

**MUSKINGUM COUNTY COURT OF COMMON PLEAS
DOMESTIC RELATIONS DIVISION**

LOCAL RULES OF PRACTICE

MARIA N. KALIS, JUDGE



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TABLE OF CONTENTS

TITLE I GENERAL RULES

- 1.01 Compliance with Ohio Rules of Civil Procedure
- 1.02 Ohio Attorney
- 1.03 Search
- 1.04 Cell Phones, Recording Devices, Cameras and Electronic Devices of Any Kind
- 1.05 Firearms and other Weapons Prohibited
- 1.06 Conduct
- 1.07 Costs
- 1.08 Assignment of Cases
- 1.09 Special Needs/Compliance with Americans with Disabilities Act
- 1.10 Proper Attire at the Hearing or Trial
- 1.11 Number of Copies of Initial Filing
- 1.12 Professionalism Rule
- 1.13 Drug Testing
- 1.14 Bankruptcy

TITLE II CASE MANAGEMENT

- 2.01 Requirements
- 2.02 Specific Checklists (See Appendix L)
- 2.03 Continuances
- 2.04 Judgment Entries and Decrees
- 2.05 Agreement of Counsel or Parties
- 2.06 Agreed Judgment Entries
- 2.07 Non-appearance of a Party at Trial or Hearing Date; Failure to be Fully Prepared at Trial
- 2.08 Withdrawal of Counsel; Involuntary Pro Bono Cases
- 2.09 Confidential Family File
- 2.10 Personal and Private Information

TITLE III MEDIATION/CONCILIATION/PARENTING COORDINATION

- 3.01 Incorporation by Reference
- 3.02 When Ordered
- 3.03 Procedure
- 3.04 Agreements
- 3.05 Entry Requirements
- 3.06 Qualifications
- 3.07 Confidentiality
- 3.08 Fees Related to Mediation Services

TITLE IV PARENTING COORDINATION/CASE ASSESSMENT/INVESTIGATIONS/NEUTRAL EVALUATIONS

- 4.01 Parenting Coordination
- 4.02 Case Assessments
- 4.03 Investigations
- 4.04 Neutral Evaluations

TITLE V PLEADINGS AND MOTION PRACTICE

- 5.01 Motions
- 5.02 Formal Requirements
- 5.03 Facsimile Filing
- 5.04 Assignment of motions for hearing
- 5.05 Motions to Show Cause
- 5.06 Motion Practice by Pro Se (Self-Represented) Litigants
- 5.07 Third Party Motions
- 5.08 Discovery Proceedings
- 5.09 Electronic Filing (E-Filing)

TITLE VI ACTIONS RELATED TO TERMINATION OF MARRIAGE

- 6.01 Pre-Trial Procedure
- 6.02 Pre-Trial Conference
- 6.03 Appointment of Valuation Experts, Receivers, Commissioner and Special Masters
- 6.04 Conversion of Divorce Action to Dissolution Action and Conversion of Dissolution Action to Divorce Action

TITLE VII ALLOCATION OF PARENTAL RIGHTS AND RESPONSIBILITIES

- 7.01 General Rule
- 7.02 Shared Parenting
- 7.03 Parenting Time
- 7.04 Notice of Intent to Relocate
- 7.05 Pre-Trial Procedure
- 7.06 Pre-Trial Conference
- 7.07 Seminars

TITLE VII EX PARTE MATTERS

- 8.01 Ex Parte Communications
- 8.02 Temporary Restraining Orders/Ex Parte Orders

TITLE IX GUARDIAN AD LITEM

- 9.01 Definitions
- 9.02 Responsibilities of Court
- 9.03 Application Form
- 9.04 Background Disclosure Form
- 9.05 Initial Qualifications
- 9.06 Manner of Appointment
- 9.07 Duties in General
- 9.08 Reports: Requirements
- 9.09 Reports-Filing
- 9.10 Fees
- 9.11 Handling of Comments and Complaints
- 9.12 Service of Papers
- 9.13 Termination of Guardian ad Litem Appointment

TITLE X REFERRALS TO MAGISTRATE

TITLE XI MAGISTRATE’S DECISIONS; JUDGMENT ENTRIES

- 11.01 Objections to Magistrate’s Decision
- 11.02 Decree or Post Decree Orders Involving Support
- 11.03 Order for Restoration of Former Name
- 11.04 Decree Provisions Regarding Pending Civil Protection Order

TITLE XII SPECIAL PROCEDURES

- 12.01 Petition to Register a Foreign Decree for Enforcement or Modification under the Uniform Child Custody Jurisdiction Enforcement Act (UCCJEA)
- 12.02 Procedure for filings under UCCJEA (Uniform Child Custody Jurisdiction and Enforcement Act, Ohio Revised Code §3127.01, ET, SEQ.)
- 12.03 Procedure for Filing a Request for Registration of a Foreign Judgment Under Full Faith and Credit
- 12.04 Petition to Adopt Foreign Decree or Enforcement or Modification of Support
- 12.05 Procedure to Register, Enforce or Modify Foreign Orders
- 12.06 Civil Protection Orders

TITLE XIII COURT RECORDINGS, TRANSCRIPTS AND EXHIBITS

- 13.01 Court Recordings
- 13.02 Transcripts
- 13.03 Electronic Copies of Court Recordings
- 13.04 Exhibits

TITLE XIV MISCELLANEOUS (RESERVED)

- 14.01 Court Technology

TITLE XV MEDIA COVERAGE OF COURT PROCEEDINGS

TITLE XVI EFFECTIVE DATE

- 16.01 Effective Date

TITLE XVII APPENDICES

- A Lawyer’s Creed
- B Standard Parenting Time Order
- C Civil Fee Waiver Affidavit
- D Notice of Intent to Relocate
- E Standard Notifications - Child Support Order
- F Temporary Restraining Order
- G Entry Converting Dissolution to Action for Divorce
- H Entry Converting Divorce to Action for Dissolution
- I Facsimile Transmittal Sheet
- J Release of Information to Muskingum County Job & Family Services: Child Support Division
- K Explanation of Healthcare Bills
- L Specific Checklists

TITLE I: GENERAL RULES

1.01 COMPLIANCE WITH OHIO RULES OF CIVIL PROCEDURE

IT IS HEREBY ORDERED that the following rules are adopted for the conduct, governance, and management of the business operations, proceedings and other functions of the Muskingum County Court of Common Pleas, Domestic Relations Division. The court may amend these rules from time to time as needed or as required by law.

- A. These rules shall apply in all cases unless inconsistent with the Ohio Constitution, the Ohio Rules of Civil Procedure, and the Rules of Superintendence promulgated by the Supreme Court of Ohio.
- B. Should there be any conflict between the local rules and the Ohio Rules of Civil Procedure, the Ohio Rules of Civil Procedure shall at all times govern. The content of the Rules and Appendices are in no manner intended to be legal advice to lawyers or lay persons.

1.02 OHIO ATTORNEY

No action in the Muskingum County Court of Common Pleas, Domestic Relations Division, shall be filed or tried by any attorney not admitted to practice law in the State of Ohio.

Pursuant to Ohio Gov. Bar R. XII, an attorney licensed in a state other than Ohio may apply to practice in Ohio pro hac vice admission. Attorneys who wish to appear before the Court pro hac vice must comply with all requirements contained within Ohio Gov. Bar R. XII regarding pro hac vice certification and familiarize themselves with these Local Rules.

1.03 SEARCH

Everyone entering the Richard D. Hixson Court and Government Services Building must pass through a metal detector or other screening device to maintain security. All persons entering the building are subject to search, along with all packages, briefcases, purses, wallets, or other containers.

1.04 CELL PHONES, RECORDING DEVICES, CAMERAS, AND ELECTRONIC DEVICES OF ANY KIND

Cell phones, Apple watches, Fitbits, smartwatches, or other devices capable of recording audio or video, cameras and other similar electronic devices are prohibited to be conveyed to or possessed on the second floor of the Richard D. Hixson Court and Government Services Building without prior consent of the Court. In the event consent is granted, these devices are to be turned off at all times on the second floor and not be in operation at any time in the courtroom except as directed by the Court. The Court may order the Bailiff or the Deputy assigned to the Court to hold the device. The sanction for violation of this rule is a fine not to exceed Five Hundred Dollars and Zero Cents (\$500.00) and can result in the confiscation of the cell phone or other device.

1.05 FIREARMS AND OTHER WEAPONS PROHIBITED

- A. According to Ohio Revised Code Section 2923.123, “no person shall knowingly convey or attempt to convey a deadly weapon or dangerous ordnance into a courthouse or into another building or structure in which a courtroom is located.”

Regardless of recent changes to Ohio’s Concealed Carry Law, deadly weapons remain prohibited in buildings within which a courthouse is located. Ohio Revised Code Section 2923.123 provides that it is a FELONY to bring or have a deadly weapon or dangerous ordnance in a courthouse or into another building in which a courthouse is located, except for law enforcement officers in their official duties.

- B. Law Enforcement officers acting *within* the scope of their employment are exempt from the prohibition regarding firearms.

However, in all cases, law enforcement officers who are parties to a judicial proceeding as a plaintiff, defendant, witness, or interested party *outside* of the scope of their employment are not permitted to bring weapons into the Richard D. Hixson Court and Government Services Building.

1.06 CONDUCT

The Court reserves the right to remove any person whose conduct disrupts the proceedings before the Court or poses a threat to security. The definition of “the Court” includes the Domestic Relations Judge, all appointed Magistrates and support staff.

1.07 COSTS

- A. As security for costs, an advance deposit must be made with the Muskingum County Common Pleas Clerk of Courts before filing any legal action in the Domestic Relations Court. It will be paid by the party bringing the action and will be used by the Clerk to secure the payment of the costs which will accrue during the action or proceeding, except as otherwise provided by law. The amount of the deposit will be in accordance with the cost schedule that is published by the Clerk of Courts. The costs listed therein are at all times subject to change without specific amendment of these rules.
- B. The deposit as security for costs shall be considered to be met if a party files a Civil Fee Waiver Affidavit (form at Appendix C) to proceed in forma pauperis, swearing that the party is without funds or assets to pay the deposit and there is certification by the attorney, if any, that no attorney fees have been paid (form at Appendix C). After filing such affidavit, the Court may examine the filing party as well as the party's Civil Fee Waiver Affidavit to determine if there are sufficient facts to support a conclusion the party should be relieved from the requirement of such deposit and may conduct a hearing to examine the filing party.
- C. The Clerk shall not assign a case number to a complaint or petition in any original action unless the required cost deposit has been made or the Court has issued an order waiving the requirement for the deposit.
- D. If during the course of a proceeding the Court determines that a party who has filed a Civil Fee Waiver Affidavit is able to pay the applicable costs deposit, the Court may order that party to pay the deposit within a period of time determined by the Court.
- E. All judgment entries shall contain a provision for allocating payment of costs. The Clerk shall not accept for filing any decree or post decree entry or order without the payment of costs due, unless waived or otherwise modified by the Court. Upon final judgment, the Clerk of Courts is

directed to apply the deposits for court costs in the case regardless of which party had been assessed costs. The Clerk shall assess the costs against the proper party and reimburse deposits upon receipt, when appropriate.

- F. Should any final Judgment Entry not allocate the payment of court costs, the initiating party shall be responsible for said costs.

1.08 ASSIGNMENT OF CASES

All cases shall be assigned for hearing by the Judicial Staff.

1.09 SPECIAL NEEDS / COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT / INTERPRETERS

Persons with disabilities, special needs or the need for an interpreter should make requests for reasonable accommodations to the Court at (740) 455-7190 at least seven (7) days prior to any scheduled hearing so that arrangements can be made.

1.10 PROPER ATTIRE AT THE HEARING OR TRIAL

Proper attire is required of attorneys, parties, witnesses, and spectators while present in Court. Hats, shorts, sandals, sleeveless shirts, clothing displaying indecent or profane language or pictures and clothing with large rips or holes are not considered appropriate in the courtroom setting. Any activity or attire deemed to be disruptive to the decorum of the Court is strictly prohibited. Any Court employee may exclude anyone not properly attired.

“In Court” shall include any hearings held remotely utilizing Zoom or any other similar remote connection platform.

1.11 NUMBER OF COPIES OF INITIAL FILING

The party filing an initial action or post decree motion shall file a minimum of an original and one copy for each party and a copy for CSEA if appropriate.

Neither the Court nor the Clerk of Courts is required to make copies of pleadings filed with the Clerk of Courts. If no copies are provided upon filing, no copies will be returned.

1.12 PROFESSIONALISM RULE

The Judge, Magistrates, and all court employees shall afford each and every individual coming into our court, a level of courtesy and professionalism that is befitting the esprit de corps of the Common Pleas Court and the system of justice it represents.

1.13 DRUG TESTING

For good cause shown, either or both parties may be subject to drug testing in accordance with policies and procedures established by the court.

1.14 BANKRUPTCY

Upon filing of a bankruptcy petition, counsel or parties shall file a Notice of Bankruptcy Case Filing with the Clerk of Courts.

11 U.S.C. Section 362(a)(1) through (8) permits the Court to proceed with any hearings and conferences that do not affect the petition pending in the Bankruptcy Court.

TITLE II: CASE MANAGEMENT

The purpose of the Case Management rule is to ensure the prompt and fair disposition of litigation and to establish the general framework for the management of Domestic Relations cases. By taking control of incoming cases at the earliest possible time, the Court will avoid unnecessary delays, control the pace of litigation, target complex cases, and achieve better efficiency in dealing with incoming cases promptly, expeditiously, and efficiently. Cases shall be concluded within the time guidelines set by the Ohio Supreme Court unless good cause can be shown for an extension.

2.01 REQUIREMENTS

- A. All domestic relations cases shall be classified by the filing attorney according to the check lists set forth herein in Rule 2.02.
- B. (See Title V for Pleadings Form and Motion Practice)
- C. Any pleading presented to the Clerk of Courts bearing an incorrect case number will be returned to the filing party for correction of same prior to the filing of said pleading.
- D. Effect of Noncompliance.

Pleadings or motions which do not conform to the requirements of this rule shall not be accepted for filing by the Clerk and the Court may sua sponte strike from the file any complaint, cross-complaint, petition, motion, other pleading, or document not in compliance with this rule.

- E. Contemporaneous with the filing of a Complaint for Divorce, Legal Separation or Annulment, the Plaintiff shall submit a Mutual Restraining Order as set out in Appendix F or an order substantially similar in context, which shall be applicable to all parties. These shall be issued without the necessity of a Motion or Affidavit. This shall not preclude a litigant from requesting other relief by way of a Restraining Order which shall be by Motion supported by Affidavit.
- F. In any original or post-decree action involving children, the filing party must execute a written release to the Muskingum County Job & Family Services, Child Support Division, consistent with the release attached at Appendix J, to permit disclosure of the existence, or non-existence, of any administrative order of child support. If an administrative order of child support is in effect regarding the parties to that action, a copy of the same shall be provided to the Court and shall be maintained within the confidential family file.

2.02 SPECIFIC CHECKLISTS FOR FILING

CHECKLISTS FOR FILING ARE MANDATORY, PLEASE SEE APPENDIX L.

2.03 CONTINUANCES

- A. No party will be granted a continuance of a hearing or pretrial without a written motion. The motion will state the reason for the continuance and will be signed by the party as well as counsel. The Court may waive this requirement upon a showing of good cause.
- B. If the reason for the continuance is because another case is scheduled on the same date in another court, the Motion shall include a copy of the scheduling order pursuant to Superintendence Rule 41.
- C. The Court may not consider such Motion if filed less than thirty days prior to trial.
- D. If a continuance becomes necessary, the following procedure MUST be followed:
 - 1. Call this office and get several possible available dates.
 - 2. Call each attorney (if applicable) and confirm a date they will be available.
 - 3. Call this office back immediately with the available date and time most convenient to everyone. The fact that the date was available at the time of the request does not guarantee that it will remain available.
 - 4. Send a Motion to Continue and an Entry immediately giving the reason for the continuance and stating the date and time agreed upon and cleared by this office.
- E. No continuance is granted until the Continuance Entry is signed by the Judge or Magistrate.

2.04 JUDGMENT ENTRIES AND DECREES

- A. Preparation by the Attorney:

Except as to Certification, Entries Granting Leave to Plead, and other matters in which the Court prepares the Judgment Entry, all Judgment Entries will be prepared by the counsel for the party in whose favor the Order, Judgment or Decree has been granted, unless the Court directs otherwise.

Counsel will prepare the Judgment Entry in a manner that conforms to the Order of the Court. The Judgment Entry will then be submitted to opposing counsel of record and all other parties who have entered an appearance in the case.

The Entry must be completed and submitted to the Court no later than fourteen (14) days after the decision is reached. Additional time to submit an Entry may be granted upon a showing of good cause.

- B. Approval by the Parties:

The opposing counsel or unrepresented party shall either approve or reject the proposed Entry within seven (7) days after receiving it. Upon approval, the Entry shall be returned to the counsel who prepared it to be filed.

If any objection is made to the proposed Judgment Entry within the seven (7) day period, the objection will be made in writing, attached to the proposed Entry, and submitted to the Court.

In the alternative, the objecting party may submit to the Court an alternate proposed Judgment Entry which counsel believes properly reflects the Court's decision. Written Objections and alternate proposed entries shall be served upon all counsel and all self-represented parties.

Failure of any party to object to proposed Entry within the seven (7) day time period, after service, will be interpreted by the Court as an approval of the Entry and shall enable counsel who prepared the proposed Entry to submit the same directly to the Court for approval without opposing counsel's or the pro se party's signature.

C. Sua Sponte Orders: These rules shall in no manner be construed to preclude the Court from making and filing its own Judgments or Orders, Sua Sponte.

D. Contempt Sanctions for Failure to Comply:

If an Entry is not presented to the Court for approval in compliance with this rule, the Court may prepare its own Entry or may, in its discretion, require counsel and parties to appear and show good cause why they should not be cited for contempt. Further, the Court may determine that dismissal without prejudice for want of prosecution is an appropriate sanction.

2.05 AGREEMENT OF COUNSEL OR PARTIES

Stipulations and agreements of counsel or parties to a suit must be reduced to writing and signed by the parties and their respective counsel or made by the parties in open court on the record. Otherwise, any such stipulations or agreements shall not be recognized by the Court if disputed by any of the parties. Agreements and stipulations made in open court on the record shall be enforceable upon approval by the Court.

2.06 AGREED JUDGMENT ENTRIES

Agreed Judgment Entries shall be signed by all counsel of record as well as all parties.

2.07 NON-APPEARANCE OF A PARTY AT TRIAL OR HEARING DATE; FAILURE TO BE FULLY PREPARED AT TRIAL

If a party seeking relief fails to appear at the scheduled trial, hearing, mediation, or case assessment either in person or by counsel, or appears but is not fully prepared to go forward, the Court in its discretion may enter an order dismissing the action for want of prosecution. If the responding party fails to appear (either in person or by counsel) while the moving party does appear, the Court may at its discretion hear and dispose of all pending issues.

2.08 WITHDRAWAL OF COUNSEL

A. Agreed Withdrawal

1. An attorney seeking to withdraw as counsel in a pending case shall present a filed motion and a proposed entry to the assigned Judge or Magistrate. The motion and proposed entry shall be served on all parties in accordance with the Ohio Rules of Civil Procedure
2. The motion and proposed entry shall contain the following:
 - a. Date and time of any scheduled hearings and all deadlines previously established by the Court;
 - b. Reasons for withdrawal;
 - c. Statement that the client has been advised to promptly obtain new counsel;

- d. Statement that a continuance of any pending hearings must be specifically and/or separately requested and will not automatically be granted solely for the reason of change of counsel;
 - e. Signature of the client on the proposed entry indicating agreement with the motion seeking the Court's permission to withdraw; and
 - f. Address of the client whose attorney is withdrawing.
3. The Court may grant the motion without a hearing. The Court will promptly notify counsel if a hearing is to be scheduled. Once the Judge or Magistrate has ruled upon the motion, the Court will send a copy of the Entry to all attorneys and the client who requested the filing of the motion.
4. The Court may entertain an oral motion to withdraw if counsel who is requesting to withdraw and the client are present. Absent an extraordinary circumstance the Court will not entertain such an oral motion.

An extraordinary circumstance includes, but is not limited to, a client discharging counsel.

B. Withdrawal Absent Agreement

1. Filing Requirements

- a. The attorney seeking to withdraw as counsel in a pending case, who does not have the agreement of the client, must present the motion to the Court and secure a hearing date and time before the assigned Judge or Magistrate.
 - b. The motion must contain all of the requirements listed in Agreed Withdrawal above, with the exception of #2(e).
 - c. The motion must be served upon all parties in accordance with the Ohio Rules of Civil Procedure.
 - d. The attorney seeking to withdraw shall request service of the motion on the client through the Clerk of Court's office by certified mail, return receipt requested, or personal service via a sheriff or process server.
 - e. The motion shall include the time and date of the hearing, the assigned Judge or Magistrate's name and address of the Court.
2. The Court shall conduct a hearing and determine whether to grant the motion. If the motion is granted and the client failed to appear at the hearing, the attorney seeking to withdraw shall notify the client by certified mail, return receipt requested, that the motion was granted, and that the client must notify the court of new trial counsel within such time as the court may designate. A copy of such notice, along with a copy of the entry granting the withdrawal and a copy of the certified mail receipt shall be filed and docketed at the Clerk of Courts. A courtesy copy shall also be provided to the Court.

C. Time Limitations

1. In the absence of an extraordinary circumstance, the court will not grant an attorney permission to withdraw less than 30 days prior to a scheduled hearing.
2. An extraordinary circumstance includes, but is not limited to, a client discharging counsel.
3. Absent extraordinary circumstances, an attorney may not withdraw from a case once the hearing in that matter has begun.
4. An attorney may not withdraw prior to completion and submission to the court of any pending entries, resulting from prior court rulings.

D. New Counsel of Record

1. Where new counsel is substituted for an attorney of record, a Notice Substituting New Counsel, signed by the withdrawing counsel and the substituting counsel shall be filed with the Clerk of Courts. A copy shall be served upon opposing counsel or the opposing party if the opposing party is unrepresented.

E. General Provisions

1. All relevant provisions of the Ohio Rules of professional Conduct are incorporated herein. Failure to appear by any counsel of record may subject counsel to Court Sanctions.
2. Once counsel has filed a motion of withdrawal or has been otherwise permitted to withdraw, counsel may not re-enter the case without prior written approval of the Court.
3. Any attorney who accepts employment in a matter that has previously been scheduled for hearing does so at his/her own risk as the Court is not required to, and may not, grant a continuance due to previously scheduled conflicts known to said attorney at the time employment was accepted.

2.09 CONFIDENTIAL FAMILY FILE

- A. The following records, reports, and documents, including but not limited to those prepared pursuant to Revised Code sections 2151.281, 3105.171(E)(3) and 3109.04(C) and Rule 48 of the Rules of Superintendence for the Court of Ohio, shall not be considered case documents.
 1. Health care documents, including but not limited to physical health, psychological health, psychiatric health, mental health and counseling documents;
 2. Drug and alcohol assessments, recommendations, screens and reports;
 3. Guardian ad Litem reports, including collateral source documents attached or filed with the reports;
 4. Home investigation reports, including collateral source documents attached or filed with the reports;
 5. Case Assessment reports;
 6. Evaluations and reports relating to child custody, allocation of parental rights and responsibilities, parenting time, or companionship or visitation, including collateral source documents attached to or filed with the evaluations and reports;
 7. Domestic violence assessments, recommendations, screens and reports;
 8. Supervised parenting time or companionship or visitation records and reports and supervised parenting time or companionship or visitation exchange records and reports;
 9. Financial records and financial disclosure statements regarding property, debt, taxes, income, and expenses, including collateral source documents attached to or filed with records and statements;
 10. Asset appraisals and evaluations; and
 11. DNA Test Results
- B. Said documents shall be considered confidential family file information and shall be placed in the Court's Confidential Family File. Unless otherwise ordered, by the Court, the documents shall only be made accessible to attorneys of record and self-represented parties.
- C. Any other person may request access to a document or information in a Confidential Family File by filing a written motion. The Court shall provide notice of the motion to all parties in the case at the last address on record with the Clerk of Courts and may schedule a hearing on the motion. The Court may permit public access to a document or information in a Confidential

Family File if it finds by clear and convincing evidence that the presumption of maintaining confidentiality is outweighed by a higher interest.

- D. A Notice of Filing shall be filed contemporaneously with any document that is to be placed in the Court's Confidential Family File. The Notice of Filing shall identify each document filed which shall be placed in the Court's Confidential Family File. The Notice of Filing, along with the document to be filed in the Court's Confidential Family File, shall be served upon all parties or their counsel if represented.

