT FORM 24.02 E (Copy of form is appended to these rules) complying with ORC Section 3109.27, copies of which shall be served on the opposing party as required by the Rules of Civil Procedure.

24.03 TEMPORARY ORDERS

A) Upon motion, sworn affidavit, and appropriate basis pursuant to Ohio Civil Rule 75, temporary restraining orders as to person and/or disposition of property, temporary custody, child or spousal support, or other temporary relief may be granted ex parte.

The Court will, upon request, issue temporary orders restraining violence and the disposal of assets. Other ex-parte relief will not be routinely granted, and motions for such relief must be supported by affidavits showing specific facts supporting the request for ex parte relief.

The party presenting an ex parte restraining order for the Court's approval shall include language restraining the moving party from the same actions from which the moving party seeks relief; that is, restraining orders shall be mutual in effect.

Temporary custody and restraining orders may take immediate effect upon filing. Other temporary orders may not be effective until fourteen (14) days after service upon defendant. All temporary orders shall specify which provisions take immediate effect and which take effect fourteen (14) days after service.

B) All temporary orders shall contain the following language:

"This order is granted upon application of (plaintiff or defendant) supported by affidavit. Objection to the order may be made by a proper motion and counter-affidavit filed with the court within fourteen (14) days, pursuant to Ohio Civil Rule 75 M (2).

C) No ex parte temporary order will be granted when both parties are represented by counsel. Plaintiff's attorney shall allege in the complaint whether or not Defendant is represented by counsel and shall name Defendant's counsel, if known.

24.04 PRE-TRIAL PROCEDURE

A) A pre-trial conference shall be schedule in all contested divorce and alimony only actions and shall be held at least three weeks prior to trial.

B) At the conference, pre-trial statements (FORM 24.04) shall be submitted, containing the following information:

1. Status of discovery and settlement negotiations;

2. Statement of issues involved;

3. Matters stipulated;

4. Exhibits to be used at trial (copies to be supplied to the Court and opposing counsel);

5. Financial documentation - at a minimum, include Federal Income Tax Return for prior year plus attachments, paycheck stubs from previous six months, and bank statements for previous six months;

6. Names and addresses of witnesses to be called at trial (separate expert from lay witnesses and specify expert's field of expertise);

7. If custody is contested, statement justifying award;

8. If relevant, suggested child support level - attach FORM 24.02 E-1 or FORM 24.02 E-2 (child support computation worksheet) per child support guidelines. These forms must be signed and sworn.

9. If any, conflicts due to work or residence with standard visitation schedule - explain conflict and alternative proposal;

10. If support alimony is requested, needs of payee and ability of payor to meet requests;

11. List of personal and real property, including fair market value, appraised value, deeds, legal descriptions, etc.;

A copy of the Court's FORM 24.04 (pre-trial statement) is appended to the Rules.

C) If custody of a child under the age of twelve is contested, the Court may appoint a psychologist and/or investigator. Within five business days of the Court's appointment of the psychologist or investigator, each party shall deposit One Hundred Dollars (\$100.00) with the Court to secure payment of the fees.

D) Any agreements reached at pre-trial shall be immediately reduced to writing, signed by both parties and counsel, filed with the Court and shall be binding on all parties in any subsequent hearings on the case.

24.05 CUSTODIAL AND NON-CUSTODIAL GUIDELINES

The Custodial parent shall take the necessary action with the school authorities at the schools where the child/children are enrolled to:

1. List the non-custodial parent as a "parent" of the child/children.

2. Authorize the school to release to the non-custodial parent any and all information concerning the child/children.

3. Insure that the non-custodial parent received copies of any notices regarding the child/children.

B. The Custodial parent shall promptly transmit the the non-custodial parent any information received concerning parent-teacher meetings, school and organization pictures, school club meetings and school programs, athletic schedules, and any other school activities in which the child/children may be participating or interested in.

C. The Custodial parent shall promptly, upon written request by the non-custodial parent, forward a photocopy of the child/children's grade or reports cards, including copies of any report concerning the child/children's status or progress, to the non-custodial parent.

D. The Custodial Parent shall, whenever possible, arrange appointments for parent-teacher conferences at a time when the non-custodial parent can be present. Whenever possible, such conferences shall be attended by both parents.

E. The Custodial parent shall promptly inform the non-custodial parent of any serious illness of the child/children which requires medical attention.

F. The Custodial parent shall encourage frequent communication between the child/children and the non-custodial parent. The custodial parent SHALL NOT do anything to impede or restrict communication by telephone or mail between the child/children and the non-custodial parent whether initiated by the child/children or the non-custodial parent. Any mail, between the child/children and a parent shall be strictly confidential between them and such mail shall not be opened by or read by the other parent prior to consent by the said child/children. This rule applies to the non-custodial parent when the child/children are on an extended visitation with the non-custodial parent.

G. Both parents shall refrain from criticizing the other parent or future step-parents in the presence of the child/children, and neither parent shall attempt to alienate the affections of the child/children towards the other parent. As adults and especially as parents you should realize that the general welfare of the child/children is of paramount importance and encourage the child/children to respect, obey and love the other parent.

H. Neither of the parties shall attempt to modify the religious practice of the child/children without first having consulted each other.

24.06 STANDARD VISITATION

THE NON-CUSTODIAL PARENT SHALL RECEIVE REASONABLE VISITATION WITH THE CHILD/CHILDREN.

SPECIFICALLY, THE NON-CUSTODIAL PARENT SHALL HAVE VISITATION WHICH SHALL INCLUDE, BUT NOT BE LIMITED TO:

I.

Regular visitation with the child/children of the parties ON ALTERNATE WEEKENDS, beginning Friday after visiting parent gets off work or at 6:00 o'clock P.M., and ending Sunday at 7:00 o'clock P.M.

(The beginning time of visitation may be varied to accommodate parent's work schedules.)

Unless otherwise stated the beginning time and ending time for all visitation periods herein, regular and holiday, shall begin after the visiting parent gets off work or at 6:00 P.M. and end at 7:00 P.M.

Unless otherwise stated, the non-custodial parent shall be responsible for picking up the child/children and returning the child/children to exercise visitation.

II.

As further visitation, there are ten (10) holidays, to-wit:

- | | |
|--------------------|---------------------------|
| 1. New Year's Day | 2. Martin Luther King Day |
| 2. President's Day | 4. Easter |
| 5. Memorial Day | 6. Fourth of July |
| 7. Labor Day | 8. Columbus Day |
| 9. Thanksgiving | 10. Christmas. |

Alternate holidays are as follows:

A. In the even numbered years, the custodial parent shall have the child/children on:

1. New Year's Vacation - from 9:00 A.M. on the 26th of December until 7:00 P.M. the day prior to school reconvening. The parent exercising this visitation shall pick the child/children up to begin visitation.

2. President's Day - Friday night at 6:00 o'clock P.M. to Monday night at 7:00 o'clock P.M.

3. Memorial Day - Friday night at 6:00 o'clock P.M. to Monday night at 7:00 o'clock P.M.

4. Labor Day - Friday night at 6:00 o'clock P.M. to Monday night at 7:00 o'clock P.M.

5. Thanksgiving Day - 6:00 o'clock on the day school ends to 7:00 P.M. the day prior to school reconvening.

B. In the even numbered years, the Non-custodial parent shall have the child/children on:

1. Martin Luther King Day - 6:00 P.M. on the day school ends to 7:00 P.M. on the day prior to school reconvening.

2. Easter - 6:00 o'clock P.M. on the day school ends to 7:00 P.M. on the day prior to school reconvening.

3. Fourth of July - 6:00 o'clock on July 3rd to 7:00 P.M. on July 5th EXCEPT when the 4th falls on a Friday, Saturday, Sunday or Monday - when visitation shall commence Friday night and continue to end of weekend or end of holiday, whichever is later.

4. Columbus Day or Fall Parent Teacher Conferences - 6:00 o'clock P.M. on the day school ends to 7:00 o'clock P.M. the day prior school reconvening.

5. Christmas Vacation - beginning at 6:00 o'clock the day school ends until 9:00 o'clock A.M. on December 26th.

In odd numbered years the schedule stated A. and B. above shall be reversed between the custodial and non-custodial parent.

Holiday visitations have precedence over regular visitation schedule. The Court realizes that, in some cases, a regular weekend visitation will follow an extended holiday weekend visit and said holiday visits shall not modify the weekend visitation schedule.

III.

The child/children will spend Mother's Day and Father's Day, with the appropriate parent, regardless of whose turn for visitation. Should this provision require the child/children to be with the custodial parent during the non-custodial parent's visitation, the custodial parent

shall pick the child/children up at 9:00 A.M. on Mother's Day or Father's Day. Should the reverse occur, the non-custodial parent shall pick the child/children up at 9:00 A.M. on Mother's Day or Father's Day, and return the child/children by 7:00 P.M.

IV.

The child/children shall celebrate their odd numbered birthdays with the non-custodial parent and their even-numbered birthdays with the custodial parent.

Should this provision require the child/children to be with the custodial parent during a non-custodial parent's visitation, the custodial parent may pick the child/children up at:

1. 9:00 A.M. and return the child/children at 7:00 P.M. unless the child/children are in school or the parent exercising visitation is working. In that event, the child/children may be pick up at:

2. 6:00 P.M. and returned at 9:00 P.M. which would allow time to take the child/children out to eat, receive or shop for gifts and celebrate, etc.

If the child has school the next day, the non-custodial parent's visitation shall be completed when the child is picked up by the custodial parent.

Should the reverse occur the non-custodial parent shall pick the child/children up at either time indicated above depending upon whether the child/children are in school and/or their work schedule.

The parent exercising visitation on the birthday shall advise the other parent, during the weekend visitation preceding the birthday, as to the time they will be picking up the child/children.

V.

The non-custodial parent shall have extended summer visitation, up to four (4) weeks duration, to be taken as specified below, for all children:

1. A four (4) week consecutive period.
2. A three (3) week consecutive period and a one week period. The second visitation period shall not commence within fifteen (15) days of the first visitation period unless agreed upon by the parties.

3. Two separate visitation periods, consisting of two consecutive weeks each. Said visitation to be exercised in different months. The second visitation period shall not commence within fifteen (15) days of the first visitation period unless agreed upon by the parties.

The non-custodial parent shall notify the custodial parent, in writing, of the dates on which extended summer visitation will take place no later than May 1. In the event the custodial parent finds it necessary to make plans for vacation, prior to May 1, written notice of the dates for said vacation shall be given to the non-custodial parent as soon as possible. Written notice by the custodial parent shall give the custodial parent precedence on scheduling vacation plans.

Extended summer visitation will be subject to the Holiday visitations set forth above and should be planned accordingly. Summer school necessary for the child to pass into the next grade must be attended. The non-custodial parent shall attempt to coincide his or her vacation time with summer visitation.

The non-custodial parent shall have any additional summer visitation as agreed upon by the parties.

The non-custodial parent is encouraged to make arrangements which will allow the child/children to participate in summer activities important to the child/children, such as ball camps, scout and 4-H camps, summer ball team participation and games.

VI.

For parents residing in different locations that make the above schedule impractical, (over a four hour drive between residences) visitation shall be, at a minimum, as follows:

- a) The entire Christmas vacation, including Christmas Day, in alternate years;
- b) Spring vacation every year;
- c) Up to six (6) weeks summer visitation every year;
- d) Additional visitation may occur at such other times and place as the parties may agree.

VII.

Both parents shall be diligent in having the child/children ready and available at the appointed times. The child/children and/or non-visiting parent shall have no duty to wait for the visiting parent for more than thirty (30) minutes. A parent who is going to be late due to work schedules or other emergency should make every effort advise of the delay by telephone. A visiting parent who is late, unless he or she suffers an unavoidable vehicle breakdown or delay enroute and promptly notifies the custodial parent of the delay, shall forfeit visitation for that time period.

The Court has arranged this visitation schedule in a manner that the Custodial parent will, on occasion, be required to pick up the child/children to exercise visitations. Inasmuch as the custodial parent may experience an unavoidable delay, both parents are encouraged to be understanding if, on occasion, the visiting parent is delayed and unavoidably late.

The Non-custodial parent shall give twenty-four hours notice in the event it is necessary to cancel a scheduled visitation. If a child is seriously ill and unable to travel, the custodial parent shall also give twenty-four (24) hour notice.

The Custodial Parent SHALL SEND WITH THE CHILD/CHILDREN MORE THAN SUFFICIENT CLOTHING AND APPAREL, appropriate to the season, to last the visitation period.

Visitation DOES NOT include leaving the child/children with NON-FAMILY MEMBERS for extended periods of time during visitation while the visiting parent pursues his or her own pleasure or activities.

The Court feels that it is more than appropriate for the child/children to spend a portion of visitation time with grandparents, aunts, uncles, cousins, married brothers or sisters, etc.

In the event the visiting parent is detained or unable to pick up or return the child/children, for any reason, a mature adult person may be designated to pick up or return the child/children. The Court feels that a spouse, fiancée, fiancé, (assuming the parties have been divorced for more than a year) or a parent, brother or sister of either of the parties would be an appropriate substitute and authorizes such mature adult persons to act on behalf of either parent. Such persons shall be permitted to pick up or return the child/children for visitation.

24.07 It shall be counsel's responsibility to advise parties, in domestic relations proceedings, of the foregoing custody and visitation guidelines. These guidelines may be modified by the Court, upon application, if the Court finds a need for change is demonstrated.

24.08 FINAL ENTRY/DECREE REQUIREMENTS

A. All final entries or decrees shall contain the following provisions:

1. non-use of each other's credit
2. whether or not support alimony will be paid
3. tax statement per Internal Revenue Code 61 (See Volume 57, No. 49, Ohio Bar Reports, 12-17-84. "Major Changes in Domestic Relations Taxation Under the Tax Reform Act of 1984", Walter W. Reckless and Prof. Michael D. Rase.)
4. by whom and when the costs of the action shall be paid

B. In addition to the above, all cases involving minor or dependent children shall contain the following provisions in final entries or decrees:

1. each parties social security number and date of birth in the case caption
2. a judgment for arrearages due on temporary support orders
3. all child support orders shall provide:
 - a. a specific amount per child, per week
 - b. that payments shall be made through the Meigs Child Support Enforcement Agency (MCSEA), P.O. Box 191, Middleport, Ohio 45760
 - c. that the payor shall pay poundage, the greater of 2% of the support order or \$1.00 per month
 - d. for continued support for children who are 18 years of age until graduation from high school
 - e. for continued support for disabled children over 18 years of age

f. when child support shall cease (see d and e) and the effect, if any, on child support payments for remaining children

g. the date upon which the child support provision shall become effective

4. specific provision for health insurance and/or payment of medical expenses for minor or dependent children

5. a specific visitation schedule, unless the standard visitation schedule and custodial guidelines, outlined in 24.05 and 24.06, are incorporated into the entry.

24.09 FILING

The Clerk of Courts shall file all FINAL entries or decrees upon presentation and serve a copy of same to upon all parties and counsel of record.

Attorneys shall provide and the Clerk of Court shall serve a copy of all temporary or final entry or decree, which contains an order for child support and/or alimony, upon the MCSEA, P.O. Box 191, Middleport, Ohio 45769.

24.10 POST DECREE RELIEF

A. Post decree motions shall contain the exact language of the original order sought to be changed, the change requested and a complete and accurate statement of movant's reasons and/or basis for change. Failure to supply this information will result in the motion being dismissed. A copy of the original order may be attached to the motion in lieu of reciting the exact language of the original order sought to be changed.

B. Motions for change of custody shall contain a professional statement by movant's attorney that he or she believes a bona fide basis for said motion exists.

RULE 25

MEIGS CHILD SUPPORT ENFORCEMENT AGENCY - MCSEA

25.01 The Meigs Child Support Enforcement Agency, hereinafter referred to as MCSEA, under the direction and control of the Meigs County Department of Human Services, shall administer all orders of child support and spousal support issued by the Meigs County Common Pleas Court, General Division or Juvenile Division.

25.02 The MCSEA shall collect and disburse payments made pursuant to support orders, keep appropriate records and compile statistics. The MCSEA shall maintain records listing the date a support order was entered, the amount of any payments made under it, when payments are required to be made, names, addresses, dates of birth and social security numbers of the parties affected by the Order, and any employment, worker's compensation or financial account information obtained by the Court pursuant to Ohio Revised Code Section 3113.21.

25.03 The MCSEA may receive and disburse child support and alimony payments made in accordance with the orders of any other Court, but it shall not do so unless and until it is furnished with a certified copy of the Court order and the names and addresses of the payor and payee.

25.04 The MCSEA shall handle matters under The Uniform Reciprocal Enforcement of Support Act and keep accurate records of payment made under said Act.

25.05 The MCSEA shall not receive or disburse any payment of alimony and/or child support, medical and/or dental support, in absence of a Court order. No orders regarding mortgage, insurance payments or attorney fees shall be handled by the Bureau, unless specifically ordered by the Court.

25.06 The MCSEA will cooperate fully with any agency of the State or Federal Government organized or established for the purposes of providing support or protection to minor children.

25.07 The Prosecuting Attorney is hereby designated as the legal advisor to the MCSEA and is charged with full cooperation with the MCSEA to accomplish the ends for which it is established.

25.08 A. All support payments shall be made exclusively through the MCSEA.

B. All orders shall be specific as to the amount of each child, per week.

C. All orders shall include a provision ordering the obligor to pay 2% poundage or \$1.00 per month, whichever is greater.

25.09 Any person entitled to receive support payments either personally or on behalf of any other person, by reason of any support order which does not direct that payments be made to the MCSEA, may apply to the MCSEA for the administration of the order. Upon receipt of a written application, the MCSEA has the same powers to administer the

order as it would have had if the order had required payment be made through the MCSEA. The MCSEA shall notify the obligor, by any method of service authorized under Civil Rules to make all support payments due after service to the Bureau. An obligor so notified by the MCSEA, shall make all subsequent payments through the Meigs Child Support Enforcement Agency, POST OFFICE Box 191, Middleport, Ohio 45760. The Court may make such orders concerning such payments sua sponte.

RULE 26

PROCEDURES REGARDING CHILD SUPPORT

This rule applies to all domestic relations proceedings, both pre - and post - decree, whenever there are:

1. minor children under 18 years of age
2. 18 years of age and still attending high school
3. dependent children of the parties.

26.01 SUPPORT ORDERS

Pursuant to ORC Section 3113.21 (D) all support orders shall be accompanied by orders securing payment, as set forth below, in the following hierarchy of orders:

A. Order to Obligor's Employer to withhold Personal Earnings:

Additional Order to Obligor to notify MCSEA any change in address or employment:

Order to obligee to notify MCSEA of address changes and emancipation of children.

B. Order to MCSEA or Workers' Compensation to withhold obligor's benefits

Additional Order to Obligor to notify MCSEA any change in address or employment;

Order to obligee to notify MCSEA of address changes and emancipation of children.

C. Order to Financial Institution to withhold obligor's funds on account:

Additional Order to Obligor to notify MCSEA any change in address or employment;

Order to obligee to notify MCSEA of address changes and emancipation of children.

D. Order to Obligor to Post Bond (\$500.00 to \$10,000.00):

Order to obligee to notify MCSEA of address changes and emancipation of children.

E. Order to Obligor to Seek Work

Order to Obligee to notify MCSEA of address changes and emancipation of children.

A copy of said forms are attached hereto and may be duplicated.

26.02 AMOUNT OF CHILD SUPPORT

The amount of child support ordered shall be determined by application of The Child Support Guidelines, as revised by the Supreme Court advisory Committee on Child Support Enforcement or otherwise, in conjunction with appropriate statutory criteria. If the order deviates from the guidelines, the Court shall include a finding of fact to explain the deviation. Current guidelines may be obtained from the MCSEA, Middleport, Ohio.

26.03 OTHER PROCEDURES

The original and sufficient copies for the Judge, all parties, counsel of record and the MCSEA of any decree or other order containing support payments provisions shall be presented to the assignment commissioner prior to filing, and shall be accompanied by the same number of copies of the appropriate Revised Code Section 3113.21 orders. The assignment commissioner shall cause said decrees and ancillary orders to be presented to the Judge for signature, and shall cause said orders to be filed with the Clerk.

RULE 27

GRAND JURY PROCEDURE

27.01 The third Thursday of each month shall normally be reserved for Grand Jury.

27.02. The Meigs County Court Reporter shall record all Grand Jury testimony before the sessions of the Meigs County Grand Jury. The reporter shall be sworn to secrecy pursuant to statute.

27.03 The court reporter shall not prepare transcripts of testimony of grand jury proceedings except upon order of the Court.

RULE 28

NEWS MEDIA BROADCASTING, TELEVISIONING, RECORDING
AND PHOTOGRAPHING IN THE COURTROOM

Pursuant to the Ohio Supreme Court Rules of Superintendence, Rule 11, and the Code of Judicial Conduct, Canon 3 A (7), and in order to facilitate news media coverage of sessions, including recesses, in the Court of Common Pleas Courtroom, General Division, broadcasting, televising, recording and photographing by new media representative shall be permitted as follows:

ADMINISTRATION

28.01 Requests for permission to broadcast, televise, record or photograph in the courtroom shall be in writing to the Judge as far in advance as reasonably practical, but in no event later than twenty-four (24) hours prior to the courtroom session involved, unless otherwise permitted by the judge.

28.02 Written permission of the judge, as required by Code of Judicial Conduct Canon 3 A (7), shall be made a part of the record of the proceedings.

POOLING

28.03 Arrangements shall be made between or among media for "pooling" equipment and personnel authorized by this rule to cover the courtroom sessions. Such arrangement are to be made outside the courtroom and without imposing on the judge or court personnel. In the event disputes arise over such arrangements between or among media representative, the judge shall exclude all contesting representatives from the proceeding.

EQUIPMENT AND PERSONNEL

28.04 Not more than one portable camera (television, video-type or movie), operated by not more than one in-court camera person, shall be permitted without authorization of the judge.

28.05 Not more than one still photographer, utilizing not more than two still cameras of professional quality with not more than two lenses for each camera, shall be permitted without authorization of the judge.

28.06 Not more than one audio system for radio broadcast purposes shall be permitted without authorization by the judge.

28.07 If audio arrangements cannot be reasonably made in advance, the judge may permit one audio portable tape recorded at the bench which shall be activated prior to commencement of the courtroom session.

28.08 Visible auditor portable tape recorders may not be used without prior admission of the judge.

LIGHT AND SOUND CRITERIA

28.09 Only professional quality telephonic, photographic and audio equipment that does not produce distracting sound or light shall be used to cover courtroom sessions. No motor driven still camera shall be permitted.

28.10 No artificial lighting device other than normally used in the courtroom shall be employed, provided, that if the normal lighting in the courtroom can be improved without being obtrusive, the judge may permit modification.

28.11 Microphones and related wiring necessary for all media purposes shall be unobtrusive and located in places designated by this rule, or the judge, in advance of any session.

LOCATION OF EQUIPMENT AND PERSONNEL

28.12 One television camera shall be positioned on a tripod at a location designated by the Judge, and shall remain fixed in that location. This designated location shall provide reasonable access to coverage. Videotape recording equipment or other technical equipment which is not a component part of an in-court television or broadcasting unit shall be located outside the courtroom.

28.13 Television, broadcast and still camera operators shall position themselves in a location in the Courtroom, either standing or sitting, and shall assume a fixed position within that area. Having established themselves in a shooting position, they shall act so as not to call attention to themselves through further movement. Sudden moves, pans, tilts or zooms by television or still camera operators are prohibited. Operators shall not be permitted to move about in order to obtain photographs or broadcasts of courtroom sessions, except to leave or enter the courtroom.

28.14 Television cameras, microphones and taping equipment shall not be placed in, moved during, or removed from the courtroom except prior to commencement or after adjournment of the session (the judge has not "gaveled" the proceeding to order or adjournment), or during a recess.

28.15 The changing of film or recording tape in the courtroom during court proceedings is prohibited.

MISCELLANEOUS

28.16 Proper courtroom decorum shall be maintained by all media personnel.

28.17 All media personnel shall be properly attired, in a manner that reflects positively on the journalism profession.

LIMITATIONS

28.18 There shall be no audio pickup or broadcast of conferences conducted in the courtroom between counsel and client, or the judge and counsel.

28.19 The judge shall prohibit photographing or television by any means victims of sexual assaults and undercover police officers. The judge shall retain discretion to limit or prohibit photographing or televising of any victim, witness or counsel or his work product, upon objection.

28.20 The judge shall inform victims and witnesses of their right to object to being filmed, videotaped, recorded or photographed.

28.21 The filming, videotaping, recording, or taking of photographs of victims or witnesses who object thereto **SHALL NOT BE PERMITTED.**

28.22 The filming, videotaping, recording, or taking of photographs of jurors **SHALL NOT BE PERMITTED.**

28.23 This rule shall not be construed to grant media representatives any greater rights than permitted by law wherein public or media access or publication is prohibited, restricted or limited.

28.24 Media representatives shall not be permitted to transmit or record anything other than the court proceedings from the courtroom while the court is in session.

REVOCATION OF PERMISSION

28.25 Upon the failure of any media representative to comply with the conditions prescribed by the judge, the Rules of Superintendence of the Supreme Court, or this Rule, the judge may revoke the permission to broadcast, photograph or record the trial, hearing or other proceeding.

RULE 29

This rule authorizes a pre-recorded videotape trial (PRVTI) in which the entirety or substantially all of the testimony is recorded on videotape. Upon its own motion, the Court, for good cause shown, may order a PRVTI and assign costs thereof.

RULE 30

DEFAULT JUDGMENTS

Motions for a judgment by default shall be heard by the trial judge.

When a principal party against whom a judgment for affirmative relief is sought has failed to plead or otherwise defend as provided by these rules, the party entitled to a judgment by default shall apply in writing to the Court therefore; but no judgment by default shall be entered against a minor or an incompetent person unless represented in the action by a guardian or other representative who has appeared therein. If the party against whom judgment by default is sought has appeared in the action, he shall be served with written notice of the application for judgment at least seven days prior to the hearing on such application, the date and time to be fixed by the trial judge. If, in order to enable the Court to enter judgment or to carry into effect, it is necessary to take an account or to determine the amount of damages or to establish the truth of any averment by evidence or to make an investigation of any other matter, the Court may conduct such hearings or order such references as it deems necessary and proper and shall when applicable accord a right of trial by jury to the parties.

RULE 31

JURIES

Unless otherwise provided by law or order of the Court, jurors shall be called for a four month term.

The pleadings in a civil case shall be neither read nor exhibited to the jury unless admitted into evidence as an exhibit for good cause shown.

RULE 32

AGREEMENTS

No oral agreement of counsel with each other, or with a party or an officer of the Court, will be regarded unless made in open Court.

RULE 33

SHERIFF'S SALES

In every sheriff's sale of real property the purchaser, at the time of acceptance of bid, shall be required to deposit in cash or by certified check payable to the Sheriff ten percent (10%) of the amount of such accepted bid. The unpaid balance of the purchase price shall be due and payable to the Sheriff within thirty (30) days from the date of sale. Provisions of this rule may be waived by agreement of the parties, in writing, filed in the case file.

Where the purchaser is the lienholder, after lien of costs, taxes and assessments, the Court may order, if the first lienholder is the successful bidder at sale, that the required deposit be waived, and that all costs, taxes and assessments be paid upon receipt of a statement from the Sheriff of Meigs County.

In the event a purchaser fails to pay the balance due on the purchase price within said thirty (30) days after the date of sale, he shall be in contempt of this Court and the Sheriff shall forthwith cause a citation to issue commanding such defaulting purchasers to appear before the Judge of this Court and show cause why he should not be punished. Upon a finding of guilt or contempt, the Court shall proceed in accordance with the Ohio Revised Code.

Appraisal fees shall be based upon the Auditor's last tax appraisal of the property as shown by his duplicates, and the fees allowable shall be scaled as follows:

\$25.00 for property appraised up to
\$30,000.00:

\$50.00 for property appraised in value
greater than \$30,000.00 but less than \$100,000.00:

\$75.00 for property appraised in value
greater than \$100,000.00.

Under special circumstances a motion for extraordinary appraiser fees may be submitted to the Court.

RULE 34

PROCESS FOR COMPULSORY ATTENDANCE OF WITNESSES


When a precipe for subpoena is filed for a Meigs County resident, it shall be accompanied by a check made payable to the witness for one day's witness fee in the sum of \$12.00.

When a precipe is for an out-of-county resident, it shall be accompanied by a check made payable to the witness for one day's witness fee (\$12.00) plus round trip mileage at \$.10 per mile and a \$5.00 deposit to insure subpoena and Sheriff's fee. Subpoenas may be issued for half day attendance only and said subpoenas shall issue solely for afternoon attendances.

EFFECTIVE DATE

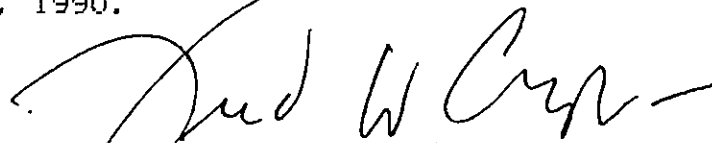
The effective date of the above Rules is February 1, 1990.

Dated: January 23, 1990



Fred W. Crow III, Judge

Submitted to the Ohio Supreme Court for filing pursuant to Rule 63, Ohio Rules of Civil Procedure, this 23rd day of January, 1990.



Fred W. Crow III, Judge

RULES OF PRACTICE
COMMON PLEAS COURT
GENERAL DIVISION - CRIMINAL - CIVIL - DOMESTIC
MEIGS COUNTY, OHIO

RULE 35

CASE MANAGEMENT PLANS

The purposes of this rule is to establish, pursuant to Rule 9 of the Rules of Superintendence for Courts of Common Pleas, case management plans which will achieve the prompt and fair disposition of cases, provide the Court with an efficient means of controlling the flow of cases, and ensure the readiness of cases for pre-trial and trial.

35.01 CIVIL CASE MANAGEMENT PLAN

A) Approximately forty-five (45) days after filing, the assignment commissioner shall verify service upon all parties and, irrespective of any notice that may have been provided by the Clerk of Courts office, shall send notice of deficiency of service where appropriate. If service on the parties is complete, or partially complete, the assignment commissioner shall schedule the first status conference.

B) Approximately ninety (90) days after filing, the assigned judge shall hold the first status conference. Counsel for all parties shall be present at this conference. Upon agreement of counsel, this conference may be by telephone. Topics to be discussed may include, but are not limited to:

1. Problems of service of process
2. Time schedule for discovery and any discovery-related problems
3. Rule 14
4. Determination of settlement options
5. Determination of possible referral to alternate dispute resolution
6. Date for first pre-trial conference.

C) Approximately one hundred and fifty (150) days after filing, the assigned judge, together with counsel for all parties shall hold the first pre-trial conference. The parties themselves need not be present in person at this conference. However, all parties shall be available by telephone. Topics to be discussed may include, but are not limited to:

1. Date for cut-off of discovery and remaining discovery-related problems

2. Time schedule for pre-trial motions
3. Determination of possible stipulations and date for submission
4. Number of witnesses and expert witnesses
5. Identification of difficult or unusual issues
6. Scheduling of final pre-trial conference
7. Scheduling of a trial date.

D) No sooner than twenty-one (21) days prior to trial and no later than three (3) days prior to trial, the assigned judge and counsel for all parties shall hold a final pre-trial conference.

E) Nothing in Sections A through D above shall prevent the Court, with agreement of counsel, from eliminating the first pre-trial conference and proceeding instead to a final pre-trial conference, if appropriate under the circumstances. Nor shall anything in Sections A through D prevent the Court from scheduling additional status or pre-trial conferences, should circumstances exist that require additional attention. Should an additional conference be necessary, the attorneys should expect that the parties will be required to be present.

35.02 CRIMINAL CASE MANAGEMENT PLAN

A) Arraignment

STEP 1. Arraignment scheduled by assignment commissioner within one (1) week of the filing of the indictment and/or arrest.

STEP 2. At arraignment, judge announces final pre-trial and trial dates; discovery dates, motion cutoff date; and motion hearing date.

STEP 3. Within seven (7) days after arraignment, judge may set accelerated time line for case.

B) PRE-TRIAL CONFERENCE

STEP 1. Approximately ten (10) days before trial, judge conducts final pre-trial conference with defendant present and discusses any issues that are necessary to be resolved to permit trial to proceed on time. The State shall be prepared to contact any persons needed to resolve the case.

C) PRE-TRIAL MOTIONS

STEP 1. All pre-trial motions filed in accordance with Criminal Rule 12(C) are to be heard on the motion hearing date unless schedule otherwise by the Court.

STEP 2. If necessary, assignment commissioner prepares and distributes Journal Entry with new dates.

D) CONTINUANCES

STEP 1. Upon receipt of a written motion for continuance, in compliance with Local Rule 11, with Court approval, the assignment commissioner shall continue case and prepare and distribute Journal Entry with new date.

35.03 DOMESTIC RELATIONS CASE MANAGEMENT PLAN

A) DISSOLUTION

STEP 1. Assignment Commissioner schedules hearing not sooner than thirty (30) but no later than ninety (90) days after the date of filing of petition.

STEP 2. Within five (5) business days of final hearing prevailing counsel shall prepare and submit orders in compliance with Ohio Revised Code Section 3113.21(D) and Local Rules and decree.

STEP 3. Judge signs decree and appropriate orders.

STEP 4. Assignment commissioner files decree with attachments, if any, and orders in compliance with ORC Section 3113.21(D) and Local Rules.

B) DIVORCE

STEP 1. Twenty-one (21) days after filing of complaint, the assignment commissioner checks to see that service is complete upon all parties.

a. If service is incomplete and no other notice of failure of service has been mailed, the assignment commissioner shall send plaintiff's attorney notice that, until service is completed, no hearing can be schedule.

b. If service is being accomplished by publication, then: (1) After the last publication, the publisher or agent shall file with the Court: (a) an affidavit showing publication was made and (b) copy of the notice of publication. Both the affidavit and copy of the notice shall constitute proof of service. (2) Twenty-eight (28) days after the last publication, the case shall go to STEP 2.

STEP 2. As soon as service upon the defendant is complete:

a. If a temporary order is requested, the assignment commissioner shall schedule a hearing within twenty-eight (28) days of the request being filed

b. If no temporary order is requested, proceed to STEP 3.

STEP 3. If no temporary orders are requested:

a. If no responsive pleading is filed within the time permitted under Civil Rule 12(A)(1), the assignment commissioner shall schedule a final hearing no sooner than forty-two (42) days after service is completed upon the defendant.

b. If a responsive pleading is filed within rule, the assignment commissioner shall schedule a pre-trial conference not later than sixty (60) days after a responsive pleading is filed.

STEP 4. At the pre-trial conference the judge will, among other things inquire:

1. Determine the status of the case with reference to settlement; and
2. Schedule the trial date and all other intervening events.

STEP 5. Within five (5) business days of final hearing prevailing counsel shall prepare and submit orders in compliance with Ohio Revised Code Section 3113.21(D) and Local Rules and decree.

STEP 6. Judge signs decree and appropriate orders.

STEP 7. Assignment commissioner files decree with attachments, if any, and orders in compliance with ORC Section 3113.21(D) and Local Rules.

C. DOMESTIC VIOLENCE

STEP 1. If petitioner request that respondent vacate home, the assignment commissioner shall schedule a hearing within seven (7) days of the filing of the petition. If no request for vacation, then the assignment commissioner shall schedule a hearing within ten (10) days.

STEP 2. Prior to hearing, the assignment commissioner is to verify service upon respondent.

STEP 3. Within five (5) business days of final hearing prevailing counsel shall prepare and submit a proposed journal entry to the Court.

STEP 4. Judge signs journal entry and appropriate orders.

STEP 4. Assignment commissioner files journal entry and orders in compliance with ORC Section 3113.21(D) and Local Rules, if any.

D. POST-DECREE MOTIONS

STEP 1. Upon request of movant's counsel, the assignment commissioner schedules a hearing no sooner than seven (7) days after the filing of the motion. Counsel attaches the Notice of Hearing to the papers served upon respondent.

STEP 2. Prior to hearing, the assignment commissioner is to verify service upon respondent.

STEP 3. Within five (5) business days of final hearing prevailing counsel shall prepare and submit the journal entry and orders in compliance with Ohio Revised Code Section 3113.21(D) and Local Rules.

STEP 4. Judge signs journal entry and appropriate orders.

STEP 5. Assignment commissioner files journal entry with attachments, and orders in compliance with ORC Section 3113.21(D) and Local Rules, if any.

E) SPECIAL CIRCUMSTANCES

STEP 1. Shared parenting.

If one or both parties have requested shared parenting, the judge/referee shall rule upon the request within twenty-eight (28) days of a plan (or plans) being filed and issue findings of fact and conclusions of law, if required. If the plan(s) is (are) rejected, the Court may proceed as if no request for shared parenting has been made or it may request changes in the plan(s). If an entry requesting changes is filed by the Court, the party (parties) shall file such changes within fourteen (14) days of the Court's Entry.

FILED

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LARRY E. SPENCER
CLERK OF COURTS
MEIGS COUNTY

J. 64
P. 160

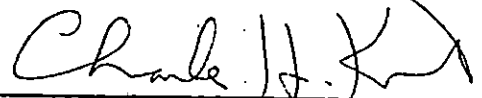
IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

IN RE: ESTABLISHMENT OF FEES :
FOR COMPUTERIZED LEGAL RESEARCH :

Now comes the Court, who finds that funding is necessary to make available computerized legal research services for the Court and hereby authorizes and directs the Clerk of the Common Pleas Court to charge a fee of \$1.00 on the filing of each cause or appeal under Divisions (A), (R), and (V) of Section 2303.20 of the Ohio Revised Code.

It is further ordered that all moneys collected under this division shall be paid to the Meigs County Treasurer to be disbursed upon order of the Court of Common Pleas in an amount no greater than the actual costs of such services to the Court in procuring and maintaining computerized legal research services.

Said order is effective January 22, 1985, and copies of said order shall be forwarded to each attorney of record in Meigs County, Ohio.



Charles H. Knight, Judge

TREASURER OF STATE. THE MONEYS THEN SHALL BE DEPOSITED BY THE 24.3
TREASURER OF STATE TO THE CREDIT OF THE LEGAL AID SPECIAL ACCOUNT 24.4
ESTABLISHED UNDER SECTION 120.52 OF THE REVISED CODE. MONEYS 24.5
DEPOSITED IN THE ACCOUNT MAY BE INVESTED BY THE TREASURER OF 24.6
STATE IN ACCORDANCE WITH SECTION 120.52 OF THE REVISED CODE AND 24.7
SHALL BE EXPENDED ONLY TO PROVIDE FINANCIAL ASSISTANCE TO SUCH 24.9
LEGAL AID SOCIETIES IN ACCORDANCE WITH SECTIONS 120.51 TO 120.55 24.11
OF THE REVISED CODE.

THE COURT MAY RETAIN UP TO ONE PER CENT OF THE MONEYS IT 24.13
COLLECTS UNDER THIS DIVISION TO COVER ADMINISTRATIVE COSTS, 24.14
INCLUDING THE HIRING OF ANY ADDITIONAL PERSONNEL NECESSARY TO 24.15
IMPLEMENT THIS DIVISION. 24.16

Sec. 2303.201. (A) The court of common pleas of any 24.19
county may determine that for the efficient operation of the 24.21
court additional funds are required to make available 24.22
computerized legal research services, and thereupon authorize and 24.23
direct the clerk of the court of common pleas to charge an 24.24
additional fee of not to exceed one dollar and fifty cents on the 24.26
filing of each cause or appeal under divisions (A), (B), and (V) 24.27
of section 2303.20 of the Revised Code. All moneys collected 24.28
under this section DIVISION shall be paid to the county treasurer 24.29
to be disbursed upon an order of the court of common pleas in an 24.31
amount no greater than the actual cost of such services to the 24.32
court in procuring and maintaining computerized legal research 24.33
services.

(B) THE COURT OF COMMON PLEAS SHALL COLLECT THE SUM OF TEN 24.36
DOLLARS AS ADDITIONAL COSTS IN EACH NEW CIVIL ACTION OR 24.37
PROCEEDING FOR THE CHARITABLE PUBLIC PURPOSE OF PROVIDING 25.2
FINANCIAL ASSISTANCE TO LEGAL AID SOCIETIES THAT OPERATE WITHIN 25.5
THE STATE. 25.6

| | |
|--|-------|
| DIVISION (B) OF THIS SECTION DOES NOT APPLY TO: | 25.8 |
| (1) PROCEEDINGS CONCERNING ANNULMENTS, DISSOLUTIONS, ALIENATIONS OF AFFECTION, ALIMONY, SUPPORT, OR TO OTHER DOMESTIC RELATIONS MATTERS; | 25.10 |
| (2) A JUVENILE DIVISION OF A COURT OF COMMON PLEAS; | 25.11 |
| (3) A PROBATE DIVISION OF A COURT OF COMMON PLEAS, EXCEPT THAT THE ADDITIONAL COSTS PROVIDED BY DIVISION (B) OF THIS SECTION SHALL APPLY TO NAME CHANGE, GUARDIANSHIP, AND ADOPTION PROCEEDINGS; | 25.12 |
| (4) ANY EXECUTION ON A JUDGMENT, PROCEEDING IN AID OF EXECUTION, OR OTHER POST JUDGMENT PROCEEDING ARISING OUT OF A CIVIL ACTION. | 25.14 |
| (5) THE COSTS REQUIRED TO BE COLLECTED UNDER DIVISIONS (B) AND (C) OF THIS SECTION SHALL BE IN ADDITION TO ANY OTHER COURT COSTS IMPOSED IN THE ACTION OR PROCEEDING, AND SHALL BE COLLECTED AT THE TIME OF THE FILING OF THE ACTION OR PROCEEDING. THE COURT SHALL NOT WAIVE THE PAYMENT OF THE TEN DOLLARS ADDITIONAL COURT COSTS IN A NEW CIVIL ACTION UNLESS THE COURT WAIVES THE PAYMENT OF ALL COURT COSTS IN THE ACTION. ALL SUCH MONEYS SHALL BE TRANSMITTED ON THE FIRST BUSINESS DAY OF EACH MONTH BY THE CLERK OF THE COURT TO THE TREASURER OF STATE. THE MONEYS THEN SHALL BE DEPOSITED BY THE TREASURER OF STATE TO THE CREDIT OF THE LEGAL AID SPECIAL ACCOUNT ESTABLISHED UNDER SECTION 120.52 OF THE REVISED CODE. MONEYS DEPOSITED IN THE ACCOUNT MAY BE INVESTED BY THE TREASURER OF STATE IN ACCORDANCE WITH SECTION 120.52 OF THE REVISED CODE AND SHALL BE EXPENDED ONLY TO PROVIDE FINANCIAL ASSISTANCE TO SUCH LEGAL AID SOCIETIES IN ACCORDANCE WITH SECTIONS 120.51 TO 120.55 OF THE REVISED CODE. | 25.16 |
| THE COURT MAY RETAIN UP TO ONE PER CENT OF THE MONEYS IT COLLECTS UNDER THIS DIVISION TO COVER ADMINISTRATIVE COSTS, INCLUDING THE HIRING OF ANY ADDITIONAL PERSONNEL NECESSARY TO IMPLEMENT THIS DIVISION. | 25.18 |
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Edo of Code Section

| TRANS | MEMO | DATE | REFERENCE | REVENUE | EXPENSE | BEG/END BALANCE |
|--------|------|---------|--------------------------------|------------|---------|-----------------|
| | | | COMPUTER RESEARCH-COMMON PLEAS | | | 681.77 |
| 1460 | | 1/31/01 | B045B01 | 33.00 | | 714.77 |
| 1475 | | 3/01/01 | B045B01 | 29.00 | | 743.77 |
| 1500 | | 3/30/01 | B045B01 | 38.00 | | 781.77 |
| 1398 | | 5/01/01 | B045B01 | 29.00 | | 810.77 |
| 1355 | | 6/01/01 | B045B01 | 27.00 | | 837.77 |
| TOTALS | | | | .00 MTD | .00 MTD | |
| | | | | 27.00- | | PROG |
| | | | | 156.00 YTD | .00 YTD | |
| | | | | .00 T/I | .00 T/I | 837.77 |
| | | | | .00 A/I | .00 A/U | |

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| REC NBR | WARNT NBR | P/O NBR | V E N D O R | UNENCUMBERED BALANCE | UNEXPENDED BALANCE | ENCUMBERED | EXPENDED | TRANSFERS & ADJUSTMENTS |
|------------------|--------------|----------------------------|--------------------------------|-------------------------|-----------------------|---------------------------|----------|----------------------------|
| C/O=Carry Over | | O/A=Original Appropriation | | ADJ=Budget Adjustment | | BCO=Beginning Of Year C/O | | |
| T/I=Transfers In | | T/O=Transfers Out | | ADV=Advances | | | | |
| B045B01 | | | COMPUTER RESEARCH-COMMON PLEAS | .00 | 3,900.00 | | .00 YTD | .00 |
| B45 | | | COMPUTER RESEARCH-COMMON PLEAS | | | | | 3,900.00 |
| 3971 | 1/06/98 | | COMPUTER RESEARCH-COM | APPROPRIATION | | | | 3,900.00 |
| 19198 | 10/20/98 | 11872 | 197 MANATRON | SOFTWARE | | 3,900.00 | | JAN----- |
| 23513 | 12/15/98 | 11872 | 197 MANATRON | CANCEL PD | | 3,900.00- | | OCT----- |
| 24524 | 12/31/98 | 12229 | 197 MANATRON | COMPUTER SOFTWARE | | 3,900.00 | | DEC----- |
| | | | | Requested Dates --> | | 98/01/01 | 98/12/31 | 3,900.00- |

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| REC NBR | WARNT NBR | P/O NBR | V E N D O R | UNENCUMBERED BALANCE | UNEXPENDED BALANCE | ENCUMBERED | EXPENDED | TRANSFERS & ADJUSTMENTS |
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| C/O=Carry Over | | D/A=Original Appropriation | | ADJ=Budget Adjustment | | BCO=Beginning Of Year C/O | | |
| T/O=Transfers In | | T/O=Transfers Out | | ADV=Advances | | | | |
| 8045B01 345 | | | COMPUTER RESEARCH-COMMON PLEAS COMPUTER RESEARCH-COMMON PLEAS | 173.97 | 173.97 | | 3,900.00 YTD | 3,900.00 C/ 173.97 O/ |
| 1354 | 1/25/99 | 97774 12229 | 197 MANATRON | INVOICE#44715 COMMON PLEAS | | 3,900.00- | 3,900.00 3,900.00 JAN | |

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| REC NBR | WARNT NBR | P/O NBR | V E N D O R | UNENCUMBERED BALANCE | UNEXPENDED BALANCE | ENCUMBERED | EXPENDED | TRANSFERS & ADJUSTMENTS |
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| P=Carry Over | | | O/A=Original Appropriation | ADJ=Budget Adjustment | BCO=Beginning Of Year C/O | | | |
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| 45801 | | | COMPUTER RESEARCH-COMMON PLEAS | 173.97 | 173.97 | | 3,900.00 YTD | 3,900.00 C/O |
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| REC NBR | WARNT NBR | P/O NBR | V E N D O R | UNENCUMBERED BALANCE | UNEXPENDED BALANCE | ENCUMBERED | EXPENDED | TRANSFERS & ADJUSTMENTS |
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| | | | O/A=Original Appropriation | ADJ=Budget Adjustment | | BCD=Beginning Of Year C/O | | |
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| R049B01 | | | COMPUTER RESEARCH-COMMON PLEAS | 432.77 | 432.77 | | .00 YTD | .00 C/O |
| R45 | | | COMPUTER RESEARCH-COMMON PLEAS | | | | | 432.77 O/ |

Requested Dates --> 07/01/01 07/12/31

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| C/O=Carry Over | | | D/A=Original Appropriation | ADJ=Budget Adjustment | | BCO=Beginning Of Year C/O | | |
| T/I=Transfers In | | | T/O=Transfers Out | ADV=Advances | | | | |
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Requested Dates --> 1/01/01 1/06/30

FILED
 IN THE COMMON PLEAS COURT OF MEIGS COUNTY
 POMEROY, OHIO
 89 JAN 12 PM 2:26

IN THE MATTER OF :
 :
 THE ADOPTION OF : Case No. _____
 :
 STANDARD TERMS : - E N T R Y -
 :
 OF PROBATION :

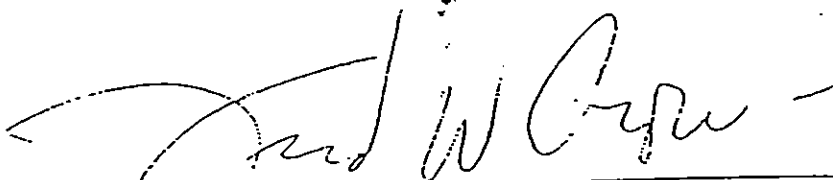
Now comes the Court and adopts the following as STANDARD TERMS OF PROBATION which Defendants shall agree to and abide by upon being granted supervision:

- 1.) I will obey federal, state and local laws and ordinances, and all rules and regulations of the Meigs County Common Pleas Court or the Department of Rehabilitation and Correction.
- 2.) I will always keep my probation/parole officer informed of my residence and place of employment. I will obtain permission from my probation/parole officer before changing my residence or my employment.
- 3.) I will not leave the State without written permission of the Adult Parole Authority.
- 4.) I will not enter upon the grounds of any correctional facility or attempt to visit any prisoner without the written permission of my probation/parole officer, nor will I communicate with any prisoner without first informing my probation/parole officer of the reason for such communication.
- 5.) I will comply with all orders given me by my probation/parole officer or other authorized representative of the Court, the Department of Rehabilitation and Correction or the Adult Parole Authority, including any written instructions issued at any time during the period of supervision.
- 6.) I will not purchase, possess, own, use or have under my control, any firearms, deadly weapons, ammunition, or dangerous ordnance.
- 7.) I will not possess, use, purchase, or have under my control any narcotic drug or other controlled substance, including any instrument, device or other object used to administer drugs or prepare them for administration, unless it is lawfully prescribed for me by a licensed physician. I agree to inform my probation/parole officer promptly of any such prescription and I agree to submit to drug testing if required by the Adult Parole Authority.
- 8.) I will report any arrest, citation of a violation of the law, conviction or any other contact with a law enforcement officer to my probation/parole officer no later than the next business day, and I will not enter into any agreement or other arrangement with any law enforcement agency which might place me in the position of violating any law or condition of supervision unless I have obtained permission

66
in writing from the Adult Parole Authority or from the Court if I am a probationer.

- 9.) I agree to a search without warrant of my person, my motor vehicle, or my place of residence by a probation/parole officer at any time.
- 10.) I agree to sign a release of confidential information from any public or private agency of person if requested to do so by a probation/parole officer.
- 11.) I agree and understand that I may not at any time consume any alcoholic beverage or intoxicating liquors or frequent business establishments whose principal business is the sale of alcoholic beverages or intoxicating liquors.
- 12.) I agree and understand that if I am arrested in any other State or territory of the United States or in any foreign country, my signature as witnessed at the end of the page will be deemed to be a waiver of extradition and that no other formalities will be required for authorized agents of the State of Ohio to bring about my return to this State for revocation proceedings.
- 13.) I also agree to any Special Conditions, as imposed by the Court or the Adult Parole Authority."

It is hereby ORDERED that the preceding STANDARD TERMS OF PROBATION be journalized this 12th day of January, 1989.



JUDGE FRED W. CROW III

cc: Prosecuting Attorney
Phil McKinley, Probation Department
All members of the Meigs County Bar
Association

The undersigned hereby acknowledges receipt of a copy of the above Terms of Probation and agrees to same.

Dated: _____

Witness

Defendant

FILED

IN THE COURT OF COMMON PLEAS, MEIGS COUNTY, OHIO

90 JAN 23 P 3: 37

IN THE MATTER OF:

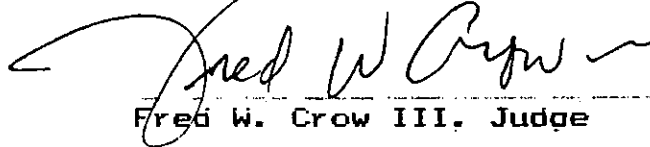
LOCAL RULES OF

PROCEDURE

LARRY E. SPENCER
CLERK OF COURTS
MEIGS COUNTY
* GENERAL ORDER

*

In accordance with Rule Nine of the Ohio Rules for Superintendence for Courts of Common Pleas, the Local Rules of Procedure attached to this General Order are hereby ADOPTED for use in the General Division and the Domestic Relations Division of the Court of Common Pleas of Meigs County, Ohio. These Local Rules shall not apply to actions in the Probate or Juvenile Divisions of the Court. These Local Rules shall take effect as of February 1, 1990.



Fred W. Crow III, Judge

Distribution:

Ohio Supreme Court
Local Practitioners of the
Meigs County Bar Association
Meigs County Clerk of Courts
Meigs Child Support Enforcement Agency
Secretaries of:
Athens County Bar Association
Gallia County Bar Association
Jackson County Bar Association
Vinton County Bar Association
Washington County Bar Association

IN THE COMMON PLEAS COURT OF MEIGS COUNTY

Pomeroy, Ohio

**IN THE MATTER OF :
THE DEPOSIT OF :
SECURITY FOR :
COURT COSTS :
AND PAYMENT OF :
COURT COSTS BY THE :
MEIGS COUNTY :
DEPARTMENT OF :
HUMAN SERVICES :
CHILD SUPPORT :
ENFORCEMENT :
AGENCY :**

Case No. _____

CLERK OF COURT
MEIGS COUNTY

91 JUL 9 P12:45

FILED

- E N T R Y -

It appearing to the Court that the Meigs County Department of Human Services/Child Support Enforcement Agency has recently filed several motions/entries or other pleadings without the prepayment of security for Court costs, and upon a regular review of filings, the Court has determined that court costs are not being deposited, collected or paid in for

a large number of cases filed or brought by the Child Support Enforcement Agency. Further, the Court finds that the Agency does not collect or attempt to collect court costs in these proceedings upon the conclusion of the case. The result is that costs are not paid to the Clerk for which he is legally obligated to collect, to the detriment of the Meigs County General Fund. This failure to follow Court rule causes gross inefficiency as the Clerk must send letters attempting to collect court costs, the Court has to order individuals into Court to explain why costs have not been paid, the Sheriff has to make service of process, a hearing must be had and additional entries must be prepared and served.

Local Rule 24.01 states that "the deposit shall be made at the time of the filing the complaint or petition with the Clerk of Court." Further, Local Rule 3.06 requires that "no complaint or motion will be accepted for filing by the Clerk of Court where the party seeking the filing has failed to pay costs previously incurred, unless said costs are waived due to indigency of the party."

The Department of Human Services Agency is Ordered to tender the appropriate deposit, as required by Local Rules of Court at the time of filing of any pleading. The Clerk of Court is Ordered to enforce the Local Rules and not permit the filing of any motion, complaint or pleading by the Department of Human Services without the payment of costs or the appropriate deposit for costs.

Additionally, Local Rule 3.07 requires that a Certificate of payment of costs from the Clerk of Court shall be presented by the party requesting a judgment entry prior to signing and filing of the judgment entry by the trial court. Said certificate of payment or security for costs shall be attached to the judgment entry prior to submission to the trial Judge for signature." The Department of Human Services has not been in compliance with said Rule, which has caused the Clerk of Court unnecessary work and expense.

The Department of Human Services has not paid security costs nor collected same, therefore it is Ordered that the Department of Human Services comply with all rules of Court. Any entries presented to the Court by the Meigs County Department of Human Services or its agents for

signature shall have attached a certificate of payment or security of costs. The Clerk is Ordered to follow Local Rule 3.07 and not permit the filing of any judgment entry which does not have attached to it a certificate of payment or security for costs.


As a result of the Meigs County Department of Human Services failure to comply with Court Rules, a large number of cases have unpaid court costs. This Court has recently undertaken the task of collecting same for the Meigs County Clerk of Court. This function properly belongs to the Meigs County Prosecuting Attorney. The Meigs County Prosecuting Attorney is therefore Ordered to take such measures as are necessary to collect unpaid costs herein ordered, pursuant to the statutory duties of his office. As to unpaid costs as of this date, the Clerk is Ordered to review the Court files and determine what cases were instituted by the Child Support Enforcement Agency in which court costs have not been paid and are due and owing. Upon such determination, the Clerk shall prepare and forward to the Department of Human Services billings for same, to be paid by the Agency within seven (7) days of receipt. Any billings for costs previously submitted to the Agency, and not paid as of this date, shall be paid within seven (7) days of the journalization of this Entry.

The Child Support Enforcement Agency files most of the cases wherein costs are incurred. The Meigs County Auditor's Office records indicate that the Meigs County Department of Human Services, as of December 31, 1993 had a balance of \$239,262.00 in its Child Support Enforcement Account. In addition, the records indicate that on April 4, 1994, the Meigs County Department of Human Services transferred \$104,768.14 from the Child Support Enforcement Account to The Public Assistance Account. Therefore, it appears that the Meigs County Department of Human Services has had adequate funds to pay court costs incurred.

The fact that the Meigs County Department of Human services has not and does not follow Court Rules and pay either security deposits or costs, results in extra work for the Court, the Clerk's Office and the Sheriff's Department ; in addition, Meigs county loses money.

Therefore, the Sheriff is Ordered to forthwith personally serve a copies of this Entry and Order upon the Director of the Meigs County Department of Human Services, or in his absence the Acting Director, and the head of the Child Support Enforcement Agency, Dan Toban, and make due report thereon.

SO ORDERED.



JUDGE FRED W. CROW III

cc: Judge

Prosecuting Attorney

Clerk of Court

Director, Department of Human Services

Dan Toban, Child Support Enforcement Agency

Commissioners



Ohio Department of Human Services

30 East Broad Street, Columbus, Ohio 43266-0423

September 2, 1994

Child Support Enforcement Manual Transmittal Letter 97

TO: All Child Support Enforcement Manual Holders

FROM: Arnold R. Tompkins, Director *ART*

SUBJECT: REVISED UNEMPLOYMENT WITHHOLDING ORDERS

As a result of joint efforts and discussion between the Ohio Department of Human Services (ODHS), the Ohio Bureau of Employment Services (OBES) and the Ohio County Child Support Enforcement Agencies Director's Association, the current interagency agreement between ODHS and OBES has been amended to allow CSEAs to send an order for withholding directly to OBES.

If a CSEA establishes orders utilizing the ODHS 4053, a certified copy of the ODHS 4053 can be sent directly to OBES. OBES will only accept certified copies of the ODHS 4053. CSEAs still have the responsibility to ensure that the limitations of the Consumer Credit Protection Act are not exceeded and only IV-D cases are eligible. New CSEM section 3203.1 has been developed to establish this procedure.

A hard copy of the ODHS 4053 is included with this transmittal. This form can either be reproduced, or recreated verbatim to fit your personal needs. A diskette copy of this document using IBM Word Perfect can also be made available by contacting the Bureau of Child Support Policy at (614) 752-6563.

A Safeguarding of Information Certification, as described in CSEM section 2101, has been developed and is also included with this transmittal.

Questions regarding these new procedures should be directed to Rose Riley, Chief, Bureau of Direct Services at (614) 752-6567.

Instructions:

Remove and file as obsolete page headed 2100, dated June 1, 1994, and replace with revised page.

Remove from the Outline of Contents to Chapter 2000 page headed Appendix 2-1 dated July 15, 1992, and replace with revised page.

Add Appendix 2-15.



APPENDIX

- 2-1. ODHS 7000 Request For Location
- 2-2. ODPW 7005 Transmittal Certification
- 2-3. Address Information Request
- 2-4. Sample Format For Post Office Letters
- 2-5. Sample Format For Administrative Subpoena
- 2-6. Suggested Letter Format For Nonadjudicated Absent Parent
- 2-7. Locate Request Form
- 2-8. Addresses For Worldwide Locator Service
- 2-9. Request For Home Address
- 2-10. Ohio Child Support Guidelines
- 2-11. RESERVED
- 2-12. Best Practices In Paternity Establishment
- 2-13. Sample Service Of Process Tracking Forms
- 2-14. Partial List of Phone Numbers to Assist in Location and Verification
- | 2-15. ODHS 7074 Safeguarding of OBES Information

2100. Locating The Absent Parent

Location is defined as finding the physical whereabouts of the absent parent, the absent parent's employer and/or other source of income and assets necessary to take the next appropriate action. All location actions outlined in the following CSEM sections apply to interstate as well as intrastate cases.

A non-ADC recipient who has not yet received an order for child support may request absent-parent-location-only service. Location-only service shall be limited to attempts to secure a current address of the absent parent. The non-ADC recipient shall be provided all services at no cost beyond the application fee, if this is not absorbed by the CSEA.

The CSEA must access all appropriate location sources, including FPLS, within 75 days of determining that location is necessary. The Ohio Parent Locator Service (OPLS) can provide CSEAs with information on where or when a referral was sent and if a response was received.

CSEAs can obtain this information by entering location requests through their CRIS-E terminals. The only exceptions are requests for out-of-state locates which CSEAs may forward to OPLS via the ODHS 7543 "Locate Data Sheet" (Appendix 3-26). Local, state, and federal location resources can be explored simultaneously. In accordance with CSEM Section 1052, all information obtained must be noted in the narrative of the IV-D case record.

(OAC Cite: Rule 5101:1-30-01)

APPENDIX 2-15

TO: Deputy Director
Office of Child Support Enforcement
Ohio Department of Human Services
30 East Broad Street - 31st Floor
Columbus, Ohio 43266-0423

FROM: _____
(Director, County CSEA)

(CSEA Address)

SUBJECT: SAFEGUARDING OF OBES INFORMATION

I certify that all information and records received by the CSEA from the Ohio Bureau of Employment Services (OBES) and data systems utilized by the CSEA to access OBES information are to be used only for the purposes of establishing and collecting child support obligations from and locating individuals owing such obligations as provided in Section 303 and 454 of the Social Security Act and Sections 4141.16 and 4141.28 of the Ohio Revised Code.