2.10 PERSONAL AND PRIVATE INFORMATION

- A. Pursuant to Rule 45 of the Rules of Superintendence for the Courts of Ohio, the following information is defined as personal and private and is to be omitted from all case documents submitted to the Court or filed with the Clerk of Courts:
1. Social Security numbers, except for the last four digits;
 2. Financial account numbers, including but not limited to debit card, charge card and credit card numbers;
 3. Employer and employee identification numbers;
 4. 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;"
 5. Any other information deemed personal and private by any federal or state statute, regulation, executive order, or court ruling.
- B. It is the responsibility of the filing party and counsel to remove personal and private information from a document filed with the Clerk of Courts office. The responsibility of the filing party and counsel to remove personal and private information extends to and includes exhibits or addenda attached to filings, such as preliminary and final judicial reports which itemize state tax liens that use social security numbers, or medical records.
- C. The Court, Clerk of Courts and deputy clerks shall have no responsibility for the removal of any personal and private information filed in a public document in the Muskingum County Clerk of Courts office.
- D. Pleadings and journal entries that necessarily include personal and private information must be submitted to the Clerk of Court as follows: a copy that includes the personal and private information for placement in the non-public Courtview records and a copy with the personal and private information redacted for placement in the public file. The copy not containing the personal and private information (for the public file) will use the notation "personal and private information redacted" at all places in the document where such information was removed. The copy containing personal and private information shall be destroyed by the Clerk of Courts after inputting the information in the non-public records of Courtview. The Court will sign both journal entries.
- E. The Clerk of Courts will not remove any personal and private information from a file-stamped document including records or transcripts transmitted to this Court from another Court, without a court order to do so. Any personal and private information in documents filed prior to July 1, 2009 is considered public. Access to personal and private information subsequent to July 1, 2009 shall be by Court Order only. Any personal and private information in records or transcripts transmitted to this Court from another Court is considered public. A party or an attorney in a case, or any other person whose personal and private information is contained in a public record of this Court may petition the Court for the removal of personal and private information. If the request is granted, the personal and private information will be removed

from the file-stamped document. A redacted copy of the document will be placed in the public case file.

TITLE III: MEDIATION

3.01 INCORPORATION BY REFERENCE

This rule incorporates by reference the provisions of O.R.C. 2710 “Uniform Mediation Act” (UMA), O.R.C. 3109.052, Mediation of Differences as to Allocation of Parental Rights and Responsibilities and Rule 16 of the Supreme Court of Ohio Rules of Superintendence.

3.02 WHEN ORDERED

- A. At any time after a party files a complaint in an action for divorce, legal separation or annulment, allocation of parental rights and responsibilities, or at any time after a party files a post decree motion arising from any of these actions, the Court may, upon its own motion, order the parties into mediation. The Court’s Mediation Department also accepts voluntary requests from parties who wish to mediate post decree issues involving parental rights and responsibilities without having to file a motion.
- B. The Court may exclude from mediation those cases in which any party is subject to a domestic violence protection order or has been convicted of or pled guilty to an offense in which the victim was a family or household member, or in which a party has been determined to be the perpetrator of an abusive act which led to an abused child adjudication. If the foregoing conditions exist or if violence or fear of violence is alleged, or if the Court suspects same, the Court may order mediation only if:
 - 1. The Mediator(s) is/are qualified pursuant to Sup. R 16.23;
 - 2. The Court determines that all the conditions found in Sup.R 16 are satisfied;
 - 3. The Court determines it is in the best interest of the parties pursuant to O.R.C. 3109.052.
 - 4. In such cases, the Mediator shall proceed pursuant to Rule 3.03(H) below.

3.03 PROCEDURE

- A. The Court shall order cases to the Court’s in-house Mediation Department. Parties may also use an outside Mediator with prior approval from the Court. To use an outside Mediator, parties must file a motion with affidavits attached, stating that the parties agree on both the Mediator and how the Mediator is to be paid.
- B. If the Mediation Department determines that the case is appropriate for mediation, the Court may permit both parties to participate in mediation for a period of time, as determined by the Court.
- C. An Order referring the parties to mediation stays the proceedings in Court. Proceedings not stopped by a Mediation Order are:
 - 1. Temporary support hearings;
 - 2. Issuance of temporary support orders; and,
 - 3. Scheduling and discovery matters.
- D. Mediation sessions are held until all possible issues are resolved in a manner that is mutually agreeable to the parties, or until the Mediator determines that continued efforts would not be

productive. The Court may order the parties to return to mediation at any time. If the parties fail to reach a full agreement during mediation, the Court will not permit any attempt to bring in discussions from the mediation. Matters discussed in mediation are confidential and are not permitted in Court proceedings.

E. The Mediator shall do the following:

1. Keep all verbal and written communications confidential;
2. Provide the parties and their attorneys with a summary of any agreement reached, or a statement that the mediation has terminated without agreement;
3. Inform the Court of who attended the mediation, and whether the case has settled. If the case has not settled, the Mediator shall inform the Court of whether the case is scheduled for further mediation or if it will be returned to the Court for further proceedings. The Mediator shall not provide any other information to the Court unless all parties who hold a mediation privilege, including the Mediator, have consented to such disclosure; and,
4. Notify the Court, for purposes of scheduling, that mediation has been terminated.

F. Any Mediator providing services for the Court shall use procedures that will:

1. Ensure that the parties are allowed to participate in mediation. If they wish, the parties' attorneys and other individuals may be allowed to accompany them and participate in the mediation, as provided in the Uniform Mediation Act (UMA);
2. Screen for domestic violence, both before and during mediation, by using a three-tiered screening method along with the use of appropriate screening tools;
3. Encourage appropriate referrals to attorneys and other support services for all parties, including victims and suspected victims of domestic violence; and,
4. Prohibit the use of mediation in the following circumstances:
 - a. Prosecuting or adjudicating domestic violence;
 - b. Determining whether to grant, modify, or terminate a protection order;
 - c. Determining the terms and conditions of a protection order; and,
 - d. Determining the penalty for violation of a protection order.

G. Parties may use mediation in a subsequent divorce or custody case even if the case may result in the termination of provisions of a protection order.

H. Mediation may proceed when violence or fear of violence is alleged, suspected, or present, only if the Mediator has specialized training, as set forth in Loc. R. 3.06, and ensures that the following conditions are satisfied:

1. The person who is or may be the victim of domestic violence is fully informed, both verbally and in writing, about the mediation process, his or her right to decline participation in the mediation process, and his or her option to have a support person present at the mediation sessions;

2. The Mediator concludes that the parties have the capacity to mediate without fear of coercion or control;
 3. The Mediator uses the procedures defined by the Court's Mediation Department to provide for the safety of the parties, the non-party participants, and the Mediator and ensures appropriate procedures are in place to provide for the safety of the person who is or may be the victim of domestic violence or coercion between the parties;
 4. The Mediator uses the procedures identified by the Court's Mediation Department to terminate mediation if the Mediator believes there is a continued threat of domestic violence or coercion between the parties; and,
 5. The Mediator uses procedures defined by the Court's Mediation Department to ensure that the Court has issued written findings of fact, as required by Ohio law, to refer certain cases involving domestic violence to mediation. The use of mediation in the above situations is addressed on a case-by-case basis.
- I. According to the UMA, all parties may have their attorney, as well as other support persons attend the mediation session. The Mediator has the right not to conduct the mediation session if a party insists on bringing a person to the session that the Mediator believes is inappropriate or would harm the process. The Court has the right to require the attendance of attorneys if the Court determines that it is appropriate and necessary for the process and is consistent with Ohio law. Unless required by the Court, attorneys are not required to attend the mediation session. The Guardian ad Litem shall attend the mediation session if requested by the Court or by either party. Parties shall not bring children to mediation sessions.
- J. The parties and their attorneys have a duty to disclose information to the Mediation Department, and have a duty to participate in any screening required by Rule 16 of the Ohio Supreme Court Rules of Superintendence, where the opposing parties:
1. Are related by blood, adoption, or marriage;
 2. Have resided in a common residence; and,
 3. Have known or alleged domestic abuse at any time prior to the mediation.

3.04 AGREEMENTS

- A. Mediation Memorandum of Understanding. The assigned mediator, parties, and counsel, if applicable, as agreed by the parties, shall immediately prepare a written memorandum memorializing any agreement reached by the parties. The "Mediation Memorandum" should be signed by the parties and counsel [if the "Mediation Memorandum" is signed it will not be privileged pursuant to R.C. 2710.05 (A) (1)].
- B. If the agreement is approved by the parties and attorneys, the Court shall either:
1. Hold a confirmation hearing to approve the terms of the agreement; or,
 2. Adopt a Judgment Entry submitted by the parties for the Court's review and approval. If the Court does not adopt the agreement, the Court shall not consider the mediation agreement for any other purpose.

3. If the agreement pertains to minor children, the Court shall consider the best interests of the children before adopting the agreement.
- C. If the parties do not reach an agreement, the Mediator shall issue a report stating only that the parties did not reach an agreement, and the case shall be returned to the Court's trial docket.

3.05 ENTRY REQUIREMENTS

Within 14 days or other time period designated by the Court, counsel or non-represented parties shall prepare and submit to the Court an Entry incorporating the terms of the settlement memorandum or mediation agreement. No additions, changes or modifications will be permitted unless approved by both parties and/or counsel, but the Court may reject the additions, changes, or modifications.

3.06 QUALIFICATIONS

- A. Any Mediator employed by the Court, or whom the parties retain as an outside Mediator, shall comply with the following minimum qualifications:
1. General qualifications and training:
 - a. Comply with the qualifications set forth in Rule 16 of the Ohio Supreme Court Rules of Superintendence;
 - b. Possess an education or experience satisfactory to the Court, and at least two years of professional experience with families. Professional experience with families includes mediation, counseling, casework, legal representation in family law matters, or such equivalent experience as is satisfactory to the Court;
 - c. Complete at least 12 hours of basic mediation training or equivalent experience as a mediator that is satisfactory to the Court; and,
 - d. After completing the above training, complete at least 40 hours of specialized family or divorce mediation training which has been approved by the Dispute Resolution Section of the Supreme Court of Ohio.
 2. Specific qualifications and training for domestic abuse: A Mediator employed by the Court, or whom the parties retain as an outside Mediator, shall complete at least 14 hours of specialized training in domestic abuse and mediation through a training program approved by the Dispute Resolution Section of the Supreme Court of Ohio. A Mediator who has not completed this specialized training may mediate these cases only if he or she co-mediate with a Mediator who has completed the specialized training.

3.07 CONFIDENTIALITY

- A. Statements the parties make during mediation shall be considered compromise negotiations and shall not be admissible as evidence, according to Rule 408 of the Ohio Rules of Evidence. The Mediator:
1. Shall not be required to disclose any statements or discussions which occurred during the mediation, except as required by Ohio law;
 2. Shall not be called as a witness for any purpose; and,

3. Shall not be subject to subpoena to testify at any proceeding, except as required by Ohio law. This Rule does not prevent the Mediator from testifying as to a crime committed in his or her presence, or from complying with any law requiring the reporting of child abuse.
- B. All communications relating to the mediation or made during the mediation process shall be governed by the privileges described in the Uniform Mediation Act, Ohio law, and the Ohio Rules of Evidence.

3.08 FEES RELATED TO MEDIATION SERVICES

- A. The Muskingum County Domestic Relations Court Mediation Department does not charge the parties for its professional mediation services.
- B. At the conclusion of the mediation, the Clerk of Courts assesses court costs for the parties' filings. The Clerk does this in every case.
- C. If the case is referred to a Mediator other than one provided by the Muskingum County Domestic Relations Court Mediation Department, the parties shall agree upon the Mediator and shall share the cost of mediation in such a proportion as they may agree.
- D. Cases using an outside Mediator must comply with the time frames and procedures discussed in this Rule.

TITLE IV: PARENTING COORDINATION / CASE ASSESSMENT / INVESTIGATIONS / NEUTRAL EVALUATIONS

4.01 PARENTING COORDINATION

A. Introduction/Purpose

This rule allows for the earliest possible resolution of disputes related to parental rights and responsibilities or companionship time orders.

B. Definitions

As used in this rule:

1. “Domestic abuse” means a pattern of abusive and controlling behavior that may include physical violence; coercion; threats; intimidation; isolation; or emotional, sexual, or economic abuse.
2. “Domestic violence” has the same meaning as in R.C. 3113.31(A)(1).
3. “Parenting coordination” means a child-focused dispute resolution process ordered by the Court to assist parties in implementing a parenting rights and responsibilities or companionship time order using assessment, education, case management, conflict management, coaching, or decision-making. “Parenting coordination” is not mediation subject to R.C. Chapter 2710, R.C. 3109.052, or Sup.R. 16 nor arbitration subject to R.C. Chapter 2711 or Sup.R. 15.
4. “Parenting coordinator” means an individual appointed by the Court to conduct parenting coordination.

C. Scope

At any point after a parental rights and responsibilities or companionship time order is filed, the Court may order parenting coordination except to determine the following:

1. Whether to grant, modify, or terminate a protection order;
2. The terms and conditions of a protection order;
3. The penalty for violation of a protection order;
4. Changes in the designation of the primary residential parent or legal guardian;
5. Changes in the primary placement of a child.

D. Appointment

1. Reasons for Ordering Parenting Coordination

The Court may order parenting coordination, sua sponte or upon written or oral motion by one or both parties, when one or more of the following factors are present:

- a. The parties have ongoing disagreements about the implementation of a parental rights and responsibilities or companionship time order and need ongoing assistance;
- b. There is a history of extreme or ongoing parental conflict that has been unresolved by previous litigation or other interventions and from which a child of the parties is adversely affected;
- c. The parties have a child whose parenting time schedule requires frequent adjustments, specified in an order of the Court, to maintain age-appropriate contact with both parties,

and the parties have been previously unable to reach agreements on their parenting time schedule without intervention by the Court;

- d. The parties have a child with a medical or psychological condition or disability that requires frequent decisions regarding treatment or frequent adjustments in the parenting time schedule, specified in an order of the Court, and the parties have been previously unable to reach agreements on their parenting time schedule without intervention by the Court;
- e. One or both parties suffer from a medical or psychological condition or disability that results in an inability to reach agreements on or make adjustments in their parenting time schedule without assistance, even when minor in nature;
- f. Any other factor as determined by the Court.

2. Parenting Coordinator Qualifications

The Court may appoint an individual as a parenting coordinator who meets all of the following qualifications:

- a. A master's degree or higher, a law degree, or education and experience satisfactory to the Court;
- b. At least two years of professional experience with situations involving children, which includes parenting coordination, counseling, casework, legal representation in family law matters, serving as a Guardian ad Litem or Mediator, or such other equivalent experience satisfactory to the Court;
- c. Has completed the following training approved by the Dispute Resolution Section of the Supreme Court:
 - i. At least twelve hours of basic mediation training;
 - ii. At least forty hours of specialized family or divorce mediation training;
 - iii. At least fourteen hours of specialized training in domestic abuse and dispute resolution;
 - iv. At least twelve hours of specialized training in parenting coordination.

3. Parenting Coordinator Continuing Education

To maintain eligibility for appointment, a parenting coordinator shall complete at least three hours per calendar year of continuing education relating to children that has been approved by the Dispute Resolution Section of the Supreme Court.

4. Parenting Coordinator Appointment Order. The Court's appointment order shall set forth all of the following:

- a. The name of the parenting coordinator and any contact information the Court may choose to include;
- b. The specific powers and duties of the parenting coordinator;
- c. The term of the appointment;
- d. The scope of confidentiality;
- e. The parties' responsibility for initial deposit, fees, and expenses for services rendered by the parenting coordinator; and
- f. Parenting coordination terms and conditions.

5. Selection of Parenting Coordinator for Appointment

The parenting coordinator who meets the qualifications in division (D)(2) of this rule and, if applicable division (D)(3), shall be selected using one of the following:

- a. Random selection by the Court from the Court's roster of parenting coordinators;
- b. Specific appointment based on the type of case and the qualifications and caseload of the parenting coordinator; or
- c. Parties select a parenting coordinator from the Court's roster of parenting Coordinators.

6. Prohibited Parenting Coordinator Appointments

The Court shall not appoint a parenting coordinator who does not possess the qualifications in division (D)(2) of this rule and, if applicable division (D)(3), or who has served or is serving in a role that creates a professional conflict including, but not limited to, a child's attorney or child advocate; Guardian ad Litem; custody evaluator; therapist, consultant, coach, or other mental health role to any family member; or attorney for either party. Parties may not waive this prohibition.

7. Appointment of Mediator as Parenting Coordinator

With written consent of the parties, the Court may appoint a mediator to serve as the parenting coordinator with the same family.

8. Termination or Modification of Parenting Coordinator Appointment

Upon motion of a party, for good cause shown, or sua sponte, the Court may terminate or modify the parenting coordinator appointment.

E. Parenting Coordinator Responsibilities

1. Ability to perform duties

A parenting coordinator shall report to the Court any activity, criminal or otherwise, that would adversely affect the parenting coordinator's ability to perform the functions of a parenting coordinator.

2. Compliance with appointment order

A parenting coordinator shall comply with the requirements of and act in accordance with the appointment order issued by the Court.

3. Independence, objectivity, and impartiality

A parenting coordinator shall maintain independence; objectivity; and impartiality, including avoiding the appearance of partiality, in dealings with parties and professionals, both in and out of the courtroom.

4. Conflicts of Interest

- a. A parenting coordinator shall avoid any clear conflicts of interest arising from any relationship activity, including but not limited to those of employment or business or from professional or personal contacts with parties or others involved in the case. A

parenting coordinator shall avoid self-dealing or associations from which the parenting coordinator may benefit, directly or indirectly, except from services as a parenting coordinator.

- b. Upon becoming aware of a clear conflict of interest, a parenting coordinator shall advise the Court and the parties of the action taken to resolve the conflict and, if unable to do so, seek the direction of the Court.

5. Ex Parte Communications

A parenting coordinator shall not have ex parte communications with the Court regarding substantive matters or issues on the merits of the case.

6. Legal advice

A parenting coordinator shall not offer legal advice.

7. Reporting

- a. A parenting coordinator shall submit a resume to the Court documenting compliance with division (D)(2); provide an updated resume to the Court in the event of any substantive changes; and notify the Court of any changes to name, address, telephone number, and electronic mail address contained in the resume.
- b. On or before January 1st of each year, a parenting coordinator shall report to the Court a list of all continuing education training completed during the previous year pursuant to division (D)(3), including the sponsor, title, date, and location of each training. A parenting coordinator shall not be eligible for appointment until this requirement is satisfied. The parenting coordinator shall complete three hours of continuing education for each calendar year of deficiency.

F. Parenting Coordination Procedures

1. Screening for and disclosure of domestic abuse and domestic violence

- a. All cases shall be screened for domestic abuse and domestic violence by the parenting coordinator before the commencement of the parenting coordination process and during the parenting coordination process.
- b. All parties and counsel shall immediately advise the parenting coordinator of any domestic violence convictions and/or allegations known to them or which become known to them during the parenting coordination process.
- c. When domestic abuse or domestic violence is alleged, suspected, or present, before proceeding, a parenting coordinator shall do each of the following:
 - i. Fully inform the person who is or may be the victim of domestic abuse or domestic violence about the parenting coordination process and the option to have a support person present at parenting coordination sessions;
 - ii. Have procedures in place to provide for the safety of all persons involved in the parenting coordination process;
 - iii. Have procedures in place to terminate the parenting coordination session/process if there is a continued threat of domestic abuse, domestic violence, or coercion between the parties.

2. Disclosure of abuse, neglect, and harm

A parenting coordinator shall inform the parties that the parenting coordinator shall report any suspected child abuse or neglect and any apparent serious risk of harm to a family member's self, another family member, or a third party to child protective services, law enforcement, or other appropriate authority. A parenting coordinator shall report child abuse or neglect pursuant to the procedures set forth in R.C. 2151.421.

3. Attendance and participation

- a. Parties shall attend parenting coordination sessions. Requests to reschedule parenting coordination sessions shall be approved by the parenting coordinator.
- b. A parenting coordinator shall allow attendance and participation of the parties and, if the parties wish, their attorneys and any other individuals designated by the parties.

4. Referrals to support services

A parenting coordinator shall provide information regarding appropriate referrals to resources including legal counsel, counseling, parenting courses or education, and other support services for all parties, including, but not limited to, victims and suspected victims of domestic abuse and domestic violence.

5. Parenting coordination agreements, reports, and decisions

- a. Parties shall sign and abide by agreements reached during a parenting coordination session, which shall be maintained in the parenting coordination file. The parenting coordinator shall provide a copy to each party and their attorneys, if any.
- b. Upon request by the Court, the parenting coordinator shall prepare a written report including, but not limited to, all of the following:
 - i. Dates of parenting coordination session(s);
 - ii. Whether the parenting coordination session(s) occurred or was terminated;
 - iii. Requests to reschedule a parenting coordination session(s), including the name of the requestor and whether the request was approved;
 - iv. Whether an agreement was reached on some, all, or none of the issues;
 - v. Who was in attendance at each session(s);
 - vi. The date and time of a future parenting coordination session(s);
 - vii. (vii)Whether any decisions were written and if so, the date(s);
- c. The parenting coordinator shall first attempt to assist the parties in reaching an agreement that resolves the dispute. If the parties are unable to reach an agreement, the parenting coordinator shall issue a written decision that is effective immediately. The parenting coordinator shall provide copies to the parties and their attorneys, if any. The decision shall be immediately filed with the Court and include all of the following:
 - i. Case caption, including the case number;
 - ii. Date of the decision;
 - iii. The decision of the parenting coordinator;
 - iv. Facts of the dispute and facts upon which the decision is based;
 - v. Reasons supporting the decision;
 - vi. The manner in which the decision was provided to the parties;
 - vii. Any other necessary information.

- d. A party may file written objections to a parenting coordinator's decision with the Court and serve all other parties to the action within fourteen days of the filing date of the decision. If any party timely files objections, any other party may also file objections with the Court and serve all other parties to the action, not later than ten days after the first objections are filed. A hearing may be scheduled, upon request, at the discretion of the Court. A magistrate shall issue a ruling on the objections within thirty days from the date of the last objection filed.

6. Parenting coordinator evaluations and complaints

- a. A parenting coordinator shall provide participants with the Parenting Coordinator Evaluation form, provided by the Court, prior to the first parenting coordination session and at the end of the term of the appointment.
- b. The Court shall complete a review of the parenting coordinators on the Court's roster in January of each year.
- c. A party to a case appointed to parenting coordination may submit a complaint regarding the parenting coordinator within one year from the termination of the appointment. The complaint shall be submitted to the Court Administrator, and include all of the following:
 - i. The case caption and case number;
 - ii. The name of the parenting coordinator;
 - iii. The name and contact information for the person making the complaint;
 - iv. The nature of any alleged misconduct or violation;
 - v. The date the alleged misconduct or violation occurred;
- d. The Court Administrator shall provide a copy of the complaint to the parenting coordinator;
- e. The parenting coordinator has fourteen (14) days from the date of the receipt of the complaint to respond in writing to the Court Administrator.
- f. The Court Administrator shall conduct an investigation into the allegations and shall issue a response within thirty days from the date the complaint was received.

7. Fees and Deposit

A parenting coordinator shall notify the Court of the hourly rate for their services, which will be displayed on the Court's roster of parenting coordinators. The Court shall require the parties to post a deposit to secure the fees of the parenting coordinator and shall apportion the fees of the parenting coordinator between the respective parties. The total deposit shall be at least \$800.00 unless otherwise agreed upon by the parenting coordinator. All fees shall be determined by the Court and included in the appointment order. A parenting coordinator may be appointed pro bono or a portion of the fees may be waived if the Court determines a coordinator is necessary and that the parties are indigent.

8. Stay of Proceedings

Unless otherwise provided by court order, referral of a case to parenting coordination stays a case until further notice. No party, or their attorney, shall file any documents while a case is in parenting coordination and the Clerk of Court shall do their best to refuse for filing any documents while a case is in parenting coordination with the following exceptions:

- a. A parenting coordinator decision
- b. An objection to a parenting coordinator's decision;

- c. A motion to lift the stay;
- d. A response to a motion to lift the stay;
- e. An application to dismiss the case;
- f. A notice related to counsel;
- g. A motion for changes in the designation of the primary residential parent or legal guardian;
- h. A motion for changes in the primary placement of a child;

G. Confidentiality and Privilege

Except as provided by law, communications made as part of parenting coordination, including communications between the parties and their children and the parenting coordinator, communications between the parenting coordinator and other relevant parties, and communications with the Court, shall not be confidential. Except as provided by law, parenting coordination shall not be privileged.

H. Public Access

The files maintained by a parenting coordinator but not filed with the Clerk of Court or submitted to the Court shall not be available for public access pursuant to Rules 44 through 47 of the Rules of Superintendence for the Courts of Ohio.