In order to comply with the requirements of Sections 4141.21 and 4141.22 of the Ohio Revised Code (ORC) and the attached agreement between OBES and ODHS, it is agreed that:

1. The CSEA shall safeguard and maintain the confidentiality of all information received under the agreement between OBES and ODHS in accordance with state and federal law;
2. The CSEA shall not use the information provided pursuant to the agreement between OBES and ODHS for any purpose other than those provided in Section 303 and 454 of the Social Security Act, Sections 414.16 and 4141.28 of the ORC, and this agreement;
3. The CSEA and its employees are subject to the prohibitions and sanctions provided by Section 4141.22 and 4141.99 of the ORC;
4. Disclosure of information by the CSEA is strictly prohibited unless such disclosure is permitted under the terms of the agreement between OBES and ODHS or is pursuant to written agreement approved by OBES prior to the disclosure of information;
5. Access information received by the CSEA and OBES shall be restricted to only those authorized employees and officials who need it to perform their official duties;

OUTLINE OF CONTENTS

- 3203.1 CSEA Responsibility When Sending An Order For The Withholding Of Unemployment Compensation
- 3204. Changing the Amount of Withholding of Unemployment Compensation
- 3205. Reactivated Claims For Unemployment Compensation
- 3206. Collection From The Withholding Of Unemployment Compensation
- 3207. Interstate Cases Involving Unemployment Withholding
- 3208. Transfer Or Termination Of Unemployment Withholding
- 3209. Child Support Enforcement Safeguards for OBES Information
- 3210-3249 RESERVED
- 3250. IRS Disclosure of Taxpayer Information for Child Support Purposes
- 3251. Type Of Taxpayer Information
- 3252. Procedures for Requesting IRS Disclosure Information
- 3253. Cost of IRS Disclosure Information
- 3254. Child Support Enforcement Safeguards for IRS Information
- 3255-3259 RESERVED
- 3260. Collection Of Delinquent Child Support By IRS (Full Collection)
- 3261. Eligible Cases For IRS Full Collection
- 3262. Application For IRS Full Collection
- 3263. Approval Or Disapproval Of Applications
- 3264. IRS Notice To Obligor
- 3265. IRS Full Collection Fee
- 3266. Frequency Of Application For IRS Full Collection
- 3267-3299 RESERVED
- 3300. Federal Income Tax Refund Offset (IRS Offset) For Support Arrears
- 3301-3309 RESERVED

APPENDIX

- 3-19. IRS Offset Monthly Collection/Adjustment Report
- 3-20. Child Support Enforcement Transmittal
- 3-21. Uniform Support Petition
- 3-22. General Testimony for URESA
- 3-23. Certificate and Order
- 3-24. Paternity Affidavit
- 3-25. Order Transmittal
- 3-26. Locate Data Sheet
- 3-27. ODHS 7099, "Collection Medical Support Payments"
- 3-28. ODHS 6612, "Health Insurance Information Form"
- 3-29. ODHS 6613, "Accident/Injury Insurance Information Form"
- 3-30. ODHS 6419, "Request for Medicaid/Public Assistance Payment Printout"
- 3-31. ODHS 7553, "Notice to Court of Change in Income/Residence"
- 3-32. Request to State Retirement System for Verification of Benefits
- 3-33. URESA Tracking Form
- 3-34. Court Ordered Child Support Refund -- Medicaid
- 3-35. ODHS 7072 "Safeguarding of IRS Information"
- 3-36. Foreign Counties Ohio has Established Reciprocity With
- 3-37. Model: Motion for Judgment
- 3-38. ODHS 7021, "Authorization to Include Delinquent Obligor on Poster"
- 3-39. ODHS 7022, "Notice to Obligor: Inclusion on Poster"
- 3-40. ODHS 7023, "Selection for Most Wanted List"
- 3-41. ODHS 7024, "Most Wanted List Fact Sheet"
- 3-42. ODHS 4053, "Entry Authorizing and Directing Withholding From Unemployment Benefits"

3203. (Continued)

The authorizations for the deductions will be forwarded from ODHS to OBES three times a week.

If an unemployment claim has been made but no benefits are currently being paid, OBES will flag their files and initiate a withholding at the time benefits are paid.

(OAC Cite: Rule 5101: 1-30-79, Rule 5101: 1-30-81)

3203.1 CSEA Responsibility when Sending an Order for the Withholding of Unemployment Compensation Directly to OBES.

A CSEA may elect to establish an order for the withholding of Unemployment Compensation by utilizing the ODHS 4053, "Entry Authorizing and Directing Withholding From Unemployment Benefits (Title IV-D Case)(Appendix 3-42).

If a CSEA establishes withholding orders utilizing the ODHS 4053, a certified copy of the ODHS 4053 can be sent directly to OBES. The CSEA still has the responsibility to ensure that the limitations of the Consumer Credit Protection Act are not exceeded.

Only IV-D cases are eligible for this procedure.

(OAC Cite: Rule 5101:1-30-82)

3204. Changing The Amount Of Withholding of Unemployment Compensation

If, after submitting the case to the Office of Child Support Enforcement, the amount of the withholding is to be changed, the CSEA shall obtain a new court order. If there is no court order but a voluntary agreement (due to being established before April 11, 1991), the CSEA shall pursue establishing a court order or an agreed entry. This is to be forwarded within five working days to the Office for forwarding to OBES.

(OAC Cite: Rule 5101: 1-30-81)

3205. Reactivated Claims for Unemployment Compensation

There may be situations in which the unemployment compensation paid to a claimant will be suspended for a period of time. The previous voluntary agreement (in effect before April 11, 1991), agreed entry, or court order for the withholding remains in effect and the claim is reactivated at a later date if the amount of the withholding has not changed and if there has not been a request for a modification by either the obligee or obligor. The CSEA will not need to submit a new request for the withholding if the withholding amount remains the same.

(OAC Cite: Rule 5101: 1-30-81)

OHIO DEPARTMENT OF HUMAN SERVICES
ENTRY AUTHORIZING AND DIRECTING WITHHOLDING FROM
UNEMPLOYMENT BENEFITS (TITLE IV-D CASE)
OHIO REVISED CODE SECTION 2301.371/4141.28(d)(4)(b)

IN THE COURT OF _____

Date of Issuance: _____

Issued By: _____

(Address)

FIPS Code _____

Case Number: _____

Obligee: _____

Obligor: _____

Social Security Number

Social Security Number

Date of Birth

Date of Birth

The court finds that the above-named Obligor has been ordered to pay child support and has been determined to be a recipient of unemployment compensation benefits.

THEREFORE, IT IS ORDERED THAT the Ohio Bureau of Employment Services (OBES) do the following:

1. Deduct the amount of \$ _____ weekly from the unemployment compensation benefits account of _____ (Obligor). The total amount to be deducted hereunder does not exceed the maximum amount permitted by 15 U.S.C. 1673(b).
2. The total monies withheld from each pay shall be remitted not later than 10 business days after the payment or deduction is made to the _____ County Child Support Enforcement Agency at _____.

X 1

IN THE COURT OF COMMON PLEAS, MEIGS COUNTY, OHIO

IN THE MATTER OF: *

LOCAL RULES OF * GENERAL ORDER

PROCEDURE *

Now comes the Court and notes that Amended Substitute Hou Bill Number 591, effective 04-12-90, mandates in cas involving a child support order, a Health Insurance Ord Pursuant to Ohio Revised Code Section 3113.217.

In order to comply with this new legislation, Local Ru 24.08 B-4 is AMENDED as follows:

4. specific provision for health insurance and/or payment of medical expenses for minor or dependent children PURSUANT TO OHIO REVISED CODE SECTION 3113.217(C)(5).

PURSUANT TO ORC SECTION 3113.217(C)(5) THE COURT ADOPTS THE FOLLOWING FORMULA:

1. THE OBLIGOR AND OBLIGEE, OR BOTH OF THEM, SHALL PAY INSURANCE CO-PAYMENTS(S) OR INSURANCE DEDUCTIBLE COST(S) REQUIRED UNDER THE HEALTH INSURANCE PLAN THAT COVERS CHILDREN UNDER THE FOLLOWING FORMULA:

THE CUSTODIAL PARENT SHALL PAY THE FIRST \$25.00 PER OCCURRENCE OR ILLNESS AND 50% OVER THAT AMOUNT. THE NON-CUSTODIAL PARENT SHALL PAY 50% OVER THE FIRST \$25.00.

2. WHEN NO INSURANCE, THE OBLIGOR AND OBLIGEE SHALL SHARE LIABILITY FOR THE COSTS OF THE MEDICAL AND HEALTH CARE NEEDS OF THE CHILDREN, AS PER THE FOLLOWING FORMULA:

THE CUSTODIAL PARENT SHALL PAY THE FIRST \$25.00 PER OCCURRENCE OF ILLNESS AND 50% OVER THAT AMOUNT. THE NON-CUSTODIAL PARENT SHALL PAY 50% OVER OVER THE FIRST \$25.00.

A COPY OF THE COURT'S FORM 24.08 B-4 (HEALTH INSURANCE ORDER PURSUANT TO SECTION 3113.217 D.R.C.) IS APPENDED TO THE RULES AS APPENDIX N

It is further ORDERED that effective this date the HEALTH INSURANCE ORDER PURSUANT TO SECTION 3113.217 shall be filed all applicable cases prior to the filing of the order

filed 07-23-91

D

divorce, dissolution decree or final entry in cases concerning the modification of child support orders.

The Court further notes that Amended Substitute House Bill Number 591, effective 04-12-90, mandates in cases involving new or modified child support orders, the filing of an APPLICATION FOR CHILD SUPPORT SERVICES NON-PUBLIC ASSISTANCE APPLICANT/RECIPIENT, [Form ODHS 7076 (Rev. 7-90)] pursuant to Ohio Revised Code Section 2301.35(J)(2) or, when the applicant is an ADC Recipient, an IV-D COLLECTION AGREEMENT.

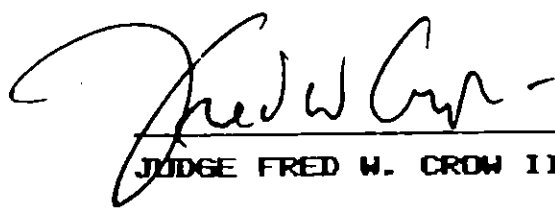
In order to comply with this new legislation, Local Rule 26.01 is AMENDED as follows:

F. In all cases, ON OR AFTER JULY 31, 1991, where the Court issues or modifies a support order it is required that the obligee under said order shall sign, at the time of the issuance or modification of the order, an application for Title IV-D services or an IV-D Collection Agreement (in the event the applicant is an ADC Recipient), and to file, as soon as possible, the signed application with the Child Support Enforcement Agency that will administer the order. The Application shall be on the form prescribed by the Department of Human Services. A support order that is issued or modified on or after July 1, 1990, that is administered by a child support enforcement agency, and that is eligible for Title IV-D services shall be a Title IV-D claim under the Title IV-D of the "Social Security Act" only upon the filing of the signed application for Title IV-D services.

A COPY OF FORM ODHS 7076 (REV.7/90) APPLICATION FOR CHILD SUPPORT SERVICES NON-PUBLIC ASSISTANCE APPLICANT/RECIPIENT [PURSUANT TO SECTION 2301.35(J)(2)] IS APPENDED TO THE RULES AS APPENDIX D

A COPY OF THE IV-D COLLECTION AGREEMENT FOR ADC RECIPIENTS IS APPENDED TO THE RULES AS APPENDIX F

IT IS SO ORDERED.



JUDGE FRED W. CROW III

- cc/ Ohio Supreme Court
- Local Practitioners of the Meigs County Bar Association
- Meigs County Clerk of Courts
- Meigs County Child Support Enforcement Agency
- Secretaries of the Local Bar Associations for
- Athens County
- Gallia County
- Jackson County
- Vinton County
- Washington County

91 JUL 23 12:54

IN THE COURT OF COMMON PLEAS, MEIGS COUNTY, OHIO

IN THE MATTER OF:

*

LOCAL RULES OF

*

GENERAL ORDER

PROCEDURE

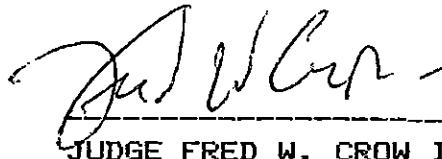
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V.92 of 121

Now comes the Court and Amends Local Court Rule 24.02 E to read as follows:

E. In all domestic actions involving custody or visitation both parties shall file an AFFIDAVIT CHILD CUSTODY INFORMATION FORM 24.02 E (REVISED 07-23-91) (Copy of this form is appended to this order) complying with ORC Section 3109.27, copy of which shall be served on the opposing party as required by the Rules of Civil Procedure.

IT IS SO ORDERED.



JUDGE FRED W. CROW III

cc/ Ohio Supreme Court
Local Practitioners of the Meigs County Bar Association
Meigs County Clerk of Court
Meigs County Child Support Enforcement Agency
Secretaries of the Local Bar Associations for
Athens County
Jackson County
Gallia County
Vinton County
Washington County

IN THE COURT OF COMMON PLEAS
_____ COUNTY, OHIO

Plaintiff,

Case No. _____

-vs-

AFFIDAVIT

Defendant.

CHILD CUSTODY INFORMATION

State of Ohio)
 : ss
County of)

_____, being duly sworn and cautioned as provided by law, states as follows pursuant to O.R.C. 3109.27 relevant to the custody of the minor child(ren) in this action to-wit: _____

1. Beginning with the child(ren)'s present address, state the places where the child(ren) lived within the last five years, and the names and present addresses of the persons with whom the child(ren) lived during that period.

Address:

AT: _____ WITH: _____

FROM: _____ TO: _____

AT: _____ WITH: _____

FROM: _____ TO: _____

AT: _____ WITH: _____

FROM: _____ TO: _____

AT: _____ WITH: _____

FROM: _____ TO: _____

AT: _____ WITH: _____

FROM: _____ TO: _____

AT: _____ WITH: _____

FROM: _____ TO: _____

2. Have you participated as a party, witness, or in any other capacity in any other litigation concerning the custody of the child(ren) in this or any other state? _____

3. State any information you have about any custody proceeding concerning the child(ren) pending in a court of this or any other state. Include the case number, the name of the court and the address of the court. _____

4. State the name and address of any person not a party to the proceeding, who has physical custody of the child(ren) or who claims to have custody or visitation rights with respect to the child(ren). _____

5. I have never plead guilty to and I have never been convicted of any criminal offense which in any way involved abuse or neglect of a child. Moreover, no court has ever determined that I have abused or neglected a child in any other kind of court proceeding. _____

I understand that I have a continuing duty to inform the court of any custody proceeding concerning the child(ren) in this or any other state of which I obtain information during this proceeding.

Affiant

Sworn to and subscribed before me this _____ day of _____, 1991.

Notary Public

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

91 OCT 7 P12: 36

V. 93
P-511

IN THE MATTER OF:

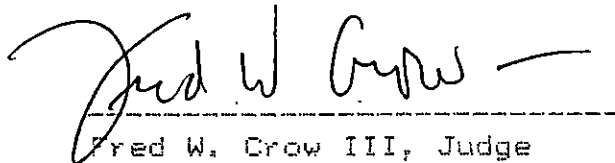
LOCAL RULES OF
PROCEDURE

*
* GENERAL ORDER # 3
MEIGS COUNTY

Now comes the Court and notes that Rule 9 of the Rules of Superintendence for Court of Common Pleas, effective January 1, 1991, requires a case management program to ensure the timely disposition and management of pending actions.

In order to comply with this new rule the Court hereby ORDERS that effective July 1, 1991, all cases filed in this Court shall comply with Local Rule 35.

IT IS SO ORDERED.


Fred W. Crow III, Judge

Distribution:

Ohio Supreme Court
Local Practitioners of the
Meigs County Bar Association
Meigs County Clerk of Courts
Meigs Child Support Enforcement Agency
Secretaries of:
Athens County Bar Association
Gallia County Bar Association
Jackson County Bar Association
Vinton County Bar Association
Washington County Bar Association

91 OCT 31 P2:22

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

V. 93p. 540

IN THE MATTER OF: *

LOCAL RULES OF PROCEDURE * GENERAL ORDER # 4

REGARDING POSTING *

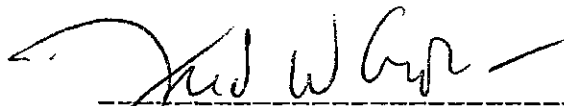
REQUIREMENTS FOR *

CIVIL RULE 4.4(A) (2) *

Now comes the Court and notes that Civil Rule 4.4(A)(2), in divorce, annulment or legal separation cases if the Plaintiff is proceeding in forma pauperis and the residence of the Defendant is unknown, the Court hereby instructs the Clerk of Courts to post service of notice on the bulletin boards at the following locations in Meigs County, Ohio:

- 1) The Common Pleas Court;
- 2) The Pomeroy Post Office;
- 3) The Bureau of Motor Vehicles.

This ORDER shall take effect November 1, 1991.



JUDGE FRED W. CROW III

cc/ Judge Crow
Members of the Meigs County Bar Association
Clerk of Courts
Postmaster, Pomeroy Post Office
Deputy Registrar, Bureau of Motor Vehicles

FILED

'92 APR 3 A8: 26

IN THE COMMON PLEAS COURT OF MEIGS COUNTY

POMEROY, OHIO

CLERK
MEIGS COUNTY

IN THE MATTER OF
THE COMPUTATION OF
TIME FOR TRIAL IN ALL
CRIMINAL MATTERS

:
:
:
:
:
:

Case No. _____

- E N T R Y -

Now comes the Court and Orders that the Prosecuting Attorney, in all criminal matters, shall calculate and compute the maximum time limits for trial of such matters, as required by § 2945.71 of the Revised Code, and report the same to the Court at the time of the arraignment or initial appearance upon the Indictment or Complaint.



JUDGE FRED W. CROW III

cc: Judge
Prosecuting Attorney

FILED

92 DEC 31 PM 2:42

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

IN THE MATTER OF:

LOCAL RULES OF PROCEDURE

REGARDING SECURITY

FOR COSTS

*

*

*

*

GENERAL ORDER # 5

Now comes the Court pursuant and Amends Local Court Rule 3 and Court Rule 24 to read as follows:

RULE 3

SECURITY FOR COSTS

3.01 A deposit of \$100.00 is required as security for costs to initiate a civil action except in domestic relations cases. (See Local Rule 24 for domestic relations costs.) If costs are not paid at the termination of litigation, any deposit of costs shall be applied by the Clerk of Courts to the unpaid costs.

3.02 A deposit of \$30.00 shall be required in garnishment proceedings, and a \$75.00 deposit is required to re-open a civil action. If costs are not paid at the termination of litigation, any deposit of costs shall be applied by the Clerk of Courts to the unpaid costs.

3.03 If service by publication or foreign service is required by any party, an additional \$250.00 shall be deposited with the Clerk of Courts, prior to publication or service, as security for costs. If costs are not paid at the termination of litigation, any deposit of costs shall be applied by the Clerk of Courts to the unpaid costs.

3.04 REMAINS THE SAME

3.05 The appropriate deposit shall be made at the time of filing of the complaint or other pleading with the Clerk of the Common Pleas Court

Parties instituting cross-claims, counter-claims, or third-party claims in the Court shall be required by the Clerk of Courts to deposit \$75.00 as security for costs. If costs are not paid at the termination of litigation, any deposit of costs shall be applied by the Clerk of Courts to the unpaid costs.

RULE 24

DOMESTIC RELATIONS PRACTICE

24.01 SECURITY FOR COSTS

A. A deposit of \$100.00 is required in required in divorce and alimony cases only.

B. A deposit of \$75.00 is required in dissolution cases.

C. REMAINS THE SAME

D. If service by publication or foreign service is required by any party, an additional \$250.00 shall be deposited with the Clerk of Courts, prior to publication or service, as security for costs. If costs are not paid at the termination of litigation, any deposit of costs shall be applied by the Clerk of Courts to the unpaid costs.

E. Counter-claims and all applications for motions to re-open a divorce, alimony only, or dissolution case, or to bring a contempt proceeding, or to seek a modification of any court order therein, shall be accompanied by a costs deposit of \$75.00. If costs are not paid at the termination of litigation, any deposit of costs shall be applied by the Clerk of Courts to the unpaid costs.

F. REMAINS THE SAME.

This ORDER shall take effect January 1, 1993.



JUDGE FRED W. CROW III

c/ Judge Crow
Clerk of Courts
Ohio Supreme Court
Local Practitioners of the Meigs County Bar Association
Meigs Child Support Enforcement Agency
Secretaries of:

FILED

IN RE: :
SEQUESTERED JURORS :

RESOLUTION
93 MAY 17 P2: 24

Whereas the sequestration of jurors outside the Courthouse is required in certain cases, and

W. E. SPENCER
CLERK OF COURTS
MEIGS COUNTY

Whereas sequestration interrupts the normal lifestyle of jurors and imposes unaccustomed restrictions on their usual daily activities, and

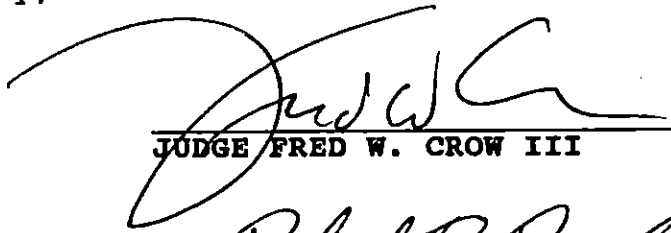
Whereas the Court must be ready to provide for all personal needs of sequestered jurors, including but not limited to housing, meals, transportation, medical, and religious requirements, and

Whereas some sequestered jurors, from time to time, request an alcoholic beverage during the period of sequestration, and

Whereas the State Auditor in the attached letter issued on September 30, 1985, recommended that the Judges of this Court adopt a formal resolution on the subject of expending public funds for the payment of alcoholic beverages ordered by a sequestered juror,

Now, therefore, it is resolved that each Judge of this Court shall exercise normal prudence according to the nature of the case, the characteristics of the sequestered jurors, and the statutes governing the expenditure of public funds, in determining whether it is appropriate for the court to pay for alcoholic beverages ordered by sequestered jurors during a period of sequestration outside the Courthouse and that each Judge of this Court shall direct, in his discretion, those Court Officials placed in charge of juror sequestration to act in accordance with such determination.

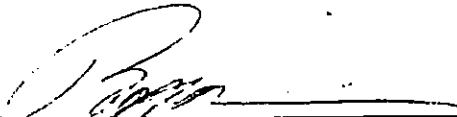
Given this 14 day of May, 1993, in the Meigs County Courthouse, Pomeroy, Ohio.



JUDGE FRED W. CROW III



JUDGE ROBERT E. BUCK



JUDGE PATRICK H. O'BRIEN

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

FILED

V. 102
p. 743

IN THE MATTER OF:

LOCAL RULES REGARDING
COMPUTERIZATION FUND FOR
THE OFFICE OF THE CLERK OF
COMMON PLEAS COURTS AND
RAISING THE COMPUTERIZED
LEGAL RESEARCH FUND

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*
*

93 JUN 25 P3:17

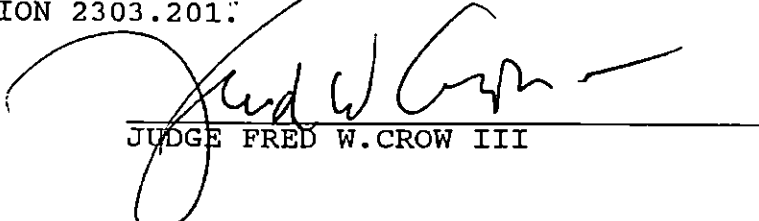
GENERAL ORDER # 6
LARRY SPENCER
CLERK OF COURTS
MEIGS COUNTY

APPLICATION IS BEING MADE TO ESTABLISH THE COMPUTERIZATION FUND FOR THE OFFICE OF THE CLERK OF COURTS AS PER SECTION 2303.201 (B) (1) OF THE OHIO REVISED CODE AT \$10.00 AND TO RAISE THE FEE ESTABLISHED IN SECTION 2303.201 (A) TO \$3.00 BOTH EFFECTIVE JANUARY 1, 1992. THE PURPOSE OF THE COMPUTERIZATION FUND IS TO PROCURE AND MAINTAIN COMPUTER SYSTEMS IN THE OFFICE OF THE CLERK OF COMMON PLEAS COURTS. THERE PRESENTLY BEING NO FUND ESTABLISHED FOR SAID PURPOSE OF PROCURING AND/OR MAINTAINING COMPUTER SYSTEM FOR THE OFFICE OF THE CLERK OF COMMON PLEAS COURT AND FUNDS BEING NECESSARY FOR THE EFFICIENT OPERATION OF THE COURTS.


LARRY SPENCER, CLERK OF COURTS

UPON APPLICATION OF THE CLERK OF COMMON PLEAS COURTS, THE COURT FINDS THAT FOR THE EFFICIENT OPERATION OF THE COURTS, ADDITIONAL FUNDS ARE REQUIRED FOR THE COMPUTERIZED LEGAL RESEARCH FUND AND COMPUTERIZATION FUND FOR THE OFFICE OF THE CLERK OF COMMON PLEAS COURTS.

IT IS THEREFORE ORDERED THAT EFFECTIVE JANUARY 1, 1993, THE CLERK OF COMMON PLEAS COURTS IS AUTHORIZED AND DIRECTED TO CHARGE A FEE OF \$3.00 FOR THE COMPUTERIZED LEGAL RESEARCH FUND PER SECTION 2303.201 (A) AND A FEE OF \$10.00 FOR THE COMPUTERIZATION FUND FOR THE OFFICE OF THE CLERK OF COMMON PLEAS COURTS AS PER SECTION 2303.201 (B) (1). IT IS FURTHER ORDERED THAT THE MEIGS COUNTY AUDITOR AND THE MEIGS COUNTY TREASURER SHALL ESTABLISH A SEPATATE FUND FOR THE COMPUTERIZATION FUND FOR THE OFFICE OF THE CLERK OF COMMON PLEAS COURTS AND THAT ALL FEES COLLECTED AND INTEREST EARNED THEREON FROM BOTH THE COMPUTERIZED LEGAL RESEARCH FUND AND THE COMPUTERIZATION FUND FOR THE OFFICE OF THE CLERK OF COMMON PLEAS COURTS SHALL BE DEPOSITED IN SAID FUNDS. NO MONEYS SHALL BE DISBURSED FROM THE FUNDS WITHOUT ORDER OR THE COURT PER SECTION 2303.201.


JUDGE FRED W. CROW III

FILED

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

IN THE MATTER OF: **93 JUN 15** P3: 18 *
LOCAL RULES OF PROCEDURE * GENERAL ORDER # 7
REGARDING SECURITY *
FOR COSTS *

V. 102
P. 744

LARRY E. SPENCER
CLERK OF COURTS
MEIGS COUNTY

Now comes the court pursuant and Amends Local Court

Rule 24 to read as follows:

RULE 24

DOMESTIC RELATIONS PRACTICE

24.01 SECURITY FOR COSTS

A. A deposit of \$125.00 is required in dissolution cases.

B. A deposit of \$100.00 is required in dissolution cases.

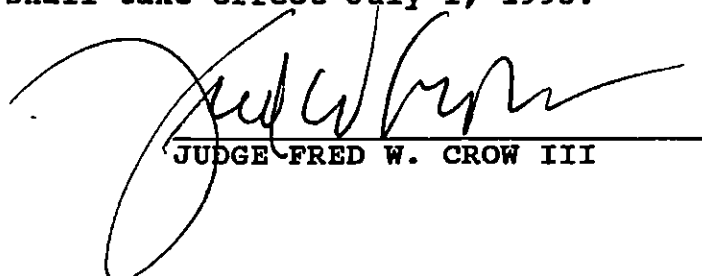
C. REMAINS THE SAME

D. REMAINS THE SAME

E. REMAINS THE SAME

F. REMAINS THE SAME

This ORDER shall take effect July 1, 1993.



JUDGE FRED W. CROW III

- c/ ✓ Judge Crow
- ✓ Clerk of Courts
- ✓ Ohio Supreme Court
- ✓ Local Practitioners of the Meigs County Bar Association
- ✓ Meigs Child Support Enforcement Agency
- Secretaries of:
 - ✓ Athens County Bar Association
 - ✓ Gallia County Bar Association

FILED

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

93 JUN 28 A9:27

IN THE MATTER OF:
LOCAL RULES OF PROCEDURE
REGARDING SECURITY
FOR COSTS

* AMENDED
* GENERAL ORDER # 7
* LARRY E. SPENCER
* CLERK OF COURTS
* MEIGS COUNTY

*V. 102.751
Q. 751*

Now comes the Court pursuant and Amends Local Court
Rule 24 to read as follows:

RULE 24

DOMESTIC RELATIONS PRACTICE

24.01 SECURITY FOR COSTS

- A. A deposit of \$125.00 is required in divorce cases.
- B. A deposit of \$100.00 is required in dissolution cases.
- C. REMAINS THE SAME
- D. REMAINS THE SAME
- E. REMAINS THE SAME
- F. REMAINS THE SAME

This ORDER shall take effect July 1, 1993.

Fred W. Crow

JUDGE FRED W. CROW III

c/ Judge Crow
Clerk of Courts
Ohio Supreme Court
Local Practitioners of the Meigs County Bar Association
Meigs Child Support Enforcement Agency
Secretaries of:
Athens County Bar Association
Gallia County Bar Association

FILED
JUN 30 1993
MARCIA J. MENGEL, CLERK
SUPREME COURT OF OHIO

FILED

93 DEC 7 P2: 03

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

IN THE MATTER OF: *

LOCAL RULES OF PROCEDURE *
REGARDING INABILITY *
TO PREPAY COURT COSTS *

GENERAL ORDER # 8

Now comes the Court and Amends Local Court Rule 24.01

(F)(1) to read as follows:

1. Present an AFFIDAVIT OF INABILITY TO PREPAY COURT COSTS [(FORM 24.01 F-1) (REVISED 12-93)] along with an proposed entry to the domestic relations assignment commissioner. (A Copy of this form is appended to this order)

This order shall take effect January 1, 1994.



JUDGE

cc/ Judge Crow
Clerk of Court
Ohio Supreme Court
Local Practitioners of the Meigs County Bar Association
Meigs Child Support Enforcement Agency
Secretaries of:
Athens County Bar Association
Gallia County Bar Association

IN THE COURT OF COMMON PLEAS OF MEIGS COUNTY, OHIO

Plaintiff,

Case No. _____

vs.

Defendant.

AFFIDAVIT OF INABILITY
TO PREPAY COURT COSTS

STATE OF OHIO)
COUNTY OF MEIGS), SS

_____, being first duly sworn and cautioned,
deposes and says that I am a party in interest in the above-captioned action,
that I have a meritorious cause of action but am unable to give either
security or a cash deposit to secure costs. The following information is
given in support of my request that I be declared an indigent or that the
deposit for costs be waived.

Street address _____
City, State, Zip _____
Age _____ Number of children residing with me _____

State the amount(s) and source(s) of all income to your household.

| Amount per month | Source |
|------------------|--------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

If you have no income, explain your support and living situation.