I. Model Standards

The Court and a parenting coordinator shall comply with the “Guidelines for Parenting Coordination” developed by the Association of Family and Conciliation Courts Task Force on Parenting Coordination. Wherever a conflict exists between the “Guidelines for Parenting Coordination” and this rule, this rule shall control.

J. Court Reporting Requirements

On or before February 1st of each year, the Court shall file with the Dispute Resolution Section of the Supreme Court all of the following:

- 1. A copy of this rule;
- 2. A copy of the Court’s current roster of parenting coordinators;
- 3. A copy of each new or updated resume received by the Court from a parenting coordinator during the previous year; and
- 4. A copy of each list of continuing education training received by the Court from each parenting coordinator.

K. Sanctions

The Court may impose sanctions for any violation of this rule which may include, but is not limited to, attorney’s fees and other costs, contempt, or other appropriate sanctions at the discretion of the Court.

4.02 CASE ASSESSMENTS

In cases where litigants are self-represented, the Court may refer the parties to meet with the Parenting Services Coordinator for a Case Assessment. The Parenting Services Coordinator shall meet with the parties to assess the issues in the case including whether either of the parties currently or in the past has had any involvement with law enforcement, children services, social service agencies;

whether either party has been involved in other litigation; to determine if domestic violence is an issue; identify specific issues in the case; and to obtain any other information that may be relevant and helpful to the Court in assisting the parties to resolve their matter. The Parenting Services Coordinator may obtain information, records or reports relevant to the pending matter and the parties shall fully and completely cooperate with the requests of the Parenting Services Coordinator, including signing all waivers and releases necessary to obtain information relevant to the issue pending before the Court. The Parenting Services Coordinator may assist the parties in resolving these issues, but a case assessment is not mediation and is not subject to the provisions of Title III above.

The Parenting Services Coordinator may report any findings or recommendations to the Court in writing, which shall be kept in the Confidential Family File as set forth in Rule 2.11 and which shall be available to each self-represented party or their counsel upon request.

Failure of any party to attend the Case Assessment or cooperate with the Parenting Services Coordinator will result in appropriate sanctions including, but not limited to, dismissal of the action, imposition of fees and expenses or a finding of contempt.

4.03 INVESTIGATIONS

Pursuant to Ohio Revised Code section 3109.04(C) and Ohio Civil Rule 75, the Court prior to trial, may cause an investigation to be made as to the character, family relations, past conduct, earning ability and financial worth of each parent, and may order the parents and their minor children to submit to medical, psychological, and psychiatric examinations. The report of such investigation and any ordered examinations shall be made available to all parties or his/her counsel of record not less than seven (7) days before trial upon written request or at such other time set by the Court. The report shall be signed by the investigator, and the investigator shall be subject to cross-examination by any party concerning the contents of such report. The Court shall tax as cost all or any part of the expenses for each investigation.

During the course of such investigation, the Court contemplates that the assigned investigator shall include within any report a factual summary of information regarding; their observations of each parent's home; all official records involving each parent and family and household member, including police, medical and psychiatric records; a summary of the investigator's conversations and interactions with each minor child; and the investigator's concerns regarding parenting issues. This is not intended to be exclusive or exhaustive, nor to limit the scope of investigation. Rather, this list is intended as a statement by the Court as to the minimum content of any report of investigation.

4.04 NEUTRAL EVALUATIONS

Sup.R. 91.01 through 91.09 shall apply in a case in which a Court of Common Pleas appoints a person to perform a custody evaluation to assist the Court when child custody or parenting visitation is at issue.

A. Definitions:

1. "Custody evaluation" means an expert study and analysis, by an individual qualified to be a custody evaluator, of the needs and development of a child who is the subject of an action or proceeding in which child custody or parenting visitation is an issue, and of the comparative and relative capacities of the parties and other relevant adults to care for and meet the needs and best interest of the child. Custody evaluation shall include full and partial evaluation. Custody and parenting visitation shall include allocation of parental rights and responsibilities, companionship, and visitation.

2. “Custody evaluator” means an individual meeting the requirements of Sup.R. 91.08. As used in this rule, a custody evaluator can be one of the following:
 - a. “Court-connected evaluator” – a person employed by the Court or with whom the Court contracts custody evaluation services;
 - b. “Private custody evaluator” – a person in private practice who provides custody evaluation services to the Court.
3. “Full Evaluation” means a comprehensive examination of the best interest of a child.
4. “Partial evaluation” means an examination of the best interest of a child that is limited by Court order in either time or scope.

B. When Appointed

The Court may appoint an evaluator to aid the court in evaluating the best interest of a child in a contested custody or parenting time case at the request of a party, the Guardian ad Litem, counsel for a child, or on its own motion.

C. Eligibility to Serve

1. Qualifications. The Court has no court-connected evaluators at this time. The Court shall maintain a public list of approved private custody evaluators eligible to receive appointments pursuant to Sup.R. 91.
 - a. To qualify to serve, a custody evaluator must be either:
 - i. An Ohio licensed psychologist or a psychologist licensed in another jurisdiction and authorized by the Ohio Board of Psychology to practice psychology in this state on a temporary basis;
 - ii. An Ohio licensed social worker, professional clinical counselor, or marriage and family therapist or a professional with an equivalent level of licensure issued by another jurisdiction and authorized by the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board to practice in this state on a temporary basis;
 - iii. A physician licensed in any state and board certified in psychiatry or who has completed a psychiatry residency accredited by the Accreditation Council for Graduate Medical Education or a successor to that Council; or
 - iv. A court-connected evaluator who has a minimum of a master’s degree in a mental health field that includes formal education and training in the legal, social, familial and cultural issues involved in custody decisions.
 - b. A custody evaluator must also:
 - i. Complete 40 hours of pre-appointment training that complies with Sup.R. 91.08;
 - ii. Complete six hours of continuing education annually that complies with Sup.R. 91.09.
 - c. Individuals serving as custody evaluators on September 1, 2022 have until February 1, 2024 to complete the 40 hours of pre-appointment training required under Sup.R. 91.08(B).

2. Applications

Individuals seeking to be placed on the Court's approved list must submit an application to the Court Administrator on a court-approved form with required supporting documentation that establish the applicant's qualifications and completion of the initial training program under Sup.R. 91.08(B).

Approved custody evaluators must certify annually to the Court Administrator that they are unaware of any circumstances that would disqualify them from serving and must report the training they have attended in compliance with Sup.R. 91.08.

Proof of compliance with pre-service training and continuing educational requirements must include information detailing the provider, title, date, location, contents, and credit hours received for any relevant education.

Approved custody evaluators must immediately notify the Court Administrator in writing of any arrest, indictment or conviction, including pleas of guilty, for any criminal offense involving any action that resulted in a child being abused or neglected, or a violation of O.R.C. 2010.25, or any sexually-oriented offense involving a child; all civil cases in which the evaluator is a named party including civil protection order cases; any pending disciplinary actions; and any issues affecting the ability to serve.

D. Appointments

When needed the Court may, in its discretion, appoint a court-employed custody evaluator or a private custody evaluator.

The Court will make appointments so as to ensure an equitable distribution of workload among the private custody evaluators on the approved list. Equitable distribution means a system through which appointments are made in an objectively rational, fair, neutral, and non-discriminatory manner and are widely distributed among substantially all private custody evaluators on the list maintained by the Court. The Court may consider the complexity of the issues, parties, counsel, and the children involved, as well as the experience, expertise, and demeanor of the available private custody evaluators.

The Court will issue an Order of Appointment. Appointments may be for a partial evaluation that is limited in either time or scope. The Order of Appointment will include all of the following information:

1. The name, business address, licensure, and telephone number of the evaluator;
2. The purpose and copy of the appointment;
3. The term of the appointment;
4. A provision that a written report is required and oral testimony may be required;
5. Any deadlines pertaining to the submission of reports to the Court, including the dates of any pretrial, settlement conference or trial associated with the furnishing of reports;
6. A provision for payment of fees, expenses, and any hourly rate or fee that will be charged;
7. Any provision the Court deems necessary to address the safety and protection of all parties, the children of the parties, any other children residing in the home of a party, and the person being appointed;
8. Any other provisions the Court deems necessary.

The Order of Appointment will also do both of the following:

1. Grant the custody evaluator the right to access information as authorized by the appointment;
2. Require the parties to cooperate with the custody evaluator and provide information promptly when requested to do so.

The Court will only consider evaluations completed by a custody evaluator appointed by the Court.

A custody evaluator may communicate with the Court when necessary to amend the scope or time frame of the order of appointment.

E. Responsibilities and Authority of Custody Evaluator

1. Responsibilities. A custody evaluator shall do all of the following:
 - a. Maintain objectivity, provide and gather balanced information from both parties to the case, and control for bias;
 - b. Strive to minimize the potential psychological trauma to children during the evaluation and report writing, by performing responsibilities in a prompt and timely manner;
 - c. Protect the confidentiality of the parties and children with collateral contacts and not release information about the case to any individual except as authorized by the Court or statute;
 - d. Immediately identify himself or herself as a custody evaluator when contacting individuals in the course of a particular case and inform these individuals about the role of a custody evaluator and that documents and information obtained may become part of court proceedings;
 - e. Refrain from any ex parte communications with the Court regarding the merits of the case;
 - f. Not offer any recommendations about a party unless that party has been evaluated directly or in consultation with another qualified neutral professional;
 - g. Consider the health, safety, welfare, and best interest of the child in all phases of the process, including interviews with parents, extended family members, counsel for the child, and other interested parties or collateral contacts;
 - h. Not pressure children to state a custodial preference;
 - i. Inform the parties of the evaluator's reporting requirements, including, but not limited to, suspected child abuse and neglect and threats to harm to one's self or another person;
 - j. Not disclose any recommendations to the parties, their attorneys, or the attorney for the child before having gathered the information necessary to support the conclusion;
 - k. Be conscious of the socio-economic status, gender, race, ethnicity, sexual orientation, cultural values, religion, family structures, and developmental characteristics of the parties;
 - l. Upon discovery, notify the Court in writing of any conflicts of interest arising from any relationship or activity with parties or others involved in the case. A custody evaluator shall avoid self-dealing or associations from which the custody evaluator may benefit, directly or indirectly, except from services as a custody evaluator.

2. Description of Custody Evaluation

A custody evaluation may be a full evaluation or a partial evaluation. A partial evaluation is an examination of the best interest of the children that is limited in either time or scope.

Unless contraindicated in the judgment of the custody evaluator, or limited by the Order of Appointment, a custody evaluation shall include but is not limited to all of the following:

- a. Information obtained through interviews, joint or individual, with each party seeking custody or parenting time;
- b. Information obtained through interviews with each child;
- c. Information obtained through interviews with step-parents, significant others, or any other adult residing in the home;
- d. Information obtained through interviews with step- or half-siblings residing in the home;
- e. Information obtained from child care providers, schools, counselors, hospitals, medical professionals, social service agencies, Guardian ad Litem, and law enforcement agencies;
- f. Information from home visits or observations of each child with the appropriate adults involved;
- g. History of child abuse, domestic violence, substance abuse, psychiatric illness, and involvement with the legal system;
- h. Investigation into any other relevant information about the child's needs.

When one party resides in another jurisdiction, a custody evaluator upon order of the Court may rely upon another qualified neutral professional for assistance in gathering information.

3. Additional Responsibilities. A custody evaluator shall also do all of the following:

- a. Prepare and file a written report with the Court at least 30 days prior to the final hearing. The report shall not be considered an investigation pursuant to Civ.R. 75(D)The report shall provide a detailed analysis of the relative strengths and areas in need of improvement by the parties with respect to meeting the needs of the child as well as a comparative analysis of different parenting or companionship plans under consideration;
- b. Include in the written report the statement "The custody evaluator's report shall be provided to the Court for distribution to unrepresented parties and legal counsel. Unauthorized disclosure or distribution of the report may be subject to court action, including the penalties for contempt which include fines and/or incarceration;
- c. Establish a record-keeping system that shall include active control of records and reasonable precautions to prevent the loss or destruction of records in compliance with established record-retention standards.

F. Discovery and Public Access and Prohibition against Dissemination.

1. The written report shall be subject to the Ohio Rules of Civil Procedure applicable to discovery in civil actions.
2. The written report shall not be available for public access pursuant to Sup.R. 44 through 47.
3. A party may copy a written report of a custody evaluation but, except as permitted by the Court, shall not disseminate the report by any means, including by social media. In particular, reports or the recommendations shall NOT be shared with minor children who are the subject of the case. Unauthorized disclosure or distribution of the report may be subject to court action, including the penalties for contempt which include fines and/or incarceration.

G. Access to Report

The Court may receive and read the written report in advance of a hearing or trial for the purpose of conducting a settlement conference in the case.

H. Testimony and report at hearing or trial.

1. The evaluator's report shall be admitted into evidence at a hearing or trial on the Court's motion. The report shall be admitted as the Court's exhibit in the form of the evaluator's expert direct testimony. A party challenging the report shall subpoena the evaluator to appear not less than fourteen days before a hearing or trial.
2. The Court shall notify the evaluator as soon as a hearing or trial date is set. The evaluator shall be available to testify on cross-examination regarding the report if subpoenaed by a party not less than fourteen days prior to hearing or trial.

I. Complaints, Removal and Resignation.

1. Complaints

- a. In the event of comments or complaints regarding the performance of a custody evaluator, the Court Administrator shall do all of the following:
 - i. Provide a copy of the comments and complaints to the custody evaluator;
 - ii. Forward the comments and complaints to the Administrative Judge;
 - iii. Issue a timely disposition of the comment or complaint;
 - iv. Notify the person making the comment or complaint of the disposition;
 - v. Maintain a written record in the file of the custody evaluator regarding the nature and disposition of the comment or complaint.

2. Removal from a case.

- a. The Court may remove a custody evaluator appointed to perform a custody evaluation upon a showing of good cause.

- b. A custody evaluator may be removed from the approved list for failing to meet the qualifications and/or responsibilities established in this rule and Sup.R. 91.01-91.09.

3. Resignation.

A custody evaluator appointed to perform an evaluation may resign prior to completing the evaluation only upon a showing of good cause, notice to the parties, an opportunity to be heard, and with the approval of the Court.

J. Fees and Expenses.

1. The cost of a private custody evaluator shall be as charged by the evaluator.
2. The cost of an evaluation by a court employee shall be taxed as costs and assessed as follows:
 - a. \$800.00 for a full evaluation;
 - b. \$700.00 for a partial evaluation involving third parties;
 - c. \$600.00 for a partial evaluation;
 - d. \$175.00 for an assessment for alcohol and other drugs.

3. Ability to Pay

The parties have a right to be heard on the issue of the allocation of fees and expenses before a custody evaluator is appointed.

The Court will inquire as to the rate and terms of compensation required by the custody evaluator and shall make a determination of the ability of any party to be case to pay for the likely fees and expenses of the evaluator. In making this determination the Court will consider all of the following:

- a. The income, assets, liabilities and financial circumstances of the parties, as demonstrated by an affidavit or statement of income and expenses, testimony to the court, or evidence of qualifications for any means-tested public assistance;
- b. The complexity of the issues;
- c. The anticipated fees and expenses of the custody evaluator including any fees or expenses related to potential testimony.

4. Payment

- a. Upon determining that the appointment of a custody evaluation should proceed, the Court will issue an order regarding allocation of payment of the evaluator's fees and expenses.
- b. The Court may approve additional fees or expenses, reallocate fees or expenses, or require a party to reimburse another party in part or in whole for fees or expenses paid.
- c. Payment for a private evaluation shall be made directly to the custody evaluator.

K. Periodic Review. The Court Administrator shall annually review the Court's compliance with Sup.R. 91.05(B).

TITLE V: PLEADINGS AND MOTION PRACTICE

5.01 MOTIONS

- A. Upon order of a Judge or Magistrate, any motion may be submitted for decision upon brief written statements of reasons in support and opposition pursuant to Civ.R. 7(B).
- B. Should the Court determine that a hearing is necessary, one will be scheduled by the Assignment Commissioner.
- C. The moving party shall file with the Clerk a Motion with a brief memorandum or statement of facts that supports the party's reasons for the need of a hearing. The memorandum or statement of facts must contain the authorities relied upon and/or any affidavits or other supporting documents required or appropriate to support the Motion.

5.02 FORMAL REQUIREMENTS

- A. All pleadings, motions, briefs and other documents filed with the Clerk of Court shall be typewritten or written in ink and shall be submitted on 8½ by 11-inch paper with a 2½ inch margin at the top of the first page and a 1½ inch margin on subsequent pages. Documents attached to pleadings or separately offered as exhibits are exempted from this requirement, however all pleading, motions, briefs and other documents submitted shall be one-sided.
- B. All pleadings and other papers submitted shall comply with Civil Rule 10(A). Specifically, these papers shall contain a caption in order to identify the parties and the case and shall list the name and addresses of the parties. Social security numbers and dates of birth are personal identifiers and should not be made part of the record of the Court. Personal identifiers may be submitted on a separate document that is to be shredded by the Clerk of Court once the information is put into the system.
- C. Counsel shall include within said pleading or paper his or her Ohio Supreme Court Registration Number. Every pleading, motion, or other document of a party represented by an attorney shall be signed by at least one attorney of record in the attorney's individual name, whose address, attorney registration number, telephone number, facsimile number, and business email address shall be stated.
- D. A party who is not represented by an attorney shall sign the pleading, motion, or other document and state the party's address, telephone number, facsimile number, if any, and email address, if any.
- E. All post-decree motions re-opening a case must set forth the same caption as the initial filing. Initial pleadings and forms, to open or re-open a case, shall contain the following pertinent information:
 - 1. Current name(s) and address(es); and
 - 2. The birth dates of any children involved in the proceedings
- F. If the party filing the pleading or motion desires the clerk to serve the opposing party in a manner other than by certified mail, instructions for service must be provided to the Clerk at the time the pleading or motion is filed.

G. No responsive pleading or motion will be considered by the Court unless proof of service is endorsed thereon. The proof of service shall state the manner in which service was accomplished as well as the date it was submitted and signed in accordance with Ohio Civil Rule 11.

H. All pleadings must contain original signatures written in ink.

5.03 FACSIMILE FILING.

Facsimile filing is available for the convenience of all parties and their attorneys.

A. Definitions

1. "Facsimile transmission" means the transmission of a source document by a facsimile machine that encodes a document into signals, transmits, and reconstructs the signals to print a duplicate of the source document at the receiving end.
2. "Source document" means the document transmitted to the Court by facsimile machine/system.
3. "Effective original document" means the facsimile copy of the source document received by the Clerk of Courts and maintained as the original document in the Court's file

B. Procedure

1. The filing of pleadings or other papers, subsequent to the original complaint and not requiring a security deposit pursuant to Local Rule, may be filed with the Clerk by facsimile copy.
2. A document filed by fax shall be accepted as the effective original filing.
3. The following documents may NOT be filed by facsimile transmission:
 - a. Any pleading which initiates a new proceeding, i.e. an original complaint for divorce, dissolution or allocation of parental rights; and
 - b. Any motion that reopens a closed case, i.e. motion to modify allocation of parental rights; and
 - c. Separation agreement that has been signed by the parties; and
 - d. Shared parenting plan that has been signed by the parties (proposed shared parenting plans not yet executed by both parties may be submitted by facsimile); and
 - e. Final Judgment Entries or Consent Judgment Entries prepared by the parties or counsel of record and submitted for the Court's approval.
 - f. Any other pleading of any type which requires posting of a cost deposit.
4. Permitted Pleadings and other documents may be filed with the clerk of courts by facsimile transmission to 740-455-7174.
5. A document filed by facsimile shall be accepted as the effective original document.
6. The original document and cover sheet filed by facsimile shall be maintained by the person making the filing until the case is closed and all opportunities for post-judgment relief are exhausted.
7. Facsimile filings shall not exceed 25 pages in length, excluding the cover sheet.

8. Facsimile filings may NOT be sent directly to the Court for filing but may only be transmitted directly through the facsimile equipment operated by the clerk of courts.
9. The Clerk of Courts may, but need not, acknowledge receipt of a facsimile transmission.
10. The risks of transmitting a document by facsimile to the clerk of courts shall be borne entirely by the sending party. Anyone using facsimile filing is urged to verify receipt of such filing by the Clerk of Courts.

C. Cover Page

1. The person filing a document by facsimile shall also provide a cover page containing the following information:
 - a. The title of the case;
 - b. The case number;
 - c. The title of the document being filed (e.g. Defendant Jones' Answer to Amended Complaint; Plaintiff Smith's Response to Defendants' Motion to Dismiss; Plaintiff Smith's Notice of Filing Exhibit "G" to Plaintiff Smith's Response to Defendants' Motion to Dismiss);
 - d. The date of transmission;
 - e. The transmitting facsimile number;
 - f. The number of pages included in the transmission cover page; and
 - g. The name, address, telephone number, facsimile number, Supreme Court registration number, if applicable, and email address of the person filing the document if available.
2. A sample cover page is attached as Appendix "I."
3. If a document is sent by facsimile to the Clerk of Courts without the cover page information listed above, the Clerk may, at its discretion:
 - a. Enter the document in the Case Docket and file the document; or
 - b. Deposit the document in a file of failed facsimiled documents with a notation of the reason for the failure, and the document shall not be considered filed with the Clerk of Courts.

D. Signature. A party who wishes to file a signed source document by facsimile shall either:

1. Facsimile a copy of the signed source document; or
2. Facsimile a copy of the document without the signature but with the notation "/s/" followed by the name of the signing person where the signature appears in the signed source document.

E. Exhibits

1. Each exhibit to a facsimiled document that cannot be accurately transmitted via facsimile transmission for any reason must be replaced by an insert page describing the exhibit and why it is missing. Unless the Court otherwise orders, the missing exhibit shall be filed with the Court, as a separate document, not later than five business days

following the filing. Failure to file the missing exhibits as required by this paragraph may result in the Court striking the filing and/or exhibit.

2. Any exhibit filed in this manner shall be attached to a cover sheet containing the caption of the case, which sets forth the name of the Court, title of the case, the case number, name of the judge and the title of the exhibit, and shall be signed and served in conformance with the rules governing the signing and service of pleadings in this Court.

F. Time of Filing

1. In the event any facsimile copy is received by the Clerk after 3:30 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.
2. To ensure timely filing of pleadings or other papers, contact the Muskingum County Clerk of Courts prior to transmission at (740) 455-7898

G. Fees and Costs

1. The Clerk of Courts may assess fees for a facsimile filing as set forth in R.C. 2303.20(Y).
2. Documents tendered to the clerk without payment of court costs and fees, or with incomplete information on the charge authorization or request, or that do not conform to applicable rules will not be filed.

5.04 ASSIGNMENT OF MOTIONS FOR HEARING

- A. All Motions shall conform to Title II, Case Management.
- B. Unless the Judge orders otherwise, Motions may be heard before a Magistrate. The Magistrate shall have the authority to hear and dispose of all issues which come before him or her.

5.05 MOTIONS TO SHOW CAUSE

All Motions to Show Cause shall be accompanied by a copy of the Order allegedly violated and state with specificity each provision of the Court Order with which the responding party has allegedly failed to comply, as well as the date of such Order, and the facts which are alleged to demonstrate non-compliance. An Affidavit in support must be attached.

If the Motion alleges failure to pay health care expenses for a minor child, the Motion or Memorandum shall list each bill individually, the date each bill was incurred, the portion of each bill that was paid by insurance, and the amount of each bill that the moving party alleges is owed by the other party. In addition, the Motion or Memorandum shall state whether this information and a demand for payment has been delivered to the opposing party prior to the filing of the Motion. An Explanation of Health Care Bills MUST be attached (See Appendix K).

5.06 MOTION PRACTICE BY PRO SE (SELF-REPRESENTED) LITIGANTS

- A. All Motions of any kind filed by pro se (self-represented) parties must be in required form and will be reviewed and approved by appropriate staff of the Domestic Relations Court.
- B. The pro se document shall not be filed with the Clerk of Courts until it has been endorsed by Court staff.
- C. The Clerk of Courts of Muskingum County, Ohio, shall not accept any such Motion for filing unless the approval of Court staff is affixed thereon. In the event that such Motion is found insufficient in any respect, the party seeking to file such Motion shall be notified.

5.07 THIRD-PARTY MOTIONS

- A. A third-party motion pursuant to Civil Rule 75, including but not limited to, property, child support, and allocation of parental rights and responsibilities, shall be handled as follows:
 - 1. A third party seeking to join the case or a party seeking to join a third party, shall file a motion setting forth the reasons for joining and interest of the intervening party along with a copy of the proposed motion for relief requested. The third party shall also deliver a proposed order granting the joinder to the Court.
 - 2. After the Order granting the joinder has been signed by the assigned Judge or Magistrate, the third party shall file the Order granting the joinder along with the Motion for the relief requested.

5.08 DISCOVERY PROCEEDINGS

- A. Except as provided by Civil Rule 65.1, Civil Rules 26 through 37 apply to any actions within this Court, including Post-Decree Motions pursuant to Civil Rule 75(1).
- B. No Discovery pleading shall be considered by this Court unless proof of service is endorsed or demonstrated separately. The proof of service shall state the manner in which service was accomplished, as well as the date it was submitted and be signed in accordance with Ohio Civil Rule 11.
- C. Any requests for Discovery and/or responses to Discovery shall be noted only by the filing of a Notice of Service with the Clerk of Courts. No Requests for Production of Documents or Interrogatories shall be filed with the Clerk of Courts unless being utilized as an Exhibit for enforcement of Discovery.
- D. It is recognized that contested issues require less in-court time where discovery has been fully conducted. Motions to compel discovery will, therefore, be most often granted, ex parte, where the memorandum in support of the motion indicates reasonable efforts to obtain discovery have been ignored or neglected by the opposing party. Any requests to compel answers to interrogatories should include a copy of the interrogatories. Similarly, motions for protective orders will most often be denied ex parte unless the memorandum in support clearly shows a basis for relief.

5.09 ELECTRONIC FILING (E-FILING)

Electronic filing is available for the convenience of all parties and their attorneys.

A. Definitions

- 1. “Accepted Financial Transaction Device” means a credit card, debit card, or other financial transaction device electronically accepted by the clerk and EFM to process documents submitted for Electronic Filing.
- 2. “Electronic filer” means a person, entity, or authorized agent who e-files. Registration as an e-filer constitutes consent to accept electronic service of any pleadings filed by other registered e-filers as well as any orders issued by the Court.
- 3. “Electronic Filing (e-filing)” means the process by which a person or entity files documents with the clerk by means of an online electronic transmission of the document through a portal operated by an electronic filing manager designated by the clerk.

4. "Electronic filing manager (EFM) means the entity hired by the clerk to provide the single interface for managing electronic filings for the Court.
5. "Effective original document" means the electronic document received by the Clerk of Courts and maintained as the original document in the Court's File.

B. Electronic Filing Policy

1. Registration. A person or entity must first register with the EFM in order to e-file. Upon approval or denial of the request for access to the EFM, the person or entity will receive an email of approval or denial. An e-filer must provide a designated email address to the EFM.
2. Document Format. All pleadings and documents must be submitted in Portable Document Format (PDF) and shall comply with Local R. 5.02. Pleadings and documents filed by e-file shall be accepted as the effective original document. All proposed Orders and Entries must be submitted as Word Document.
3. Filing Acceptance or Rejection Cycle.
 - a. A confirmation number will be assigned by the clerk to each filing received by the clerk.
 - b. The confirmation number and the date and time of the filing will be displayed on the screen of the filer's computer upon successful transmission of the filing.
 - c. Upon successful processing by the clerk of the document submitted for filing, an electronic mail message will be sent to the filer stating that the document was accepted and filed. The email will also contain the confirmation number and case number assigned, if any.
 - d. If for any reason the document submitted for filing is not accepted and filed by the clerk, the filer will be notified via electronic mail that the document was rejected and the reason for rejection.
4. Technical Failures.
 - a. The clerk may deem the e-filing site to be subject to a technical failure on a given day if the site is unable to accept filings continuously or only accepts filings intermittently over the course of any period of time greater than one hour after 10:00 a.m. that day. Known system outages will be posted on the clerk's website, if possible.
 - b. A filer who cannot file a document electronically due to problems on the filer's end must file a hard copy or fax file the document with the Clerk of Courts, as otherwise detailed in these Rules.
5. Responsibility of e-Filing. Any attorney, party or other person who elects to file any document electronically will be responsible for any delay, disruption, interruption of electronic signals, and readability of the document and accepts the full risk that the document may not be properly filed with the clerk as a result.
6. Fees. The clerk will assess normal filing fees.
 - a. All filing fees and case deposits will be collected via an Accepted Financial Transaction Device at the time the filing is processed. A surcharge for using a financial transaction device use may be assessed, as authorized by Sections 301.28(E) and (F) of the Ohio Revised Code.

- b. Any document filed electronically that requires a filing fee may be rejected by the clerk of courts unless the electronic filer has complied with the mechanism established by these rules for the payment of filing fees.
- c. The court will not maintain electronic billing or debit accounts for lawyers or law firms.

C. Time of E-Filing

- 1. The clerk receives electronic documents 24 hours per day, seven days per week, regardless of whether or not the clerk's office is actually open.
 - a. Time at the Court (Eastern time zone) governs, rather than the time zone from which the filing is made.
- 2. Filing documents through the EFM does not alter any filing deadlines imposed by these Local Rules, Ohio Civil Rules of Procedure or the Ohio Revised Code.
- 3. All electronically filed documents will receive a confirmation of receipt that includes the date and time acknowledgement displayed on the screen of the filer's computer upon successful transmission of the filing.
- 4. Upon acceptance by the clerk, a document will receive an Electronic Filing Stamp.
 - a. This Electronic Filing Stamp will include the date and time when the clerk originally received the transmission.
 - b. A document received electronically will be considered to have been filed on the date and time contained in the Electronic Filing Stamp so long as said date reflects that which the Clerk of Court's is open for business to accept filings.
 - c. Documents received electronically on any date the Clerk of Courts is not open for business will be considered to have been filed the next day which the Clerk of Court is open for business; this date and time will be reflected upon the document via a manual filing stamp located next to the Electronic Filing Stamp.
 - d. After a document receives an electronic file stamp, the document cannot be altered.

D. Availability of E-Filing

- 1. Accepted Filings:
 - a. Complaints, including Amended Complaints and Third Party Complaints;
 - b. Motions Initiating a case or adding a new party; and
 - c. Pleadings, including attachments and exhibits, subsequent to the initiating filing unless the file size is too large to upload as one, or unless otherwise excluded by these Local Rules.
- 2. Unaccepted Filings:
 - a. Guardian ad Litem Reports.
 - b. Requests to file documents under seal and all records, reports, documents, or other items Ordered to be filed under seal.
 - c. Depositions and transcripts. All depositions and transcripts must be filed in hard format with the clerk, pursuant to the local rules.
 - d. Pleadings and motions, containing attachments and exhibits causing the file size to be too large to upload as one; a pleading or motion shall not be uploaded in multiple parts due to size.
 - e. Civil Protection Orders of any type must be filed in hard format with the clerk, pursuant to the appropriate rules.

E. Service. E-filed documents must be served in accordance with the applicable Ohio Rules of Procedure.

1. Filing and Serving Documents Subsequent to the Initial pleading.
 - a. Unless another form of service is required by rule or statute, all documents filed after initial service has been completed shall be e-filed and served by the EFM on registered e-filers.
 - b. An email will be generated for attorneys of record, marked as “Courtesy Notice Only”, giving notice that something has been filed in the case.
2. Non-registered e-filers must be served in paper format by traditional means, as required by the Ohio Rules of Civil Procedure.
3. Automated Service. When a submission is deemed filed, the clerk’s e-filing system will generate a Notification of Electronic Filing to the filer and any other party to the case or their counsel who is a registered user of the clerk’s e-filing system.
 - a. Any e-filer must serve a paper copy of the e-filed document on all parties to the case or their counsel to whom the clerk’s e-filing system does not send the Notification of Electronic Filing.
 - b. The automatic electronic notice, in conjunction with the required proof of service, will constitute service under the Ohio Rules of Civil Procedure.
4. Proof of Service. All filing parties must also include on their documents a certificate of service signed in accordance with applicable Ohio court rules and laws, including these Local Rules. The certificate of service must contain substantially the following language:

“I hereby certify that on [date], [document title] was served through the Court’s Electronic Filing Service or by ordinary U.S. mail.”
5. A separate Certificate of Service will be automatically generated and filed by the e-filing system detailing which parties have and have not been electronically served by the e-filing system.
6. Service Date and Time to Respond. For parties or their counsel who receive the Notification of Electronic Filing, service is complete at the time the Notification of Electronic Filing is generated by the clerk’s e-filing system and response time shall commence.
 - a. Parties who do not receive the Notification of Electronic Filing and who are served by regular U.S. mail will have additional time to respond as provided by Civ.R. 6(D).

F. Signatures

1. All electronically filed pleadings shall be signed by the attorney or party on whose behalf the pleading is being filed.
2. Documents shall contain an electronic signature that is either:
 - a. A scanned image of the person’s original signature;
 - b. The notation “/s/” following by the name of the signing person;
3. Any signature on an electronically transmitted document will be considered that of the attorney or party it purports to be for all purposes in accordance with Ohio Civil Rules 5(E)(1) and 11.
4. Per Ohio Civil Rule 5(E)(1), if the documents were transmitted without authority, the court will strike the filing.

TITLE VI: ACTIONS RELATED TO TERMINATION OF MARRIAGE

All cases, in which the termination or annulment of a marriage is requested, other than Uncontested Divorce Actions and Dissolutions, shall be subject to the pre-trial procedures set forth below. Any requirements in a specific Pretrial Order contrary to the requirements set forth below shall prevail.

6.01 PRE-TRIAL PROCEDURE

- A. Each party shall file a Pre-trial Statement with the Court and serve a copy of the same upon opposing party or counsel at least seven (7) days prior to the Pre-Trial Conference or at other such time as set by the Court. Such Pre-trial Statement shall set forth the following:
1. A concise summary of the essential material facts, including a brief history of the marriage;
 2. A brief statement of the uncontested and contested issues involved.
 3. A brief statement of the applicable law and authorities upon which each party relies including copies of any case law which a party feels is applicable to any contested issues.
 4. A list of the demonstrative evidence and exhibits which will be offered by each party at trial.
 5. A summary of the information required in the affidavit of income, expenses, and financial disclosure, including a statement of the parties' positions concerning "marital" and "separate" property and debts as defined in Section 3105.171.
 6. A proposed marital balance sheet.
 7. In the event child support is an issue in the matter, each party shall produce all financial information necessary to prepare a child support computation worksheet pursuant to the requirements set forth in Ohio Revised Code §3119.01 et seq. including annual earnings, marginal cost of health insurance, work-related child care costs, and other deductions permitted by law, and shall provide a completed proposed child support summary worksheet pursuant to statute even if a deviation is being requested. Any necessary information in the possession of other parties or persons should be obtained through Discovery prior to the hearing. The parties will not be permitted to introduce at trial evidence that contradicts the child support worksheet without prior order of the Court.
 8. The names and addresses of prospective lay and expert witnesses for each party, together with a brief summary of the expert witness' qualifications and subject matter of testimony.
 9. A list of depositions and/or video tape depositions that each party intends to introduce at trial.
 10. The estimated length of the trial.
 11. Each party's proposed disposition of all contested issues.
 12. Copies of exhibits shall not be filed with the pretrial statement.
- B. The Marital Balance Sheet required as set forth above shall include:
1. An itemized list of all assets and debts currently owned by either or both spouses, whether alleged to be marital or separate.
 2. At a minimum, this balance sheet shall include the present value of each asset and the present balance of each debt and shall identify any asset or debt (or portion thereof) claimed to be separate property.
 3. Unless the parties have executed a written settlement for division of all marital property, the marital balance sheet shall include a certification by each party and his or her counsel that, as to each item of marital property, the property has been appraised by a qualified expert, the property's present fair market value has been established by written stipulation, or the property will be sold by written stipulation. The certification shall be in the following form: "The undersigned hereby certifies that each item of marital property has either been appraised by a qualified expert or specifically addressed by a written stipulation that establishes the present fair market value of the item, provides for the item to be sold, or provides for the manner in which the item will be divided between the parties."

4. Failure by a party to timely comply with this order shall be deemed an admission by the party that a court-ordered public sale of the marital property, followed by the equal division of the net proceeds, constitutes an equitable division of marital property. If only one party timely complies with this Order, the Court may accept the values submitted by that party and prohibit the defaulting party from presenting evidence contesting those values.
5. The marital balance sheet shall be served on the opposing counsel or party and shall also be filed with the Court. The parties shall exchange a copy of all written appraisals; however, the appraisals shall not be filed with the Court.
6. The parties may not introduce at hearing evidence that contradicts their own marital balance sheet without leave of Court.

C. The failure of a party to comply with this rule, in any respect, shall be grounds to impose sanctions upon the non-complying party, which may include dismissal of the action, postponement of the pre-trial, and/or the payment of attorney's fees, travel expenses, and lost wages incurred by the other party, in an amount to be determined by the Court.

6.02 PRE-TRIAL CONFERENCE

- A. WHEN HELD - A pre-trial conference may be held pursuant to Civil Rule 16 whenever responsive pleadings are filed or when deemed necessary by the Court.
- B. PURPOSE - The purpose of the conference is to afford counsel and the parties an opportunity to achieve an amicable resolution of the controversy and, in the event that such a resolution is not achieved, to expedite trial of the action. At the time the conference is held, counsel for both parties should be prepared to:
 1. Narrow the legal issues in controversy;
 2. Admit facts not in dispute;
 3. Stipulate to the genuineness of evidence to be introduced at trial, if necessary;
 4. Exchange all applicable documents, reports, and other exhibits;
 5. Advise the Court as to any additional time necessary to complete discovery;
 6. Set a deadline for discovery and memoranda; and
 7. Establish a final hearing date.
- C. ATTENDANCE - All counsel of record, as well as their clients, shall be present at Pre-trial Conferences. In the event a party cannot be present at the conference, due to an emergency, the party will provide counsel with a telephone number at which the party may be contacted any time during the Pre-trial Conference, if necessary. In the event counsel fails to appear at such conference, or fails to cooperate in good faith, such counsel may be subject to sanctions as deemed appropriate by the Court. Such Sanctions may include an award of expenses and/or attorney fees to any party prejudiced by such conduct or dismissal of the action.
- D. Furthermore, the Court may sanction any party who fails to either appear in person before the Court or who fails to provide a telephone number/email address where the party may be reached during the Pre-trial Conference.

6.03 APPOINTMENT OF VALUATION EXPERTS, RECEIVERS, COMMISSIONER AND SPECIAL MASTERS

- A. Whenever the value of an asset or the amount of a liability is in dispute, the Court may, either Sua Sponte or by Motion of either party, appoint an expert for the sole purpose of determining the value of the disputed asset or liability.

- B. The Order of Appointment for Valuation shall state the following:
1. The property to be valued with specificity;
 2. The name of the appointed expert; and
 3. The amount of money to be deposited with the Clerk's office for payment of such expert's services, or any advancement made therefor.
- C. The Court also reserves the authority to appoint, either Sua Sponte or upon Motion by a party the following: Receivers, Commissioners, and Special Masters.
- D. The ultimate determination as to allocation of payment for such expert services rests within the discretion of the Court.

6.04 CONVERSION OF DIVORCE ACTION TO DISSOLUTION ACTION AND CONVERSION OF DISSOLUTION ACTION TO DIVORCE ACTION

- A. Pursuant to O.R.C. Sections 3105.08 and 3105.62, an action for divorce may be converted to an action for dissolution upon the filing of a motion, along with a Petition of Dissolution, a Separation Agreement and any necessary supporting documents. The motion shall be submitted with an entry substantially similar to the form attached in Appendix H.
- B. Pursuant to O.R.C. Section 3105.65, an action for dissolution may be converted to an action for divorce upon the filing of a motion along with a Complaint for Divorce and any necessary Affidavits. The motion shall be submitted with an Entry substantially similar to the form attached in Appendix G.
- C. The balance of money on deposit in the original action will be transferred to the new action.
- D. An additional deposit for costs may be required by the Clerk of Courts.

TITLE VII: ALLOCATION OF PARENTAL RIGHTS AND RESPONSIBILITIES

7.01 GENERAL RULE

In all cases where the Court is requested to make a determination as to either the allocation of parental rights and responsibilities or parenting time, including in any action for divorce or dissolution as otherwise governed by Rule VI above, all parties shall comply with the requirements of Ohio Revised Code§ 3109.04 et. seq.

7.02 SHARED PARENTING

All Shared Parenting Plans shall be filed pursuant to Ohio Revised Code3109.04(G) and shall have attached a child support worksheet.

7.03 PARENTING TIME

- A. It is the Court's policy to encourage liberal parenting time and interaction between parents and their minor children. The Court, however, recognizes that individual circumstances must always be taken into consideration.
- B. Pursuant to Ohio Revised Code 3109.051, the Court has adopted the Standard Parenting Time Order (Appendix B), and has taken into consideration all factors listed in Ohio Revised Code 3109.051, together with other relevant factors.
- C. Unless a Temporary Order or other order specifies the use of Age-Appropriate Parenting Time Guidelines, the Standard Parenting Time Order Applies (Appendix B).
- D. Unless specifically excluded, the Court's Standard Parenting Time Order shall be incorporated into every parenting time order.

7.04 NOTICE OF INTENT TO RELOCATE

- A. Either parent must file a Notice of Intent to Relocate sixty (60) days in advance if he or she intends to move to a residence other than the residence specified in the Court Order. (Appendix D). This notice must be filed with the Court that issued the Order.
- B. The moving party and the Court shall send a copy of this notice to the other parent, UNLESS the parent has:
 - 1. previously been convicted or pleaded guilty to a violation of Ohio Revised Code 2919.25 involving a victim who, at the time of the offense, was a member of the family or household that is the subject of the current proceeding;
 - 2. been convicted of an offense involving a victim who, at the time of the offense, was a member of the family or household that is the subject of the current proceeding and caused physical harm to the victim in the commission of the offense; or
 - 3. acted in a manner resulting in an adjudication that a child has been abused or neglected child.
- C. Upon receipt of this notice, the Court, on its own Motion or the Motion of the non-residential parent, may schedule a hearing with notice to both parents to determine whether it is in the best interest of the child to revise the parenting time schedule.

7.05 PRE-TRIAL PROCEDURE

- A. Each party shall file a Pre-trial Statement with the Court and serve a copy of the same upon opposing party or counsel at least seven (7) days prior to the Pre-Trial Conference or at other such time as set by the Court. Such Pre-trial Statement shall set forth the following:
1. A concise summary of the essential material facts;
 2. A brief statement of the uncontested and contested issues involved.
 3. A brief statement of the applicable law and authorities upon which each party relies including copies of any case law which a party feels is applicable to any contested issues.
 4. A list of the demonstrative evidence and exhibits which will be offered by each party at trial.
 5. In the event child support is an issue in the matter, each party shall produce all financial information necessary to prepare a child support computation worksheet pursuant to the requirements set forth in Ohio Revised Code §3119.01 et seq. including annual earnings, marginal cost of health insurance, work related child care costs, other deductions permitted by law and shall provide a completed proposed child support summary worksheet pursuant to statute even if a deviation is being requested. Any necessary information in the possession of other parties or persons should be obtained through Discovery prior to the hearing. The parties will not be permitted to introduce at trial evidence that contradicts the child support worksheet without prior order of the Court.
 6. The names and addresses of prospective lay and expert witnesses for each part, together with a brief summary of the expert witness' qualifications and subject matter of testimony.
 7. A list of depositions and/or video tape depositions that each party intends to introduce at trial.
 8. The estimated length of the trial.
 9. Each party's proposed disposition of all contested issues.
 10. Copies of exhibits shall not be filed with the pretrial statement.
- B. The failure of a party to comply with this rule, in any respect, shall be grounds to impose sanctions upon the non-complying party, which may include dismissal of the action, postponement of the pre-trial, and/or the payment of attorney's fees, travel expenses, and lost wages incurred by the other party, in an amount to be determined by the Court.

7.06 PRE-TRIAL CONFERENCE

- A. WHEN HELD - A pre-trial conference may be held pursuant to Civil Rule 16 whenever responsive pleadings are filed or when deemed necessary by the Court.
- B. PURPOSE - The purpose of the conference is to afford counsel and the parties an opportunity to achieve an amicable resolution of the controversy and, in the event that such a resolution is not achieved, to expedite trial of the action. At the time the conference is held, counsel for both parties should be prepared to:
1. Narrow the legal issues in controversy;
 2. Admit facts not in dispute;
 3. Stipulate to the genuineness of evidence to be introduced at trial, if necessary;

4. Exchange all applicable documents, reports, and other exhibits;
 5. Advise the Court as to any additional time necessary to complete discovery;
 6. Set a deadline for discovery and memoranda; and
 7. Establish a final hearing date.
- C. ATTENDANCE – All counsel of record, as well as their clients, shall be present at Pre-trial Conferences. In the event a party cannot be present at the conference, due to an emergency, the party will provide counsel with a telephone number at which the party may be contacted any time during the Pre-trial Conference, if necessary. In the event counsel fails to appear at such conference, or fails to cooperate in good faith, such counsel may be subject to sanctions as deemed appropriate by the Court. Such sanctions may include an award of expenses and/or attorney fees to any party prejudiced by such conduct or dismissal of the action.
- D. Furthermore, the Court may sanction any party who fails to either appear in person before the Court or who fails to provide a telephone number where the party may be reached during the Pre-trial Conference.

7.07 SEMINARS

- A. All parties filing a dissolution who have children under eighteen must attend the court-ordered Co-Parenting Seminar prior to the final hearing which final hearing must be held no sooner than 30 days or later than 90 days from the date of filing. Hearings will be continued if within the time limitation or the case will be dismissed in the event of noncompliance. Pamphlets and scheduling instruction for the Co-Parenting Seminar can be obtained by the parties or counsel at the Clerk's office.
- B. Upon the filing of a Complaint for Divorce with Children, Legal Separation or Annulment, the Clerk shall serve a Co-Parenting Seminar Brochure and Schedule along with the Summons and Complaint on the Defendant. The Plaintiff shall attend the seminar prior to the final hearing and should the Defendant make an appearance in the matter and request an allocation of parental rights and responsibilities on a parenting time order said Defendant shall attend said seminar prior to the final hearing. In the event that Plaintiff fails to attend as required, the action may be administratively dismissed. In the event that either party fails to attend the required seminar, the Court may deny parenting time to the parent that has failed to comply with this rule until such time as proof of completion has been filed with the Court.
- C. Upon the filing of a Complaint for the Allocation of Parental Rights and Responsibilities or a Complaint for Parenting Time, the Clerk shall serve a Co-Parenting Seminar Brochure and Schedule along with the Summons and Complaint on the Defendant. The Plaintiff shall attend the seminar prior to the final hearing, and should the Defendant make an appearance in the matter and request an allocation of parental rights and responsibilities or parenting time order said Defendant shall attend the seminar prior to the final hearing. In the event that Plaintiff fails to attend as required, the action may be administratively dismissed. In the event that either party fails to attend the required seminar, the Court may deny parenting time to the parent that has failed to comply with this rule until such time as proof of completion has been filed with the Court.
- D. In cases involving minor children ages 6 through 17, the Court may order the minor children to attend a seminar for children and adolescents prior to the final hearing.
- E. Parties must call 740-455-7190 to register for the required 2-hour co-parenting seminar.

TITLE VIII: EX PARTE MATTERS

8.01 EX PARTE COMMUNICATIONS

Except in emergency situations, or as otherwise provided by law, an attorney shall not communicate or cause another to communicate, as to the merits of any litigation with either the Judge or any Magistrate of the Court until after final disposition without adequate notice to opposing counsel and unrepresented adverse parties. Copies of written communications to the Court concerning any pending case shall be promptly provided to opposing counsel or unrepresented adverse parties.

"Emergency" situations shall be defined as "a sudden unexpected happening; an unforeseen occurrence or condition; perplexing contingency or complication of circumstances; a sudden or unexpected occasion for action; exigency; pressing necessity."

8.02 TEMPORARY RESTRAINING ORDERS / EX PARTE ORDERS

A. General Rules

1. No case can be opened or reopened with only a request for ex parte orders. A Complaint or a Motion requesting final orders must accompany the motion for ex parte orders.
2. Where ex parte relief is granted, and at the discretion of the Court, a de novo hearing shall be scheduled before either the Judge or Magistrate of record. The emergency ex parte order shall remain in full force and effect until that hearing.
3. All ex parte motions shall be supported by affidavit(s) that set forth such facts as would be admissible as evidence and that contain sufficient facts to support the claim for relief and establish that an extreme emergency exists.
4. All ex parte motions seeking immediate emergency relief shall be filed between 8:30 a.m. and 3:30 p.m. to ensure appropriate processing time for the Clerk of Courts and the availability of the Court to review the filed paperwork, conduct an oral or non-oral hearing, and to issue a decision. The filing party must be present at the courthouse when the motion, affidavits, and proposed ex parte order are presented for consideration, *should the Court exercise its discretion to conduct an immediate hearing*. Requests for ex parte relief filed after 3:30 p.m. may be considered at a non-oral hearing or may be scheduled for an oral hearing to be held the following business day of the Court.
5. All motions for temporary or pendente lite orders or temporary support orders shall be submitted pursuant to Civil Rule 75. All motions for temporary custody or parenting time orders shall include a prepared order for approval and signature by the Domestic Relations Division Judge or Magistrate. The issuance of any temporary order shall be at the sole discretion of the Court.