Do you own any of the following: (If yes, give approximate sale value)

| | YES | NO | DESCRIBE/VALUE |
|--------------------|-------|-------|----------------|
| Cash on Hand | _____ | _____ | _____ |
| Checking Account | _____ | _____ | _____ |
| Savings Account | _____ | _____ | _____ |
| Stocks or Bonds | _____ | _____ | _____ |
| Real estate | _____ | _____ | _____ |
| Mobile Home | _____ | _____ | _____ |
| Automobile/Truck | _____ | _____ | _____ |
| Motorcycle | _____ | _____ | _____ |
| Trailer/Camper | _____ | _____ | _____ |
| Boat or Motor | _____ | _____ | _____ |
| Household Goods | _____ | _____ | _____ |
| Stereo-VCR | _____ | _____ | _____ |
| Television | _____ | _____ | _____ |
| Tools/Machinery | _____ | _____ | _____ |
| Farm Stock/Equip. | _____ | _____ | _____ |
| Safety Deposit Box | _____ | _____ | _____ |
| Antiques | _____ | _____ | _____ |
| Other assets | _____ | _____ | _____ |

Do you have a suit pending for worker's comp., personal injury, or other? If so, describe _____

Under penalty of perjury, I declare I have examined this affidavit and the facts contained herein are true to the best of my knowledge and belief.

Affiant

Sworn to and subscribed before me, a Notary Public, this _____ day of _____, 19____.

(SEAL)

Notary Public
My Commission Expires: _____

X

FILED
IN THE COMMON PLEAS COURT OF MEIGS COUNTY

Pomeroy, Ohio 94 JUN 29 P3: 44

IN THE MATTER OF :
: **JUDGE FRED W. CROW III**
LOCAL RULES PROVIDING :
FOR JURY USE AND : **GENERAL ORDER # 9**
MANAGEMENT PLAN

The following is pursuant to the Rule of the Supreme Court of Ohio requiring a plan utilizing the Ohio Trial Court Jury Use and Management Standards as a guideline.

I.) Opportunity for Service.

A.) The opportunity for jury service shall not be denied or abridged on the basis of race, national origin, gender, age, religious belief, income, occupation, disability or any other factor that discriminates against a cognizable group in the jurisdiction.

B.) Jury service is a duty of all qualified citizens of Meigs County.

II.) Jury Source List

A.) Pursuant to Court Order, the jury source list shall be obtained from the Board of Elections' list of registered voters. The Court shall designate a key number based on the total number of registered voters and the number of jurors the Court anticipates will be required for a year of service. The Jury Commissioners shall then receive a computer printout from the Board of Elections (e.g., every 14th name).

B.) The Jury source list shall be representative and should be as inclusive of the adult population in the jurisdiction as is feasible.

C.) The Court shall annually review the jury source list for its representativeness and inclusiveness of the adult population as is feasible.

D.) Should the Court determine that improvement is needed in the representativeness or inclusiveness of the jury source list, appropriate corrective action shall be taken.

III.) Random Selection Procedures

A.) The jury source list from the Board of Elections shall be printed out on address labels which shall be cut into individual names and addresses and placed into a jury wheel or alternatively, and at the Court's discretion, a computerized random drawing of names may be made from the jury source list, under the direction of the Jury Commission, the same to be conducted publicly and upon proper notice, and as provided by law.

B.) Departures from the principle of random selection are appropriate only to comply with lawful exceptions.

IV.) Eligibility for Jury Service

A.) All persons shall be eligible for jury service except those who:

- 1.) Are less than eighteen (18) years of age;**
- 2.) Are not citizens of the United States;**
- 3.) Are not residents of the jurisdiction in which they have been summoned to serve;**
- 4.) Are not able to communicate in the English language; or**
- 5.) Have been convicted of a felony criminal offense and have not had their civil rights restored.**

V.) Term of and Availability for Jury Service

A.) The time that persons are called upon to perform jury service and to be available should be the shortest period consistent with the needs of justice.

B.) Jurors may be summoned at any time during a particular four-month term of Court; Jurors in the January Term may be called in January, February, March and April; Jurors in the May Term may be called in May, June, July and August; Jurors in the September Term may be called in September, October, November and December. Jurors are not required to report until served a summons.

VI.) Exemption, Excuse and Deferral

A.) No automatic excuses or exemptions, with the exception of statutory exemptions, from jury service shall be permitted.

B.) Prospective jurors are excused for the following reasons: over the age of seventy (70) and request to be excused; demonstrated financial hardship; personal or family illness documented by physician; firefighter; or lawyer. Prospective jurors are rescheduled for the following reasons: vacation; employment hardship; or student.

C.) Deferrals for jury service for reasonably short periods of time may be permitted by a Judge or a specifically authorized Court official.

D.) Requests for excuses and deferrals and their depositions shall be written or otherwise made or recorded. See attached Exhibit A.

VII. Voir Dire

A.) Voir dire examination shall be limited to matters relevant to determining whether to remove a juror for cause and to determine the juror's fairness and impartiality.

B.) To reduce the time required for voir dire, basic background information regarding panel members should be made available to Counsel, in writing, for each Party on the day on which jury selection is to begin. See attached Exhibit B (Juror Questionnaire).

C.) The trial Judge shall conduct a preliminary voir dire examination. Counsel shall then be permitted to question panel members for a reasonable period of time.

D.) The Judge shall ensure that the privacy of prospective jurors is reasonably protected, and the questioning is consistent with the purpose of the voir dire process.

E.) In criminal cases, the voir dire process shall be held on the record. In civil cases, the voir dire process shall be held on the record unless waived by the parties.

F.) Rules on Voir Dire

- 1.) The case may not be argued in any way while questioning the jurors.
- 2.) Counsel may not attempt to indoctrinate the jurors.
- 3.) Jurors may not be questioned concerning anticipated instructions or theories of law. This does not prevent general questions concerning the validity and philosophy of reasonable doubt or the presumption of innocence.
- 4.) Jurors may not be asked what kind of verdict they might return under any circumstances.
- 5.) Questions are to be asked collectively of the entire panel, whenever possible.

VIII.) Removal from Jury Panel for Cause

A.) If the Judge determines during the voir dire process that any individual is unable or unwilling to hear the particular case at bar fairly and impartially, that individual shall be removed from the panel. Such a determination may be made on motion of Counsel or by the Judge.

IX.) Peremptory Challenges

A.) Rules determining procedure for exercising peremptory challenges shall be in accordance with the Ohio Civil and Criminal Rules adopted by the Supreme Court of Ohio and applicable statutory authority.

X.) Administration of the Jury System

A.) The responsibility for administration of the jury system shall be vested exclusively in the Meigs County Common Pleas Court.

B.) All procedures concerning jury selection and service shall be governed by Ohio Rules of Court.

XI.) Notification and Summoning Procedure

A.) The notice summoning a person to jury service and the questionnaire eliciting essential information regarding that person, at the Court's discretion:

- 1.) May be combined in a single document;**
- 2.) Should be written so as to be easily understood by a person unfamiliar with the legal and jury systems;**
- 3.) May be served personally by the Sheriff**
- 4.) May be delivered by ordinary U.S. Mail**

B.) A summons should be clearly explain how and when the recipient must respond and the consequences of a failure to respond or appear.

C.) The juror questionnaire should be written and organized so as to facilitate quick and accurate screening and should only request that information necessary and essential for:

- 1.) Determining whether a person meets the criteria for eligibility;**
- 2.) Providing a basic background information ordinarily sought for voir dire examination; and**
- 3.) Efficiently managing the jury system.**

D.) Policies and procedures shall be established for monitoring failures to respond to a summons and for enforcing a summons to report for jury service.

E.) See attached example notification letter (Exhibit C) which may be delivered to prospective jurors by ordinary mail. Jurors who fail to report for service may be required to appear and inform the Court why they did not appear. Sanctions may be imposed as appropriate to the circumstances.

XII.) Monitoring the Jury System

The Court shall collect and analyze information regarding the performance of the jury system annually to evaluate:

- A.) The representativeness and inclusiveness of the jury source list;**
- B.) The effectiveness of qualification and summoning procedures;**
- C.) The responsiveness of individual citizens to jury duty summons;**
- D.) The efficient use of jurors; and**
- E.) The cost-effectiveness of the jury management system.**

XIII.) Juror Use

A.) The Court shall employ the services of prospective jurors so as to achieve optimum use with a minimum inconvenience to jurors.

B.) The Court shall determine the minimally sufficient number of jurors needed to accommodate anticipated trial activity. The information and appropriate management techniques shall be used to adjust both the number of individuals summoned for jury duty and the number assigned to jury panels.

XIV.) Jury Facilities

A.) The Court shall provide an adequate, comfortable and convenient environment for jurors.

B.) The entrance and registration area shall be clearly identified and appropriately designed to accommodate the daily flow of prospective jurors at the Court house.

C.) Jurors shall be accommodated in pleasant waiting facilities with suitable amenities.

D.) Jury deliberation rooms shall include space, furnishings and facilities conducive to reaching a fair verdict. The safety and security of the deliberation rooms shall be ensured by the Bailiff.

E.) To the extent feasible, juror facilities shall be arranged to minimize contact between jurors, parties, counsel and the public.

F.) Smoking is not permitted in the jury deliberation rooms, unless all jurors shall agree to permit same. Smoking may be permitted in other areas.

XV.) Juror Compensation

A.) Persons called for jury service shall receive a reasonable fee for their service and expenses pursuant to statutory authority.

B.) Such fees may be paid after the conclusion of the term of Court in which the jury service was rendered.

C.) Employers are prohibited by law from discharging, laying off, denying advancement opportunities to, or otherwise penalizing employees who miss work because of jury service.

D.) Educational institutions, or instructors at such institutions, may not penalize students who miss class because of jury service.

XVI.) Juror Orientation and Instruction

A.) The Court shall have an orientation program:

- 1.) Designed to increase prospective jurors' understanding of the judicial system and prepare them to serve competently as jurors; and**
- 2.) Presented in a uniform and efficient manner using a combination of written and/or oral materials.**

B.) The trial Judge shall:

- 1.) Give preliminary instructions to all prospective jurors.**
- 2.) Give instructions directly following empanelment of the jury to explain the role of the jury, the trial procedures; the nature of evidence and its evaluation; the issues to be addressed and the basic relevant legal principles.**
- 3.) Prior to the commencement of deliberations, instruct the jury on the law, on the appropriate procedures to be followed during deliberations, and on the appropriate method for reporting the results of its deliberations.**
- 4.) Prepare and deliver instructions which are easily understood by lay persons unfamiliar with the legal system.**
- 5.) Before dismissing a jury at the conclusion of a case, the trial Judge shall:
 - a.) Release the jurors from their duty of confidentiality;**
 - b.) Explain their rights regarding inquiries from Counsel or the news media;**
 - c.) Either advise jurors that they are discharged from service or specify when and how they must report, as appropriate;**
 - d.) Express the Court's appreciation to the jurors for their service.****

C.) Communications, regarding the matter being tried, between the Judge and members of the jury panel from the time of reporting to the courtroom for voir dire until dismissal, shall be in writing or on the record in open Court. Counsel for the parties shall be informed of such communications and given the opportunity to be heard.

XVII.) Jury Size and Unanimity of Verdict

A.) Jury size and unanimity in civil and criminal case be in conformity to law.

XVIII.) Jury Deliberations

A.) Jury deliberations shall take place under conditions and pursuant to procedures which are designed as to ensure impartiality and to enhance rational decision-making and shall be in conformity to law.

B.) The Judge shall instruct the jury concerning appropriate procedures to be followed during deliberations.

C.) A jury shall not be required to deliberate after a reasonable hour unless the trial Judge determines that evening or weekend deliberations would not impose an undue hardship upon the jurors and such are required in the interest of justice.

D.) Court personnel assigned to escort and assist jurors during their deliberations shall be properly trained.

XIX.) Sequestration of Jurors

A.) A jury shall not be sequestered but for good cause, including, but not limited to, insulating its members from improper information or influences.

B.) The jury shall be sequestered after a capital case is submitted to the jury, in conformity with existing Ohio law.

C.) The trial judge shall have the discretion to sequester a jury on the motion of Counsel or on the Judge's own initiative and shall have the responsibility to oversee the conditions of such sequestration.

D.) The Sheriff shall provide such security as is required and requested by the Court.

E.) Standard procedures shall be promulgated to:

- 1.) Achieve the purpose of sequestration; and**
- 2.) Minimize the inconvenience and discomfort of the sequestered jurors.**

F.) Court personnel assigned to escort and assist jurors during sequestration shall be properly trained.

This Order shall take effect July 1, 1994.



JUDGE FRED W. CROW III

**cc: Judge Crow
Clerk of Court
Ohio Supreme Court
Members of the Meigs County Bar
Secretaries of:
Athens County Bar Association
Gallia County Bar Association**

FILED

IN THE COMMON PLEAS COURT OF MEIGS COUNTY

Pomeroy, Ohio

95 SEP 20 P4: 29

IN THE MATTER OF :
:
THE COMPUTATION :
:
OF TIME FOR TRIAL :
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IN ALL CRIMINAL :
:
MATTERS :

JUDGE FRED W. CROW III
CLERK OF COURTS
MEIGS COUNTY

**-AMENDED
ENTRY-**

V. III
Pg. 553

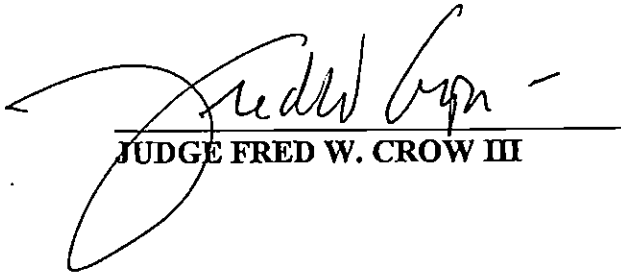
Now comes the Court and amends its prior Order of April 3, 1992, as follows:

The Prosecuting Attorney is Ordered, in all criminal matters, to calculate and compute the maximum time limits for trial of such matters, as required by Revised Code Section 2945.71, and report the same, in writing, to the Court at the time of arraignment or initial appearance upon the Indictment or Complaint.

Twice in recent months, the Meigs County Prosecuting Attorney, having failed to make such calculations, agreed to a continuance of trial dates, which if the Court had granted, would have been beyond the speedy trial requirements of Revised Code Section 2945.71.

Further, the Prosecuting Attorney is Ordered, upon the filing of any Motion for Continuance by any party in a criminal matter, to supplement any previous reports and fully advise the Court, in writing, of the maximum trial limits, as applicable at that point in time.

SO ORDERED.



JUDGE FRED W. CROW III

cc: Judge
Prosecuting Attorney
9.21.95 mh

IN THE COMMON PLEAS COURT OF MEIGS COUNTY

Pomeroy, Ohio

95 OCT 19 P2: 05

IN THE MATTER OF :
:
THE COMPUTATION :
:
OF TIME FOR TRIAL :
:
IN ALL CRIMINAL :
:
MATTERS :

*vol 112
p. 22*

JUDGE FRED W. CROW III
CLERK OF COURTS
MEIGS COUNTY

-AMENDED ENTRY-

Now comes the Court and amends its prior Order of April 3, 1992, as follows:

The Prosecuting Attorney is Ordered, in all criminal matters, to calculate and compute the maximum time limits for trial of such matters, as required by Revised Code Section 2945.71, and report the same, in writing, to the Court at the time of arraignment or initial appearance upon the Indictment or Complaint.

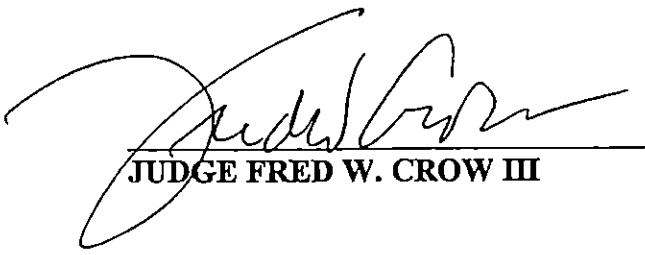
Twice in recent months, the Meigs County Prosecuting Attorney, having failed to make such calculations, agreed to a continuance of trial dates, which if the Court had granted, would have been beyond the speedy trial requirements of Revised Code Section 2945.71.

Further, the Prosecuting Attorney is Ordered, upon the filing of any Motion for Continuance by any party in a criminal matter, to supplement any previous reports and fully advise the Court, in writing, of the maximum trial limits, as applicable at that point in time.

SO ORDERED.

Oct. 23, 1995

cc: Judge
Prosecuting Attorney
DL


JUDGE FRED W. CROW III

IN THE COMMON PLEAS COURT OF MEIGS COUNTY

FILED

Pomeroy, Ohio

96 MAR 8 P2: 30

IN THE MATTER OF :
 :
ESTABLISHING FEES :
 :
FOR PROBATION : **JUDGE FRED W. CROW III**
 :
SERVICES AS A CONDITION :
 : **GENERAL ORDER #10**
OF PROBATION :

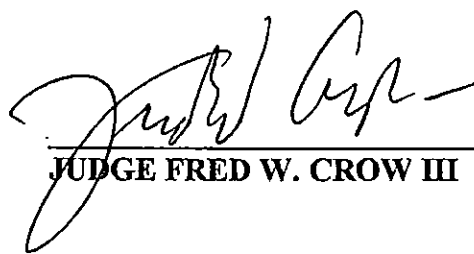
W. E. SPENCER
CLERK OF COURTS
MEIGS COUNTY

V. 113
P. 409

Now comes the Court, as provided in Revised Code Section 2951.021, as amended, and Orders that all criminal offenders who are placed on probation or community control or supervision as of the date of this Entry shall pay the sum of fifty dollars (\$50.00) per month to the Clerk of Court as and for a supervision fee during their continuance on probation. Said payments shall be due and payable on or before the fifth regular business day of each month. Further, the Court Orders the Clerk of Courts to receive such fees and cause those fees to be paid into the Meigs County Treasury and deposited in the County Probation Services Fund.

The Court further directs and Orders the Meigs County Auditor to establish a fund to be known as the County Probation Services Fund to receive the payments as set forth above.

SO ORDERED.



JUDGE FRED W. CROW III

- cc: Judge .Crow
- Prosecuting Attorney -John Lentec
- Public Defenders -William Safranek/Steve Story
- Clerk
- Auditor -Nancy Campbell
- Board of County Commissioners
- Probation Officer -Jeff Ross
- 3-11-96mlf

IN THE COMMON PLEAS COURT OF MEIGS COUNTY FILED

Pomeroy, Ohio

96 MAR 20 1:54

**IN THE MATTER OF
REQUIRING PARTIES
TO ATTEND A CHILD-
PARENTING CLASS**

vol 113
P. 521

:
:
:
:

**JUDGE FRED W. CROW III
GENERAL ORDER #11**

WENDY E. SPENCER
CLERK OF COURTS
MEIGS COUNTY

Now comes the Court and Orders the following:

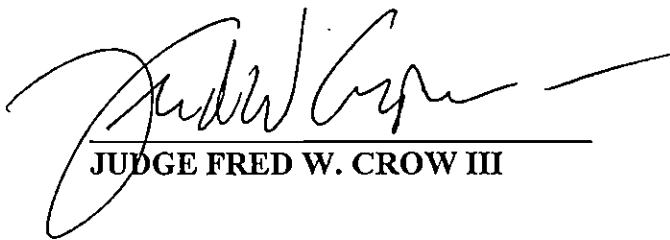
A.) After the filing of either a complaint for divorce or a petition for dissolution of marriage, in which minor children are involved, and before said action will be heard, all parties seeking custody, visitation and companionship and both parties seeking a dissolution shall attend and successfully complete a session of the Meigs County Child Parenting Class sponsored by the Common Pleas Court of Meigs County, Ohio.

B.) Before a final hearing on any motion involving children, change of custody and/or visitation and/or companionship and/or contempt the parties shall attend the above referenced Child Parenting Session, if they have not done so previously within the preceding one year.

C.) A Certificate of Attendance will be issued to each participant and a copy of the same shall be filed in each case that attendance is required.

D.) Failure to attend the parenting class shall be prima facie evidence of lack of fitness on the part of that party for custodial or visitation rights. Further, the Court may issue an order treating as a contempt of court the failure to obey this order.

SO ORDERED.



JUDGE FRED W. CROW III

March 21, 1996

cc: Judge

Bar Association

Clerk

Jeanie Weeks-coordinator parent education

DL

IN THE COMMON PLEAS COURT OF MEIGS COUNTY

5 Romeroy, Ohio 1:32

FILED 96 OCT -4 PM 1:32

IN RE

COURT SECURITY

STANDARDS

LOCAL RULE

CLERK OF COURTS

JUDGE FRED W. CROW III

CLERK OF COURTS

V.115
D.729

- E N T R Y -

Pursuant to Section 5 of Article IV of the Ohio Constitution and Rule 9 of the Rules of Superintendence for Courts of Common Pleas, this Court does hereby adopt, effective upon filing, the following Local Rule as its Court Security Standard and is made a part of the Local Rules of Practice before the Meigs County Court of Common Pleas, General Division.

The Rules are filed with the Supreme Court of Ohio in accordance with Rule 83 of the Ohio Rules of Civil Procedure.

Standard No. 1: SECURITY POLICY AND PROCEDURE MANUAL

A.) A written security policy and procedure manual governing security of the Court and its facility has been established and a copy of the same has been filed with the Clerk of Supreme Court of Ohio. Due to the due sensitive nature of contents, said Manual shall not, in total or in part, be released to or provided to any entity or person, without authorization of the Administrative Judge.

B.) With the adoption of the policy and procedure manual, steps are being taken to implement same as expeditiously as possible and subject to funding limitations.

Standard No. 2: LOCAL COURT SECURITY ADVISORY COMMITTEE

A.) A local Court Security Advisory Committee has been established for the purpose of implementation of the Standards as set forth herein and for a regular review of such Standards and the policy and procedure manual.

Standard No. 3: PERSONS SUBJECT SECURITY SCREEN

A.) All persons entering the Court House are subject to security screen. Anyone refusing to permit such search shall not be permitted to enter.

B.) All persons entering the Court room are subject to a search of their person; all packages and/or containers brought into the Court room are subject to search. Any person refusing to permit a search of their person or any package or container under their control shall be removed and the package or container confiscated.

Standard No. 4: COURT SECURITY OFFICERS

A.) The person appointed as the Court Constable for the Common Pleas Court, General Division, shall be the Chief of Security for the Court and its facility.

B.) Uniformed, armed, commissioned law enforcement officers may be employed and assigned in sufficient number to insure the security of each Court and its facility.

C.) All security officers or law enforcement officers assigned to Court security duties shall be certified through the Ohio Peace Officers Training Council, and shall receive specialized instruction and training specific to their job, except the Court Constable.

Standard No. 5: WEAPONS IN COURT FACILITY

A.) No weapons shall be permitted in the Court House except those carried by properly qualified Court Security officers or law enforcement officers acting within the scope of the official duties.

B.) Law enforcement officers who are parties, or have a personal interest in a judicial proceeding or witness or interested party outside the scope of their employment shall not be permitted to bring any weapon into the Court House.

Standard No. 6: PRISONER TRANSPORT WITHIN COURT FACILITY AND COURT HOUSE

A.) All prisoners shall be transported into and within the Court House through areas and at times in which contact with the public is unlikely. Prisoners shall be handcuffed and secured by leg restraints, if appropriate.

Standard No. 7: DURESS ALARMS

A.) All Court rooms within the Court House shall be equipped with duress alarms connected to the Sheriff's Office. Such alarms shall be silent at the origination site and produce an audible tone and/or voice enunciation at the monitoring location.

Standard No. 8: CLOSED CIRCUIT VIDEO SURVEILLANCE

A.) As practicable, all court rooms, offices, entrances and public areas of the Court House shall be monitored by video surveillance.

Standard No. 9: RESTRICTED ACCESS TO OFFICES

A.) Entrances to the Judge's Chambers and Office shall be restricted to ensure safe and secure work areas and to protect against inappropriate action directed against the Court or its personnel.

Standard No. 10: AFTER HOURS SECURITY

A.) As a part of the security plan, a procedure for providing after-hours and off-premises protection for Judges and other Court House personnel, shall be adopted and applied to particular events and situations as they may occur.

Standard No. 11: STRUCTURAL SECURITY CONSIDERATIONS

A.) Any new construction, remodeling or renovation of Court House facilities shall include a review by the Chief of Security and proper consideration given to impact upon security. Separate waiting areas should be available for parties, victims and witnesses where practicable.

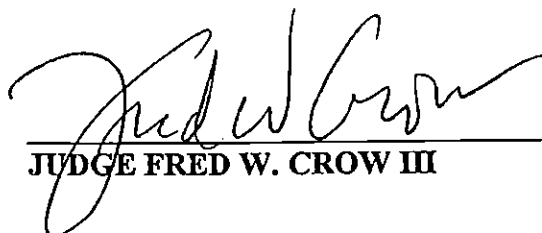
Standard No. 12: INCIDENT REPORTING

A.) Any violation of law which occurs within the Court House shall be promptly reported to the Sheriff.

B.) The Court has adopted a policy for reporting security incidents which is contained in the policy and procedure manual.

C.) A written report of such incidents shall be made annually to the Supreme Court of Ohio.

SO ORDERED.



JUDGE FRED W. CROW III

COMMON PLEAS COURT

FILED

IN THE COMMON PLEAS COURT OF MEIGS COUNTY

97 JUL 23 PM 3:58

IN THE MATTER OF

ESTABLISHING A FEE FOR

REIMBURSEMENT TO COUNTY

FOR COST OF

ADMINISTRATION OF

CRIMINAL SANCTIONS

FILED
Clerk of Courts
Meigs County
2019

JUDGE FRED W. CROW III

GENERAL ORDER #12

V. 119
109.165

Now Comes the Court, as provided in Revised Code Section 2929.18 (A), and Orders that all criminal offenders who are placed on probation or community control or supervision by Order of this Court shall pay the sum of fifty dollars (\$50.00) per month to the Clerk of Courts as and for the reasonable cost to the County of Meigs for the administration of criminal sanctions. Said payments shall be due and payable on or before the fifth regular business day of each month. Further, the Clerk is Ordered to receive such fees to be paid into the Meigs County Treasury and deposited in the County Sanction Cost Reimbursement Fund.

The Court further directs and Orders the Meigs County Auditor to establish a fund to be known as the County Sanction Cost Reimbursement Fund to receive the payments as set forth herein and above.

SO ORDERED.


JUDGE FRED W. CROW III

Approved:


John R. Lentis
Meigs County Prosecuting Attorney

COMMON PLEAS COURT

APR 1 1999

FILED
Larry E. Spencer
Clerk of Court
Meigs County, Ohio

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

IN THE MATTER OF:

*Vol 126
p. 198*

LOCAL RULES OF PROCEDURE

*

GENERAL ORDER # 13

REGARDING SECURITY

*

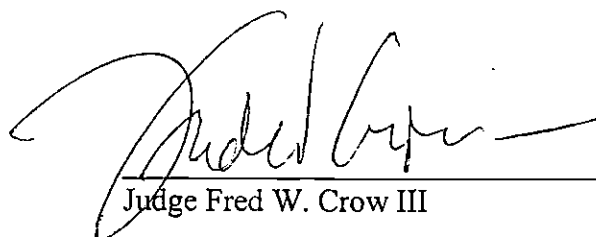
*

FOR COSTS

*

Now comes the Court and Amends Local Court Rule 3.02 to read as follows:

3.02 A deposit of \$75.00 shall be required in garnishment proceedings, and a \$75.00 deposit is required to re-open a civil action. If costs are not paid at the termination of litigation, any deposit of costs shall be applied by the Clerk of Courts to the unpaid costs.



Judge Fred W. Crow III

April 5, 1999

cc: Judge Crow

Clerk of Court

Ohio Supreme Court 30 E. Broad St., State Office Tower, Cols 43266-0419

Local Practitioners of the Meigs county Bar Association

Athens County Bar Association

Gallia County Bar Association

DL

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

Pomeroy, Ohio

FILED
2000DEC-7 AM 10:43

CLERK OF COURTS
FRED W. CROW, III

2/13/01
P. 23

| | | |
|---------------------------|---|-------------------------|
| IN THE MATTER OF: | : | |
| | : | Judge Fred W. Crow, III |
| LOCAL RULES PROVIDING FOR | : | |
| JURY USE AND MANAGEMENT | : | GENERAL ORDER 2000-12 |
| PLAN | : | |

Common Pleas Court, Meigs County, Ohio

ORDER TO DRAW GRAND, COUNTY COURT AND PETIT JURY:

To the Clerk of said County:

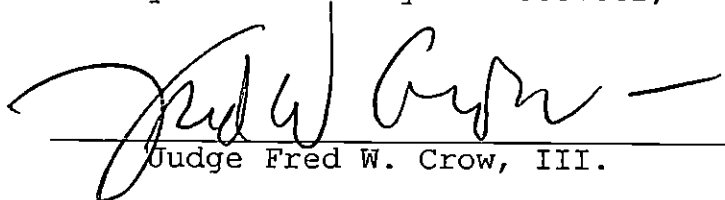
As prescribed by Section 2313.19 of the Jury Code, the Court now makes this general order, to be filed in your office, fixing the number of jurors to be drawn for the January Term 2001 of the Court of Common Pleas of County, to-wit: Draw to be held on Thursday, December 7, 2000 at 11:00 a.m. For the year 2001, the Meigs County Common Pleas Court shall have one term, beginning January 1, 2001.

A Commissioner of Jurors of said County shall in the manner prescribed by law draw no less than 2,100 names. The last 100 persons whose names are so drawn you will cause to be summons to appear and serve as Grand Jurors of said term; the remaining persons, 2000 in number, whose names are so drawn you will cause to be summons to appear as Petit Jurors for said term.

Thereafter, the Commissioner of Jurors of said County shall in the manner prescribed by law draw no less than 450 names to be used as jurors for the County Court of Meigs County, Ohio.

And for doing, this shall be your sufficient warrant.

Witness my hand officially this 7th day of December, 2000.



 Judge Fred W. Crow, III.

IN THE COMMON PLEAS COURT OF MEIGS COUNTY

2000 DEC 8 Pomeroy, Ohio

IN THE MATTER OF

COMBINING DUPLICATE

CRIMINAL SANCTION

FUNDS

CLERK OF COURTS
MEIGS COUNTY
OHIO
2000 DEC 8 PM 2:11

JUDGE FRED W. CROW III

GENERAL ORDER # 2000-1

FILED
2000 DEC 8 PM 2:11
V. 134
P. 107

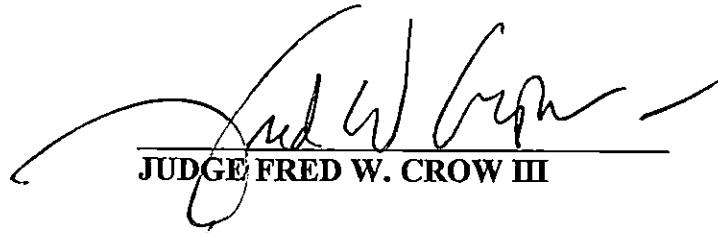
Now comes the Court and finds that we have the following duplicate criminal sanction funds: a probation supervision fund B040 and a county sanction cost reimbursement fund B066.