B. Property Issues.

1. Mutual Temporary Restraining Orders (TRO) (Appendix F) shall be prepared by Plaintiff and shall be issued at the time of filing a complaint for divorce, legal separation, or annulment of marriage. All other Motions for Temporary Restraining Orders may be set for hearing with notice to opposing counsel and to unrepresented adverse parties.

2. The Court may issue emergency *ex parte* orders when it appears to the Court, by motion and affidavit, that a party or a third party is about to dispose of or encumber property so as to defeat another party in obtaining an equitable division of marital property, a distributive award, spousal or other support, and/or to effectuate or enforce a prior court order.
3. Relief from Standard Temporary Restraining Order
 - a. Any party who believes that a standard temporary restraining order filed in accordance with this rule is inappropriate may file a motion for relief. The motion shall be served on the other party or that party's counsel of record in accordance with the Ohio Civil Rules.
 - b. Dissolving of Orders. A party against whom an Ex Parte (Temporary Restraining) Order was issued may file a Motion, supported by an affidavit, requesting that the order be dissolved. In the absence of any agreement of the parties as to the terms and conditions for dissolving the orders, the matter shall be set for hearing.
 - c. Motions for relief from standard temporary restraining orders shall be given priority on the Court's docket. In the event a standard temporary restraining order is found to be inappropriate, any modification may be made to the order.
4. Motions To Vacate Premises
 - a. Motions to Vacate Premises may not be granted without an oral hearing. All Motions shall state the facts upon which the Motions are based and be supported by an affidavit.
 - b. A Motion to Vacate Premises shall state with particularity the reasons for the motion and shall be supported by an affidavit of the moving party or verified in the complaint setting forth the facts on which the motion is based.
 - c. No Motion to Vacate Premises will be granted ex parte unless it is shown to the satisfaction of the Court that:
 - i. Acts of physical violence have occurred or are highly probable; or
 - ii. Threats of imminent serious physical harm have occurred; or
 - iii. Abuse has been committed toward any child; or
 - iv. The opposing party has already vacated the premises more than 30 days prior.

C. Children's Issues

1. No Ex Parte Orders for the allocation of parental rights and responsibilities or parenting time, or for the modification of parental rights/parenting time shall be issued except as authorized by statute. Except in emergency situations, the party requesting such orders shall make every good faith effort to provide opposing counsel and unrepresented parties with notice of the application to the Court for such relief.
2. A party may submit to the Court a motion, affidavit in support and proposed order requesting ex parte relief with respect to children where an extreme emergency exists. All

ex parte orders for temporary custody should include either provisions for parenting time with the non-custodial parent or a basis for a denial of parenting time.

3. Third party independent corroboration of irreparable harm or extreme emergency is preferable. Such information would include statements from law enforcement or a children services agency.
4. The Court considers the following to constitute situations of extreme emergency:
 - a. Attempting to cause, or recklessly causing bodily injury to the child;
 - b. Committing any act with respect to the child that would result in the child being an abused child (Rev. Code 2151.031) or a neglected child (Rev. Code 2151.03);
 - c. Engaging in conduct which causes, or is likely to cause, significant emotional and/or mental stress to the child;
 - d. Engaging in conduct which creates, or is likely to create, an environment which significantly endangers the child's physical health, or mental, moral, or emotional development;
 - e. The residential parent is unavailable due to hospitalization, incarceration, or other emergency.
 - f. A parent is attempting to flee the jurisdiction with a child.
5. Where ex parte relief is granted, and at the discretion of the Court, a de novo hearing shall be scheduled before either the Judge or Magistrate of record. The emergency ex parte order shall remain in full force and effect until that hearing.
6. Any party obtaining an ex parte order of temporary custody shall obtain possession of the child(ren) in the least confrontational manner possible and shall minimize any stress to the children.

D. Post-Decree Motions For Ex Parte Orders Modifying Custody / Visitation

1. The Court may not consider a proposed ex parte order that modifies custody and/or visitation unless all the following points are addressed in the affidavit(s) in support of the ex parte order:
 - a. Whether the other party was provided prior notice of the filing party's intent to request an ex parte order, and if prior notice was not provided, the reason(s) for not providing notice. If the filing party knows, or has reason to believe, that the opposing party is represented by counsel, or has been represented by counsel within thirty (30) days immediately preceding the filing of the post-decree motion, then notice of the filing party's intent to seek an ex parte order shall be provided to that attorney in writing; and
 - b. If the filing party does not believe parenting time would be appropriate, or that an order for supervised parenting time would be appropriate, then the affidavit shall include sufficient facts to support a no-parenting time, or supervised parenting time order. (The Court will not consider a proposed ex parte order that does not address the issue of parenting time, child support, and health care insurance), and

- c. If the children are school age, and if the filing party resides in a school district other than the opposing party's school district, then the affidavit shall recite that fact. If the filing party is unable to maintain the current school placement for the children, he/she shall explain the reason(s) why in the affidavit.

E. Sanctions

If, after an immediate hearing has been conducted on an ex parte order, the Court determines that the filing party's statements were untrue or inaccurate so as to mislead the Court, that party shall be subject to sanctions, including but not limited to, a dismissal of their action, and/or an award of attorney fees and expenses to the opposing party, and/or a contempt citation.

F. Motions for Ex Parte Orders for Custody/Visitation - Non-Exigent Circumstances.

If the filing party files a motion and affidavit that does not allege that an emergency situation exists for the child, but that a situation exists that demands an expedient resolution, then the motion shall be scheduled for an expedited hearing to occur. The motion, affidavits and notice of hearing shall be *personally* served on the opposing party.

G. Temporary or Pendente Lite Order

1. All requests for Temporary and Pendente Lite orders must be by separate motion.
2. Temporary Support
 - a. All motions or requests for temporary spousal or child support, or any modification thereof, shall include accurate financial affidavits.
 - b. Child support requests should have a completed worksheet as described by statute.
 - c. Included in the affidavit should be a statement of living expenses and monthly debt obligations of the parties and their gross and net monthly earnings, costs of health care insurance and the number of individuals covered. The affidavits of parties applying for, or opposing, spousal or child support should be submitted fully completed on forms prescribed by the Court. If an affidavit is submitted on a form other than prescribed by the Court, it shall contain all the information required by the Court.
 - d. Either party may file other affidavits in support of or opposing, requests for temporary support.
 - e. The request and affidavit of the party applying for temporary spousal or child support shall be served upon the opposing party or counsel of record, if represented, pursuant to the Ohio Rules of Civil Procedure.
 - f. Accuracy of Information
 - i. All information contained in a financial affidavit must be accurate. Any information that is estimated must be identified as estimated. Omitted or

incomplete vital information may result in the Court refusing to enter any temporary orders of support.

- ii. Inaccurate, understated, or exaggerated financial information may result in sanctions against the offending party including an immediate termination of any order based upon the information with retroactive application.

g. Payments

- i. Except as otherwise provide by R.C. 3121.441 (spousal support only), an order for payment of spousal or child support shall be payable through the Muskingum County Department of Job and Family Services, Child Support Division, 1830 East Pike, P.O. Box 9, Zanesville, Ohio 43702-0009 or through Ohio Child Support Payment Central, P.O. Box 182372, Columbus, Ohio 43218. Payments by certified check, money order, personal check or traveler's check MUST be made through Ohio Child Support Payment Central. A processing fee shall be added to the ordered payments. The Muskingum County Department of Job and Family Services, Child Support Division accepts cash payments, MasterCard, VISA and Discover.
 - ii. Include the case number, the SETS number (an account number assigned by the Child Support Division), the name of the child support obligor, and the name of the child support obligee with all payments. Where employer information is available, the payments shall be by a wage withholding statement.
- h. No Responsive Affidavits. After a temporary support order has been filed, a party may not object to the amount of income attributed to that party where the party has failed to file a responsive affidavit pursuant to Civil Rule 75(N) unless good cause is shown for such failure.

TITLE IX: GUARDIAN AD LITEM

In accordance with Rule 48 of the Ohio Rules of Superintendence, which sets forth rules regarding the appointment of a Guardian ad Litem to protect and act in the best interest of children and which is effective as of January 1, 2021, the Court hereby adopts the following Local Rule.

9.01 DEFINITIONS.

For purposes of Local Rule 9, the terms “Guardian ad Litem” and “child” shall be defined as set forth in Superintendence Rule 48.01.

9.02 RESPONSIBILITIES OF COURT.

A. Pursuant to Rule 48.07, the Court Administrator or, with Court approval, the Court Administrator’s designee, is authorized and directed to do the following:

1. Maintain and update a public list of Court-approved Guardians ad Litem, while maintaining their privacy under Rules 44 through 47 of the Rules of Superintendence.
2. Coordinate and maintain the application process for individuals wishing to serve as Guardians ad Litem.
3. Provide information regarding training opportunities for approved and prospective Guardians ad Litem.
4. Receive and maintain written comments regarding the performance of Guardians ad Litem.
5. Maintain files for all applicants and individuals who are approved to serve as Guardians ad Litem.
6. Review a criminal and civil background check and investigation of information relevant to the individual’s fitness to serve as a Guardian ad Litem.
7. Conduct or cause to be conducted at least annually a review of the Guardian ad Litem list to determine that all listed individuals are in compliance with the training and education requirements of this Local Rule, that all listed individuals have performed in a satisfactory manner on all assigned cases during the preceding year and that all individuals are otherwise qualified under this Local Rule and Rule 48 of the Rules of Superintendence to serve. Written evidence of this review shall be maintained in each individual’s file.
8. Require each individual on the list to certify annually that he or she is unaware of any circumstances that would disqualify him or her from serving and to report training he or she has attended. The Court Administrator shall complete the Guardian ad Litem Annual Review Form.
9. Serve as the person designated by the Court to accept and consider comments regarding the performance of Guardians ad Litem appointed by the Court. A copy of the comment shall be provided to the Guardian ad Litem in question and shall be forwarded to the Judge assigned to the subject case. Dispositions of comments shall be made promptly. A written record of the nature and disposition of any comment shall be kept in the

Guardian ad Litem's file. The person making the comment or complaint and the Guardian ad Litem shall be notified in writing of the disposition of such complaint or comment.

9.03 APPLICATION FORM.

All persons desiring to be appointed to serve as a Guardian ad Litem shall complete an "Application to Serve as Guardian ad Litem for the Muskingum County Domestic Relations Court" using the form designated by the Court.

9.04 BACKGROUND DISCLOSURE FORM.

All persons desiring to be appointed to serve as a Guardian ad Litem shall complete a "Background Disclosure Statement" using the form designated by the Court.

9.05 INITIAL QUALIFICATIONS.

- A. In order for an applicant to be qualified to be initially included on the Court's List of Guardians ad Litem, the applicant shall meet the following criteria:
1. The applicant must be a natural person who is an adult resident of the State of Ohio.
 2. If the applicant is an attorney licensed to practice law in the State of Ohio, the applicant must be in good standing to practice law pursuant to the applicable rules of the Ohio Supreme Court.
 3. If the applicant is not an attorney licensed to practice law in the State of Ohio, the applicant must be working or practicing in a field or profession concerning the health, welfare, education, training, or care of children and must be in good standing in such field or profession according to the applicable licensing or regulating authority.
 4. The applicant must maintain adequate professional liability insurance covering services as a Guardian ad Litem and present the Court with satisfactory evidence of such coverage.
 5. The applicant must not have been convicted of any felony, any alcohol or drug related offense, any sex offense, any offense in which a child was found to be abused, neglected, dependent, unruly or delinquent, or any offense of violence in which a family or household member or minor child was the victim.
 6. The applicant must have attended and successfully completed a pre-service training program provided by the Ohio Judicial College.
 7. All applicants shall comply with the training requirements set forth in Rule 48 of the Rules of Superintendence, including but not limited to the annual requirements set forth in Rule 48.05.
 8. The applicant shall complete the Application Form and Background Disclosure Statement Form prescribed by this Rule.

9.06 MANNER OF APPOINTMENT.

The Court will assign Guardians ad Litem from among the individuals whose names are contained on its list of Guardians ad Litem on a rotating basis. In instances in which the parties stipulate in a proposed agreed entry or order to a specified individual serving as Guardian ad Litem, the Court may approve such proposed entry or order or modify it as it determines to be appropriate.

9.07 DUTIES IN GENERAL.

In performing their duties, a Guardian ad Litem shall comply with the requirements of Rule 48.03 of the Rules of Superintendence.

9.08 REPORTS: REQUIREMENTS.

- A. All persons appointed to serve as Guardians ad Litem shall comply with the requirements of Rule 48.06 of the Ohio Rules of Superintendence with respect to preparing and filing reports.
- B. A Guardian ad Litem shall prepare a written final report, including recommendations to the court, within the times set forth in this division. The report shall affirmatively state that responsibilities have been met and shall detail the activities performed, hearings attended, persons interviewed, documents reviewed, experts consulted, and all other relevant information considered by the Guardian ad Litem in reaching the recommendations and in accomplishing the duties required by statute, by Court rule, and in the order of appointment from the Court.
- C. All reports shall include the following warning: "The Guardian ad Litem report shall be provided to the Court, unrepresented parties, and legal counsel. Any other disclosure of the report must be approved in advance by the Court. Unauthorized disclosure or distribution of the report may be subject to court action, including the penalties for contempt, which include fine and/or incarceration."

9.09 REPORTS - FILING.

- A. A Guardian ad Litem in proceedings involving the allocation of parental rights and responsibilities, custody, and visitation shall provide a report to the court, unrepresented parties, and legal counsel not less than seven days before the final hearing date, unless the due date is modified by the Court.
- B. The Guardian ad Litem shall file the report together with a Notice of Service of Guardian ad Litem Report with the Clerk's Office. The Clerk shall prepare the appropriate Notice of Filing and maintain the report in the confidential family file.
- C. Counsel of record may share and review the report with his/her client and take notes regarding the contents of the report. Counsel shall maintain control of the report at all times and shall not duplicate or otherwise disseminate the report in any manner. Self-represented parties shall not duplicate or otherwise disseminate the report in any manner.
- D. The report may be received into evidence during the hearing for which it was prepared. The Court will cause the report to be sealed upon its being admitted into evidence. The report may be unsealed only pursuant to the order of the Court and upon a showing of good cause.

9.10 FEES.

The Court shall set the fees to be charged by the Guardian ad Litem.

- A. **Initial Deposit.** Upon the filing of a Motion for the appointment of a Guardian ad Litem, the Court shall determine an appropriate initial deposit and may apportion it between the parties.
- B. **Time for Paying Initial Deposit; Failure to Pay; Motion for Appointment Denied.** Unless the Court orders otherwise, the initial deposit required in Local Rule 9.10(A) shall be made to the Clerk's Office within 14 days from the date the Entry appointing the Guardian ad Litem. If any party fails to pay the initial deposit within this period, the Court may dismiss the Guardian ad Litem or take such other action as is appropriate. The Guardian ad Litem shall take no action until the initial deposit has been paid in full.
- C. **Periodic Fee Statement.** The guardian ad Litem shall submit monthly fee statements to the Court and the parties. A fee statement shall be submitted for each increment of \$750.00 in fees and expenses as they are incurred. Failure to submit periodic fee statements may result in suspension or removal from the List, loss of fees, or both.
- D. **Fees: Approval Necessary.** Once the guardian ad Litem fees charged in a case reach \$3,000.00, the guardian ad Litem must request that the Court approve any fees in excess of this amount before any such fees may be charged or billed to a party. The Court may approve such a request upon a showing of good cause and subject to such conditions it determines to be appropriate.
- E. **Fees: Filing Final Statement.** Prior to filing a final judgment entry or as otherwise directed by the Court, the guardian ad Litem shall submit a final detailed statement of services performed, expenses incurred, and fees charged to the parties to the Court for its approval. If any party objects to the final statement within 14 days from the date the final statement is filed, the Court will conduct a non-oral or oral hearing and will promptly resolve the objection. The payment of Court-approved guardian ad Litem fees will be incorporated into the final entry and will be paid as ordered in the entry.
- F. **Fees: Judgment.** The Court shall have the discretion to enter a judgment against a party or parties in favor of the guardian ad Litem for fees due and owing at the time that the final entry is filed.
- G. **Fees: Additional Deposit.** In cases involving protracted litigation, the guardian ad Litem may request that the Court order the parties to deposit additional funds with the Clerk's Office for the payment of the guardian ad Litem's fees and expenses.
- H. **Fees: When Attorney Appointed.** When the Court determines that a conflict exists between the views and opinions of the guardian ad Litem and the child or children, the Court may appoint an attorney to represent the child or children. The fees and the expenses of the attorney shall be apportioned between or among the parties as the Court determines to be appropriate. When an attorney is appointed to represent the child or children, the payment of fees and expenses shall follow the same procedure established for the allowance and payment of fees and expenses for the guardian ad Litem.

9.11 HANDLING OF COMMENTS AND COMPLAINTS.

The Court Administrator shall accept and consider written comments and complaints regarding the performance of Guardians ad Litem practicing before the Court. A copy of comments and complaints

submitted to the Court shall be provided to the Guardian ad Litem who is the subject of the complaint or comment. The Court Administrator may forward any comments and complaints to the Administrative Judge of the Court for consideration and appropriate action. Dispositions by the Court shall be made promptly. The Court will maintain a written record in the Guardian ad Litem's file regarding the nature and disposition of any comment or complaint and shall notify the person making the comment or complaint and the subject Guardian ad Litem of the disposition

9.12 SERVICE OF PAPERS.

In addition to Rule 9.09 regarding service of reports, Guardians ad Litem shall file and serve all other pleadings and papers in cases to which they have been appointed in conformity with Civil Rule 5 of the Ohio Rules of Civil Procedure.

9.13 TERMINATION OF GUARDIAN AD LITEM APPOINTMENT.

The appointment of a guardian ad Litem shall automatically terminate upon final entry of judgment in a case, unless otherwise ordered by the Court.

TITLE X: REFERRALS TO MAGISTRATE

Pursuant to Civil Rules 53 and 65.1, all actions may be heard by a Magistrate of the Muskingum County Court of Common Pleas, Domestic Relations Division.

The Court has referred to the Magistrate all domestic relations actions, including but not limited to divorces, parentage proceedings, actions for legal separation, dissolutions, annulments, pre-decree and post-decree motions, domestic violence petitions, anti-stalking petitions, actions for establishment of support in Title IV-D cases, actions to enforce prior child and spousal support orders, actions to enforce support orders of this Court in Title IV-D cases, actions filed pursuant to foreign decrees and support orders and motions relating to the issuance, modification and termination of child support enforcement orders.

TITLE XI: MAGISTRATE'S DECISIONS; JUDGMENT ENTRIES

11.01 OBJECTIONS TO MAGISTRATE'S DECISION

- A. If objections are filed pursuant to Civil Rules 53 and 65.1, they must be accompanied by a Memorandum of Support.
- B. If a finding of fact or the weight of the evidence is the basis for such objection, said Motion and Memorandum in Support thereof shall contain a statement that a transcript of the proceeding has been requested from the Court and such transcript will be filed upon its preparation. A copy of a transcript of the proceedings may be obtained (See Local Rule 13.02). The cost of such transcript shall be paid by the objecting party unless otherwise Ordered by the Court.
- C. Failure to file a transcript shall constitute grounds for dismissal of said objections.
- D. The Opposing party may file a reply to such objections within ten (10) days of receipt of notice of the filing of the objections or filing of supplemental objections, if applicable.

11.02 DECREE OR POST-DECREE ORDERS INVOLVING SUPPORT

- A. Mandated Notices: All Decrees of Divorce, Legal Separation, and Dissolution of Marriage and all Post-Decree Final Orders involving support must contain all necessary language mandated by applicable sections of the Ohio Revised Code and must be approved by the Compliance Office.
- B. All such orders shall adopt the Standard Notifications (Appendix E), incorporated therein and attached thereto.
- C. Mandated General Information: It is the responsibility of counsel and the parties to provide the Court with the current addresses of the parties, Social Security numbers, (where required by statute), and parties' dates of birth. This information, with the exception of Social Security numbers, should appear in the caption of all Complaints, Petitions, Final Decrees, Post-Decree Motions, and Agreed Orders. In addition, the names of employers, payroll addresses, pay cycles, health insurance information, name of financial institution, address, account numbers, etc. must be reported to the Court on the Affidavit of Income and Expenses and Financial Disclosure; Divorce/Dissolution Questionnaire, and Obligor/Obligee Information Sheet.
- D. Filing of a Decree of Divorce/ Legal Separation/ Dissolution or Allocation of Parental Rights after Child Support has already been established in Juvenile Court or by Muskingum County Child Support Enforcement Agency.

If parties filing a Decree of Divorce, Legal Separation or Dissolution have a current child support obligation previously established through the Muskingum County Juvenile Court or the Muskingum County Department of Job and Family Services, Child Support Division while the parties were not married, it shall be the responsibility of counsel and the parties to notify the Muskingum County Child Support Enforcement Agency of the filing of said Decree so that a request for impound hearing to terminate the Juvenile Court Child Support obligation may be filed in the Muskingum County Juvenile Court and any arrearage owed may be certified to the Domestic Relations Court Case.

- E. Service by Publication Language: In the event service of the Complaint has been made by publication, and only in said event, the following language should be included in the final decree: "It appearing to the Court that the Defendant herein was served by publication, the matter of support is continued."

11.03 ORDER FOR RESTORATION OF FORMER NAME

A party requesting restoration of a former name shall have said name included in the final decree (or submit a separate proposed entry) setting forth the party's complete name before and after the requested change, as well as the party's date of birth and current address. Any such entry may be approved by the Court up to sixty (60) days subsequent to the filing of a Final Judgment and Decree of Divorce.

11.04 DECREE PROVISIONS REGARDING PENDING CIVIL PROTECTION ORDER

When there is a Civil Protection Order in existence at the conclusion of a divorce, dissolution or legal separation action, the Decree of Divorce, Dissolution or Legal Separation shall set forth whether any or all of its terms shall remain in effect. If the parties intend to cancel the Civil Protection Order, a separate Entry and Order shall be filed in such case.

TITLE XII: SPECIAL PROCEEDINGS

12.01 PETITION TO REGISTER A FOREIGN DECREE FOR ENFORCEMENT OR MODIFICATION UNDER THE UNIFORM CHILD CUSTODY JURISDICTION ENFORCEMENT ACT (UCCJEA)

- A. A Foreign Decree may be registered with this Court pursuant to Ohio Revised Code (UCCJEA) O.R.C. §3127.35. However, if the registering party is attempting to seek a determination or modification of Parental Rights and Responsibilities and/or Parenting Time, this Court shall act pursuant to the aforementioned Revised Code section.
- B. The mere registration of a Decree pursuant to this rule does not vest this Court with jurisdiction to act pertaining to spousal support, child support, or property division.
- C. It is necessary for the party seeking registration of a Foreign Decree to serve upon the adverse party the petition which requests registration. Such petition must not only set forth, with specificity, the rationale as to why this Court should assume jurisdiction but shall also have attached thereto a certified copy of the original Foreign Decree and be filed with the Clerk of Courts. If this Court finds that it does have proper jurisdiction, it will act as if such Foreign Decree were a Decree originating from this Court.
- D. Prior to issuing any orders, this Court must determine that it has jurisdiction to issue parenting orders pursuant to Ohio Rev. Code §3127.15.
- E. Except in the case of emergency as set forth in Ohio Rev. Code §3127.18, this Court will not exercise jurisdiction if, at the time of the filing of the action, a parenting proceeding is pending in another state exercising jurisdiction substantially in conformity with Ohio Rev. Code §3127.15 unless the Court in the other state has declined to exercise jurisdiction because this Court is the more appropriate forum.

12.02 PROCEDURE FOR FILINGS UNDER UCCJEA (UNIFORM CHILD CUSTODY JURISDICTION AND ENFORCEMENT ACT, OHIO REVISED CODE §3127.01, ET SEQ.)

- A. An out of state child custody determination may be registered with this Court as provided in Ohio Rev. Code §3127.35 et seq. A Muskingum County case number is assigned to the registered order.
- B. This Court will modify an out of state custody determination only in accordance with Ohio Rev. Code §3127.15 through §3127.24.
- C. This Court will recognize and enforce a custody determination of another state as provided in Ohio Rev. Code §3127.33 through §3127.47.