The Court directs and Orders the Meigs County Auditor to transfer all funds in the Probation Supervision Fund, Account # B040, to the county sanction cost reimbursement fund, account # B066.

The Court further directs and Orders the Meigs County Auditor, upon transfer of all funds from account # B040 to account # B066, to close account # B040 on 12-31-00.

The Court further directs and Orders the Clerk of Court of Common Pleas to deposit all offender fee monies to the county sanction cost reimbursement fund, account number B066.

SO ORDERED.


JUDGE FRED W. CROW III

CC: Judge
Clerk of Court
Auditor
Commissioners

Delete,psfund,wps.ab

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

Pomeroy, Ohio

FILED

2000 DEC -8 PM 2:23

V134
10/105

IN THE MATTER OF: :
 LOCAL RULES PROVIDING FOR :
 JURY USE AND MANAGEMENT : GENERAL ORDER 2000-14, WHICH
 PLAN : AMENDS GENERAL ORDER 2000-12,
 : WHICH WAS MISNUMBERED

Common Pleas Court, Meigs County, Ohio

ORDER TO DRAW GRAND, COUNTY COURT AND PETIT JURY:

To the Clerk of said County:

As prescribed by Section 2313.19 of the Jury Code, the Court now makes this general order, to be filed in your office, fixing the number of jurors to be drawn for the January Term 2001 of the Court of Common Pleas of County, to-wit: Draw to be held on Thursday, December 7, 2000 at 11:00 a.m. For the year 2001, the Meigs County Common Pleas Court shall have one term, beginning January 1, 2001.

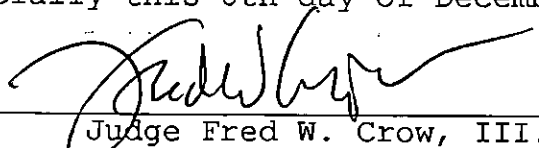
A Commissioner of Jurors of said County shall in the manner prescribed by law draw no less than 2,100 names. The last 100 persons whose names are so drawn you will cause to be summons to appear and serve as Grand Jurors of said term; the remaining persons, 2000 in number, whose names are so drawn you will cause to be summons to appear as Petit Jurors for said term.

Thereafter, the Commissioner of Jurors of said County shall in the manner prescribed by law draw no less than 450 names to be used as jurors for the County Court of Meigs County, Ohio.

And for doing, this shall be your sufficient warrant.

Witness my hand officially this 8th day of December, 2000.

John Lentos
 Pat Story
 Jerry McHenry, Atty.
 William Eachus, Atty.
 Charissa Payer, Asst. Atty. Gen.
 James Canepa, Atty.



 Judge Fred W. Crow, III.

COMMON PLEAS COURT

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

2001 FEB -7 PM 3:06

FILED

M. Harrison

CLERK OF COURTS
MEIGS COUNTY, OHIO

JUDGE FRED W. CROW III

IN THE MATTER OF :

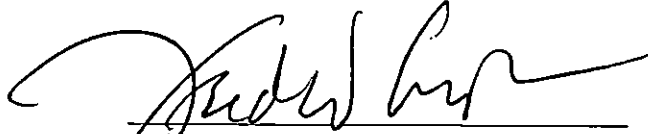
LOCAL RULES PROVIDING FOR

JURY USE AND MANAGEMENT PLAN

*V. 130
D. 735*

For the first three (3) months of the year 2001, Juror Number 350 thru Juror
Number 395 shall serve as Grand jurors from January 1, 2001 to March 31, 2001.

Thereafter, the Grand Jurors shall be as designated in General Order 2000-12



Judge Fred W. Crow III

COMMON PLEAS COURT

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

2001 FEB 13
2001 FEB 13 AM 9:45

POMEROY, OHIO

FILED
M. Starnin
CLERK OF COURTS
MEIGS COUNTY, OHIO

v134
p 779

IN THE MATTER OF:

JUDGE FRED W. CROW III

LOCAL RULES PROVIDING FOR
JURY USE AND MANAGEMENT
PLAN

GENERAL ORDER 2000-14
AMENDED

Common Pleas Court, Meigs county, Ohio

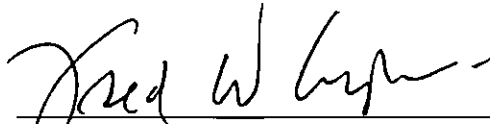
ORDER TO DRAW GRAND, COUNTY COURT AND PETIT JURY:

To the Clerk of said County:

As prescribed by Section 2313.19 of the Jury Code, the Court now makes this general order, to be filed in your office, fixing the number of jurors to be drawn for the January Term 2001 and each year thereafter, of the Court of Common Pleas of County, to-wit: Draw to be held on Thursday, December 7, 2000 at 11:00 a.m. For the year 2001 and each year thereafter, the Meigs County Common Pleas Court shall have one term, beginning January 1, 2001 and each January 1st thereafter.

A Commissioner of Jurors of said County shall in the manner prescribed by law draw no less than 2,100 names. The last 100 persons whose names are so drawn you will cause to be summons to appear and serve as Grand Jurors of said term; the remaining persons, 2000 in number, whose names are so drawn you will cause to be summons to appear as Petit Jurors for said term.

Thereafter, the commissioner of Jurors of said County shall in the manner prescribed by law no less than 450 names to be used as jurors for the court of Meigs County, Ohio.



Judge Fred W. Crow III

2003 SEP 26 AM 10:38

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

FILED

M. H. H. H.

CLERK OF COURTS
MEIGS COUNTY, OHIO

IN THE MATTER OF

LOCAL RULE PROVIDING FOR

GENERAL ORDER

SEXUAL HARASSMENT

V148
P 16D

A. Policy Statement

It is against the policy of the **Meigs County Clerk of Court, the Meigs County Common Pleas Court, and the Meigs County Common Pleas Court Probate and Juvenile Division**, and is illegal under state and federal law for any employee, male or female, to sexually harass another employee. This employer is committed to providing a workplace free from this unlawful conduct. It is a violation of this policy for an employee to engage in sexual harassment.

B. Definitions

Sexual harassment is a form of sexual discrimination and consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to that conduct is made either explicitly or implicitly a term or condition of employment; or
2. Submission or rejection of such conduct by an individual is used as the basis for employment decisions; or
3. The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment

Sexually harassing behavior, whether committed by supervisors or non-supervisory personnel, is prohibited. This behavior includes, but is not limited to:

1. Repeated unwelcome or offensive sexual flirtations, advances or propositions.

2. Verbal abuse of a sexual nature.
3. Graphic or degrading verbal comments about an individual or his/her appearance.
4. The display or distribution of sexually suggestive objects or pictures.
5. Unwelcome or offensive verbal or written communication of sexually suggestive material including "jokes".
6. Any unwelcome or offensive physical contact.

C. Reporting

Any employee who feels that they have been sexually harassed should report the complaint to their immediate supervisor, or to **Marlene Harrison, Clerk of Court, or her successor, or The Meigs County Common Pleas Judge, Fred W. Crow III, or his successor, or the Meigs County Probate - Juvenile Judge, L. Scott Powell, or his successor.** In addition, if any employee feels that they have been harassed by a member of the public, a service provider or a public official during the course of their employment, the employee should report the complaint to their immediate supervisor or to the **Meigs County Prosecuting Attorney, Pat Story, or his successor.** There will be no reprisals against any employee for making a report as provided in this section..

D. Investigation

County Government will conduct a prompt and thorough investigation of all complaints of sexual harassment. The county will make every effort to keep the complaint confidential, except as required by law and as may be reasonably necessary to successfully complete the investigation or complaint or any person involved in the investigation. Failure by any employee to cooperate with the investigation of a complaint will be a violation of this policy.

E. Disciplinary Action

If the allegation of sexual harassment is found to be credible, appropriate disciplinary action will be taken. Sexual Harassment on the part of a county employee will be treated as a disciplinary infraction, with penalties up to and including termination for a first offense, in accordance with this discipline policy..

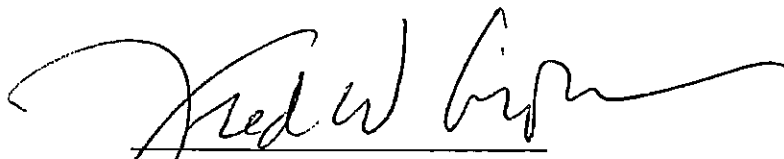
F. Responsibilities

Every supervisor is responsible for promptly responding to or reporting any complaint or suspected act of sexual harassment. Supervisors should report to their immediate supervisor, or the **Meigs County Clerk of Court, Marlene Harrison, or her successor**

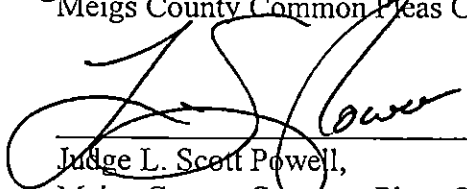
or to the Meigs County Common Pleas Court, Judge Fred W. Crow III, or his successor, or the Meigs County Common Pleas Court Juvenile - Probate Division, Judge L. Scott Powell, or his successor, or The Meigs County Prosecuting Attorney, Pat Story, or his successor. Failure of a supervisor to report or adequately address such harassment will result in disciplinary action in accordance with this discipline policy.

It is the responsibility of every employee, should they observe or experience objectionable or unwelcome behavior of the type described in this policy, to report that behavior as provided in this policy. There will be no reprisals against any employee for making such a report.

SO ORDERED.

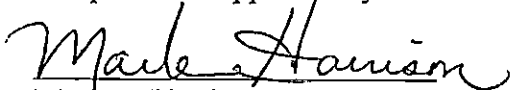


Judge Fred W. Crow III,
Meigs County Common Pleas Court




Judge L. Scott Powell,
Meigs County Common Pleas Court
Probate - Juvenile Court

Adopted and Approved by:



Marlene Harrison, Meigs County Clerk of Court



Pat Story, Meigs County Prosecuting Attorney

cc: ~~Supreme Court, Commissioners, Prosecutor, Clerk, Common Pleas Court, Juvenile- Probate Court~~

Supreme Court, 30 East Broad St., Columbus, OH 43266-0419

Meigs County Commissioners

Pat Story, Prosecutor

Judge Crow, Common Pleas Court

Judge Powell, Juvenile-Probate

9/26/03 kj

IN THE COURT OF COMMON PLEAS OF MEIGS COUNTY, OHIO

FILED
MARLENE HARRISON
CLERK OF COURTS
MEIGS COUNTY, OHIO

IN THE MATTER OF THE
GENERAL SPECIAL PROJECTS
FUND FOR THE COMMON PLEAS
COURT, GENERAL DIVISION

OCT 27 2004

COMMON PLEAS COURT

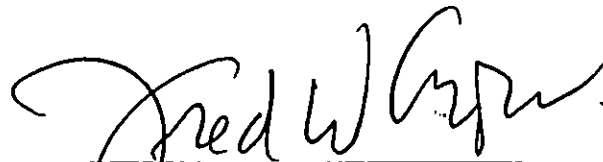
Now comes the Court and determines and finds that, for the efficient operation of the Court, additional funds are necessary to acquire and pay for special projects of the Court as outlined in and pursuant to Section 2303.201 R.C.

The Court further determines and finds pursuant to said code section that a fee of TWENTY DOLLARS (\$20.00) should be charged, in addition to all other court costs, on the filing of said criminal cause, civil action or proceeding, or judgment by confession, and that same should be paid from the court cost deposit when applicable.

IT IS, THEREFORE, ORDERED pursuant to Section 2303.201 R.C. that a fee of TWENTY DOLLARS (\$20.00) be charged as a part of court costs to be paid from the court costs deposit, when applicable, on the filing of each criminal cause, civil action or proceeding, or judgment by confession, or at such time court costs are paid when no cost deposit is required.

IT IS FURTHER, ORDERED that the Clerk of Courts collect such fees and pay same to the county treasurer for deposit into the "General Special Projects Fund For the Common Pleas Court, General Division" as established which then may be disbursed by order of the court.

SO ORDERED.



Judge Fred W. Crow III

TO ESTABLISH NEW FUNDS

Please establish, certify and appropriate the following:

FUND NUMBER B69

FUND NAME Common Pleas General Special Projects

| RECEIPTS | | |
|------------|----------|--------|
| Name | Line | Amount |
| Court fees | B069-B01 | 100.00 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| APPROPRIATIONS | | |
|----------------|----------|--------|
| Name | Line | Amount |
| Court expenses | B069-B01 | 100.00 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

TOTAL ESTIMATED RECEIPTS: _____

TOTAL APPROPRIATIONS: _____

Approved in Commissioners Minutes on

Date: _____
 Page Number: _____
 Journal Number: _____

Amended Certificate Number: _____ Date: _____

DEPARTMENT NAME: Common Pleas

AUTHORIZED BY: [Signature]

IN THE MEIGS COUNTY COURT OF COMMON PLEAS

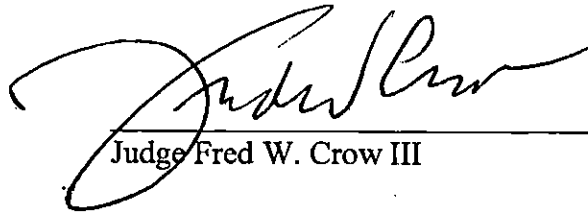
POMEROY, OHIO

IN RE:

DEPOSIT FOR COSTS

Now comes the Court, upon the finding that necessary deposits must be increased to secure the payment of costs, and adopts the attached fee schedule until further order of the Court.

Said order is effective October 1, 2005 and copies of said order shall be forwarded to each attorney of record in Meigs County, Ohio.



Judge Fred W. Crow III

Vol 158
p. 659

FILED
2005 OCT 9 09:20
CLERK OF COURT

RULE 2.03

DEPOSITS FOR COSTS

I. No civil action or proceeding shall be accepted by the Clerk for filing unless the party offering the same for filing shall have first deposited a sum to secure the payment of the costs that may accrue in such action or proceeding, except as otherwise provided by law. Such advance deposit shall be in accordance with the following schedule:

| | |
|--|----------|
| Domestic (Divorce, Dissolution, Annulment)----- | \$220.00 |
| Aid of execution, Judgment Debtor Exam----- | \$100.00 |
| Personal Earnings Wage Garnishment----- | \$100.00 |
| All other garnishments----- (+ \$1.00 check payable to garnishee) | \$100.00 |
| Land sale or foreclosure action----- | \$185.00 |
| Other civil actions (including mediation)----- (All malpractice actions require additional \$5.00 deposit) | \$185.00 |
| Out-of-County <u>personal</u> service (all cases)----- | \$50.00 |
| Cross, counter, or third party complaint in civil action----- ((\$5.00 for each additional defendant after 5) | \$95.00 |
| Proceedings to vacate, revive, and change, or modify judgment----- | \$100.00 |
| All filings or requests for service not covered by the above----- | \$50.00 |
| Filing foreign judgment----- | \$95.00 |
| Expungement----- | \$105.00 |
| Making certificate of judgment----- | \$5.00 |
| Release of certificate of judgment (other than state of Ohio case)----- | \$5.00 |
| Filing certificate of judgment----- | \$20.00 |
| Notary filing----- | \$25.00 |
| Court of Appeals deposit----- | \$85.00 |
| (All malpractice actions require additional \$5.00 deposit) | |
| Writ of Possession----- | \$95.00 |

Judge

CLERK OF COURT

X

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

2006 APR 24 PM 1:20

**IN THE MATTER OF
LOCAL RULE 16.04
TRANSCRIPTION OF
PROCEEDINGS**

FILED
M. J. Hamilton
CLERK OF COURTS
MEIGS COUNTY, OHIO
Judge Fred W. Crow III
AMENDED ENTRY

Now comes the Court and amends Local Rule 16.04 as follows:

Court personnel will transcribe recorded proceedings at the rate of three dollars (\$3.00) per page for the original transcript and one dollar fifty cents (\$1.50) per page for copies. Advance payment may be required.

Said order is effective April 24, 2006, and copies of said order shall be forwarded to each attorney of record in Meigs County, Ohio.

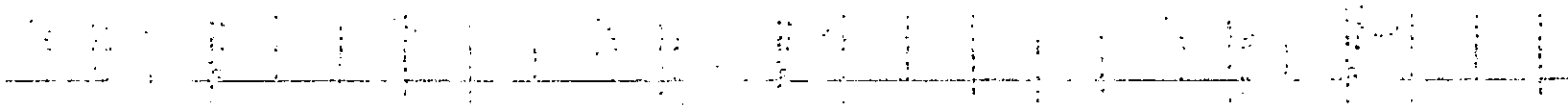
SO ORDERED.

Fred W. Crow III

Judge Fred W. Crow III

cc: Judge
Court Reporter

sdm



IN THE MEIGS COUNTY COURT OF COMMON PLEAS
GENERAL DIVISION

2007 OCT -4 PM 3:09

FILED

M. J. ...

GENERAL ORDER OF COURTS
MEIGS COUNTY, OHIO

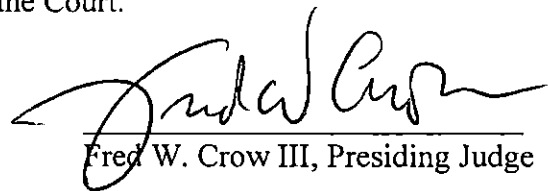
In re: Fees for mediation or
dispute resolution
services
:
:
:

I, the undersigned, presiding Judge of the Meigs County Court of Common Pleas determine that, for the efficient operation of the Court, additional funds are necessary to acquire and pay for special projects of the Court, including, but not limited to, mediation or dispute resolution services.

The Court hereby charges a fee in the amount of twenty five (\$25.00) dollars, in addition to all other Court costs, on the filing of each criminal cause, civil action or proceeding, or judgment by confession.

It is further ORDERED that all moneys collected under this Order shall be paid to the county treasurer for deposit into the mediation or dispute resolution special projects fund, which shall be dispersed upon order of the Court.

This Order is made pursuant to R. C. 2303.20.1 (E) (1), and shall be entered upon the journal of the General Division of the Court.


Fred W. Crow III, Presiding Judge

IN THE MEIGS COUNTY COURT OF COMMON PLEAS
GENERAL DIVISION

2007 OCT -4 PM 3: 09

FILED

Mark Haman

In re: Fees for mediation or
dispute resolution
services

GENERAL ORDER, CLERK OF COURTS
MEIGS COUNTY, OHIO

*Y171
p272*

I, the undersigned, as the duly elected judge of the Court of Common Pleas for Meigs County, Ohio, hereby determine that for the efficient operation of the Court additional funds are necessary to acquire and pay for mediation or dispute resolution services. It is therefore ORDERED that the Court shall charge a special projects fee in the amount of twenty-five dollars (\$25.00), upon the filing of each criminal, or civil proceeding.

It is further ORDERED that all moneys collected under this Order shall be paid to the county treasurer for deposit into the mediation or dispute resolution special projects fund.

This Order is made pursuant to R. C. 2303.20.1 (E) (1), and shall be entered upon the journal of the General Division of the Court.

Fred W. Crow III
Fred W. Crow III, Presiding Judge

- cc: Judge Crow
- Meigs Co. Bar Association c/o Jennifer Sheets (Secretary)
- Pat Story, Pros. Atty.
- Christopher Tenoglia, Atty.
- The Law Office of Bernard V. Fultz, Esq.
- Jennifer Sheets, Atty.
- Douglas Little, Atty.
- Linda Warner, Atty.
- Steven Story, Atty.
- Raberta A. Hill, Atty. at PO Box 31, Racine
- Denise Bunce, Atty.
- I. Carson Crow, Atty.
- Charles H. Knight, Atty.
- Patrick H. O'Brien, Atty.
- Adam Salisbury, Atty.
- Martha Camp, Mediator
- 10-4-07 KLD

COMMON PLEAS COURT

2007 DEC 10 PM 2:45

IN THE MEIGS COUNTY COURT OF COMMON PLEAS
MEIGS COUNTY, OHIO

FILED

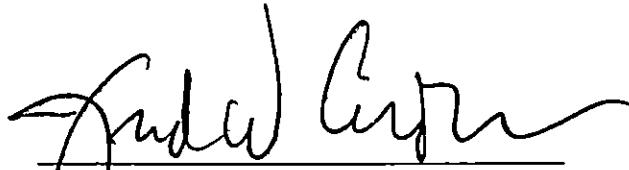
M. S. Harrison
CLERK OF COURTS
MEIGS COUNTY, OHIO

In Re: Transfer of Funds

GENERAL ORDER

I, the undersigned, presiding Judge of the Meigs County Court of Common Pleas
Order the Meigs County Auditor to transfer \$555.00 from sanctions fund B066-B01 to
the Meigs County Clerk of Court employee salary fund A002-E02 for administrative
services.

SO ORDERED



Judge Fred W. Crow III, Presiding Judge

COMMON PLEAS COURT

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

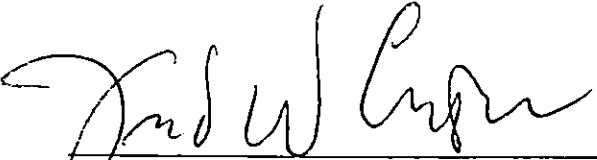
2007 DEC 12 PM 12:56

IN RE: ATTACHMENTS TO
FORECLOSURE COMPLAINTS

FILED
M. J. Haman
GENERAL ORDER
CLERK OF COURTS
MEIGS COUNTY, OHIO

Now comes the Court and orders the Clerk of Courts to include the attached information in the mailing of the foreclosure complaints to the borrowers.

SO ORDERED.



Judge Fred W. Crow III

**HOW TO FILE AN ANSWER TO A COMPLAINT
WITHOUT AN ATTORNEY**

DEC 12 PM 12:56
2007

FILED

M. J. Sullivan
CLERK OF COURTS
HENRY COUNTY, OHIO

This information explains how to answer the complaint filed against you so that you will have an opportunity to tell your side in Court.

You may have legal claims of your own against the person who filed the complaint against you, and you may wish to include these in your Answer. Such claims are called "counterclaims." Writing down your counterclaims is probably something that you would need the help of an attorney to do properly. If you have any claims against the person who sued you, you should contact an attorney immediately. If you are low income, legal services may be able to help you. Call 1-866-LAW-OHIO (1-866-529-6446) or go to www.ohiolegalservices.org. If you are low income but do not qualify for your local legal aid program, the Equal Justice Foundation at 1-800-898-0545 may be able to help you, or you can call your local bar association for a referral.

FAILURE TO ANSWER IS ADMITTING THE COMPLAINT

If you look at the **SUMMONS**, which often is the first page of the papers that you received from the Court, you will notice that it demands that you Answer the complaint within **28 days after you are served with the Summons. YOU MUST SERVE YOUR ANSWER WITHIN 28 DAYS.** Serving your answer means that after you have prepared your answer, you mail a copy of it to the person who sued you. You must also file the original with the court.

The page immediately after the Summons should be the first page of the complaint against you. Read the complaint carefully. Failure to answer the complaint in writing within 28 days after you receive it is an admission that what the complaint says is true and the other person should win whatever they have asked for from the Court. If you do not answer the complaint in writing the law says you therefore agree that what the complaint says is true and that the other side should win. This means that the other side may be able to make you pay money to them or take your house in foreclosure. If this is the case, there is no reason for the Court to have a trial, other than possibly a short hearing to determine the amount of the money you owe.

If there is no trial, then you will not get your day in Court. Also, if you do not serve and file an Answer to the complaint, you may not receive any further notice from the Court about what is happening in your case until the person who has sued you tries to collect his judgment by selling your house at a sheriff's auction, garnishing your wages, seeking to attach your personal property, or all of these options.

2007 DEC 12 PM 12:56

FILED

CLERK OF COURTS
MICHIGAN COUNTY, OHIO

HOW TO PREPARE YOUR WRITTEN ANSWER

Preparing a written Answer to the complaint is easy. It can be nothing more than a letter to the Judge. Certain information must be included in your letter so that your Answer will be properly recorded when it is received. This information can be found on the Summons and from the top part of the complaint. You must include:

1. Name of the Court
2. Name of person who sued you (Plaintiff)
3. Your name (Defendant)
4. Case Number and Name of Judge

You can write the information the same way as it appears on the complaint.

You should address the Judge as "Your Honor." Then tell the Judge you are writing about a lawsuit filed against you in the Judge's court. You should then admit whatever it is in the complaint that is true, and deny whatever is not true. If the complaint filed against you has numbered paragraphs, as most of them do, then go through the complaint paragraph by paragraph, admitting what is true and denying what is not true.

Whenever you deny something in the complaint, you should also state briefly your reason why you are denying it or any part of it. For example, if the complaint says that you owe money but you know that you already paid the money, then you should deny that you owe the money and say that you already paid it. If you are not sure whether something is true, you should write that you do not know. Do not guess, and do not assume that the person suing you must be right. It is better to say you do not know whether something is true than to agree with something you are not sure about.

At the end of the letter, ask the Judge to dismiss the complaint. Then print your name, address, and phone number legibly. In the lower left-hand corner of the letter write or type "cc:" and write the name of the attorney or person who filed the complaint against you.

If possible, you should type your answer. It is important for the Judge and the plaintiff to be able to read what you have written.

HOW TO SERVE AND TO FILE YOUR ANSWER

After you have prepared your Answer, you need to immediately make 2 photocopies of it. (Handwritten copies will not do.) MAIL one of these photocopies to the attorney or person who filed the complaint against you. Mailing is serving your answer. Although you do not have to mail the answer by certified mail, you may want to ask the post office to provide you with a Certificate of Mailing, which proves you mailed the answer on the date it was mailed, to the person to whom it was addressed.

Within three days of mailing one copy to the attorney (or the other person who filed the complaint against you), take the original of your Answer and your remaining photocopy to the clerk of the court that served the papers on you. Be sure that you go to the right court. Take the complaint with you to the clerk's office and show it to the clerk to confirm that you are in the right office. Then give the clerk both your original Answer and your photocopy. Ask the clerk to file-stamp the original and the copy and to give you your copy back.

The clerk will then keep the original, which will go into the Judge's file so that the Judge can read it. The file-stamped photocopy will be returned to you. Keep your file-stamped copy in a safe place because it is your proof that you filed your Answer in the place and on the date indicated in the file stamp. It is like a receipt.

After you are done with all of this, the Judge will have your Answer, the person who filed the complaint against you will have a copy of your Answer, and you will have a copy of your Answer with proof that you have filed the original with the Court. Everyone will know where you stand and that you are fighting the complaint. The Court will then keep you updated on

what happens in your case, and the person who filed the complaint against you will know where to send any additional papers that he or she may file.

You must keep the Court and the other side up-to-date on what your current address is and what your telephone number is, if you have a phone number. This is so that the Court and the other side can continue to communicate with you. If you move, they will not look for you. If any of the information you gave the Court in your answer changes, send another letter with the new information to the Clerk with the case number and parties' names; make sure you include what was your address.

Once you have filed your answer, you may get other papers from the person who is suing you and notices from the court. If you do not understand these papers, or what will happen in court, you may want to contact an attorney as previously suggested. If you are not able to get legal help, the reference librarian at your local public library may be able to help you find useful legal self help information.

GOOD LUCK!

Developed by Ohio State Legal Services Association (OSLSA) September 2007

P:\7-Publications\PAMPHLET\Pro Se Forms Collected\Ohio Forms\SEOLS pro se forms\General Forms\How to File Answer Revised.wpd

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

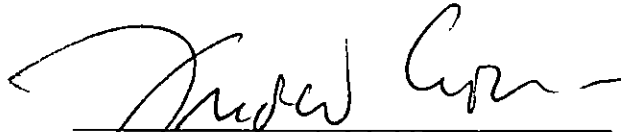
IN THE MATTER OF:
INCREASE OF RE-OPENING FEES

JUDGE FRED W. CROW III

GENERAL ORDER # _____

Now comes the Court and orders that in all post judgment motions, the party instituting such motion shall deposit with the Clerk of Courts the sum of \$175.00 for each motion as security for costs, except that no such deposit for security for costs shall be required for motions to withdraw as counsel or for appointment of a guardian ad litem.

SO ORDERED.



Judge Fred W. Crow III

COMMON PLEAS COURT
2008 JUN 25 PM 2:27
FILED
M. A. Harrison
CLERK OF COURTS
MEIGS COUNTY, OHIO

IN THE COURT OF COMMON PLEAS OF MEIGS COUNTY, OHIO

General Division

2008 JUN 25 PM 4:02

IN RE: SPECIAL PROJECTS FEE
AND FUND PURSUANT TO
ORC 2302.201(E) FOR
FORECLOSURE ACTIONS

FILED
JUDGE FRED W. CROW III
GENERAL ORDER # CLERK OF COURTS
MEIGS COUNTY, OHIO

This Court of Common Pleas General Division has determined that, for the efficient operation of this Court in regards to the extraordinary amount of Foreclosure Actions, additional funds are necessary to acquire and pay for Special Projects of the Court, as allowed for pursuant to ORC 2303.201(E)(1) et.seq. Pursuant to that determination, this Court by rule is establishing and charging a *Special Projects Fee for Foreclosure Actions*. Said *Special Projects Fee for Foreclosure Actions* shall be in addition to all other court costs, and shall be charged upon the filing in the General Division Court each cause, action or proceeding, judgment by confession, or the like as it pertains to **Foreclosure Actions, with the exception of any governmental agency filing a Foreclosure Action based on failure of payment of taxes (i.e. The County Treasurer).**

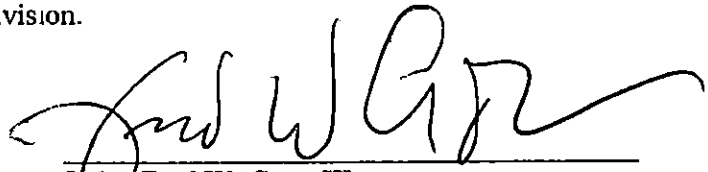
All moneys collected as a *Special Project Fee for Foreclosure Actions* shall be paid to the county treasurer for deposit into the *General Division Foreclosure Actions Special Projects Fund*. Moneys from the *General Division Foreclosure Action Special Project Fund* shall only be disbursed upon an order of the Judge of the Court, and only used according to this Court's determination.

IT IS HEREBY ORDERED, ADJUDGED AND DECREED, pursuant to ORC 2303.201(E)(1) et.seq., that effective July 1, 2008, the Meigs County Clerk of Common Pleas Courts is authorized and directed to charge a *General Division Foreclosure Action Special Projects Fee* of \$400.00 – in addition to all other court costs – for the Special Projects of this Meigs County Court of Common Pleas General Division.

Furthermore, IT IS ORDERED that the Meigs County Auditor and the Meigs County Treasurer shall establish a separate fund for this Foreclusrre Action Special Projects of this Meigs County Court of Common Pleas General Division; titled *General Division Foreclosure Action Special Projects*. All fees collected, and interest earned thereon, from the *Special Projects Fee for Forelcusure Actions* shall be deposited in the *General Division Foreclosure Action Special Projects Fund*.

Furthermore, IT IS ORDERED that the Judge of the Meigs County Court of Common Pleas General Division shall be the one authorized to determine the manner, disbursement and/or use of the moneys in the *General Division Foreclosure Action Special Project Fund*. Additionally, no moneys shall be expended or disbursed from the *General Division Foreclosure Action Special Project Fund* without an order, authorizing the same, from a Judge of the Meigs County Court of Common Pleas General Division.

IT IS SO ORDERED.



Judge Fred W. Crow III

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

IN THE MATTER OF A
GENERAL ORDER
FOR ALL CRIMINAL CASES

ORDER NUMBER
JUDGE FRED W. CROW III

GENERAL ORDER

Now comes the Court and Orders that the following fee schedule shall be in effect for all cases filed in the Meigs County Court of Common Pleas General Division;

\$15.00 for the general indigent fund
Ohio Revised Code 2949.091

\$30.00 for the victims of crimes fund
Ohio Revised Code 2743.70

\$20.00 for the common pleas judge fund
Ohio Revised Code 2303.201

\$25.00 when application for indigent counsel is made
Ohio Revised Code 120.36

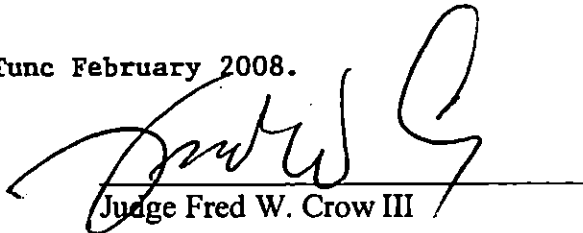
\$25.00 for mediation fund
Ohio Revised Code 2303.201 (E) (1)

\$10.00 for the clerk of courts computerization fund
Ohio Revised Code 2303.201 (B) (1)

\$3.00 for the common pleas court computerized legal research fund
Ohio Revised Code 2303.201 (A) (1)

The Clerk of Court shall determine, collect, and distribute these funds.

Entered Nunc Pro Tunc February 2008.



Judge Fred W. Crow III

2008 JUN 25 PM 4: 09
FILED
CLERK OF COURTS
MEIGS COUNTY OHIO
COMMON PLEAS COURT

**IN THE COMMON PLEAS COURT OF MEIGS COUNTY
Pomeroy, Ohio**

2009 FEB 27 PM 2:37


**IN RE: ATTACHMENTS TO
FORECLOSURE COMPLAINTS**

GENERAL ORDER

Diane Lynch
CLERK OF COURTS
MEIGS COUNTY OHIO

Now comes the Court and orders the Clerk of Courts to include the attached information, in addition to the attachments within the General Order of 12/10/07, in the mailing of the foreclosure complaints to the borrowers.

SO ORDERED.



Judge Fred W. Crow III

**TAKE ACTION
NOW!**

Millions of Americans have trouble making their mortgage payments every year, but help does exist. There are numerous actions you can take to help keep the dream of homeownership alive.

First, contact your mortgage servicer, or the company where you send your mortgage payments, and ask to speak with someone in the loss mitigation department about a loan modification, workout, or repayment plan. Visit www.savethedream.ohio.gov for servicer contact information.

Then, call Ohio's Save the Dream hotline, 888-404-4674, to be connected with a local HUD-approved housing counseling agency or legal aid assistance in your area. Housing counselors understand your situation and can help you sort through your options. Also, qualified homeowners will be connected with a local legal aid program to be matched with an attorney.

Ohio is here to help

State Resources

Save The Dream

888-404-4674

www.savethedream.ohio.gov

Ohio Department of Commerce

866-278-0003

www.com.ohio.gov

Ohio Housing Finance Agency

888-362-6432

www.ohiohome.org

Ohio Attorney General

800-282-0515

www.ag.state.oh.us

Ohio Treasurer of State

614-466-2160

www.tos.ohio.gov

The Supreme Court of Ohio

614-387-9420

www.sconet.state.oh.us

Federal Resource

U.S. Department of Housing &
Urban Development (HUD)

800-569-4287

www.hud.gov

Ohio Department of Commerce
"An Equal Opportunity Employer and Service
Provider"

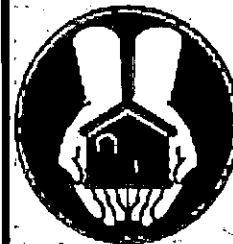
TTY/FDD: 1-800-750-0750

Ohio Department of Commerce
Kimberly A. Zurz
Director



Homeownership Preservation

www.savethedream.ohio.gov
888-404-4674



SAVE THE
dream
OHIO'S FORECLOSURE
PREVENTION EFFORT

Foreclosure Assistance for

Meigs County
& Surrounding Area

Governor Ted Strickland

Homeowner Preservation
Resources for Homeowners in Meigs County & Surrounding Area

The help that could
Save Your Home

SAVE THE *dream* HOTLINE
888.404.4674

Immediate Assistance

888-404-4674

Housing Counseling &
Legal Assistance

Mon-Fri 7:00 a.m. to 7:00 p.m.

Community Organizations

Crisisline

Phone number: 740-446-5500 or 740-446-5554
Toll Free number: 800-252-5554

**Meigs & Gallia Counties Community
Action Program Committee Inc.**
Phone number: 740-367-7341

Athens County Job and Family Services
Toll Free number: 800-762-3775
www.athenscountygovernment.com/jafs

**Hocking, Athens, Perry Community Action
(HAPCAP)**
Phone number: 740-767-4500
Toll Free number: 800-686-1093
www.hapcap.org

Housing Counseling

**Empowering & Strengthening Ohio's People
(ESOP)***

Phone number: 216-361-0718
Toll Free number: 877-731-3767
www.esop-cleveland.org

Consumer Credit Counseling Service*

Phone number: 614-552-2222
Toll Free number: 800-355-2227
www.cccservices.com

**Corporation for Ohio Appalachian Development
(COAD)***

Phone number: 740-594-8499
Toll Free number: 800-807-9781
www.coadinc.org

* State-funded Save the Dream Housing Counseling Agency

Other Resources

AARP

Foreclosure and Reverse
Mortgage Information
Toll Free number: 800-209-8085
www.aarp.org

Department of Job and Family Services

Prevention Retention and
Contingency Program
Phone number: 740-992-2117
Toll Free number: 800-992-2608
www.meigsdjfs.net

Meigs County Veteran's Service Office
Phone number: 740-992-2820

Ohio Benefit Bank

Toll Free number: 800-648-1176
www.obb.ohio.gov

**Contact your mortgage
servicer at the first sign of trouble!**

The first step to save your home is
to contact your mortgage servicer.
Ask about a workout resolution
or a loan modification. Visit
www.savethedream.ohio.gov
for servicer contact information.

Legal Assistance

Southeastern Ohio Legal Services
Phone number: 740-594-3558
Toll Free number: 800-686-3669
www.seols.org

Equal Justice Foundation
Phone number: 614-221-9800
Toll Free number: 800-898-0545
www.equaljusticefoundation.com



**SAVE THE
*dream***
OHIO'S FORECLOSURE
PREVENTION EFFORT

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

2011 APR -5 AM 11:01

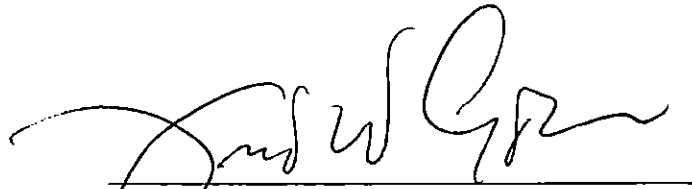
**IN RE: THE WAIVER OF
NOTARY FEES FOR MEIGS
COUNTY EMPLOYEES**

: v. 196
: p. 430

Diane Lynch
CLERK OF COURTS
MEIGS COUNTY, OHIO

Now comes the Court and orders that all notary fees heretofore ordered by the Meigs County Common Pleas Court shall be waived for Meigs County Officeholders and their employees, provided that said officeholders require their employees to be notaries as part of their employment.

SO ORDERED.



Judge

cc: all Meigs County officeholders

4-5-11 CEW
Meigs Co. Recorder
Treasurer
Auditor
Prosecutor
Judge Crow
Judge Powell
Judge Story

IN THE COURT OF COMMON PLEAS OF MEIGS COUNTY, OHIO

General Division

2011 NOV 17 AM 9:50

*V. 201
P. 191*

IN RE: SPECIAL PROJECTS FEE AND
FUND PURSUANT TO ORC
2302.201(E) FOR FORECLOSURE
ACTIONS

Diane Lynch
CLERK OF COURTS
MEIGS COUNTY, OHIO

JUDGE DALE A. CRAWFORD

ORDER

Now comes the Court, upon review of the General Order of June 25, 2008 (attached as Exhibit "A") authorizing a charge of four hundred dollars (\$400.00) as and for a General Division Foreclosure Action Special Projects Fee, and finds that the collection of this fee should be and hereby is ORDERED to be ceased. Effective Monday, November 21, 2011, the Meigs County Clerk of Courts shall no longer charge or collect said fee.

SO ORDERED.

Dale A. Crawford
JUDGE Dale A. Crawford


cc: Clerk of Courts
Judge
Meigs County Bar

IN THE COURT OF COMMON PLEAS OF MEIGS COUNTY, OHIO

General Division

2008 JUN 25 PM 4:02

IN RE: SPECIAL PROJECTS FEE
AND FUND PURSUANT TO
ORC 2302.201(E) FOR
FORECLOSURE ACTIONS

FILED
JUDGE FRED W. CROW III
GENERAL ORDER # 
CLERK OF COURTS
MEIGS COUNTY, OHIO

This Court of Common Pleas General Division has determined that, for the efficient operation of this Court in regards to the extraordinary amount of Foreclosure Actions, additional funds are necessary to acquire and pay for Special Projects of the Court, as allowed for pursuant to ORC 2303.201(E)(1) et.seq. Pursuant to that determination, this Court by rule is establishing and charging a *Special Projects Fee for Foreclosure Actions*. Said *Special Projects Fee for Foreclosure Actions* shall be in addition to all other court costs, and shall be charged upon the filing in the General Division Court each cause, action or proceeding, judgment by confession, or the like as it pertains to Foreclosure Actions, with the exception of any governmental agency filing a Foreclosure Action based on failure of payment of taxes (i.e. The County Treasurer).

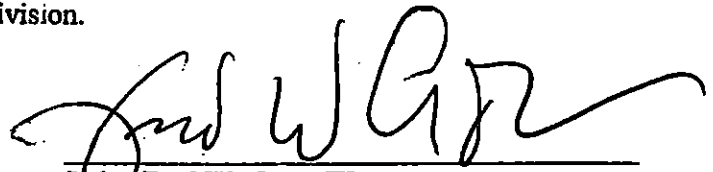
All moneys collected as a *Special Project Fee for Foreclosure Actions* shall be paid to the county treasurer for deposit into the *General Division Foreclosure Actions Special Projects Fund*. Moneys from the *General Division Foreclosure Action Special Project Fund* shall only be disbursed upon an order of the Judge of the Court, and only used according to this Court's determination.

IT IS HEREBY ORDERED, ADJUDGED AND DECREED, pursuant to ORC 2303.201(E)(1) et.seq., that effective July 1, 2008, the Meigs County Clerk of Common Pleas Courts is authorized and directed to charge a *General Division Foreclosure Action Special Projects Fee* of \$400.00 – in addition to all other court costs – for the Special Projects of this Meigs County Court of Common Pleas General Division.

Furthermore, IT IS ORDERED that the Meigs County Auditor and the Meigs County Treasurer shall establish a separate fund for this Foreclosure Action Special Projects of this Meigs County Court of Common Pleas General Division; titled *General Division Foreclosure Action Special Projects*. All fees collected, and interest earned thereon, from the *Special Projects Fee for Foreclosure Actions* shall be deposited in the *General Division Foreclosure Action Special Projects Fund*.

Furthermore, IT IS ORDERED that the Judge of the Meigs County Court of Common Pleas General Division shall be the one authorized to determine the manner, disbursement and/or use of the moneys in the *General Division Foreclosure Action Special Project Fund*. Additionally, no moneys shall be expended or disbursed from the *General Division Foreclosure Action Special Project Fund* without an order, authorizing the same, from a Judge of the Meigs County Court of Common Pleas General Division.

IT IS SO ORDERED.



Judge Fred W. Crow III

Exhibit "A"

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

OF MEIGS COUNTY, OHIO

2011 NOV -9 PM 3:47

In re: Special Funds and Files.

Dale Crawford
CLERK OF COURTS
MEIGS COUNTY, OHIO

ORDER

The Court hereby makes the following order.

- (1) The Meigs County Auditor and Staff of the Common Pleas Court are hereby ordered to not make any payments and/or disbursements from any fund identified in attachment # 1 until further ordered;
- (2) No person shall dispose of any file of the Court until further ordered.
- (3) This order shall be posted in a conspicuous place in the office of the Court.

This order shall remain in effect until otherwise ordered by a Judge assigned to the Court by the Supreme Court of Ohio.



Dale A. Crawford, Visiting Judge assigned by the

Supreme Court of Ohio.

- B42 Computerized Legal Fund-Common Pleas
- B45 Computer Research-Common Pleas
- B46 Parent Education Workshop
- B61 Foreclosure Fund
- B66 County Sanction Cost Reimb. Fund
- B69 Common Pleas Gen Special Project
- B94 Mediation
- T31 Felony House Arrest
- T36 Community Correction PSI Grant

IN THE COURT OF COMMON PLEAS OF MEIGS COUNTY, OHIO

2013 FEB -6 PM 1:10

IN THE MATTER OF THE
GENERAL SPECIAL PROJECTS
FUND FOR THE COMMON PLEAS
COURT, GENERAL DIVISION

Val
P190

Shirley
Clerk of Courts
117 10-15-13

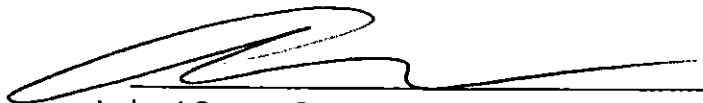
Now comes the Court and determines and finds that, for the efficient operation of the Court, additional funds are necessary to acquire and pay for special projects of the Court as outlined in and pursuant to Section 2303.201 R.C.

The Court further determines and finds pursuant to said code section that a fee of should be charged, in addition to all other court costs, on the filing of said criminal cause, domestic action, civil action or proceeding, or judgment by confession, and that same should be paid from the court cost deposit when applicable.

IT IS THEREFORE ORDERED pursuant to Section 2303.201 R.C. that a fee of forty dollars (\$40.00) be charged as part of court costs to be paid from the court costs deposit, when applicable, on the filing of each criminal cause, domestic action, civil action or proceeding, or judgment by confession, or at such time court costs are paid when no cost deposit is required.

IT IS FURTHER ORDERED that the Clerk of Courts collect such fees and pay same to the county treasurer for deposit into the "General Special Projects Fund For the Common Pleas Court, General Division" as established which then may be disbursed by order of the Court.

SO ORDERED.



Judge I Carson Crow

cc: Meigs County Bar Members

IN THE MEIGS COUNTY COURT OF COMMON PLEAS
GENERAL DIVISION

2013 FEB -6 PM 4:00

In re: Fees for mediation or
Dispute resolution services

V213
P188

GENERAL ORDER

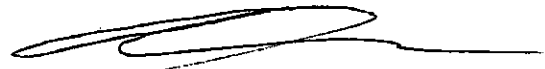
CLERK OF COURTS
FEB 6 2013

I, the undersigned, presiding Judge of the Meigs County Court of Common Pleas determine that, for the efficient operation of the Court, additional funds are necessary to acquire and pay for special projects of the Court, including but not limited to, mediation or dispute resolution services.

Effective February 6, 2013, the Court hereby charges a fee in the amount of seventy-five dollars (\$75.00) in addition to all other court costs, on the filing of each domestic action, civil action or proceeding, or judgment by confession.

It is further ordered that all moneys collected under this Order shall be paid to the county treasurer for deposit into the **Mediation or Dispute Resolution Special Projects Fund**, which shall be dispersed upon order of the Court.

This Order is made pursuant to R.C. 2303.20.1(E)(1), and shall be entered upon the journal of the General Division of the Court.



I Carson Crow, Presiding Judge

cc: Meigs County Bar Members
Martha Camp, Mediator

IN THE COURT OF COMMON PLEAS OF MEIGS COUNTY, OHIO

IN RE: SPECIAL PROJECTS FEE
AND FUND PURSUANT TO
ORC 2302.201(E) FOR
FORECLOSURE ACTIONS

V213
P189

JUDGE I. CARSON CROW
GENERAL ORDER

2013 FEB -7 AM 11:51

This Court of Common Pleas General Division has determined that, for the efficient operation of this Court in regards to the extraordinary amount of Foreclosure Actions, additional funds are necessary to acquire and pay for Special Projects of the Court, as allowed for pursuant to ORC 2303.201(E)(1) et.seq. Pursuant to that determination, this Court by rule is establishing and charging a **Special Projects Fee for Foreclosure Actions**. Said Special Projects Fee for Foreclosure Actions shall be in addition to all other court costs, and shall be charged upon the filing in the General Division Court each cause, action or proceeding, judgment by confession, or the like as it pertains to **Foreclosure Actions, with the exception of any governmental agency filing a Foreclosure Action based on failure of payment of taxes (i.e. The County Treasure)**


All moneys collected as a Special Project Fee for Foreclosure Actions shall be paid to the county treasurer for deposit into the **General Division Foreclosure Actions Special Projects Fund**. Moneys from the General Division Foreclosure Action Special Project Fund shall only be disbursed upon an order of the Judge of the Court, and only used according to this Court's determination.

IT IS HEREBY ORDERED, ADJUDGED AND DECREED, pursuant to ORC 2303.201(E)(1) et.seq., that effective February 7, 2013 the Meigs County Clerk of Common Pleas Courts is authorized and directed to charge a **General Division Foreclosure Action Special Projects Fee** of Three Hundred Twenty Five Dollars (\$325.00) – in addition to all other court cost for the Special Projects of this Meigs County Court of Common Pleas General Division.

Furthermore, **IT IS ORDERED** that the Meigs County Auditor and the Meigs County Treasurer shall establish a separate fund for the Foreclosure Action Special Projects of this Meigs County Court of Common Pleas General Division; titled **General Division Foreclosure Action Special Projects**. All fees collected, and interest earned thereon, from the Special Projects Fee for Foreclosure Actions shall be deposited in the **General Division Foreclosure Action Special Projects Fund**.

Furthermore, **IT IS ORDERED** that the Judge of the Meigs County Court of Common Pleas General Division shall be the one authorized to determine the manner, disbursement and/or use of the moneys in the **General Division Foreclosure Action Special Project Fund**. Additionally, no moneys shall be expended or disbursed from the **General Division Foreclosure Action Special Project Fund** without an order, authorizing the same, from a Judge of the Meigs County Court of Common Pleas General Division.

IT IS SO ORDERED.



I Carson Crow, Presiding Judge

V-211
P-72

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

2013 MAR 12 PM 2:49

**IN RE: SUBMISSION OF :
CIVIL CLASSIFICATION FORM :
UPON FILING OF ALL CIVIL CASES :**

[Signature]
CLERK OF COURTS
MEIGS COUNTY, OHIO

: GENERAL ORDER # _____

Now comes the Court and **ORDERS** that "Civil Classification Form", attached, shall be prepared and submitted by Plaintiff and filed with the complaint in all civil cases.

IT IS SO ORDERED.

[Signature]
Judge I. Carson Crow

cc: Clerk
Judge
Meigs County Bar Members

IN THE COURT OF COMMON PLEAS
MEIGS COUNTY, OHIO

CIVIL CLASSIFICATION FORM

Case Style: _____

Case Number: _____

_____ Professional Tort – A

_____ Product Liability – B

_____ Other Torts – C

_____ Workers' Compensation – D

_____ Foreclosure – E

_____ Administrative Appeal – F

_____ Complex Litigation – G

_____ Other Civil – H

Date: _____

Attorney: _____

Address: _____

Telephone: _____

IN THE COMMON PLEAS COURT OF MEIGS COUNTY

POMEROY, OHIO

2013 MAR 13 PM 3:39

**IN THE MATTER OF
THE ADOPTION OF
STANDARD TERMS
OF PROBATION**

Diana Lynch
CLERK OF COURTS
MEIGS COUNTY, OHIO

Case No.: _____


- ENTRY -

Now comes the Court and adopts the following as STANDARD TERMS OF PROBATION which Defendants shall agree to and abide by upon being granted supervision:

- _____ 1.) I will obey federal, state and local laws and ordinances, and all rules and regulations of the Meigs County Common Pleas Court or the Department of Rehabilitation and Correction.
- _____ 2.) I will always keep my probation/parole officer informed of my residence and place of employment. I will obtain permission from my probation/parole officer before changing my residence or my employment.
- _____ 3.) I will not leave the State without written permission of the Adult Parole Authority.
- _____ 4.) I will not enter upon the grounds of any correctional facility or attempt to visit any prisoner without the written permission of my probation/parole officer, nor will I communicate with any prisoner without first informing my probation/parole officer of the reason for such communication.
- _____ 5.) I will comply with all orders given me by my probation/parole officer or other authorized representative of the Court, the Department of Rehabilitation and Correction or the Adult Parole Authority, including any written instructions issued at any time during the period of supervision.
- _____ 6.) I will not purchase, possess, own, use or have under my control, any firearms, deadly weapons, ammunition or dangerous ordnance.
- _____ 7.) I will not possess, use, purchase or have under my control any narcotic drug or other controlled substance, including any instrument, device or other object used to administer drugs or prepare them for administration, unless it is lawfully prescribed for me by a licensed physician. I agree to inform my probation/parole officer promptly of any such prescription, and I agree to submit to drug testing if required by the Adult Parole Authority.

- _____ 8.) I will report any arrest, citation of a violation of the law, conviction or any other contact with a law enforcement officer to my probation/parole officer no later than the next business day, and I will not enter into any agreement or other arrangement with any law enforcement agency which might place me in the position of violating any law or condition of supervision unless I have obtained permission in writing from the Adult Parole Authority or from the Court if I am a probationer.
- _____ 9.) I agree to a search without warrant of my person, my motor vehicle, or my place of residence by a probation/parole officer at any time.
- _____ 10.) I agree to sign a release of confidential information from any public or private agency of person if requested to do so by a probation/parole officer.
- _____ 11.) I agree and understand that I may not any time consume any alcoholic beverage or intoxicating liquors or frequent business establishments whose principal business is the sale of alcoholic beverages or intoxicating liquors.
- _____ 12.) I agree and understand that if I am arrested in any other State or territory of the United States or in any foreign country, my signature as witnessed at the end of the page will be deemed to be a waiver of extradition and that no other formalities will be required for authorized agents of the State of Ohio to bring about my return to this State for revocation proceedings.
- _____ 13.) I also agree to any Special Conditions, as imposed by the Court or the Adult Parole Authority.”

It is hereby ORDERED that the preceding STANDARD TERMS OF PROBATION be journalized this 15th day of February, 2013.


Judge I. Carson Crow

The undersigned hereby acknowledges receipt of a copy of the above Terms of Probation and agrees to same.

Dated: _____

Witness

Defendant

Judge

V 225
72

COMMON PLEAS COURT

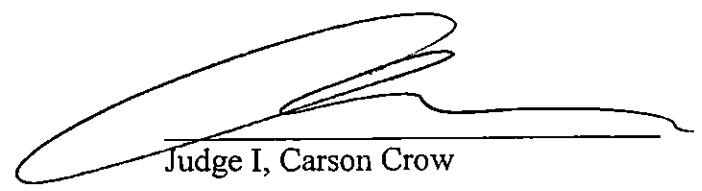
2014 APR 15 PM 4: 01

FILED
DIANE LYNCH
CLERK OF COURTS
MEIGS COUNTY, OHIO

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

| | | |
|------------------------|---|----------------------|
| IN THE MATTER OF | : | CASE NO. |
| THE MEIGS COUNTY | : | |
| PROSECUTING ATTORNEY'S | : | JUDGE I. CARSON CROW |
| DIVERSION PROGRAM | : | |
| | : | JOURNAL ENTRY |

This Court does hereby adopt and accept the Written Standards of the Meigs County Prosecuting Attorney's Pre-trial Diversion Program Pursuant to ORC 2935.36 and hereby orders that these Standards will apply to all people that are accepted into the Prosecuting Attorney's Diversion Program.



Judge I, Carson Crow

Judge

2014 APR 15 PM 4:0

FILED
DIANE LYNCH
CLERK OF COURTS
MEIGS COUNTY, OHIO

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

| | | |
|------------------------|---|----------------------|
| IN THE MATTER OF | : | CASE NO. |
| THE MEIGS COUNTY | | |
| PROSECUTING ATTORNEY'S | : | JUDGE I. CARSON CROW |
| DIVERSION PROGRAM | | |

WRITTEN STANDARDS OF THE MEIGS COUNTY PROSECUTING ATTORNEY'S
PRE-TRIAL DIVERSION PROGRAM
PURSUANT TO ORC 2935.36

The Meigs County Prosecuting Attorney does hereby establish a pre-trial diversion program for adults who are accused of committing criminal offenses and whom the prosecuting attorney believes probably will not offend again.

The Prosecuting Attorney does hereby require as a condition of an accused's participation in the program, the accused to pay a reasonable fee for supervision services, that include, but are not limited to, monitoring and drug testing. As of July 29, 2013, said fee shall be \$250.00 per year.

Prior to granting entrance into the Diversion Program, the Prosecuting Attorney's Office shall seek input from the victim and the law enforcement officers involved. However, if the Prosecuting Attorney receives no response or is unable to contact the victim after diligent efforts, the Prosecuting Attorney may allow the defendant to enter into the Diversion Program, if consistent with other cases. Ultimately, the Prosecuting Attorney can decide, over objections, to recommend at sentencing that the Diversion Program is acceptable. The Court then can decide to grant or deny the request.

The length of the program shall be two (2) years, unless the Prosecuting Attorney permits an early release of the Defendant.

The following will not be permitted to qualify for the Diversion Program:

1. Repeat offenders or dangerous offenders;
2. Persons accused of an offense of violence, of a violation of section 2903.06, 2907.04, 2907.05, 2907.21, 2907.22, 2907.31, 2907.32, 2907.34, 2911.31, 2919.12, 2919.13, 2919.22, 2921.02, 2921.11, 2921.12, 2921.32, or, 2923.20 of the Revised Code, or of a violation of section 2905.01, 2905.02, or 2919.23 of the Revised Code that had it occurred prior to July, 1, 1996, would have been a violation of section 2905.04 of the Revised Code as it existed prior to that date, with the exception that the prosecuting attorney may permit persons accused of any such offense to enter a pre-trial diversion program, if the prosecuting attorney finds any of the following:
 - a. The accused did not cause, threaten, or intend serious physical harm to any person.
 - b. The offense was the result of circumstances not likely to recur
 - c. The accused has no history of prior delinquency or criminal activity
 - d. The accused has led a law-abiding life for a substantial time before commission of the alleged offense
 - e. Substantial grounds tending to excuse or justify the alleged offense
3. Persons accused of a violation of Chapter 2925 or 3719, of the Revised Code
4. Persons accused of a violation of section 4511.19 of the Revised Code or a violation of any substantially similar municipal ordinance
5.
 - a. Persons who are accused of an offense while operating a commercial motor vehicle or persons who hold a commercial driver's license and are accused of any offense, if conviction of the offense would disqualify the person from operating a commercial motor vehicle under Chapter 4506 of the revised code or would subject the person to any other sanction under that chapter.
 - b. as used in division (A)(5) of this section, "commercial driver's license" and "commercial motor vehicle" have the same meanings as in section 4506.01 of the Revised Code

An accused who enters a diversion program shall do all of the following:

1. Waive in writing and contingent upon the accused's successful completion of the program, the accused's right to a speedy trial, the preliminary hearing, the time period within which the grand jury may consider an indictment against the accused, and arraignment, unless the hearing, indictment, or arraignment has already occurred;

2. Agree, in writing, to the tolling while in the program of all periods of limitation established by statutes or rules of court, that are applicable to the offense with which the accused is charged and to the conditions of the diversion program established by the prosecuting attorney.
3. Agree, in writing, to pay any reasonable fee for supervision services established by the prosecuting attorney.

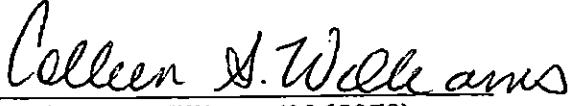
If the accused satisfactorily completes the diversion program, the prosecuting attorney shall recommend to the trial court that the charges against the accused be dismissed, and the court, upon the recommendation of the prosecuting attorney, shall dismiss the charges. If the accused chooses not to enter the prosecution, or if the accused violates the conditions of the agreement pursuant to which the accused has been released, the accused may be brought to trial upon the charges in the manner provided by law, and the waiver executed pursuant to division (B)(1) of this section shall be void on the date the accused is removed from the program for the violation.

Pursuant to the Meigs County Diversion Program, an accused must tender a Guilty Plea to the Court prior to the accused's entrance into the Diversion Program. The Prosecuting Attorney shall request that the Court hold the Plea in Abeyance pending the Defendant's successful completion of the Diversion Program. If the Prosecuting Attorney's Office determines that a violation of the program occurs that is of such an extent to require termination from the program, the Prosecuting Attorney's Office shall file a Motion to Terminate with the Court. After appropriate notification and hearing, if the court finds that defendant should be unsuccessfully terminated from the Diversion Program, the Prosecuting Attorney will request that the court enter a finding of Guilty for the Charges previously held in abeyance, order a pre-sentence investigation, and subsequently sentence in accordance with the law.

An accused who enters into the Diversion Program may be subject to Community Service and Random Drug Testing at the Diversion Officer's Request. The accused shall pay his or her Diversion fees, court costs, and restitution pursuant to a schedule set forth by the Diversion Officer. Any objection to any conditions set forth by the Diversion Officer may be brought to the court's attention for Review.

All additional definitions contained in 2935.36 shall apply to the Meigs County Prosecuting Attorney's Diversion Program.

Respectfully Submitted,


Colleen S. Williams (0065079)
Meigs Co. Prosecuting Attorney

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

2014 APR 29 PM 2: 25

IN THE MATTER OF LOCAL RULE 16.04
TRANSCRIPTION OF PROCEEDINGS

: Judge I. Carson Crow
:
: ENTRY

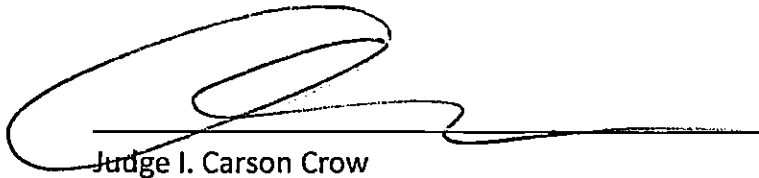
FILED
DIANE LYNCH
CLERK OF COURTS
MEIGS COUNTY, OHIO

Now comes the Court and amends Local Rule 16.04 as follows:

Court personnel will transcribe recorded proceedings at the rate of five dollars (\$5.00) per page for the original transcript. Copies will be provided free of charge. Advance payment may be required.