12.03 PROCEDURE FOR FILING A REQUEST FOR REGISTRATION OF A FOREIGN JUDGMENT UNDER FULL FAITH AND CREDIT.

- A. The registration of a foreign judgment shall be commenced by the filing of:
 - 1. A certified copy of the foreign judgment;
 - 2. An Affidavit setting forth the names and addresses of the judgment creditor/obligee and judgment debtor/obligor; and

3. Instructions for the Clerk of Courts to send notice of the filing, including the name and address of the judgment creditor/obligee to the judgment debtor/obligor at the address given.
- B. A foreign judgment so filed has the same effect and is subject to the same procedures, defenses and proceedings as a judgment of this Court.
- C. The Clerk of Courts shall not accept any action or proceeding for filing without the required deposit as security for costs as set forth in the schedule of filing fees.

12.04 PETITION TO ADOPT FOREIGN DECREE OF ENFORCEMENT OR MODIFICATION OF SUPPORT

Such petitions shall be filed in accordance with Ohio Revised Code §2329.021- 2329.027, and Ohio Revised Code Chapter 3115 (“UIFSA”).

12.05 PROCEDURE TO REGISTER, ENFORCE OR MODIFY FOREIGN ORDERS

- A. The registration of a support order or income withholding order of another state shall be accomplished as set forth in Ohio Rev. Code Chapter 3115. A Muskingum County case number is assigned to the registered order.
- B. The registering party shall prepare and submit to the Court a notice to the non-registering party that complies with Ohio Rev. Code §3115.605.
- C. If the non-requesting party does timely request a hearing to contest the validity or enforcement of the registered order pursuant to Ohio Rev. Code §3115.606 and fails to establish a defense pursuant to Ohio Rev. Code §3115.607, the registering party shall prepare and submit to the Court for signature an order confirming the registered order.
- D. If the non-registering party timely requests a hearing to contest the validity or enforcement of the registered order, the Court shall schedule a hearing, with notice to all parties.
- E. A support order, as defined in Ohio Rev. Code §3115.102(BB), includes an order for spousal support.
- F. A state, as defined in Ohio Rev. Code §3115.102(Z), includes Indian tribes and foreign jurisdictions that have enacted a law or established procedures for issuance and enforcement of support orders that are substantially similar to the procedures under Ohio Rev. Code Chapter 3115.
- G. A party seeking to register a support order of another state for the purpose of enforcement or modification shall file the documents and information required by Ohio Revised Code §3115.602 in the office of the Clerk of Courts. Upon filing, the Clerk of Courts shall send notice of the registration to the non- registering party, as required by Ohio Rev. Code §3115.605.
- H. Pursuant to Ohio Revised Code §3115.606 and §3115.607, the non-registering party may contest the validity or enforcement of the registered order by filing a motion and requesting a hearing no later than twenty days after the date of mailing or personal service of the notice of registration. If the non-registering party fails to file a timely motion and request for hearing, the order is confirmed by operation of law.

- I. If the non-registering party files a timely motion and request for hearing, the Court will conduct a hearing to determine whether the registered order should be confirmed. The party contesting the validity or enforcement of a registered order or seeking to vacate the registration has the burden of proving one or more of the defenses listed in Ohio Rev. Code §3115.607.
- J. Registration of a support order of another state does not vest this Court with jurisdiction to enforce or modify parenting orders.

12.06 CIVIL PROTECTION ORDERS

A. Filing Requirements

1. All Petitions must be physically filed, in person Monday through Friday during normal business hours.
2. Petitions seeking an *ex parte* Civil Protection Order shall be filed between 8:30 a.m. and 3:30 p.m. to ensure appropriate processing time for the Clerk of Courts and the availability of the Court to review the filed paperwork, conduct an oral or non-oral hearing, and to issue a decision.

B. Hearing Requirements: No Civil Protection Order will be granted without a hearing.

1. The first stage hearing may be *ex parte* and may be oral or non-oral and shall be held in accordance with the Ohio Revised Code and Civil Rule 65.1.
2. A second stage hearing shall be scheduled within seven (7) to ten (10) days of the issuance of an *ex parte* order or within thirty (30) days of the filing of a Petition if no *ex parte* order is issued. The second stage hearing shall be held in accordance with the Ohio Revised Code and Civil Rule 65.1 unless waived by the parties.
 - a. At the time of the Full Hearing the parties may enter into a Consent Agreement, as provided for by Ohio law.
 - b. If the Petitioner fails to attend the Full Hearing, and no continuance has been granted, the Court may dismiss the case.

C. Service

1. All *ex parte* Civil Protection Orders shall be personally served on the Respondent.
2. The Respondent must be served with the Petition, in accordance with the Ohio Revised Code and the applicable Ohio Rules of Procedure prior to the commencement of the Full Hearing.

D. Children

1. Where children are involved and paternity is established, a Parenting Proceeding Affidavit (Uniform Domestic Relations Form – Affidavit 3) shall be filed with the Petition for Civil Protection Order.
2. Where children are involved and paternity is established, Petitions for Civil Protection Orders shall include proposed parenting time for the respondent and/or propositions why the parenting time should be temporarily denied.

E. Duration of Order.

1. An *ex parte* Civil Protection Order shall be valid for up to one (1) year from the filing of the Petition.
2. A Civil Protection Order issued after a Full Hearing shall be valid until date certain, but not later than five (5) years from the date of its issuance.

F. Dismissal

1. Failure to serve respondent before the second hearing may result in either continuance or a dismissal of the petition and the termination of the temporary protection order.
2. All dismissals of Civil Protection Orders shall include instructions to the Clerk to provide a copy of the dismissal entry to all law enforcement agencies originally notified of the Civil Protection Order.

G. Modification or Termination

1. All Modification(s) or the Termination of a Civil Protection Order shall be accomplished only by Order of the Court and in accordance with R.C. 3113.31(E)(8).
2. If a Court issues an order allocating parental rights and responsibilities which conflict with a Civil Protection Order issued by this Court, the modification or termination of the Civil Protection Order will be considered by this Court only upon motion filed by the Petitioner or Respondent as required by R.C. 3113.31(E)(8).

H. Finality of Civil Protection Order

1. A Civil Protection Order issued after a Full Hearing is a Final Appealable Order, however when the full hearing and determination was conducted by a Magistrate a party must timely file objections to such an Order, pursuant to Civ. R. 65.1, prior to filing an appeal.

I. Jurisdiction

1. This rule does not circumvent venue and jurisdictional requirement established by the Ohio Revised Code or applicable Ohio Rules of Procedure.

TITLE XIII: COURT RECORDINGS, TRANSCRIPTS AND EXHIBITS.

13.01 COURT RECORDINGS

- A. The Court records all hearings electronically. Electronic recordings are the official record. Electronic recordings, audio tapes, and any stenographer notes shall be maintained by the Court for three years from the date of the particular recording. Any interested party or non-party desiring to preserve the record beyond that period must make arrangements with the appropriate Court personnel to have the record transcribed or designated for permanent storage.
- B. If an electronic recording of a hearing in front of a Judge or Magistrate is not available for purposes of appeal, refer to App. R. 9(C).

13.02 TRANSCRIPTS

- A. Transcripts may be ordered by making a written request. The original request must be filed with the Clerk of Courts and a copy either hand-delivered or mailed directly to the Judge or Magistrate's office. All requests for transcripts must include the full case caption and case number and include the date and time of the hearing for which the transcript is requested. The compensation rates for preparing transcripts shall be determined by the transcriptionist.
- B. The official record for purposes of appeal, or to prosecute or defend objections to a Magistrate's Decision, remains the transcript as prepared by an official court transcriptionist designated by the Court. Unless otherwise ordered, Tayhi Video and Court Reporting, 334 Main Street, Zanesville, OH 43701 telephone (740) 454-7157 shall be the court transcriptionist.

13.03. ELECTRONIC COPIES OF COURT RECORDINGS

Copies of electronic recordings on compact disc may be ordered by written request made to the Court.

13.04. EXHIBITS

- A. All exhibits admitted into evidence shall be maintained by the Bailiff of the Court. Periodically, the Bailiff shall review the files of the Court and, if all appeal time has expired, shall notify the parties and/or counsel of record that said exhibits shall be released. Parties and/or counsel of record shall make arrangements with the Court to retrieve any exhibits by appearing in person at the Muskingum County Domestic Relations Division within sixty days of said notice. Following the expiration of sixty days, any exhibits not claimed shall be destroyed.
- B. All exhibits produced and offered by the child support division during child support contempt proceedings shall be maintained by the Court for a period of sixty days from the date of hearing. Following the expiration of said sixty-day period, all such exhibits shall be destroyed by the Court without further notice to the parties or counsel of record, unless any party to the action requests otherwise, in writing.

TITLE XIV: MISCELLANEOUS (RESERVED)

14.02 COURT TECHNOLOGY

The Court has adopted a Technology Plan pursuant to Sup.R. 5(E). The Court's Technology Plan is available on the Court's website under the Court Information tab. Additional technology-related information can also be found in Local Rules 5.03 (A) (Electronic Filing), 5.03 (B) (Facsimile Filings), and 13.01 (Court Recordings).

TITLE XV: MEDIA COVERAGE OF COURT PROCEEDINGS

- A. Requests for permission to broadcast, televise, photograph or record during sessions in the Courtrooms shall be made in writing to the Judge presiding at such proceedings and shall be made on the appropriate application form available from the Court (Appendix J). Such application shall be made as far in advance as is reasonably possible but in no event later than forty-eight (48) hours prior to the courtroom session to be broadcast, televised, photographed or recorded. The Trial Judge may waive the advance notice provision upon a showing of good and substantial cause therefore. All applications shall become part of the record of the proceedings.
- B. Pursuant to Canon 3(A) of the Code of Judicial Conduct and Superintendence Rule 11 of the Ohio Supreme Court the Trial Judge shall grant the request and record that permission in writing setting forth therein any conditions not provided for by this rule. Provided also that the Trial Judge may impose further conditions upon media representatives during the course of the proceedings if, in the Judge's discretion, they are deemed necessary.
- C. All media representatives interested in recording courtroom proceedings by audio, video or photographic means shall do so through the pooling of their respective resources. Local media representatives shall select a pool coordinator who shall take responsibility for:
 - 1. Placing and operating stationary cameras inside the courtroom;
 - 2. Placing and operating all audio equipment; and,
 - 3. Making the technical arrangements necessary for the feeding of output from this equipment to all participating locations outside the courtroom.
 - 4. The pool coordinator shall consult with the Trial Judge in advance about possible camera and microphone locations inside the courtroom. All pooling arrangements are the responsibility of the media representatives. Such arrangements shall be made without involving the Court but subject to the Trial Judge's approval. If any disputes arise, the Trial Judge may exclude all contesting media representatives.
- D. Not more than one (1) portable camera (television, video tape or movie) with one (1) operator and not more than one (1) still photographer using not more than two (2) still cameras of professional quality, with not more than two (2) lenses for each camera shall be permitted. Motor drives or auto winders are not permitted. No artificial lighting other than that normally used in the courtroom shall be used.
- E. Media representatives shall be afforded a clear view of proceedings in the courtroom but shall not be permitted to move about in the courtroom during the court proceedings except for reasonable ingress to and egress from the courtroom.
- F. No interviews shall be permitted inside the courtroom or in any area connected with or adjacent to the courtrooms, Clerk of Courts' office, court chambers or in the elevator or on the stairways connected to the second floor of the Richard D. Hixson Court and Government Services Building before, during or after sessions including recesses between sessions.
- G. Broadcasting, televising, recording and photographing shall not be permitted in any area connected with or adjacent to the courtrooms, the Clerk of Courts' office, court chambers, elevator or stairways, connected to the second floor of the Richard D. Court and Government Services Building before, during or after sessions including recesses between sessions. Witnesses waiting to testify and jurors going to and from the jury room are in these areas therefore the above-described media activity is prohibited.

- H. All equipment needed for the pool shall be located where possible outside the courtroom. Changes of cassettes or film shall not be made inside the courtroom during proceedings. No equipment shall be used inside the courtroom which produces distracting sounds. All equipment in the courtroom must be set up fully and be operational before the beginning of the court proceedings.
- I. If the courtroom has an existing audio system that is technically satisfactory for broadcast purposes, the media pool shall utilize this system. If no such system is available, the pool shall place microphones and wiring as unobtrusively as possible after initial consultation with the Judge and the Judge's permission therefore is obtained. Only one (1) audio system is permitted in each courtroom.
- J. There shall be no audio pickup of conferences conducted in any court facility between attorneys and clients or co-counsel, or of conferences conducted at the bench between counsel and the Judge.
- K. It shall be the responsibility of counsel for each side to advise witnesses of their rights to object to being filmed, videotaped, recorded or photographed and the Court shall place such advice and their written response thereto of record prior to their appearance on the witness stand and outside the presence of the jury. Only those who have expressly granted permission to do so may be filmed, videotaped, recorded or photographed.
- L. Proper courtroom decorum and dress shall be maintained by media representatives in the courtroom at all times.
- M. The failure of any media representative to comply with the conditions prescribed by the Judge, this Rule, or the Superintendence Rules of the Supreme Court may result in the revocation of permission to broadcast, televise, record or photograph a trial or hearing.

TITLE XVI: EFFECTIVE DATE

16.01 EFFECTIVE DATE

These local rules shall be effective February 1, 2024 and shall govern all proceedings in actions brought after they take effect and also further proceeding in pending actions, except to the extent that, in the opinion of the Court, their application in a particular action pending on the effective date would not be feasible or would work an injustice, in which event, the former procedure applies.

TITLE XVII: – APPENDICES

These Appendices are at all times subject to change without specific amendment of these Rules and are available through the Court's Compliance Office and website.

APPENDIX A

A LAWYER'S CREED

To my clients, I offer loyalty, confidentiality, competence, diligence, and my best judgment. I shall represent you as I would want to be represented and be worthy of your trust. I shall counsel you with respect to alternative methods to resolve disputes. I shall endeavor to achieve your lawful objectives as expeditiously and economically as possible.

To the opposing parties and their counsel, I offer fairness, integrity, and civility. I shall not knowingly make misleading or untrue statement of fact or law. I shall endeavor to consult with and cooperate with you in scheduling meetings, depositions, and hearings. I shall avoid excessive and abusive discovery. I shall attempt to resolve differences and, if we fail, I shall strive to make our dispute a dignified one.

To the Courts and other tribunals, and to those who assist them, I offer respect, candor, and courtesy. Where consistent with my client's interests, I shall communicate with opposing counsel in an effort to avoid or resolve litigation. I shall attempt to agree with other counsel on a voluntary exchange of information and on a plan for discovery. I shall do honor to the search for justice.

To my colleagues in the practice of law, I offer concern for your reputation and well-being. I shall extend to you the same courtesy, respect, candor, and dignity that I expect to be extended to me.

To the profession, I offer assistance in keeping it a calling in the spirit of public service, and in promoting its understanding and an appreciation for it by the public. I recognize that my actions and demeanor reflect upon our system of justice and our profession, and I shall conduct myself accordingly.

To the public and our system of justice, I offer service. I shall devote some of my time and skills to community, governmental and other activities that promote the common good. I shall strive to improve the law and our legal system and to make the law and our legal system available to all.

APPENDIX B

IN THE COURT OF COMMON PLEAS, MUSKINGUM COUNTY, OHIO DOMESTIC RELATIONS DIVISION

In re: Standard Parenting Time Order

(Effective July 1, 2010)

Journal 175 Page 868

The needs and circumstances of each child and of each parent are unique and these needs and circumstances change over time. Therefore, the Court strongly encourages parents to agree on a parenting time schedule that is specifically tailored to meet the specific needs and circumstances of their child and of each other. Parents having difficulty reaching an agreement on a parenting time schedule may utilize the Court's mediation program free of charge. More information about the mediation program is available by contacting the Court at (740) 455-7190.

Parents who wish to adopt the Court's Standard Parenting Time Order by agreement should carefully review the standard parenting time schedule and adjust it to accommodate their specific circumstances.

In cases where the parents fail to agree on a parenting time schedule, the Court will adopt its Standard Parenting Time Order as the *minimum* parenting time schedule in the case, unless that schedule would not be in the child's best interest because of the specific circumstances in the case.

All provisions of the Standard Parenting Time Order other than the parenting time schedules are incorporated by reference into all parenting orders, including orders adopting parenting plans, unless 1) the parenting order expressly states otherwise or 2) a specific term of the parenting order is in direct conflict with a provision of the Standard Parenting Time Order, in which case the specific term of the parenting order shall prevail.

STANDARD PARENTING TIME ORDER For Children Under Eighteen (18) Months of Age

Because of the developmental needs of very young children, it is imperative that both parents frequently observe, share, and participate in activities with the child. The Court encourages the nonresidential parent to exercise parenting time frequently with the child, even if the duration of each visit is relatively short. Over time, the duration of each visit should increase and the frequency of the visits may decrease.

Unless the parents agree otherwise, they shall comply with the following parenting time order, *as a minimum*, until the child reaches the age of 18 months.

1. Birth to six months: The nonresidential parent shall exercise parenting time every other day from 5:00 p.m. to 7:30 p.m.

2. Six months to one year: The nonresidential parent shall exercise parenting time every other day from 5:00 p.m. to 7:30 p.m. In addition, the nonresidential parent shall exercise parenting time every Saturday from noon until 7:30 p.m.

3. One year to 18 months: The nonresidential parent shall exercise parenting time on Mondays and Wednesdays from 5:00 p.m. to 7:30 p.m. In addition, the nonresidential parent shall exercise parenting time every weekend from 6:00 p.m. on Friday until 6:00 p.m. on Saturday.

4. Transportation: The nonresidential parent shall provide transportation at the beginning of his or her parenting time period and the residential parent shall provide transportation at the end of that parenting time period. If circumstances prevent a parent from personally providing transportation, another responsible adult, such as a grandparent or stepparent, may provide the transportation. (However, parenting time does not mean picking up the child and then leaving the child with someone else.)

5. Promptness: The child and the residential parent have no duty to await the nonresidential parent for more than thirty (30) minutes at the beginning of the nonresidential parent's parenting time. A nonresidential parent who is more than thirty (30) minutes late shall forfeit that parenting time period. Except in cases of last-minute emergencies, a parent who cannot exercise parenting time as scheduled shall notify the other parent at least twenty-four (24) hours in advance.

6. Child's Illness: Because parenting includes the responsibility to care for the child during periods of illness, as well as during periods of health, parenting time should not ordinarily be canceled because of the child's illness. If the child's illness is so severe as to require parenting time to be canceled, the canceled parenting time need not be rescheduled.

7. Clothing, diapers, formula, etc...: The nonresidential parent shall be responsible for providing diapers, formula, bottles, etc... for the child's use during his or her parenting time. The residential parent shall provide clothing for the child's use during parenting time with the nonresidential parent. The clothing shall be appropriate to the season and in sufficient quantity. The nonresidential parent shall return the clothing provided by the residential parent at the end of the parenting time period.

8. Medication: If the child is taking medication (prescription or non-prescription) upon the advice of a physician, the residential parent shall send with the child sufficient medication to last the entire parenting time period, **WRITTEN** instructions for the administration of the medication to the child, and the name and telephone number of the physician or other appropriate medical care provider. Absent extraordinary circumstances, the nonresidential parent shall administer the medication to the child according to the residential parent's written instructions and shall return any unused medication to the residential parent at the end of the parenting time period.

9. Communication between Parents: Parents shall communicate directly with each other about matters concerning the child. EXCEPT IN AN EMERGENCY, PARENTS SHALL NOT USE THE CHILD, A RELATIVE, OR ANY OTHER HOUSEHOLD MEMBER AS A MESSENGER OR GO-BETWEEN. Each parent shall provide the other parent with his or her current residence address, mailing address, and telephone number, and shall immediately notify the other parent of any changes in that information.

10. Notification of Illness/Injury: A parent shall immediately notify the other parent when a child suffers any illness or injury that requires treatment by a physician or other health care provider.

11. Notice of Relocation: If the residential parent intends to move his or her residence, the residential parent shall immediately file a written relocation notice with the Court, unless otherwise ordered. The written notice shall include the following: a) the case number under which the original parenting time or visitation order was issued; b) the residential parent's name, old address, and new address; and c) the nonresidential parent's name and present address. Upon receipt of this notice, the Court shall file the original and send the nonresidential parent a copy of the notice.

12. Relocation: If a parent intends to relocate his or her residence and the relocation will increase the distance from the other parent's home by more than thirty (30) miles, the relocating parent shall first obtain a modified parenting time order that accommodates the increased distance and travel time.

13. Records Access: Subject to Sections 3125.16 and 3319.321(F) Ohio Revised Code, the nonresidential parent is entitled to access any record related to the child under the same terms and conditions that access is provided to the residential parent. **NOTICE TO KEEPER OF RECORDS: Any keeper of a record who knowingly fails to comply with this order or with Section 3109.051 (H) Ohio Revised Code is in Contempt of Court.**

14. Day Care Center Access: The nonresidential parent shall have access, in accordance with Section 5104.011 Ohio Revised Code, to any child day care center attended by the child under the same terms and conditions that access is

provided to the residential parent.

15. School Activity Access: Subject to Section 3319.321(F) Ohio Revised Code, the nonresidential parent shall have access to any student activity involving the child under the same terms and conditions that access is provided to the residential parent. **NOTICE TO SCHOOL OFFICIALS AND EMPLOYEES: Any school official or employee who knowingly fails to comply with this order or with Section 3109.051(J) Ohio Revised Code is in Contempt of Court.**

16. Mediation Clause: Before filing formal court action to enforce or modify the allocation of parental rights and responsibilities, including parenting time, parents shall attempt to resolve disputes through mediation.

17. Modifications: Parents may informally modify how parenting time is exercised by agreement. However, unless the Court has approved the modification in writing, the parents must resume using the court-ordered parenting time schedule if either party so desires.

18. IT IS THE AFFIRMATIVE DUTY OF THE PARENT EXERCISING PHYSICAL CUSTODY OF THE CHILD TO MAKE CERTAIN THAT THE CHILD GOES FOR ALL PARENTING TIME PERIODS WITH THE OTHER PARENT.

**STANDARD PARENTING TIME ORDER
For
Children Eighteen (18) Months of Age and Older**

Unless the parents agree otherwise, they shall comply with the following parenting time order, *as a minimum*, after the child reaches the age of 18 months.

1. Weekends: The nonresidential parent shall exercise parenting time every other weekend from Friday at 5:00 p.m. until Sunday at 7:30 p.m. Unless the parents agree otherwise, the nonresidential parent shall be responsible for providing the child's evening meal on Sunday before the child returns to the residential parent.

2. Weekdays: The nonresidential parent shall exercise parenting time every Wednesday from 5:00 p.m. to 7:30 p.m. Unless the parents agree otherwise, the nonresidential parent shall be responsible for providing the child's evening meal before the child returns to the residential parent.

3. Holidays:

(A) The parents shall exercise parenting time during holidays as follows:

Even-Numbered Years	
Residential Parent	Nonresidential Parent
Martin Luther King Day: from 5:00 p.m. the day before the holiday until 7:30 p.m. on the holiday.	President's Day: from 5:00 p.m. the day before the holiday until 7:30 p.m. on the holiday.
Easter: from 5:00 p.m. the day before Easter to 7:30 p.m. on Easter Day.	Spring Break: from 5:00 p.m. the day school recesses until 7:30 p.m. the day before school resumes, but only if the child is in school and the child's school schedule provides a spring break.
Fourth of July: from 5:00 p.m. on July 3 rd to 7:30 on July 5 th .	Memorial Day: from 5:00 p.m. the day before the holiday until 7:30 p.m. on the holiday.
Thanksgiving: from 5:00 p.m. the day before Thanksgiving until 7:30 p.m. the day after Thanksgiving.	Labor Day: from 5:00 p.m. the day before the holiday until 7:30 p.m. on the holiday.
Christmas Holiday: from 9:00 a.m. the day after school recesses (or 9:00 a.m. on December 20 if the child does not attend school) until noon on December 25.	Christmas Holiday: from noon on December 25 through 7:30 p.m. on January 1.
Child's Birthday: from 5:00 p.m. until 7:30 p.m. on the child's birthday (if more than one child, parenting time shall be with all of the children).	Child's Birthday: from 5:00 p.m. until 7:30 p.m. on the day after the child's birthday (if more than one child, parenting time shall be with all of the children).