Said order is effective April 25, 2014, and copies of this order shall be forwarded to each attorney of the Meigs County Bar Association.

IT IS SO ORDERED.



Judge I. Carson Crow

April 29, 2014
cc: Judge

Court Reporter Sammi
Bar Members - 12 folders
in Clerks Office

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

DEC 01 2016

IN THE MATTER OF LOCAL RULES :
REGARDING COMPUTERIZATION :
FUND FOR THE OFFICE OF THE CLERK :
OF COMMON PLEAS COURTS AND :
RAISING THE COMPUTERIZED :
LEGAL RESEARCH FUND :

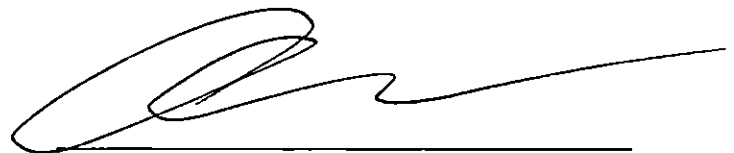
SAMANTHA MUGRAGE
CLERK OF COURTS
MEIGS COUNTY, OHIO

General Order: _____

Vol 252
P110

Now comes the Court, upon application of the Clerk of Common Pleas Court, and **FINDS** that for the efficient operation of the Courts, additional funds are required for the computerized legal research fund and computerization fund for the Office of the Clerk of Common Pleas Court.

It is therefore **ORDERED** that effective December 1, 2016, the Clerk of Common Pleas Court is authorized and directed to charge a fee of six dollars (\$6.00) for the Computerized Legal Research Fund per Section 2303.201(A) and a fee of twenty dollars (\$20.00) for the Computerization Fund for the Office of the Clerk of the Common Pleas Court as per Section 2303.201(B)(1). It is further **ORDERED** that the Meigs County Auditor and the Meigs County Treasurer establish a separate fund for the Computerization Fund for the Office of the Clerk of Courts, if not previously established, and that all fees collected and interest earned thereon from both the Computerized Legal Research Fund and the Computerization Fund for the Office of the Clerk of Common Pleas Court shall be deposited in said respective funds. No monies shall be disbursed from the funds without Order of the Court pursuant to Section 2303.201.



Judge I. Carson Crow

cc: Judge Crow
Clerk of Courts
Auditor
Treasurer
Meigs County Bar Association

In the matter of local
rules regarding computerization
fund for the office of the
Clerk of common pleas
Courts and raising the
Computerization Dept
Research Journal
Vol 252
P 110

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO
COMMON PLEAS COURT

V252
P267

IN RE: DEPOSITS FOR COSTS **DEC 13 2016** **GENERAL ORDER**

SAMANTHA MUGRAGE
CLERK OF COURTS
MEIGS COUNTY, OHIO

Now comes the Court, upon review of the Deposits for Costs, and **FINDS** that it is necessary to increase said deposits to secure the payment of costs. The Court hereby **ADOPTS** the attached fee schedule until further Order of the Court.

Said Order is effective January 1, 2017. The Clerk of Courts shall forward copies of this Order to each attorney of record in Meigs County, Ohio.



Judge I. Carson Crow

RULE 2.03

DEPOSITS FOR COSTS

- I. No civil action or proceeding shall be accepted by the Clerk for filing unless the party offering the same for filing shall have first deposited a sum to secure the payment of the costs that may accrue in such action or proceeding, except as otherwise provided by law. Such advance deposit shall be in accordance with the following schedule:

| | |
|--|----------|
| Domestic (Divorce, Dissolution, Annulment) | \$300.00 |
| Reopen | \$240.00 |
| Aid of execution, Judgment Debtor Exam | \$100.00 |
| Personal Earnings Wage Garnishment | \$150.00 |
| All other garnishments (+ \$1.00 check payable to garnishee) | \$150.00 |
| Land sale or foreclosure action | \$575.00 |
| Reopen | \$240.00 |
| Other civil actions (including mediation) | \$250.00 |
| Reopen | \$240.00 |
| (All malpractice actions require additional deposit of \$5.00) | |
| Out-of-County personal service (all cases) | \$50.00 |
| Cross, counter, or third party complaint in civil action | \$95.00 |
| All filings or requests for service not covered by the above | \$50.00 |
| Proceedings to vacate, revive or modify judgment | \$225.00 |
| Filing foreign judgment | \$95.00 |
| Expungement | \$50.00 |
| Making certificate of judgment | \$5.00 |
| Release of certificate of judgment (other than state of Ohio case) | \$5.00 |
| Filing certificate of judgment | \$30.00 |
| Notary application | \$25.00 |
| Recording of Notary Public upon return from State | \$6.00 |
| Court of Appeals deposit | \$85.00 |
| (All malpractice actions require additional deposit of \$5.00) | |
| Writ of Possession | \$95.00 |

JAN 25 2017

IN THE MEIGS COUNTY COURT OF COMMON PLEAS
Pomeroy, Ohio

SAMANTHA MUGRAGE
CLERK OF COURTS
MEIGS COUNTY, OHIO

IN RE: APPRAISER COMPENSATION

Judge I. Carson Crow

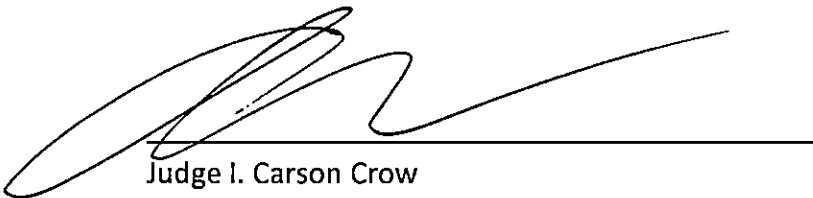
General Order # _____

V253
P419

Now comes the Court and **ORDERS** that any appraiser appointed by the Court may be allowed compensation in the amount of seventy-five dollars (\$75.00) per parcel of land appraised, not to exceed the total sum of three hundred dollars (\$300.00).

Furthermore, it is hereby **ORDERED** that an appraisal deposit of two hundred twenty-five dollars (\$225.00), which allows seventy-five dollars (\$75.00) for each of the three (3) appraisers, shall be due at the time of filing of the Precipe for Order of Sale. Upon Return of the Order of Sale and completion of the appraisal, the Clerk of Courts is Ordered to disburse the appraisal deposit respectively.

Said Order is effective February 1, 2017. The Clerk of Courts shall forward copies of this Order to each attorney of record in Meigs County, Ohio.



Judge I. Carson Crow

cc: Judge
Clerk
Meigs County Bar Members

MAR 07 2017

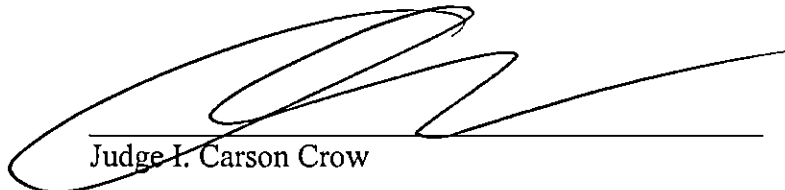
IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

SAMANTHA MUGRAGE
CLERK OF COURTS
MEIGS COUNTY, OHIO

IN RE: THE ADOPTION OF : Judge I. Carson Crow
THE PERSONAL IDENTIFIERS
NOTICE IN ALL DOMESTIC : General Order # _____
RELATIONS CASES : VOI 254
P 300

Now comes the Court and hereby **ORDERS** that “*NOTICE – Personal Identifiers*” (attached as Exhibit A) shall be prepared, submitted and filed with the complaint by Plaintiff in all domestic relations cases. The sealed letter-sized envelope containing said Notice shall include the case style, case number and the following statement: *Notice of Personal Identifiers sealed and only to be opened by the Court or Clerk’s Office with permission of the Court.*

Said Order is effective March 15, 2017 and copies of this Order shall be forwarded to each attorney of the Meigs County Bar Association.



Judge I. Carson Crow

cc: Judge
Bar Members

“Exhibit A”

**COURT OF COMMON PLEAS
MEIGS COUNTY, OHIO
DOMESTIC RELATIONS DIVISION**

_____, : Case No. _____
Plaintiff(s) :
v. : **NOTICE – Personal Identifiers**
_____, :
Defendant(s) :

Pursuant to Ohio Rule of Superintendence 45(D)(1): “When submitting a case document to a court or filing a case document with a clerk of court, a party to a judicial action or proceeding shall omit personal identifiers from the document. Pursuant to Ohio Rule of Superintendence 44(H), “personal identifiers” means social security numbers, except for the last four digits; financial account numbers, including but not limited to debit card, charge card, and credit card numbers; employer and employee identification numbers; and a juvenile’s name in an abuse, neglect, or dependency case, except for the juvenile’s initials or a generic abbreviation such as “CV” for “child victim.”

The following information is considered to be the confidential “personal identifiers” in this case, which will then be omitted from other documents filed in this case.

NAME OF PARTY

PERSONAL IDENTIFIER INFORMATION

SSN: _____

Financial Account Information:

Employer/Employee ID Numbers:

Date of Birth: _____

Other: _____

NAME OF PARTY

Financial Account Information:

PERSONAL IDENTIFIER INFORMATION

SSN: _____

Employer/Employee ID Numbers:

Date of Birth: _____

Other: _____

NAME OF MINOR CHILD

PERSONAL IDENTIFIER INFORMATION

Date of Birth: _____

Other: _____

NAME OF MINOR CHILD

PERSONAL IDENTIFIER INFORMATION

Date of Birth: _____

Other: _____

NAME OF MINOR CHILD

PERSONAL IDENTIFIER INFORMATION

Date of Birth: _____

Other: _____

Submitted by:

Attorney for _____

FILED
IN THE MEIGS COUNTY COURT OF COMMON PLEAS COMMON PLEAS COURT
Pomeroy, Ohio

APR 10 2017

IN THE MATTER OF THE
COMPUTER CLERK FUND
FOR THE CLERK OF COURTS

:
:
:

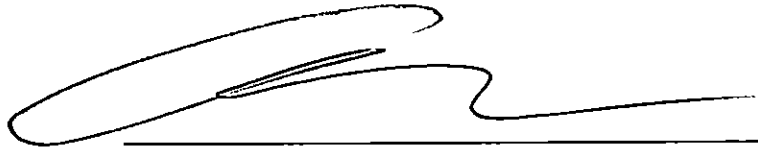
VOI 255
P 196

SAMANTHA MUGRAGE
CLERK OF COURTS
MEIGS COUNTY, OHIO

Now comes the Court and determines that, for the efficient operation of the Clerk of Courts, additional funds are necessary to make technological advances in or to computerize the office of the Clerk of the Common Pleas Court as outlined in and pursuant to Ohio Revised Code Section 2303.201(B)(1).

IT IS THEREFORE ORDERED, pursuant to Ohio Revised Code Section 2303.201(B)(1) that the Clerk of Courts is authorized and directed to charge as cost, an additional fee of one dollar (\$1.00) for each of the services described in division (B), (C), (D), (F), (H) and (L) of Section 2303.20.

IT IS FURTHER ORDERED that the Clerk of Courts collect such fees and pay same to the county treasurer for deposit into the "Computer Clerk Fund" as previously established (line item B041-B01).



Judge I. Carson Crow

**IN THE COMMON PLEAS COURT OF MEIGS COUNTY
Pomeroy, Ohio**

**IN THE MATTER OF
FACSIMILE COPY
FILING WITH THE
CLERK OF COURT
OF COMMON PLEAS**

: **General Order # _____**

:

: **Judge I. Carson Crow**

**FILED
COMMON PLEAS COURT**

V255
P498

MAY 02 2017

Facsimile Copy Filing with Clerk

1. ORIGINAL FILING

SAMANTHA MUGRAGE
CLERK OF COURTS
MEIGS COUNTY, OHIO

(A) Pursuant to the authority extended to the Court by Civil Rule (E), the General and Domestic Relations Divisions of the Court adopt the following procedures for the Clerk of Courts' acceptance of facsimile copies, subsequent to the original complaint, of pleadings and other papers not longer than twenty (20) pages in length. No documents longer than twenty (20) pages in length shall be filed in this manner, unless approved by the Court.

(B) The Clerk of Courts shall maintain an independent private telephone line, publish the number of the same, and maintain a facsimile machine for utilization by members of the bar authorized to practice law in Ohio in filing documents with the Court and its Clerk as provided herein. Pleadings and other papers may be filed with the Clerk of Courts by transmission to 740-992-4429 subject to the following conditions.

(C) The filing of pleadings or other papers, subsequent to the original complaint and not requiring a security deposit pursuant to Local Rule 2.01, may be filed with the Clerk by facsimile copy. A document filed by fax shall be accepted as the effective original filing. The person making a fax filing need not file any source document with the Clerk of Courts but must, however, maintain in his or her records and have available for production on request by the Court the source document filed by fax, with original signatures as otherwise required under the applicable rules, together with the source copy of the facsimile cover sheet used for the subject filing.

(D) The source document filed by fax shall be maintained by the person making the filing until the case is closed and all opportunities for post judgment relief are exhausted.

(E) Proposed Judgment Entries and Orders submitted for the Courts review and signature of either judge or magistrate shall become the original copy for the purposes of filing with the Clerk of Courts. There is no need to send the original source document.

(F) Fax filings may NOT be sent directly to the Court for filing but shall only be transmitted directly through the facsimile equipment operated by the Clerk of Courts.

2. COVER PAGE

(A) The person filing a document by fax shall also provide therewith a cover page containing the following information:

1. The name of the Court;

2. The title of the case;
3. The case number;
4. The assigned judge;
5. The title of the document being filed; (i.e. Defendant Jones' Answer to Amended Complaint)
6. The date of transmission;
7. The transmitting fax number;
8. The number of pages included in the transmission, including the cover page;
9. The name, address, telephone number, fax number and Supreme Court registration number, if applicable.

(B) The Clerk of Courts is not required to send any form of notice to the sending party of a failed fax filing. However, if practicable, the Clerk of Courts may inform the sending party of a failed fax filing.

(C) The risks of transmitting a document by fax to the Clerk of Courts shall be borne entirely by the sending party. Anyone using facsimile filing that does not obtain transmission verification from their facsimile transmission device may verify receipt of such filing with the Clerk of Courts.

(D) The Clerk of Courts is not required to file any unsigned fax transmitted documents.

3. TIME OF FILING

(A) Subject to the provisions of these rules, all documents sent by fax and accepted by the Clerk of Courts shall be considered filed with the Clerk of Courts as of the date and time the Clerk receives the document.

(B) The office of the Clerk of Courts will be deemed open to receive facsimile transmission of documents on the same days and at the same time the Court is regularly open for business. In the event any facsimile copy is received by the Clerk of Courts after 4:00 p.m. on a regular business day or anytime on a weekend or holiday the facsimile copy shall be considered filed on the next ensuing regular business day for the Clerk.

4. FEES AND COSTS

(A) Costs to be charged for both incoming and outgoing fax transmissions shall be \$2.00 per transmission plus \$1.00 per page. Unless otherwise arranged for in advance, the costs shall be charged to the case in which the documents are to be filed.



Judge I. Carson Crow

cc: Meigs County Bar Association members

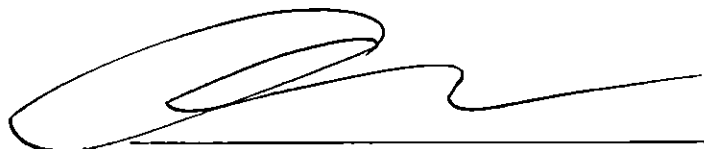
FILED
COMMON PLEAS COURT
IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO
MAY 25 2017

IN RE: THE MATTER OF **SAMANTHA MUGRAGE** General Order # _____
CLERK OF COURTS
MEIGS COUNTY, OHIO Judge I. Carson Crow *Vol 250*
P 308

Now comes the Court and **FINDS** that, due to the recent imaging project of the Clerk of Courts Office and for the sake of efficiency, it is necessary to allow the Clerk of Courts Office to open and reseal any court-ordered sealed pleadings contained within case files. Therefore, it is **ORDERED** that the Clerk of Courts Office shall open said pleadings for imaging purposes only and upon imaging of same, the Clerk and her deputies are hereby **ORDERED** to immediately reseal the pleadings in the same manner as they were originally sealed. Said pleadings shall not then be reopened without further Order of the Court.

Furthermore, upon imaging, it is **ORDERED** that the Clerk of Courts Office label said images as "secured documents" to ensure that they are not viewable to anyone who may review the file. Said "secured documents" can only be viewed pursuant to an Order of the Common Pleas Court Judge as aforesaid.

SO ORDERED.



Judge I. Carson Crow

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

JUN 02 2017

IN THE MATTER OF
LOCAL RULES OF COURT

V256
P440

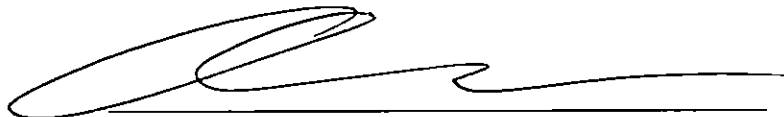
: JUDGE I. CARSON CROW
:
: GENERAL ORDER: _____

SAMANTHA MUGRAGE
CLERK OF COURTS
MEIGS COUNTY, OHIO

In accordance with Article IV, Section V (B) of the Ohio Constitution, Civ. R. 83 and Crim. R. 57, and pursuant to R.C. 2953.25, there is an immediate need for the creation of a local rule for petitions for a Certificate of Qualification for Employment for persons subject to collateral sanction.

It is ORDERED that Local Rule 2.50 be created as demonstrated by the attached Local Rule 2.50, effective June 5, 2017. The Clerk of Courts is hereby Ordered to distribute a copy of this order and the newly established local rule to all members of the Meigs County Bar Association.

SO ORDERED.



Judge I. Carson Crow

Civil Rules of Practice and Procedure

Rule 2.50

Certificate of Qualification for Employment

1. The purpose of this local rule is to define the specific local court requirements and processes that support a Petitioner's application for a Certificate of Qualification for Employment (CQE) as set forth in Revised Code 2925.25 and related rules established by the Department of Rehabilitation and Corrections (DRC).
2. In order to request a CQE, the Petitioner shall file the Petition for Certificate of Qualification for Employment (R.C. 2953.25) [Form A] with the Clerk of Courts for the Common Pleas Court where the Petitioner resides, after completing the petition process online through the DRC (www.drccqe.com). For security purposes, the Clerk of Courts and the Court do not avail computers to the public for internet access. The Petitioner shall include the DRC Electronic Petition Number on the Petition for Certificate of Qualification for Employment, and shall attach a copy of the fully completed Electronic Petition.
3. All Petitions shall include electronic access to the Department of Rehabilitation and Corrections CQE Summary (CQE Summary).
4. Before any action is required to be taken on the Petition, the Petitioner must pay a deposit in the amount of two hundred dollars (\$200.00). Payment of this deposit may be made in any form otherwise accepted in the Court of filing. A Judge may waive some or all of the deposit otherwise required by this Rule. The Petitioner may submit an Affidavit of Indigency [Form B] and other relevant information for the Court's consideration if requesting a reduction in the filing fees.
5. All social security numbers and other information that must be excluded from public record shall be redacted in accordance with the rules of this court and the Rules of

Superintendence. Records or information received by a court to assist the court with making its decision under R.C. 2953.25, including information included on a petition, shall retain their character as public or non-public records, as otherwise provided in law.

6. Upon receipt of a Notice of Petition and the required deposit, the Clerk of Courts shall assign the Petition a miscellaneous civil case number.
7. Unless the Judge deems it unnecessary because sufficient information is known to justify denial of the Petition, after receiving a CQE Petition, the Court shall order the Probation Department to obtain a criminal history for the Petitioner, either through the investigation ordered in support of the Petition (see Order for Investigation [Form F]) or otherwise.
8. The Court shall attempt to determine all other courts in the state in which the Petitioner has been convicted of or plead guilty to an offense through review of the Petitioner's criminal history or other investigation. The Court's Probation Department shall submit a list of these courts to the Clerk of Court for purposes of notification and request for information.
9. The Clerk of Courts shall send a Notice to Court Regarding Petition for Certificate of Qualification for Employment [Form C] and Submission of Information Regarding Petition for Certificate of Qualification for Employment (Form E) to each court so identified. Such Notice shall be sent via ordinary US mail.
10. The Clerk of Courts shall also send a Notice to Prosecutor Regarding Petition for Certificate of Qualification for Employment [Form D] and Submission of Information

Regarding Petition for Certificate of Qualification for Employment [Form E] to the Meigs County Prosecutor.

11. The Judge or Magistrate shall review the Petition, criminal history, all filings submitted by the prosecutor or victim in accordance with the rules adopted by the division of parole and community services, and all other relevant evidence.
12. The Judge or Magistrate may order any report, investigation or disclosure by the Petitioner that it believes is necessary to reach a decision (see Order for Investigation [Form F] and Order for Additional Information [Form G]). All documents and information assembled by the Court in its consideration of the Petition for CQE shall be deemed confidential and not a public record. Such documents and information shall be treated with the same level of confidentiality as a pre-sentence report and shall be kept sealed and transmitted in a sealed condition to the Court of Appeals in the event of appellate review, and shall not be opened except upon an order of the Court.
13. Once all information requested has been received, a Judge shall decide whether to Grant [Form H] or Deny [Form I] the Petition within sixty days, unless Petitioner requests and is granted an extension of time. The decision to grant or deny a Petition may be referred to a Magistrate, and then sent to the Judge for a final Judgment Entry and Order. All notice and objection periods regarding a magistrate's decision would apply as set forth in the civil rules.
14. The Clerk shall provide a written notice to the Petitioner of the Court's Decision and Judgment Entry. If denied, the notice shall include conditions, if any, placed on subsequent filings and language that a final appealable order has been filed. The Clerk shall also notify the DRC of the disposition of the petition as required under the

Administrative Rules, and if granted the Court's Judgment Entry shall order the DRC to issue the CQE to Petitioner.

FINANCIAL DISCLOSURE / AFFIDAVIT OF INDIGENCY
 (\$25.00 application fee may be assessed—see notice on reverse side)

I. PERSONAL INFORMATION

| | | | | | |
|------------------|--|--------|---|-------------------|----------|
| Applicant's Name | | D.O.B. | Person Represented's Name (if juvenile) | | D.O.B. |
| Mailing Address | | | City | State | Zip Code |
| Case No. | | | Phone () | Cell Phone () | |

II. OTHER PERSONS LIVING IN HOUSEHOLD

| Name | D.O.B. | Relationship | Name | D.O.B. | Relationship |
|------|--------|--------------|------|--------|--------------|
| 1) | | | 3) | | |
| 2) | | | 4) | | |

III. PRESUMPTIVE ELIGIBILITY

The appointment of counsel is presumed if the person represented meets any of the qualifications below. Please place an 'X'

Ohio Works First / TANF: ___ SSI: ___ SSD: ___ Medicaid: ___ Poverty Related Veterans' Benefits: ___ Food Stamps: ___

Refugee Settlement Benefits: ___ Incarcerated in state penitentiary: ___ Committed to a Public Mental Health Facility: ___

Other (please describe): _____ Juvenile: ___ (if juvenile, please continue at Section VIII)

IV. INCOME AND EMPLOYER

| | Applicant | Spouse <small>(Do not include spouse's income if spouse is alleged victim)</small> | Total Income |
|---|-----------|---|--------------|
| Gross Monthly Employment Income | | | |
| Unemployment, Worker's Compensation, Child Support, Other Types of Income | | | |
| TOTAL INCOME | | | \$ |

Employer's Name: _____ Phone Number: _____

Employer's Address: _____

V. LIQUID ASSETS

| Type of Asset | Estimated Value |
|--|-----------------|
| Checking, Savings, Money Market Accounts | \$ |
| Stocks, Bonds, CDs | \$ |
| Other Liquid Assets or Cash on Hand | \$ |
| Total Liquid Assets | \$ |

VI. MONTHLY EXPENSES

| Type of Expense | Amount | Type of Expense | Amount |
|--|-----------|---|-----------|
| Child Support Paid Out | | Telephone | |
| Child Care (if working only) | | Transportation / Fuel | |
| Insurance (medical, dental, auto, etc.) | | Taxes Withheld or Owed | |
| Medical / Dental Expenses or Associated Costs of Caring for Infirm Family Member | | Credit Card, Other Loans | |
| Rent / Mortgage | | Utilities (Gas, Electric, Water / Sewer, Trash) | |
| Food | | Other (Specify) | |
| EXPENSES | \$ | EXPENSES | \$ |

VII. DETERMINATION OF INDIGENCY

If applicant's Total Income in Section IV is at or below 187.5% of the Federal Poverty Guidelines, counsel must be appointed.

For applicants whose Total Income in Section IV is above 125% of the Federal Poverty Guidelines, see recoupment notice in Section XI.

If applicant's Liquid Assets in Section V exceed figures provided in OAC 120-1-03, appointment of counsel may be denied if applicant can employ counsel using those liquid assets.

If applicant's Total Income falls above 187.5% of Federal Poverty Guidelines, but applicant is financially unable to employ counsel after paying monthly expenses in Section VI, counsel must be appointed.

VIII. \$25.00 APPLICATION FEE NOTICE

By submitting this Financial Disclosure / Affidavit of Indigency Form, you will be assessed a non-refundable \$25.00 application fee unless waived or reduced by the court. If assessed, the fee is to be paid to the clerk of courts within seven (7) days of submitting this form to the entity that will make a determination regarding your indigency. No applicant may be denied counsel based upon failure or inability to pay this fee.

IX. AFFIDAVIT OF INDIGENCY

I, _____ (applicant or alleged delinquent child) being duly sworn, state:

1. I am financially unable to retain private counsel without substantial hardship to me or my family.
2. I understand that I must inform the public defender or appointed attorney if my financial situation should change before the disposition of the case(s) for which representation is being provided.
3. I understand that if it is determined by the county or the court that legal representation should not have been provided, I may be required to reimburse the county for the costs of representation provided. Any action filed by the county to collect legal fees hereunder must be brought within two years from the last date legal representation was provided.
4. I understand that I am subject to criminal charges for providing false financial information in connection with this application for legal representation, pursuant to Ohio Revised Code sections 120.05 and 2921.13.
5. I hereby certify that the information I have provided on this financial disclosure form is true to the best of my knowledge.

Affiant's signature

Date

Notary Public / Individual duly authorized to administer oath:

Subscribed and duly sworn before me according to law, by the above named applicant this ____ day of _____, _____, at _____, County of _____, State of Ohio.

Signature of person administering oath

Title (example: Notary, Deputy Clerk of Courts, etc.)

X. JUDGE CERTIFICATION

I hereby certify that above-noted applicant is unable to fill out and / or sign this financial disclosure / affidavit for the following reason: _____. I have determined that the party represented meets the criteria for receiving court-appointed counsel.

Judge's signature

Date

XI. NOTICE OF RECOUPMENT

ORC §120.03 allows for county recoupment programs. Any such program may not jeopardize the quality of defense provided or act to deny representation to qualified applicants. No payments, compensation, or in-kind services shall be required from an applicant or client whose income falls below 125% of the federal poverty guidelines. See OAC 120-1-05.

Through recoupment, an applicant or client may be required to pay for part of the cost of services rendered, if he or she can reasonably be expected to pay. See ORC §2941.51(D)

XII. JUVENILE'S PARENTS' INCOME* – FOR RECOUPMENT PURPOSES ONLY – NOT FOR APPOINTMENT OF COUNSEL

| | Custodial Parents' Income (Do not include parents' income if parent or relative is alleged victim) | Total |
|--|--|-----------|
| Employment Income (Gross) | | |
| Unemployment, Workers Compensation, Child Support, Other Types of Income | | |
| | TOTAL INCOME | \$ |

*Please complete Section VI on page 1 of this form if you would like the court to consider your monthly expenses when determining the amount of recoupment which you can reasonably be expected to pay.

IN THE COURT OF COMMON PLEAS
MEIGS COUNTY, OHIO

IN RE: _____

CASE NO:

**PETITION FOR
CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT (RC 2953.25)**

The undersigned hereby petitions for a Certificate of Qualification for Employment (see attached Exhibit A) with the Court of Common Pleas where the Petitioner resides. Petitioner claims to have suffered a collateral sanction that is related to employment or occupational licensing as a result of one or more convictions or pleas of guilty to an offense.

Respectfully Submitted,

Signature

Name

Street

City, State Zip

Phone Number

Fax Number (if any)

Email

DRC Receipt #

IN THE COURT OF COMMON PLEAS
MEIGS COUNTY, OHIO

IN RE: _____

CASE NO:

JUDGE I. CARSON CROW

**NOTICE TO COURT OF PETITION FOR
CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT (RC 2953.25)**

You are hereby notified that a Petition for Certificate of Qualification for Employment (attached) was filed by the above captioned Petitioner in this Court. If you are interested in providing any information regarding this petition, please complete the attached form and file with the clerk of courts within fourteen (14) days.

Samantha Mugrage, CLERK OF COURTS

By Deputy Clerk
100 East Second Street, Ste. 303
Pomeroy, Ohio 45769
(740) 992-5290

IN THE COURT OF COMMON PLEAS
MEIGS COUNTY, OHIO

IN RE: _____

CASE NO:

JUDGE I. CARSON CROW

NOTICE TO PROSECUTOR OF

PETITION FOR CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT (RC 2953.25)

You are hereby notified that a Petition for Certificate of Qualification for Employment (attached) was filed by the above captioned Petitioner in this Court. If you are interested in providing any information regarding this petition, please complete the attached form and file with the clerk of courts within fourteen (14) days.

Samantha Mugrage, CLERK OF COURTS

By Deputy Clerk
100 East Second Street, Ste. 303
Pomeroy, Ohio 45769
(740) 992-5290

IN THE COURT OF COMMON PLEAS
MEIGS COUNTY, OHIO

IN RE: _____

CASE NO:

JUDGE I. CARSON CROW

RESPONSE TO REQUEST FOR INFORMATION REGARDING

PETITION FOR CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT (RC 2953.25)

The undersigned voluntarily submits the following information regarding the above captioned Petition. NOTE: It is not necessary to submit any or all of the information listed below.

- The Petitioner did/did not (circle one) successfully completed community control sanctions. Comments:

- The Petitioner does/does not (circle one) owe any outstanding monies. Comments:

- I do/do not (circle one) recommend the Petitioner receive a CQE. Comments:

o Additional Comments:

Respectfully Submitted,

Signature

Name of Person Submitting Information

Position (if victim, indicate here _____)

Name of Organization: Court,
Prosecutor's Office, Other

Street

City, State Zip

Phone Number

Fax Number

Email

IN THE COURT OF COMMON PLEAS
MEIGS COUNTY, OHIO

IN RE: _____

CASE NO:

JUDGE I. CARSON CROW

**ORDER FOR INVESTIGATION REGARDING
PETITION FOR CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT (RC 2953.25)**

Upon consideration of the above captioned Petition for Certificate of Qualification for Employment, the Court hereby Orders the Probation Department to do the following and report back its findings:

- _____ 1. Attempt to determine all other courts in the state in which the Petitioner has been convicted of or plead guilty to an offense.
- _____ 2. Obtain a current LEADS report on Petitioner.
- _____ 3. Verify the accuracy of information submitted in the Petition.
- _____ 4. Conduct a _____ assessment on Petitioner.
- _____ 5. Perform drug/alcohol/ _____ test(s) on Petitioner.
- _____ 6. Other: (specify)

IT IS SO ORDERED.