Odd-Numbered Years	
Nonresidential Parent	Residential Parent
Martin Luther King Day: from 5:00 p.m. the day before the holiday until 7:30 p.m. on the holiday.	President's Day: from 5:00 p.m. the day before the holiday until 7:30 p.m. on the holiday.
Easter: from 5:00 p.m. the day before Easter to 7:30 p.m. on Easter Day.	Spring Break: from 5:00 p.m. the day school recesses until 7:30 p.m. the day before school resumes, but only if the child is in school and the child's school schedule provides a spring break.
Fourth of July: from 5:00 p.m. on July 3 rd to 7:30 on July 5 th .	Memorial Day: from 5:00 p.m. the day before the holiday until 7:30 p.m. on the holiday.
Thanksgiving: from 5:00 p.m. the day before Thanksgiving until 7:30 p.m. the day after Thanksgiving.	Labor Day: from 5:00 p.m. the day before the holiday until 7:30 p.m. on the holiday.
Christmas Holiday: from 9:00 a.m. the day after school recesses (or 9:00 a.m. on December 20 if the child does not attend school) until noon on December 25.	Christmas Holiday: from noon on December 25 through 7:30 p.m. on January 1.

(B) **Mother's/Father's Day:** On Mother's Day and Father's Day, no matter whose turn for parenting time, the child shall be with the appropriate parent from 9:00 a.m. until 7:30 p.m.

(C) **Parent's Birthday:** On a parent's birthday, no matter whose turn for parenting time, the child shall be with that parent from 9:00 a.m. (or, if the child is in school on that day, from after school) until 7:30 p.m.

(D) **Other Days of Special Meaning:** Parenting time during other times of special meaning to the parents and child, such as Kwanza, Passover, Rosh Hashanah, should be decided by agreement. If the parents cannot agree, they shall alternate these days of special meaning in the same manner as they alternate the holidays listed in Paragraph 3(A).

4. Summer: (One option must be selected at the time the parenting time order is issued.)

(A) **Option 1 (Two-week rotating schedule):** During the child's summer break from school, the parents shall exercise parenting time in alternating two-week periods (beginning and ending at 5:00 p.m. on Fridays). The nonresidential parent shall exercise the first two-week block of summer parenting time, which shall begin at 5:00 p.m. on the first Friday after school recesses for the summer, followed by the residential parent exercising a two-week block of summer parenting time. This alternating pattern shall continue during the remainder of the summer school recess. The summer parenting time schedule shall end at 5:00 p.m. on the last Friday before school resumes at the end of summer. (If the child is not attending school, "summer" shall begin on the first Friday in June and end on the last Friday in August.) The regular weekend and midweek parenting time schedule shall not apply during the summer; however, holiday parenting time takes precedence over the summer parenting time schedule. The regular weekend and midweek parenting time schedule shall resume on the first Friday after school begins.

(B) **Option 2 (One-week rotating schedule):** During the child's summer break from school, the parents shall exercise parenting time on alternating weeks (beginning and ending at 5:00 p.m. on Fridays). The nonresidential parent shall exercise the first week of summer parenting time, which shall begin at 5:00 p.m. on the first Friday after school recesses for the summer, followed by the residential parent exercising a week of summer parenting time. This alternating pattern shall continue during the remainder of the summer school recess. The summer parenting time schedule shall end at 5:00 p.m. on the last Friday before school resumes at the end of summer. (If the child is not attending school, "summer" shall begin on the first Friday in June and end on the last Friday in August.) The regular weekend and midweek parenting timeschedule shall not apply during the summer; however, holiday parenting time takes precedence over the summer parenting time schedule. The regular weekend and midweek parenting time schedule shall resume on the first Friday after school begins.

(C) **Option 3 (Summer divided on July 15):** In even-numbered years the residential parent shall exercise parenting time until 5:00 p.m. on July 15, and the nonresidential parent shall exercise parenting time beginning 5:00 p.m. on July 15 and ending at 5:00 p.m. on the last Friday before school resumes at the end of summer. In odd numbered years, the nonresidential parent shall exercise parenting time beginning at 5:00 p.m. on the day after school recesses for the summer and ending at 5:00 p.m. on July 15, and the residential parent shall exercise parenting time beginning at 5:00 p.m. on July 15 and ending at 5:00 p.m. on the last Friday before school resumes at the end of summer. (If the child is not attending school, “summer” shall begin on the first Friday in June and end on the last Friday in August.) Alternating weekend and midweek parenting time shall be exercised by the parent who is not exercising his or her half of the summer schedule; however, the parent exercising his or her half of the summer schedule may take a vacation with the child of not more than fourteen days, uninterrupted by the otherparent’s weekend and midweek parenting time. Holiday parenting time takes precedence over the summer parenting time schedule.

5. Split Custody Situations: Where each parent is the residential parent of one or more of their children, parenting time should be exercised so that the children are together each weekend, during all holidays, and during the summer. Unless the parents agree otherwise, the parent whose birthday occurs earliest in a calendar year shall be considered the “residential parent” of all of the children for the limited purpose of allocating parenting time for holidays and the summer.

6. School Work: The nonresidential parent shall provide adequate time for the child to study and complete homework assignments, even if the completion of homework interferes with the parent's plans for the child. The residential parent is responsible for providing the nonresidential parent with information about these homework assignments.

7. Extracurricular Activities: The child should be permitted to continue participating in extracurricular activities, school related or otherwise, regardless of which parent is exercising parenting time. **The parents shall consult with each other about the scheduling of extracurricular activities.** The parent exercising parenting time when an extracurricular activity is scheduled shall provide the child's transportation to the activity. Each parent shall provide the other parent with a schedule of all extracurricular activities, and the name, address, and telephone number of the activity leader. The parent who is not exercising parenting time when an activity occurs is entitled to attend and participate in the activity to the same extent the other parent is entitled to attend and participate in the activity.

8. Electronic Communication: A parent and the child shall be permitted to communicate with each other by available electronic media (e.g. telephone, cell

phone, email, fax, web cam, etc...). Telephone and cell phone calls shall be made during the child's normal waking hours. If the child is unavailable for conversation when a call from a parent is made, the parent exercising physical custody of the child shall permit the child to return the call within a reasonable time.

9. Transportation: The nonresidential parent shall provide transportation at the beginning of his or her parenting time period and the residential parent shall provide transportation at the end of that parenting time period. If circumstances prevent a parent from personally providing transportation, another responsible adult, such as a grandparent or stepparent, may provide the transportation. (However, parenting time does not mean picking up the child and then leaving the child with someone else.)

10. Promptness: The child and the residential parent have no duty to await the nonresidential parent for more than thirty (30) minutes at the beginning of the nonresidential parent's parenting time. A nonresidential parent who is more than thirty (30) minutes late shall forfeit that parenting time period. Except in cases of last-minute emergencies, a parent who cannot exercise parenting time as scheduled shall notify the other parent at least twenty-four (24) hours in advance.

11. Child's Illness: Because parenting includes the responsibility to care for the child during periods of illness, as well as during periods of health, parenting time should not ordinarily be canceled because of the child's illness. If the child's illness is so severe as to require parenting time to be canceled the canceled parenting time need not be rescheduled.

12. Clothing: The residential parent shall provide clothing for the child's use during parenting time with the nonresidential parent. The clothing shall be appropriate to the season and in sufficient quantity. (When the duration of the parenting time exceeds two overnights, the nonresidential parent is expected to launder or clean the child's clothing as needed.) The nonresidential parent shall return the clothing provided by the residential parent at the end of the parenting time period.

13. Medication: If the child is taking medication (prescription or non-prescription) upon the advice of a physician, the residential parent shall send with the child sufficient medication to last the entire parenting time period, **WRITTEN** instructions for the administration of the medication to the child, and the name and telephone number of the physician or other appropriate medical care provider. Absent extraordinary circumstances, the nonresidential parent shall administer the medication to the child according to the residential parent's written instructions and shall return any unused medication to the residential parent at the end of the parenting time period.

14. Communication between Parents: Parents shall communicate directly with each other about matters concerning the child. EXCEPT IN AN EMERGENCY, PARENTS SHALL NOT USE THE CHILD, A RELATIVE, OR ANY OTHER HOUSEHOLD MEMBER AS A MESSENGER OR GO-BETWEEN. Each parent shall provide the other parent with his or her current residence address, mailing address, and telephone number, and shall immediately notify the other parent of any changes in that information.

15. Notification of Illness/Injury: A parent shall immediately notify the other parent when a child suffers any illness or injury that requires treatment by a physician or other health care provider.

16. Notice of Relocation: If the residential parent intends to move his or her residence, the residential parent shall immediately file a written relocation notice with the Court, unless otherwise ordered. The written notice shall include the following: a) the case number under which the original parenting time or visitation order was issued; b) the residential parent's name, old address, and new address; and c) the nonresidential parent's name and present address. Upon receipt of this notice, the Court shall file the original and send the nonresidential parent a copy of the notice.

17. Relocation: If a parent intends to relocate his or her residence and the relocation will increase the distance from the other parent's home by more than thirty (30) miles, the relocating parent shall first obtain a modified parenting time order that accommodates the increased distance and travel time.

18. Records Access: Subject to Sections 3125.16 and 3319.321(F) Ohio Revised Code, the nonresidential parent is entitled to access any record related to the child under the same terms and conditions that access is provided to the residential parent. **NOTICE TO KEEPER OF RECORDS: Any keeper of a record who knowingly fails to comply with this order or with Section 3109.051 (H) Ohio Revised Code is in Contempt of Court.**

19. Day Care Center Access: The nonresidential parent shall have access, in accordance with Section 5104.011 Ohio Revised Code, to any child day care center attended by the child under the same terms and conditions that access is provided to the residential parent.

20. School Activity Access: Subject to Section 3319.321(F) Ohio Revised Code, the nonresidential parent shall have access to any student activity involving the child under the same terms and conditions that access is provided to the residential parent. **NOTICE TO SCHOOL OFFICIALS AND EMPLOYEES: Any school official or employee who knowingly fails to comply with this order or with Section 3109.051(J) Ohio Revised Code is in Contempt of Court.**

21. Mediation Clause: Before filing formal court action to enforce or modify

the allocation of parental rights and responsibilities, including parenting time, parents shall attempt to resolve disputes through mediation.

22. Modifications: Parents may informally modify how parenting time is exercised by agreement. However, unless the Court has approved the modification in writing, the parents must resume using the court-ordered parenting time schedule if either party so desires.

23. IT IS THE AFFIRMATIVE DUTY OF THE RESIDENTIAL PARENT TO MAKE CERTAIN THAT THE CHILD GOES FOR ALL PARENTING TIME WITH THE NONRESIDENTIAL PARENT.

IT IS SO ORDERED.

APPENDIX C. FORM 20. CIVIL FEE WAIVER AFFIDAVIT AND ORDER**IN THE COMMON PLEAS COURT OF MUSKINGUM COUNTY, OHIO
DOMESTIC RELATIONS DIVISION**

)	CASE NO.
)	
Plaintiff,)	Judge Kalis
)	
vs.)	
)	
)	<u>FINANCIAL DISCLOSURE / FEE-</u>
)	<u>WAIVER AFFIDAVIT</u>
Defendant.)	<u>AND ORDER</u>

Pursuant to R.C. 2323.311, the below-named Applicant requests that the Court determine that the Applicant is an indigent litigant and be granted a waiver of the prepayment of costs or fees in the above captioned matter. The Applicant submits the following information in support of said request.

Personal Information			
Applicant's First Name		Applicant's Last Name	
Applicant's Date of Birth		Last 4 Digits of Applicant's SSN	
Applicant's Address			
Other Persons Living in Your Household			
First Name	Last Name	Is this person a child under 18?	Relationship (Spouse or Child)
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Public Benefits			
I receive the following public benefits and my gross income, including the cash benefits marked below, does not exceed 187.5% of the federal poverty guidelines.			
Place an "X" next to any benefits you receive.			
Ohio Works First ¹ :___ SSI ² :___Medicaid ³ :___Veterans Pension Benefit ⁴ :___SNAP / Food Stamps ⁵ :__			
Monthly Income			
I am NOT able to access my spouse's income <input type="checkbox"/>			
	Applicant	Spouse (If Living in Household)	Total Monthly Income

Gross Monthly Employment Income, including Self-Employment Income (Before Taxes)	\$	\$	\$
Unemployment, Worker's Compensation, Spousal Support (If Receiving)	\$	\$	\$
TOTAL MONTHLY INCOME			\$
Liquid Assets			
Type of Asset	Estimated Value		
Cash on Hand	\$		
Available Cash in Checking, Savings, Money Market Accounts	\$		
Stocks, Bonds, CDs	\$		
Other Liquid Assets	\$		
Total Liquid Assets	\$		
Monthly Expenses			
Column A		Column B	
Type of Expense	Amount	Type of Expense	Amount
Rent / Mortgage / Property Tax / Insurance	\$	Insurance (Medical, Dental, Auto, etc.)	\$
Food / Paper Products/Cleaning Products/Toiletries	\$	Child or Spousal Support that You Pay	\$
Utilities (Heat, Gas, Electric, Water / Sewer, Trash)	\$	Medical / Dental Expenses or Associated Costs of Caring for a Sick or Disabled Family Member	\$
Transportation / Gas	\$	Credit Card, Other Loans	\$
Phone	\$	Taxes Withheld or Owed	\$
Child Care	\$	Other (e.g. garnishments)	\$
Total Column A Expenses	\$	Total Column B Expenses	\$
TOTAL MONTHLY EXPENSES (Column A + Column B)			

I, _____, hereby certify that the information I have provided on
 (Print Name)
 this financial disclosure form is true to the best of my knowledge and that I am unable to prepay the costs or fees in this case.

 Signature

NOTARY PUBLIC:

Sworn to before me and signed in my presence this _____ day of _____, 20____,
 in _____ County, Ohio.

 Notary Public (Signature)

 Notary Public (Printed)

My Commission expires: _____

If available, an individual duly authorized to administer this oath at the Clerk of Court's Office will do so at no cost to the Applicant.

ATTORNEY CERTIFICATION

(Required if affiant is represented by counsel):

I, _____, Attorney at Law, certify that based on my inquiry and the information available to me, that the foregoing statements are true.

I further certify that I am/not being paid by the affiant for the services in the above-mentioned case in the amount of \$_____.

I further understand that I am under a continuing obligation to advise the Court of any change in the financial status of my client.

Ohio Civil Rule 11 Signature Requirements

APPENDIX D

**IN THE COMMON PLEAS COURT OF MUSKINGUM COUNTY, OHIO
DOMESTIC RELATIONS DIVISION**

Plaintiff / Petitioner (1)

Case No. _____

Address

Judge Maria N. Kalis

vs.

NOTICE OF INTENT TO RELOCATE

Defendant / Petitioner (2)

Address

(To be filed not less than 60 days of the intended relocation)

I, _____, as Relocating Parent, hereby give notice of my intent to relocate within or outside the State of Ohio with the following minor child(ren), effective _____.

1. _____ born _____ Age _____
2. _____ born _____ Age _____
3. _____ born _____ Age _____

Intended New Address

Mailing Address (if not same)

Phone () _____

The name and address of the child's new school is

A brief statement of the reason for the proposed relocation of the child(ren) is as follows:

MAILING OF THIS NOTICE

As Relocating Parent, I

_____ have no objection to the Court mailing a copy of this notice to the Non-Moving Parent at his/her captioned address. By my signature below, I represent that I have sent a copy of this Notice to the Non-Moving Parent.

_____ want my address to remain confidential; therefore, I am requesting a hearing. If you are requesting a hearing, **complete the attached affidavit**. DO NOT provide your new residence address. DO provide an address where you wish to receive notice of your hearing date.

IMPACT ON VISITATION SCHEDULE and FILING FEES

As Relocating Parent, I

_____ represent that no change in the current Parenting Time Schedule is required (because the other parent and I are currently subject to a Parenting Time Schedule and the same will still continue to be applicable). I UNDERSTAND I MUST PAY A FILING FEE OF \$10.00.

_____ represent that upon relocating, the other Parent's visitation shall be affected; therefore, I want this matter set for hearing to consider a modification of the parenting time schedule. I UNDERSTAND I MUST PAY A FILING FEE OF \$90.00.

DATE _____

Relocating Parent

NOTICE TO NON-MOVING PARENT

You have the right to request a hearing for the Court to determine whether it is in the best interest of the child(ren) to revise the Parenting Time Schedule in this case within fourteen (14) days of service.

If you do not request a hearing, the current Parenting Time Schedule may be modified as requested by the Relocating Parent as set forth above.

REQUEST FOR HEARING

_____ AS THE NON-MOVING PARENT, I WANT THIS MATTER SET FOR HEARING TO CONSIDER A MODIFICATION OF THE PARENTING TIME SCHEDULE. I UNDERSTAND THAT I MUST PAY A FILING FEE OF \$85.00.

MY CURRENT NAME AND ADDRESS:

DATE: _____

Non-Moving Parent

STATE OF OHIO)
)
MUSKINGUM COUNTY)

SS:

AFFIDAVIT

_____, being first duly sworn, states the following to the questions set out herein:

1. State whether the non-moving parent _____ has ever been convicted of or pleaded guilty to a violation of Ohio Revised Code Section 2919.25 (Domestic Violence) involving a victim who, at the time of the commission of the offense, was a member of the family or household that is the subject of the proceeding in this case.

YES

☐

NO

☐

If yes, give the name of the court, date, and case number _____

2. State whether the non-moving parent _____ has ever been convicted of or pleaded guilty to any other offense involving a victim who, at the time of the commission of the offense, was a member of the family or household that is the subject of the proceeding in this case and caused physical harm to the victim in the commission of the offense.

YES

☐

NO

☐

If yes, give the name of the court, date, and case number _____

3. State whether the non-moving parent has been determined to be the perpetrator of the abuse act that is the basis of an adjudication that a child is an abused child.

YES

☐

NO

☐

If yes, give the name of the court, date, and case number _____

Affiant, Relocating Parent

Sworn and subscribed before me this _____ day of _____, 20____.

Notary Public

INSTRUCTIONS FOR SERVICE

Unless an objection to the mailing of this notice is set forth above, please serve a copy of the foregoing Notice of Intent to Relocate upon the other parent, _____, at his/her captioned address by certified mail, return receipt requested, and make the same returnable according to law. If an objection is set forth, please do not serve a copy of this notice, but set this matter for hearing on whether the Notice of Relocation should be served upon the other Parent.

Relocating Parent

APPENDIX E

STANDARD NOTIFICATIONS

In the Common Pleas Court of Muskingum County, Ohio Domestic Relations Division

Mandatory Standard Notice Regarding Support, Medical Insurance, and Parental Access.

CHILD SUPPORT ORDER

The Child Support Obligor(s) is(are):

The Child Support Oblige(e)s is(are):

The name(s) and birthdate(s) of the child(ren) for whom the support is ordered is(are):

- 1.
- 2.
- 3.

The Child Support Obligor shall pay:

1. \$ ___ per month, plus 2% processing charge, for current child support, and
2. \$ ___ per month, plus 2% processing charge, for cash medical support.

If an arrearage accrues in child support, cash medical support, or processing charge, the Child Support Obligor shall pay an additional \$ per month, plus 2% processing charge, toward arrearages until the arrearage is paid in full.

The current child support obligation and cash medical support obligation shall continue as to each child until the child reaches the age of eighteen (18) years, the support obligor dies, the child dies, or the child becomes otherwise emancipated, whichever first occurs; however, as long as the child continuously attends on a full-time basis any recognized and accredited high school, the current child support obligation and cash medical support obligation shall continue until the child reaches the age of nineteen (19) years. The current child support obligation and cash medical support obligation shall continue during the child's seasonal vacation periods.

Any prior *administrative* child support order issued for the same child(ren) shall be terminated as of the effective date of this court child support order. Arrearages or overpayments accrued under any such administrative order shall be preserved. If the Obligor(s) *and* the Oblige(e)s under the court child support order are identical to the Obligor(s) *and* the Oblige(e)s under the administrative order, the preserved arrearages or overpayments shall be carried over into the SETS account established to administer the court child support order entered in the within case.

All payments of support shall be made through the Muskingum County Job and Family Services, Child Support Division, 1830 East Pike, P.O. Box 9, Zanesville, OH 43702-0009 (open

weekdays from 7:15 a.m. - 4:45 p.m.) or through Ohio Child Support Payment Central, P.O. Box 182372, Columbus, OH 43218. Payments by certified check, money order, personal check, or traveler's check MUST be made through Ohio Child Support Payment Central. The Muskingum County Job and Family Services, Child Support Division, accepts cash payments, MasterCard, VISA, and Discover. Include the case number, the SETS number (an account number assigned by the Child Support Division), the name of Child Support Obligor, and the name of the Child Support Obligees with all payments.

Any payment of money by the Child Support Obligor to the Child Support Obligees that is not made through the Ohio Child Support Payment Central, or the Muskingum County Job and Family Services, Child Support Division, shall not be considered a payment of support under the support order and, unless the payment is made to discharge an obligation other than support, shall be deemed to be a gift.

All support under this order shall be withheld or deducted from the income or assets of the Child Support Obligor pursuant to a withholding or deduction notice or appropriate order issued in accordance with ORC Chapters 3119, 3121, 3123, and 3125 or a withdrawal directive issued pursuant to ORC sections 3123.24 to 3123.38 and shall be forwarded to the Child Support Obligees in accordance with ORC Chapters 3119, 3121, 3123, and 3125. The Muskingum County Job and Family Services, Child Support Division, shall issue the appropriate withholding or deduction notice.

Regardless of the frequency or amount of support payments to be made under the order, the Muskingum County Job and Family Services, Child Support Division, shall administer the support order on a monthly basis, in accordance with ORC sections 3121.51 to 3121.54. For the purpose of monthly administration of support payments that are to be made other than on a monthly basis, the Muskingum County Job and Family Services, Child Support Division, will calculate the monthly amount due in the following manner: (1) If the support is to be paid weekly, multiply the weekly amount of support due under the support order by fifty-two and divide the resulting amount by twelve. (2) If the support is to be paid biweekly, multiply the biweekly amount of support due under the support order by twenty-six and divide the resulting amount by twelve. (3) If the support is to be paid periodically but not weekly, biweekly, or monthly, multiply the periodic amount of support due by an appropriate number to obtain the annual amount of support due under the support order and divide the annual amount of support by twelve. If payments are to be made other than on a monthly basis, the required monthly administration of the support order shall not affect the frequency or the amount of the support payments to be made under the support order.

MEDICAL SUPPORT ORDER

Both parents are responsible for payment of the child(ren)'s health care expenses that are not paid by insurance. To the extent that these expenses in any calendar year exceed the parents' annual combined cash medical support obligation (see line 23a of the child support worksheet), *MOVANT* shall pay ____% of these expenses and *RESPONDENT* shall pay ____% of these expenses.

Neither parent has private health insurance available at a reasonable cost. The Child Support Obligees *shall* obtain private health insurance coverage not later than 30 days after it becomes available to him/her at a reasonable cost and *shall* notify the Muskingum County Job and Family Services, Child Support Division, when coverage has been obtained. If private health

insurance becomes available at a reasonable cost to the Child Support Obligor, he/she *shall* notify the Muskingum County Job and Family Services, Child Support Division, and he/she *may* file a motion with the Court seeking a modification of this order.

-OR-

The Child Support Obligor has private health insurance coverage available at a reasonable cost. Therefore, the Child Support Obligor is designated as the Health Insurance Obligor and shall secure and maintain private health insurance coverage for the above-named child(ren).

-OR-

The Child Support Obligor has health insurance coverage available at a reasonable cost and the Child Support Obligor a) has rebutted the presumption that he/she is the appropriate parent to provide health insurance coverage for the child(ren), or b) is a non-parent or entity that has no duty to provide medical support. Therefore, the Child Support Obligor is designated as the Health Insurance Obligor and shall secure and maintain private health insurance coverage for the minor children.

-OR-

The Child Support Obligor is a non-parent or entity that has no duty to provide medical support. Neither parent has private health insurance available at a reasonable cost. If private health insurance becomes available at a reasonable cost to either parent, he/she *shall* notify the Muskingum County Job and Family Services, Child Support Division, and *may* file a motion with the Court seeking a modification of this order.

NOTICE TO THE HEALTH INSURANCE OBLIGOR

The Health Insurance Obligor shall provide to the child's legal custodian, not later than thirty days after the issuance of the order, information regarding the benefits, limitations, and exclusions of the coverage, copies of any insurance forms necessary to receive reimbursement, payment, or other benefits under the coverage, and a copy of any necessary insurance cards. The Health Insurance Obligor shall provide to the Muskingum County Department of Job and Family Services, Child Support Division, not later than thirty days after the issuance of the order, documentation that verifies that coverage is being provided as ordered.

_____, whose present address is _____, is the person or entity designated to be reimbursed by the health plan administrator for covered out-of-pocket medical, optical, hospital, dental, or prescription expenses paid for the child(ren).

The Health Insurance Obligor shall designate the child(ren) as covered dependents under any private health insurance policy, contract, or plan for which the person contracts.

The Health Insurance Obligor's employer is required to release to the child's legal custodian, any person subject to an order issued under section 3109.19 of the Revised Code, or the child support enforcement agency on written request any necessary information on the private health insurance coverage, including the name and address of the health plan administrator and any policy, contract, or plan number, and to otherwise comply with this section and any order or notice issued under this section.

If the person required to obtain private health care insurance coverage for the children subject to this child support order obtains new employment, the agency shall comply with the requirements of section 3119.34 of the Revised Code, which may result in the issuance of a notice requiring the new employer to take whatever action is necessary to enroll the children in private healthcare insurance coverage provided by the new employer, when insurance is not being provided by any other source.

NOTICE TO CHILD SUPPORT OBLIGOR AND CHILD SUPPORT OBLIGEE

EACH PARTY TO THIS SUPPORT ORDER MUST NOTIFY THE CHILD SUPPORT ENFORCEMENT AGENCY IN WRITING OF HIS OR HER CURRENT MAILING ADDRESS, CURRENT RESIDENCE ADDRESS, CURRENT RESIDENCE TELEPHONE NUMBER, CURRENT DRIVER'S LICENSE NUMBER, AND OF ANY CHANGES IN THAT INFORMATION. EACH PARTY MUST NOTIFY THE AGENCY OF ALL CHANGES UNTIL FURTHER NOTICE FROM THE COURT OR AGENCY, WHICHEVER ISSUED THE SUPPORT ORDER.

IF YOU ARE THE OBLIGOR UNDER A CHILD SUPPORT ORDER AND YOU FAIL TO MAKE THE REQUIRED NOTIFICATIONS, YOU MAY BE FINED UP TO \$50 FOR A FIRST OFFENSE, \$100 FOR A SECOND OFFENSE, AND \$500 FOR EACH SUBSEQUENT OFFENSE. IF YOU ARE AN OBLIGOR OR OBLIGEE UNDER ANY SUPPORT ORDER ISSUED BY A COURT AND YOU WILLFULLY FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY BE FOUND IN CONTEMPT OF COURT AND BE SUBJECTED TO FINES UP TO \$1,000 AND IMPRISONMENT FOR NOT MORE THAN 90 DAYS.

IF YOU ARE AN OBLIGOR OR OBLIGEE AND YOU FAIL TO GIVE THE REQUIRED NOTICES TO THE CHILD SUPPORT ENFORCEMENT AGENCY. YOU MAY NOT RECEIVE NOTICE OF THE CHANGES AND REQUESTS TO CHANGE THE CHILD SUPPORT AMOUNT, HEALTH CARE PROVISIONS, OR TERMINATION OF THE CHILD SUPPORT ORDER. IF YOU ARE AN OBLIGOR AND YOU FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY NOT RECEIVE NOTICE OF THE FOLLOWING ENFORCEMENT ACTIONS AGAINST YOU: IMPOSITION OF LIENS AGAINST YOUR PROPERTY; LOSS OF YOUR PROFESSIONAL OR OCCUPATIONAL LICENSE, DRIVERS LICENSE, OR RECREATIONAL LICENSE; WITHHOLDING FROM YOUR INCOME; ACCESS RESTRICTION AND DEDUCTION FROM YOUR ACCOUNTS IN FINANCIAL INSTITUTIONS; AND ANY OTHER ACTION PERMITTED BY LAW TO OBTAIN MONEY FROM YOU TO SATISFY YOUR SUPPORT OBLIGATION.

The parent who is the residential parent and legal custodian of a child for whom a child support order is issued or the person who otherwise has custody of a child for whom a child support order is issued immediately shall notify, and the obligor under a child support order may notify, the child support enforcement agency administering the child support order of any reason for which the child support order should terminate. A willful failure to notify the agency as required by this division is contempt of court.

EFFECTIVE DATE OF CHILD SUPPORT AND MEDICAL SUPPORT ORDER

The child support and medical support order shall be effective on _____.

ALLOCATION OF DEPENDENCY EXEMPTION

No evidence indicates that it would serve the interests of the child(ren) to allocate the dependency exemption(s) to the Child Support Obligor. Therefore, the Child Support Obligees shall retain the right to claim the minor child(ren) as dependents for purposes of income taxation.

The best interest of the child(ren) will be served by allocating the dependency exemption to the Child Support Obligor. Therefore, as between the parents, is allocated the right to claim the minor child(ren) as (a) dependent(s) for purposes of the personal exemption and the child tax credit. This allocation is conditioned on being substantially current in payment of child support for the year in which the child(ren) will be claimed as (a) dependent(s). shall take whatever action is necessary pursuant to section 152 of the "Internal Revenue Code of 1986," 100 Stat. 2085, 26 U.S.C. 1, as amended, to give effect to the Court's allocation, including the execution of Form 8332.

APPENDIX F

IN THE COMMON PLEAS COURT OF MUSKINGUM COUNTY, OHIO
DOMESTIC RELATIONS DIVISION

_____	:	Case No. _____
Plaintiff	:	Journal _____ Page _____
	:	
vs.	:	JUDGE MARIA N. KALIS
	:	
_____	:	TEMPORARY RESTRAINING
Defendant	:	ORDER

It is hereby, ORDERED as follows:

1. The parties are mutually restrained from selling, damaging, destroying, removing, encumbering, disposing of, lessening the value of or in some manner secreting the assets of the marriage and/or of the parties of whatever kind and wherever located.
2. The parties are further mutually restrained from directly or indirectly changing beneficiaries, making loans on, terminating or otherwise closing out, any type of insurance policies, life, health, automobile or otherwise, and from withdrawing, spending, encumbering or disposing of funds deposited in any financial institution and/or financial brokerage office, including but not limited to bank accounts, savings accounts, money markets, stocks, pension plans, credit unions or certificates of deposit (except checking account[s] used in the payment of ordinary and necessary living and business expenses and health savings accounts for qualifying expenses).
3. The parties are further mutually restrained from incurring any further debt on any credit card in either parties' name or on any credit card in the joint name of Plaintiff and Defendant.
4. The parties are further mutually restrained from harassing, interfering with, harassing by telephone, assaulting or threatening each other, posting disparaging comments / photos on social media and/or otherwise interfering with each other's day-to-day activities, both directly and indirectly.

Judge Maria N. Kalis

APPENDIX G

**IN THE COMMON PLEAS COURT OF MUSKINGUM COUNTY, OHIO
DOMESTIC RELATIONS DIVISION**

Petitioner/Plaintiff

vs.

Petitioner/Defendant

Case No. _____

Journal _____ **Page** _____

JUDGE MARIA N. KALIS

**ENTRY CONVERTING
DISSOLUTION TO ACTION
FOR DIVORCE**

The parties having moved the Court to convert the within dissolution action as filed on _____, to an action for divorce and having submitted a Complaint for Divorce, with accompanying documents and required affidavits, and the Court finding said motion well taken,

IT IS THEREFORE ORDERED that:

1. The within dissolution action is dismissed;
2. Copies of all documents filed herein shall be transferred to the Divorce action opened for the parties with the filing of the Complaint for Divorce;
3. All pleadings transferred to the new action shall be marked with the new case number;
4. The balance of all monies deposited as court costs from the within action shall be transferred to the new Divorce action;
5. The Clerk shall close the within action, marking the case jacket with the case number of the new action.

Copies of this Entry shall be filed in the above-captioned case and in the case jacket of the new Divorce action. Copies of this Entry shall be served on all parties required by law.

MAGISTRATE

JUDGE

APPENDIX H

**IN THE COMMON PLEAS COURT OF MUSKINGUM COUNTY, OHIO
DOMESTIC RELATIONS DIVISION**

Plaintiff

vs.

Defendant

Case No. _____

Journal _____ **Page** _____

JUDGE MARIA N. KALIS

**ENTRY CONVERTING
DIVORCE TO ACTION FOR
DISSOLUTION**

The parties having moved the Court to convert the within divorce action as filed on _____, to an action for dissolution and having submitted a Petition for Dissolution of Marriage with a Separation Agreement, and the Court finding said motion well taken,

IT IS THEREFORE ORDERED that:

1. The within divorce action is dismissed;
2. Copies of all documents filed herein shall be transferred to the Dissolution action opened for the parties with the filing of the Petition for Dissolution;
3. All pleadings transferred to the new action shall be marked with the new case number;
4. The balance of all monies deposited as court costs from the within action shall be transferred to the new Dissolution action;
5. The Clerk shall close the within action, marking the case jacket with the case number of the new action.

Copies of this Entry shall be filed in the above-captioned case and in the case jacket of the new Dissolution action. Copies of this Entry shall be served on all parties required by law.

MAGISTRATE

JUDGE

APPENDIX I

FACSIMILE TRANSMITTAL SHEET

**TO: MUSKINGUM COUNTY CLERK OF COURTS,
DOMESTIC RELATIONS DIVISION**

DATE:

FAX NUMBER:
740-455-7174

TOTAL NO. OF PAGES INCLUDING COVER:
(25 PAGE LIMIT EXCLUDING COVER)

PHONE NUMBER:
740-455-7898

CASE NUMBER:

TITLE OF DOCUMENT:

CASE NAME:

Please File

FROM: _____

SUPREME CT. REG. NO.: _____

ADDRESS: _____

PHONE NO.: _____

FAX NO.: _____

NOTES/COMMENTS:

APPENDIX J

**Authorization for Release of Information to Muskingum
County Court of Common Pleas, Domestic Relations Division**

Pursuant to Local Rules of Practice 2.01 (F)

***In order for the requested information to be released this form must be completed in its entirety.**

I, _____ (DOB: _____)
hereby authorize **Muskingum County Job and Family Services, Child Support Division**, to release to:

Muskingum County Court of Common Pleas, Domestic Relations Division

Please include ALL children you share with the other parent.

SETS RTAH Screens for all cases involving the following children:

1. _____ (DOB: _____).
2. _____ (DOB: _____).
3. _____ DOB: _____).
4. _____ (DOB: _____).
5. _____ (DOB: _____).
6. _____ (DOB: _____).

****Information will be used by the Court for the purpose of issuing support orders.**

This release is in effect for a period of one year from the date of signature below.

Signature: _____ Home Phone No: _____

Address: _____ Cell Phone No: _____

Date: _____

For Clerks use only:

Plaintiff/Petitioner _____ **DOB** _____

Defendant/Petitioner _____ **DOB** _____

Case No: _____

Case No.

EXPLANATION OF HEALTH CARE BILLS

[illegible]

Total Amount of Claim \$

APPENDIX L SPECIFIC CHECKLISTS

DIVORCE WITH CHILDREN | DA

- A.** Personal Identifier Information Form
- B.** Waiver of Fees
- C.** Complaint for Divorce with Children
- D.** Parenting Proceeding Affidavit (DR3)
- E.** Health Insurance Affidavit
- F.** Financial Affidavit (DR1)
- G.** Title IV-D Application
- H.** Request for Service
- I.** Temporary Restraining Order
- J.** CSEA Release (Appendix J)

ANSWER TO DIVORCE WITH CHILDREN

- A.** Personal Identifier Information Form
- B.** Answer to Divorce with Children
- C.** Parenting Proceeding Affidavit (DR3)
- D.** Health Insurance Affidavit
- E.** Financial Affidavit (DR1)
- F.** Title IV-D Application

ANSWER AND COUNTERCLAIM TO DIVORCE WITH CHILDREN | DA

- A.** Personal Identifier Information Form
- B.** Waiver of Fees
- C.** Answer to Divorce with Children
- D.** Counterclaim with Children
- E.** Parenting Proceeding Affidavit (DR3)
- F.** Health Insurance Affidavit
- G.** Financial Affidavit (DR1)
- H.** Title IV-D Application
- I.** Temporary Restraining Order

COUNTERCLAIM TO DIVORCE WITH CHILDREN | IF ANSWER HAS BEEN FILED

- A.** Waiver of Fees
- B.** Counterclaim with Children
- C.** Title IV-D Application
- D.** Temporary Restraining Order
- E.** CSEA Release (Appendix J)

**REPLY TO COUNTERCLAIM
DIVORCE WITH CHILDREN |**

A. Reply to Counterclaim

**MOTION TO CONVERT DIVORCE TO
DISSOLUTION WITH CHILDREN
WITH PARENTING PLAN**

- A.** Personal Identifier Information Form
- B.** Motion to Convert
- C.** Entry to Convert
- D.** Petitioner for Dissolution with Children
- E.** Separation Agreement
- F.** Parenting Plan
- G.** Child Support Worksheet (QR code)
- H.** Parenting Proceeding Affidavit (DR3)
- I.** Health Insurance Affidavit
- J.** Financial Affidavit (DR1)
- K.** Title IV-D Application

**MOTION TO CONVERT DIVORCE
TO DISSOLUTION WITH
SHARED PARENTING PLAN**

- A.** Personal Identifier Information Form
- B.** Motion to Convert
- C.** Entry to Convert
- D.** Petition for Dissolution with Children
- E.** Separation Agreement
- F.** Shared Parenting Plan
- G.** Child Support Worksheet (QR code)
- H.** Parenting Proceeding Affidavit (DR3)
- I.** Health Insurance Affidavit
- J.** Financial Affidavit (DR1)
- K.** Title IV-D Application

DIVORCE WITHOUT CHILDREN | DB

- A.** Personal Identifier Information Form
- B.** Waiver of Fees
- C.** Complaint for Divorce without Children
- D.** Financial Affidavit (DR1)
- E.** Title IV-D Application
- F.** Request for Service
- G.** Temporary Restraining Order

**ANSWER TO DIVORCE
WITHOUT CHILDREN**

- A.** Personal Identifier Information Form
- B.** Answer to Divorce without Children
- C.** Financial Affidavit (DR1)

**ANSWER AND COUNTERCLAIM TO
DIVORCE WITHOUT CHILDREN**

- A.** Personal Identifier Information Form
- B.** Waiver of Fees
- C.** Answer to Divorce without Children
- D.** Counterclaim without Children
- E.** Financial Affidavit (DR1)
- F.** Title IV-D Application
- G.** Temporary Restraining Order

**COUNTERCLAIM TO DIVORCE
WITHOUT CHILDREN |
IF ANSWER HAS BEEN FILED**

- A.** Personal Identifier Information Form
- B.** Waiver of Fees
- C.** Counterclaim without Children
- D.** Title IV-D Application
- E.** Temporary Restraining Order

REPLY TO COUNTERCLAIM

- A.** Reply to Counterclaim

**MOTION TO CONVERT DIVORCE TO
DISSOLUTION WITHOUT CHILDREN**

- A.** Personal Identifier Information Form
- B.** Motion to Convert Divorce to Dissolution
- C.** Entry to Convert
- D.** Petition for Dissolution without Children
- E.** Separation Agreement
- F.** Financial Affidavit (DR1)
- G.** Title IV-D Application

**DISSOLUTION WITH CHILDREN
WITH PARENTING PLAN | DC**

- A.** Personal Identifier Information Form
- B.** Waiver of Fees (Both parties)
- C.** Petitioner for Dissolution with Children
- D.** Separation Agreement
- E.** Parenting Plan
- F.** Child Support Worksheet (QR code)
- G.** Parenting Proceeding Affidavit (DR3)
- H.** Health Insurance Affidavit
- I.** Financial Affidavit (DR1)
- J.** Title IV-D Application
- K.** CSEA Release (Appendix J)

**DISSOLUTION WITH CHILDREN
WITH SHARED PARENTING PLAN | DC**

- A.** Personal Identifier Information Form
- B.** Waiver of Fees (Both parties)
- C.** Petition for Dissolution with Children
- D.** Separation Agreement
- E.** Shared Parenting Plan
- F.** Child Support Worksheet (QR code)
- G.** Parenting Proceeding Affidavit (DR3)
- H.** Health Insurance Affidavit
- I.** Financial Affidavit (DR1)
- J.** Title IV-D Application
- K.** CSEA Release (Appendix J)

**MOTION TO CONVERT DISSOLUTION TO
DIVORCE WITH CHILDREN**

- A.** Motion to Convert Dissolution to Divorce
- B.** Entry to Convert
- C.** Complaint for Divorce with Children
- D.** Temporary Restraining Order
- E.** Request for Service

**DISSOLUTION WITHOUT
CHILDREN | DD**

- A.** Personal Identifier Information Form
- B.** Waiver of Fees
- C.** Petition for Dissolution without Children
- D.** Separation Agreement
- E.** Financial Affidavit (DR1)
- F.** Title IV-D Application

**MOTION TO CONVERT DISSOLUTION TO
DIVORCE WITHOUT CHILDREN**

- A.** Motion to Convert Dissolution to Divorce
- B.** Entry to Convert
- C.** Complaint for Divorce with Children
- D.** Request for Service

COMPLAINT FOR CUSTODY | DE

- A.** Personal Identifier Information Form
- B.** Waiver of Fees
- C.** Complaint for Custody
- D.** Parenting Proceeding Affidavit (DR3)
- E.** Health Insurance Affidavit
- F.** Financial Affidavit Post Decree (DR2)
- G.** Title IV-D Application
- H.** Request for Service
- I.** Proof of Paternity
- J.** CSEA Release (Appendix J)

**ANSWER TO COMPLAINT TO ALLOCATE
PARENTAL RIGHTS AND
RESPONSIBILITIES**

- A.** Personal Identifier Information Form
- B.** Answer to Complaint
- C.** Parenting Proceeding Affidavit (DR3)
- D.** Health Insurance Affidavit
- E.** Financial Affidavit Post Decree (DR2)
- F.** Title IV-D Application
- G.** Request for Service

**COUNTERCLAIM TO COMPLAINT TO
ALLOCATE PARENTAL RIGHTS AND
RESPONSIBILITIES**

- A.** Waiver of Fees
- B.** Answer and Counterclaim to Complaint
- C.** Parenting Proceeding Affidavit (DR3)
- D.** Financial Affidavit Post Decree (DR2)
- E.** Title IV-D Application

MOTION TO MODIFY CUSTODY | DE

- A.** Personal Identifier Information Form
- B.** Waiver of Fees
- C.** Motion to Modify Custody
- D.** Parenting Proceeding Affidavit (DR3)
- E.** Financial Affidavit post Decree (DR2)
- F.** Title IV-D Application
- G.** Health Insurance Affidavit
- H.** Request for Service
- I.** CSEA Release (Appendix J)

COMPLAINT FOR PARENTING TIME | DF

- A.** Personal Identifier Information Form
- B.** Waiver of Fees
- C.** Complaint for Parenting Time
- D.** Parenting Proceeding Affidavit (DR3)
- E.** Request for Service
- F.** Proof of Paternity
- G.** Title IV-D Application
- H.** CSEA Release (Appendix J)

**ANSWER TO COMPLAINT FOR
PARENTING TIME**

- A.** Personal Identifier Information Form
- B.** Answer to Complaint for Parenting Time
- C.** Parenting Proceeding Affidavit (DR3)

**COUNTERCLAIM TO COMPLAINT FOR
PARENTING TIME**

- A.** Waiver of Fees
- B.** Answer and Counterclaim to Complaint
- C.** Parenting Proceeding Affidavit (DR3)

**MOTION TO MODIFY
PARENTING TIME | DF**

- A.** Personal Identifier Information Form
- B.** Waiver of Fees
- C.** Motion to Modify Parenting Time
- D.** Parenting Proceeding Affidavit (DR3)
- E.** Request for Service
- F.** CSEA Release (Appendix J)

COMPLAINT FOR CHILD SUPPORT | DG

- A.** Personal Identifier Information Form
- B.** Waiver of Fees
- C.** Complaint for Child Support
- D.** Health Insurance Affidavit
- E.** Financial Affidavit Post Decree (DR2)
- F.** Title IV-D Application
- G.** Request for Service
- H.** CSEA Release (Appendix J)

**ANSWER TO COMPLAINT FOR
CHILD SUPPORT**

- A.** Personal Identifier Information Form
- B.** Answer to Complaint for Child Support
- C.** Financial Affidavit Post Decree (DR2)

**COUNTERCLAIM TO COMPLAINT FOR
CHILD SUPPORT**

- A.** Waiver of Fees
- B.** Answer and Counterclaim to Complaint
- C.** Financial Affidavit Post Decree (DR2)
- D.** Title IV-D Application

MOTION TO MODIFY CHILD SUPPORT

- A.** Personal Identifier Information Form
- B.** Waiver of Fees
- C.** Motion to Modify Child Support
- D.** Health Insurance Affidavit
- E.** Financial Affidavit Post Decree (DR2)
- F.** Title IV-D Application
- G.** Request for Service
- H.** CSEA Release (Appendix J)

**COMPLAINT TO DETERMINE
PARENT/CHILD RELATIONSHIP | DJ**

- A.** Personal Identifier Information Form
- B.** Waiver of Fees
- C.** Complaint to Determine Parent/Child Relationship
- D.** Parenting Proceeding Affidavit (DR3)
- E.** Title IV-D Affidavit
- F.** Request for Service
- G.** CSEA Release (Appendix J)

**ANSWER TO COMPLAINT TO
DETERMINE PARENT/CHILD
RELATIONSHIP**

- A.** Personal Identifier Information Form
- B.** Answer to Complaint to Determine Parent/Child Relationship
- C.** Parenting Proceeding Affidavit (DR3)

**COUNTERCLAIM TO COMPLAINT TO
DETERMINE PARENT/CHILD
RELATIONSHIP**

- A.** Waiver of Fees
- B.** Answer and Counterclaim to Complaint to Determine Parent/Child Relationship
- C.** Parenting Proceeding Affidavit (DR3)
- D.** Request for Service

CONTEMPT

- A.** Personal Identifier Information Form
- B.** Waiver of Fees
- C.** Motion for Contempt
- D.** Affidavit in Support
- E.** Copy of Entry/Order Alleged to be Violated
- F.** Explanation of Healthcare Bills
- G.** Summons in Contempt
- H.** Show Cause Order

**COMPLAINT FOR CUSTODY
NON-PARENT | DE**

- A.** Personal Identifier Information Form
- B.** Waiver of Fees
- C.** Complaint for Custody by Non-Parent
- D.** Parenting Proceeding Affidavit (DR3)
- E.** Title IV-D Application
- F.** Request for Service
- G.** CSEA Release (Appendix J)

**MOTION TO INTERVENE TO MODIFY
CUSTODY NON-PARENT**

- A.** Personal Identifier Information Form
- B.** Waiver of Fees
- C.** Motion to Intervene
- D.** Entry to Intervene
- E.** Motion to Modify Custody
- F.** Parenting Proceeding Affidavit (DR3)
- G.** Title IV-D Application
- H.** Request for Service
- I.** CSEA Release (Appendix J)

**MOTION TO MODIFY CUSTODY
(WITH THIRD PARTY)**

- A.** Personal Identifier Information Form
- B.** Waiver of Fees
- C.** Motion to Modify Custody (Third Party)
- D.** Parenting Proceeding Affidavit (DR3)
- E.** Title IV-D Application
- F.** Request for Service
- G.** CSEA Release (Appendix J)

**COMPLAINT FOR PARENTING TIME
NON-PARTY | DF**

- A.** Personal Identifier Information Form
- B.** Waiver of Fees
- C.** Complaint for Parenting Time (Non-Party)
- D.** Parenting Proceeding Affidavit (DR3)
- E.** Request for Service
- F.** CSEA Release (Appendix J)

**MOTION TO INTERVENE TO
MODIFY PARENTING TIME**

- A.** Personal Identifier Information Form
- B.** Waiver of Fees
- C.** Motion to Intervene
- D.** Entry to Intervene
- E.** Motion to Modify Parenting Time
- F.** Parenting Proceeding Affidavit (DR3)
- G.** Request for Service
- H.** CSEA Release (Appendix J)

**MOTION TO MODIFY
COMPANIONSHIP WITH
THIRD PARTY**

- A.** Personal Identifier Information Form
- B.** Waiver of Fees
- C.** Motion for Change of Parenting Time
- D.** Parenting Proceeding Affidavit (DR3)
- E.** Request for Service
- F.** CSEA Release (Appendix J)

**COMPLAINT FOR CHILD SUPPORT
NON-PARTY | DG**

- A.** Personal Identifier Information Form
- B.** Waiver of Fees
- C.** Complaint for Child Support by
Non-Party
- D.** Health Insurance Affidavit
- E.** Title IV-D Application
- F.** Request for Service
- G.** CSEA Release (Appendix J)

**MOTION TO CHANGE CHILD SUPPORT
NON-PARENT**

- A.** Personal Identifier Information Form
- B.** Waiver of Fees
- C.** Motion to Change Child Support
Non-Parent
- D.** Health Insurance Affidavit
- E.** Title IV-D Application
- F.** Request for Service
- G.** CSEA Release (Appendix J)

**MOTION FOR CONTEMPT
NON-PARENT**

- A.** Personal Identifier Information Form
- B.** Waiver of Fees
- C.** Motion for Contempt
- D.** Affidavit in Support
- E.** Copy of Entry/Order Alleged to be
Violated
- F.** Explanation of Healthcare Bills
- G.** Summons in Contempt
- H.** Show Cause Order