JUDGE I. CARSON CROW

DATED: _____

IN THE COURT OF COMMON PLEAS
MEIGS COUNTY, OHIO

IN RE: _____

CASE NO:

JUDGE I. CARSON CROW

ORDER FOR ADDITIONAL INFORMATION

PETITION FOR CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT (RC 2953.25)

Upon consideration of the above captioned Petition for Certificate of Qualification for Employment, the Court hereby Orders the Petitioner to provide the following information within fourteen (14) days of this Order:

IT IS SO ORDERED.

JUDGE I. CARSON CROW

DATED: _____

IN THE COURT OF COMMON PLEAS
MEIGS COUNTY, OHIO

IN RE: _____

CASE NO:

JUDGE I. CARSON CROW

JUDGMENT ENTRY GRANTING

PETITION FOR CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT (RC 2953.25)

Upon consideration of the above captioned Petition for Certificate of Qualification for Employment, the Court hereby finds:

The Petitioner has suffered a COLLATERAL SANCTION that is related to employment or occupational licensing as a result of individual's conviction of or plea of guilty to an offense (felony or misdemeanor) and that applies by operation of law in this state; AND

The Petitioner has established by a preponderance of the evidence that granting the petition will materially assist the individual in obtaining employment/occupational license; AND

The Petitioner has established by a preponderance of the evidence the Petitioner has a substantial need for the relief requested in order to live a law-abiding life; AND

The Petitioner has established by a preponderance of the evidence that granting the petition would not pose an unreasonable risk to the safety of the public or any individual.

THEREFORE, it is HEREBY ORDERED, ADJUDGED AND DECREED that the above captioned Petition for Certificate of Qualification for Employment is hereby GRANTED.

IT IS FURTHER ORDERED that the Clerk Notify the Department of Rehabilitation and Corrections that a Certificate of Qualification for Employment shall be issued to Petitioner.

The Clerk is HEREBY ORDERED to provide written notice to Petitioner by sending a copy of this Judgment Entry to Petitioner.

IT IS SO ORDERED.

JUDGE I. CARSON CROW

DATED: _____

IN THE COURT OF COMMON PLEAS
MEIGS COUNTY, OHIO

IN RE: _____

CASE NO:

JUDGE I. CARSON CROW

JUDGMENT ENTRY DENYING

PETITION FOR CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT (RC 2953.25)

Upon consideration of the above captioned Petition for Certificate of Qualification for Employment, the Court hereby finds:

The Petitioner has/has not (circle one) suffered a COLLATERAL SANCTION that is related to employment or occupational licensing as a result of individual's conviction of or plea of guilty to an offense (felony or misdemeanor) and that applies by operation of law in this state;

The Petitioner has/has not (circle one) established by a preponderance of the evidence that granting the petition will materially assist the individual in obtaining employment/occupational license;

The Petitioner has/has not (circle one) established by a preponderance of the evidence the Petitioner has a substantial need for the relief requested in order to live a law-abiding life;

The Petitioner has/has not (circle one) established by a preponderance of the evidence that granting the petition would not pose an unreasonable risk to the safety of the public or any individual.

THEREFORE, it is HEREBY ORDERED, ADJUDGED AND DECREED that the above captioned Petition for Certificate of Qualification for Employment is hereby DENIED.

IT IS FURTHER ORDERED that the following conditions (if any) are placed on Petitioner's subsequent filings:

The Clerk is HEREBY ORDERED to provide written notice to Petitioner and the Department of Rehabilitation and Corrections.

THIS IS A FINAL APPEALABLE ORDER. THERE IS NO JUST CAUSE FOR DELAY.

IT IS SO ORDERED.

JUDGE I. CARSON CROW

DATED: _____

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO

IN THE MATTER OF
COLLECTING COSTS
ASSOCIATED WITH ELECTRONIC
MONITORING OF COURT
LITIGANTS AND
CRIMINAL DEFENDANTS.

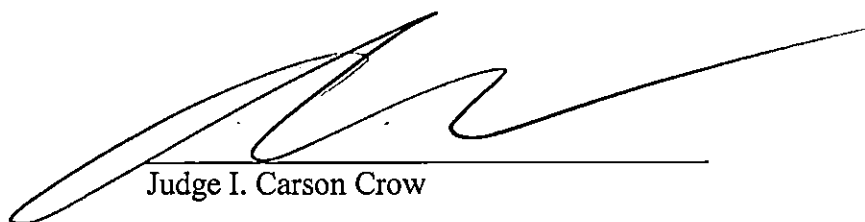
Case Number _____

FILED
COMMON PLEAS COURT
2018 AUG - 8 PM 1:21
SANTHANHA NUGRAGE
CLERK OF COURTS
MEIGS COUNTY, OHIO

ORDER 18-LRD-001

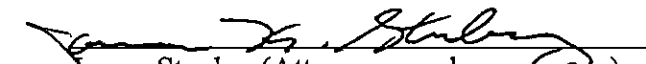
The Court hereby ORDERS that all costs associated with electronic monitoring of court litigants and criminal defendants shall be paid through the Meigs County Clerk of Courts, and pursuant to Ohio Revised Code Section 2303.20(V) the Clerk of Court shall charge a two percent (2%) commission on the first ten thousand dollars and one percent (1%) on all exceeding ten thousand dollars for receiving and disbursing money, other than costs and fees, paid to or deposited with the clerk of courts in pursuant to an order of court.

IT IS SO ORDERED.



Judge I. Carson Crow

Prepared and approved by:



James Stanley (Attorney number ~~1062250~~)
Meigs County Prosecuting Attorney
117 W. 2nd Street
Pomeroy, OH 45769
740-992-6371 phone
740-992-6567 fax
jstanley@meigscountyprosecutor.com

IN THE COURT OF COMMON PLEAS OF MEIGS COUNTY, OHIO
GENERAL AND DOMESTIC RELATIONS DIVISIONS

FILED
COMMON PLEAS COURT
2018 JAN 16 PM 2:56

SAMANTHA MUGRAGE
CLERK OF COURTS
MEIGS COUNTY, OHIO

IN THE MATTER OF THE MEIGS COUNTY :
CLERK OF COURTS MAINTENANCE :
OF RECORDS IN ELECTRONIC FORMAT :

ORDER AUTHORIZING COURT RECORDS TO BE MAINTAINED IN ELECTRONIC FORMAT

Ohio Revised Code Section 2303.12 requires the Clerk of the Court of common Pleas to keep an appearance docket, trial docket, journal and execution docket. Additionally, R.C. 2303.12 indicates that a record can be kept in either book form or by alternative electronic means. Further, Rule 26 of the Rules of Superintendence for the Courts of Ohio expresses a clear intention that Rules 26.01 – 26.05 “shall be interpreted to allow for technological advances that improve the efficiency of the courts and simplify the maintenance, preservation and destruction of court records.” *See Rule 26(A)(2)*. In furtherance of this interpretation, Rule 26(D) allows this Court to preserve records in various forms of alternative media including, but not limited to, electronic media and electronic data processing.

In accordance with the expressed interpretation of Rule 26, and in the interest of improving the efficiency of the Meigs County Common Pleas Court, and simplifying the maintenance, preservation and destruction of the Court’s records, the Meigs County Clerk of courts is hereby authorized to preserve all records from January 1, 2017 forward in an appropriate electronic media or electronic data processing format. Additionally, all new records shall be created and maintained through the use of electronic media or electronic data processing. Finally, the Meigs County Clerk of Courts shall maintain all paper media in its possession, as of January 16, 2018 and backward, despite the conversion to the appropriate electronic format.

The authorizations outlined in the preceding paragraph are limited solely to records of the General and Domestic Relations Divisions of the Meigs County Common Pleas Court and do not extend to records created and preserved in accordance with the proceedings of the Fourth District Court of Appeals.

It is so **ORDERED**.



Judge I. Carson Crow

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO


IN RE: DEPOSITS FOR COSTS

20 LRO 001

GENERAL ORDER

Now comes the Court, upon review of the Deposits for Costs, and **FINDS** that it is necessary to increase said deposits to secure the payment of same. The Court hereby **ADOPTS** the attached fee schedule until further Order of the Court.

Said Order is effective September 14, 2020. The Clerk of Courts shall forward copies of this Order to each attorney of record in Meigs County, Ohio, and update same on its website.



Judge Linda R. Warner

.FILED
COMMON PLEAS COURT
2020 SEP -4 AM 8:54
SAMANTHA MUGRAGE
CLERK OF COURTS
MEIGS COUNTY, OHIO

**MEIGS COUNTY CLERK OF COURTS
DEPOSITS FOR COSTS
(effective September 14, 2020)**

FILED
COMMON PLEAS COU

2020 SEP -4 AM 8: 5

SAMANTHA MUGRAG,
CLERK OF COURTS
MEIGS COUNTY, OHIO

DOMESTIC

| | |
|---|-------------------------------|
| Divorce | \$500.00 |
| Dissolution, Annulment, or Legal Separation | \$500.00 |
| New Parenting Case (married but separated parents) | \$500.00 |
| Answer & Cross Complaint, Counter Claim, Third Party in an action of Divorce, Dissolution or Annulment | \$250.00 |
| Answer & Cross Complaint, Counter Claim, Third Party in action of Parenting | \$150.00 |
| With more than 1 Defendant | Add \$10.00 per defendant |
| Reopen | \$300.00 |
| Amended Complaint with service | \$100.00 + \$10 per defendant |
| Additional Service Request | \$50.00 per party |
| Service of Complaint or Petition by Sheriff (per person per service attempt) | \$75.00 |
| Motion for Change of Custody/Child Support (married but separated) | \$300.00 |

CIVIL

| | |
|--|-------------------------------|
| Foreclosure Complaints | \$750.00 |
| Other Civil Complaints | \$400.00 |
| Cross, Counter, Third Party Complaints | \$150.00 |
| With more than 5 Defendants | Add \$10.00 per defendant |
| Appraisal (due with praecipe for Order of Sale) | \$225.00 |
| Sheriff's Sale Online System License fee (due with praecipe for Order of Sale) | \$220.00 |
| Motion to Vacate Sheriff Sale | \$100.00 |
| Motion/Petition to Terminate Duty to Register as a Sex Offender | \$150.00 |
| Petition for Court-Ordered Title | \$250.00 |
| Re-Open Case | \$300.00 |
| Amended Complaint with service | \$100.00 + \$10 per defendant |
| Additional Service Request | \$50.00 per party |
| Service of Complaint or Petition by Sheriff (per person per service attempt) | \$75.00 |
| Jury Deposit | \$1500.00 |
| Certificate for Qualification of Employment (CQE) | \$200.00 |

COURT OF APPEALS

| | |
|------------------|---------|
| Notice of Appeal | \$85.00 |
|------------------|---------|

CERTIFICATE OF JUDGMENTS

| | |
|--|----------|
| Foreign Certificate of Judgment | \$250.00 |
| Issue and File Certificate of Judgment | \$35.00 |
| Release Certificate of Judgment | \$5.00 |
| Release of Ohio Dept. of Taxation Certificate of Judgment (prior to 1.1.17) | \$30.00 |
| Release of Ohio Dept. of Taxation Certificate of Judgment (on or after 1.1.17) | \$40.00 |

EXECUTIONS

| | |
|--|-------------------|
| Aid of Execution | \$250.00 |
| Debtors Exam, Garnishment, Bank Attachment | \$250.00 |
| Writ of Possession | \$150.00 |
| Personal Service by Sheriff | \$75.00 per party |

MISCELLANEOUS

| | |
|--|-----------------------------|
| Motion for Standing Special Process Server | \$100.00 |
| Witness Fees | |
| Half Day | \$6.00 |
| Full Day | \$12.00 |
| Mileage | \$0.25 per mile |
| U.S. Regular Mail Service (#10 envelope) | \$2.00 |
| USPS Certified Mail Service | \$10.00 |
| Copies (certified) | \$1.00 per page |
| Copies (uncertified) | \$0.25 per page |
| Copy of Local Rules | \$20.00 |
| Fax Filing | \$2/first pg. and \$1/add'l |
| Process Server (to file return) | \$5.00 |
| Complete Record Charge | \$1.00 per page |

CRIMINAL

| | |
|-------------|----------|
| Expungement | \$250.00 |
|-------------|----------|

IN THE MEIGS COUNTY COURT, MEIGS COUNTY, OHIO

2020 DEC -2 PM 2: 57

**IN THE MATTER OF THE
COVID-19 PUBLIC HEALTH
EMERGENCY AND COURT
OPERATIONS**

SAMANTHA MUGRAGE
CLERK OF COURTS
MEIGS COUNTY, OHIO

GENERAL ORDER NO 20-LRD-001

The Meigs Common Pleas Court, General Division, Judge Linda R. Warner, in consultation with the Meigs Common Pleas Juvenile Court Judge L. Scott Powell and Meigs County Court Judge Michael L. Barr hereby makes the following Findings of Fact:

1. On March 2, 2020, Ohio Governor, Mike DeWine initially issued Executive Order 2020-01D "Declaring a State of Emergency" in response to the growing COVID-19 public health crisis through May 1, 2020. On/about April 20, 2020, Governor DeWine (via Dr. Amy Acton) issued a "State Safe Ohio" Order through May 29, 2020.
2. On March 11, 2020, the World Health Organization officially declared COVID-19 to be a global "pandemic" requiring "urgent and aggressive action" to control the spread of the virus.
3. On March 18, 2020, the Court issued its first Administrative Orders addressing the COVID-19 public health emergency detailing a continuum of flexible responses designed to protect public health, to maintain essential court functions, to protect the safety and welfare of its staff and customers and to protect the rights of all individuals subject to the authority of the Court.
4. On May 27, 2020, the Courts in Meigs County joined in an Order regarding COVID-19 screening as part of the centralized security screening at the Meigs County Courthouse.
5. The existing public health emergency has not been abated. In fact, drastic spikes in the level of COVID-19 infections dictate the Court's resumption of curtailed or limited operations through January 29, 2021. Thus, the following plan is necessary as COVID-19 is a highly contagious viral ailment for which there is presently no direct treatment, nor any available vaccination.
6. The Court hereby acknowledges the relevant portions of the written guidance of the Supreme Court of Ohio, most reaffirmed via e-mailed dated October 28, 2020. Additionally, the Court acknowledges that on November 15, 2020 the public health Director's Orders for a new limitation of public and private gatherings being no more than 10 people and a 10 p.m. curfew was announced by Ohio Governor Mike DeWine, which took effect November 17, 2020.

Based upon these Findings of Fact, Linda R. Warner, Judge of the Meigs Common Pleas Court General Division **HEREBY ORDERS:**

1. The Court hereby reinstates **curtailed or limited operations** from **Tuesday, December 2, 2020 through the close of business on Friday, January 29, 2021**, and it reserves the right to further extend this Administrative Order should the existing public health emergency so dictate.
2. From Tuesday, December 2, 2020 through close of business on Friday, January 29, 2021, **the Court shall remain open for business**; however, the Court's in-person hours shall be significantly limited.
3. Effective Tuesday, December 2, 2020, only persons necessary to support essential in-person hearings and essential administrative court functions shall be physically present at the Meigs County Common Pleas Court (MCCP). Outside persons interacting with the Court shall continue to do so remotely.
4. Through January 29, 2021, the Court will prioritize hearing cases utilizing videoconferencing technology to the extent possible. Priority shall be given to "Essential cases", which are:
 - a. Civil Protection Orders (CPOs),
 - b. Emergency Domestic Relation Matters
 - c. Bond hearings
5. Due to the increased risk of spreading COVID in large groups and in order to comply with the Governors mandate of having 10 or less persons in any event, **jury trials must be suspended until February 1, 2021. This date will be re-evaluated on a daily basis and is subject to change at any time.**
6. The Court shall have a policy of **not requiring** litigants or attorneys to appear in-person at this time. Persons who are unwilling or unable to attend an in-person hearing due to COVID-19 concerns/complications may request a continuance or request to participate virtually using the Zoom platform. Reasonable, advance continuance requests will be liberally granted. If a hearing is essential and a party needs to appear remotely but is without access to the internet or to the Zoom application, the Court can and will provide facilities within the Courthouse ("zoom room") to participate and still be isolated from other persons..
7. The Court will continue to accept pleadings, forms and other paperwork via email or fax (which is preferred) and emergency filings in-person at the Clerk's Office. Motions for Continuance and/or Motions to Modify an *ex parte* Civil Protection Order (CPO) may also be filed by email directly to the Clerk of Courts. A list of those contact telephone numbers, email addresses and Zoom meeting IDs are as follows:

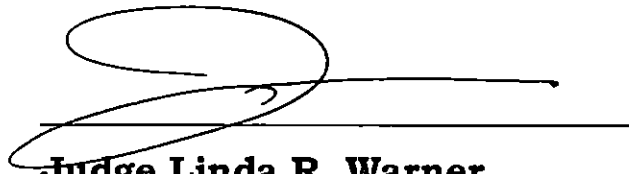
- a. Meigs Clerk of Courts email is legal@meigscountyclerkofcourts.com.
 - b. Meigs Clerk of Courts fax number is 740-992-4429.
 - c. Meigs Common Pleas Court Administrative Office email is meigscommonpleascourt@yahoo.com
 - d. Meigs Common Pleas Court fax number 740-992-3828
 - e. Zoom meeting room ID 901 017 0793, password 532019. Participants shall wait in a waiting room until verified and granted admission to join the zoom conference. The public may join the Zoom meetings but will not be permitted to be heard (i.e. will be muted).
8. The Court continues to encourage litigants and attorneys to waive in-person hearings to facilitate the Court's hearing of uncontested/agreed cases, pre-trial and status conferences, and other domestic and custody matters via videoconferencing technology (or Zoom). Parties may always submit requests for videoconference hearings in writing, by providing a copy of that written request to the Court, through the Clerk of Courts, and to the other parties and any attorneys of record.
9. Specific docket questions should be addressed directly to the staffs of the assigned Magistrates or Judges; telephones and email accounts shall be monitored remotely **Monday through Friday from 8am until 4pm.**
10. Public Access to the MCCP Court lobby, hallways, private offices and wait areas in all court facilities shall remain extremely limited to maintain the safety of the public and court employees; this is done in compliance with local, state, federal and Ohio Supreme Court guidelines. In most instances, in-person interaction with court staff will be facilitated through clear barriers, walk-up windows and video terminals to ensure proper social distancing.
11. The following measures will be taken to reduce the community spread of COVID-19:
 - a. Pursuant to this Court's March 18, 2020 and May 27, 2020 Orders all persons working in/ visiting any court space **must** wear a mask, covering the nose and mouth at all times.
 - b. Persons working in/visiting the courthouse must maintain 6-foot social distancing and observe the 10-person limit in courtrooms. Additionally, Court and COVID-19 screening and security staff will continue to monitor and enforce occupancy restrictions in all court facilities.
 - c. Staff are encouraged to perform a daily symptom assessment, including monitoring for a fever, cough or trouble breathing. Any staff member who exhibits signs of illness must notify his/her supervisor by phone or email and not report for duty. Any staff at the courthouse who exhibits symptoms will be directed to leave the

building immediately and seek medical advice before being permitted to re-enter the building at a later date. Any staff waiting on COVID-19 test results must notify his/her supervisor and shall not report for duty.

- d. To comply with social distancing guidelines, the maximum occupancy for persons in the elevator is two.
 - e. All high traffic areas will be sanitized no less than twice daily. Courtroom tables will be wiped down after each hearing. Spray air sanitizing systems will be used regularly in each courtroom and zoom room.
 - f. All persons entering the courthouse will be required to submit to a COVID-19 screening, including having their temperature taken and answer a series of question.
12. Pursuant to guidance from the Centers for Disease Control, the Meigs County/Ohio Department of Health and the Supreme Court of Ohio, litigants and/or counsel displaying any symptom that *could be construed* as COVID-19 related will be ordered to leave the courthouse; and upon providing a current accurate physical address, phone number and email address, will have their cases continued.
13. In order to preserve proper occupancy standards, scheduled cases will begin and end at the scheduled time; thus, tardy cases will be continued. All pre-hearing consultations and/or negotiations must occur *prior* to arrival in the courthouse and be concluded by the scheduled time; conference rooms shall remain locked.
14. Court programs shall continue to utilize telephonic, videoconference and other electronic services wherever possible.
15. This Administrative Order in Response to the COVID-19 (Coronavirus) Public Health Crisis shall be communicated to the Meigs County Commissioners, other Meigs County Courts and local justice partners. This order, and any amendments thereto, shall be filed with the Meigs County Clerk of Courts and the Supreme Court of Ohio.
16. During the period of curtailed or limited operations, Court Staff shall work onsite only as directed by their supervisors. The Court intends to resume its normal business hours and trial schedule on Monday through Friday, 8am until 4pm effective February 1, 2021. Court staff shall resume onsite work on or before that date, unless authorized to work remotely by their supervisors. On February 1, 2021, the Court intends to resume scheduling in-person hearings. Again, the Court will endeavor to conduct as many of its cases and interactions via available technology as practical, and persons who are unwilling or unable to attend an in-person hearing due to COVID-19 concerns/complications may request a continuance. Reasonable, advance continuance requests will be granted. Alternatively, the Court can provide a courthouse room in which to participate in hearings remotely, if the litigant has no means to do so otherwise.

17. The Court's security policies may be temporarily amended or supplemented to protect public health while maintaining essential court functions.
18. **Jury Trials are hereby suspended until February 1, 2021. This date will be re-evaluated on a daily basis and is subject to change at any time.**
- a. To accommodate trials and the effect of public health recommendations on trials, the period of the continuances implemented by this Order are excluded under O.R.C. 2945.72 and Ohio Constitution I, sec. 10. The Court specifically finds that the ends of justice served by ordering the continuance outweigh the interest of the public and any defendant's right to a speedy trial.
 - b. Further this Court finds that a continuance of a trial which supersedes a defendant's speedy trial right is hereby considered permissible by all judges of the General Division under the Ohio Constitution and O.R.C. 2945.72 (H) as a "reasonable continuance granted other than upon the accused own motion" due to current pandemic levels.
19. Curtailed and/or limited operation provisions and/or policies previously effectuated by the Court shall remain in effect, unless specifically modified herein. Where there is any discrepancy, this order supersedes any previous order. The local rules of court may be temporarily adapted to allow court flexibility, within constitutional limits, in response to the public health emergency.

IT IS SO ORDERED.



Judge Linda R. Warner

A copy of this order shall be provided to all members of the Ohio Supreme Court, Meigs County Bar Association, the Daily Sentinel, the Meigs Independent Press, all Meigs County Elected officials, the Meigs County Health Department, the court appointed Public Defenders, the Court and Clerk of Courts websites and social media pages.

IN THE MEIGS COUNTY COMMON PLEAS COURT, GENERAL DIVISION

IN THE MEIGS COUNTY COMMON PLEAS COURT, PROBATE/JUVENILE
DIVISION

IN THE MEIGS COUNTY COURT

In Re: The Matter of
Admission to the Meigs
County Courthouse Property
At 100 East Second Street,
Pomeroy, OH 45769

SAMANTHA MUGRAGE
CLERK OF COURTS
MEIGS COUNTY, OHIO

2020 MAY 27 AM 9:29

FILED
COMMON PLEAS COURT


**ORDER REGARDING CENTRALIZED
SECURITY SCREENING AT THE MEIGS COUNTY COURTHOUSE**

The Meigs County, Ohio Courthouse, located at 100 East Second Street, Pomeroy, Ohio 45769 shall hereafter have a centralized entry to be utilized by the general public, so as to provide for the safety and security of all employees working at and persons having business inside the Meigs County Courthouse.

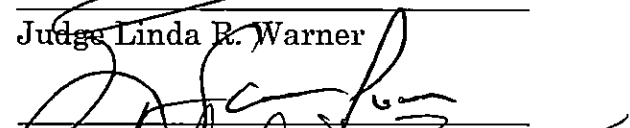
All members of the general public wishing to gain entry of the Meigs County Courthouse will be subject to a search of their bags, briefcases, computers, and other storage items, as well as their persons, so as to search for contraband and/or dangerous weapons. Absent a court order to the contrary, or by a duly authorized law enforcement officer, firearms shall not be permitted to be conveyed into the Meigs County Courthouse.

Any member of the general public seeking admission to the Meigs County Courthouse and refusing to take part in the security screening set forth herein shall not be permitted entry into the Meigs County Courthouse.

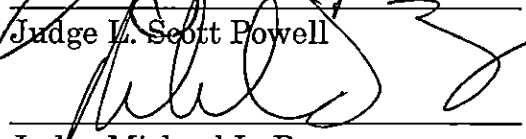
IT IS SO ORDERED.



Judge Linda B. Warner



Judge L. Scott Powell



Judge Michael L. Barr

IN THE MEIGS COUNTY COMMON PLEAS COURT, GENERAL DIVISION
IN THE MEIGS COUNTY COMMON PLEAS COURT, PROBATE/JUVENILE
DIVISION

IN THE MEIGS COUNTY COURT

In Re: The Matter of
Admission to the Meigs
County Courthouse Property
At 100 East Second Street,
Pomeroy, OH 45769

FILED
COMMON PLEAS COURT
2020 MAY 27 AM 9:28
SAMANTHA MUGRAGE
CLERK OF COURTS
MEIGS COUNTY, OHIO

ORDER REGARDING COVID-19 SCREENING AS PART OF THE CENTRALIZED
SECURITY SCREENING AT THE MEIGS COUNTY COURTHOUSE

Whereas the President of the United States has declared an ongoing National
Emergency regarding the COVID-19 health crisis; and

Whereas the Governor of the State of Ohio has declared an ongoing State of
Emergency in the State of Ohio regarding the COVID-19 health crisis; and

Whereas the Ohio Department of Health has published guidance and
protocols for workplaces in connection to the Responsible RestartOhio Plan; and

Whereas the Supreme Court of Ohio has issued multiple orders and extensive
guidance to the courts regarding the COVID-19 Public Health Emergency and the
Responsible RestartOhio Plan, it is therefore


ORDERED the Meigs County, Ohio Courthouse, located at 100 East Second
Street, Pomeroy, Ohio 45769 shall hereafter, as an element of its centralized
security screening, so as to provide for the health and safety of all employees
working at and persons having business inside the Meigs County Courthouse,
conduct COVID-19 screenings in compliance with Ohio Department of Health and
Responsible RestartOhio Plan protocol; additionally, it is

ORDERED all members of the general public wishing to gain entry of the
Meigs County Courthouse will be subject to a COVID-19 screening. In the event the
screening shows the potential for COVID-19 infection, the person shall not be
permitted admission to the Meigs County Courthouse until that person has received
medical clearance that they are not at risk of spreading COVID-19 to others;
additionally, it is

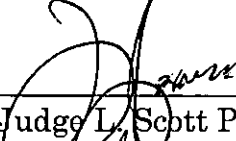
ORDERED that any member of the general public seeking admission to the Meigs County Courthouse and refusing to take part in the COVID-19 security screening set forth herein shall not be permitted entry into the Meigs County Courthouse; additionally, it is

ORDERED that this particular Order is designed to be temporary in nature, and shall be repealed when the federal, state, and local governments confirm that the risk of COVID-19 infection has diminished to such an extent that the Courts herein no longer feel this Order is neither necessary nor appropriate.


IT IS SO ORDERED.



Judge Linda R. Warner



Judge L. Scott Powell



Judge Michael L. Barr

IN THE COMMON PLEAS COURT OF MEIGS COUNTY, OHIO
GENERAL DIVISION, DOMESTIC RELATIONS DIVISION

2020 MAR 18 PM 3:03

SAMANTHA MUGRAGE
CLERK OF COURTS
MEIGS COUNTY, OHIO

IN THE MATTER OF THE
COVID-19 PUBLIC
HEALTH EMERGENCY

GENERAL ORDER NO. 20-LPD-001

The Judges of Meigs County, Ohio make the following findings:

On March 9, 2020, Ohio Governor Mike DeWine issued Executive Order 2020-01D declaring a state of emergency in response to the Coronavirus or COVID-19 pandemic.

On March 11, 2020, the World Health Organization officially declared COVID-19 to be a global pandemic, requiring urgent and aggressive action to control the spread of the virus.

On March 13, 2020 and March 17, 2020 County Public Office Holders met to discuss our respective County Offices' response to the public health crisis.

On March 18, 2020 the Ohio Attorney General, Dave Yost, issued opinion number 2020-002 that "...courts may suspend jury trials to prevent the spread of the novel coronavirus, and they may do so consistent with state and federal speedy-trial obligations. Although tolling speedy-trial time by suspending jury trial activity is an extraordinary step, it is lawful – and responsible-to do so during a pandemic emergency...."

After consultation with the Meigs County Probate Juvenile Division and the Meigs County Court, all three judges agree that we need to protect the public, protect employees, and protect litigants while still allowing access to justice and administrating justice.

Therefore, the following is hereby **ORDERED** as follows:

1. The Meigs County Common Pleas Court General Division, Domestic Relations Division, Probate Division and Juvenile Division, as well as the Meigs County Court Local Rules may be temporarily modified to allow these Courts the flexibility necessary to respond to this public health emergency.
2. The policies of our Courts may be temporarily adjusted to maintain essential Court operations and to reschedule less essential and non-emergency matters upon the Courts' own motions. This includes protecting the public and our employees by locking the Courts' office doors to the public and handling matters initially by phone, email and fax. Once matters are screened then a determination will be made, on a case-by-case; day-by-day basis of whether the request is a matter that must be handled immediately, making arrangements to conduct the Courts' business so as to minimize human-to-human contact, or if the matter can be handled without direct human-to-human contact or by setting the matter for a later date.

3. Our Courts authorize the use of videoconferencing equipment and alternative technologies for all actions and proceedings during this public health emergency.
4. Our Courts have determined that the COVID-19 public health emergency is a good cause for continuance and such continuances shall be liberally granted during this public health emergency.
5. Petit jurors summoned for jury duty from March 18, 2020 until April 30, 2020 are not required to report for jury service. Unless otherwise notified, Grand Jurors still appear on April 14, 2020, as scheduled.
6. Our Courts hereby permit filing of court documents via ordinary mail, e-mail or fax. Other than new petitions for domestic violence protection orders or for stalking protection orders and emergency custody matters, in-person filings options will be with specific pre-arranged and pre-screened cases.
7. Payment for filing fees shall still be required in order for documents to be filed. Payments can be made electronically (which includes associated fees beyond the control of the Clerk of Courts) by calling the Court's Clerk at 740-992-5290.
8. The Courts shall have authority, within constitutional limits, to do or direct to be done all things necessary to ensure the orderly and efficient administration of justice while also being mindful of and taking steps to assure public safety and health during the duration of the declared state of emergency.
9. All this we do in an attempt to reduce the risk of loss of life during this public health crisis.

IT IS SO ORDERED.



Linda R. Warner
Meigs Common Pleas Court Judge
100 East Second Street
Room 302
Pomeroy, OH 45769
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meigscommonpleascourt@yahoo.com