

RULES OF COURT

Common Pleas Court of Defiance, Fulton, Henry and Williams Counties State of Ohio

General and Domestic Relations Division

Effective January 31, 2023

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CHAPTER 1
PURPOSE, APPLICABILITY, AMENDMENTS, AND
DISTRIBUTION

RULE 1.01

PURPOSE AND APPLICABILITY OF THESE RULES
AMENDMENTS, SANCTIONS, AND CITATIONS

A. The following Local Rules are adopted by the General and Domestic Relations Division of the Defiance, Fulton, Henry and Williams County Courts of Common Pleas to provide the fair and expeditious administration of Civil and Criminal Justice. The provisions herein are to be construed and applied to eliminate delay, unnecessary expense and all other impediments to a just determination of civil and criminal cases.

B. The Rules of practice of this Court for civil cases apply to all criminal and domestic relations proceedings, except where clearly inapplicable or otherwise provided.

C. These Rules of Court shall apply in all proceedings in the General Division of the Defiance, Fulton, Henry and Williams County Common Pleas Courts unless in a particular instance the Court finds justice is otherwise better served.

D. These Rules may be amended upon the approval of a majority of the Judges of the General Division of the Court of Common Pleas of the aforementioned counties.

E. Failure to comply with these Rules may result in appropriate sanctions, including but not limited to, an award of attorney fees, costs, and dismissal of the action or granting of judgment.

F. These Rules shall be cited as "Local Rule 1.01".

RULE 1.02
DISTRIBUTION OF LOCAL RULES

Copies of the Local Rules shall be deposited with and available from the Defiance, Fulton, Henry and Williams County Law Libraries by personal pickup or mail, the Defiance, Fulton, Henry or Williams County Clerk of Courts by personal pickup, and the four offices of the Court of Common Pleas, General Division by personal pickup and office website of the County if applicable.

RULE 1.03

INCORPORATION OF THE RULES OF SUPERINTENDENCE

The Rules of Superintendence for the Courts of Ohio as promulgated from time to time and amended by the Ohio Supreme Court are hereby adopted as rules of this Court except as they may be modified or implemented herein.

CHAPTER 2
ADMINISTRATION OF THE COURT

RULE 2.01

TERM AND HOURS OF COURT

A. The term of the Court for the General and Domestic Relations Divisions shall be a calendar year with the Court being in a continuous session commencing January 1st of each such calendar year.

B. Except for those days designated by law as legal holidays, normal court hours shall be 8:30 a.m. - 4:30 p.m. Monday through Friday, subject to change at the discretion of each Court to meet special situations.

RULE 2.02
COURT SECURITY

A. Appropriate levels of security should exist in the Court to protect the integrity of Court procedures, protect the rights of individuals before it, deter those who would take violent action against the Court or litigants, sustain the proper decorum and dignity of the Court, and assure that Court facilities are secure for all those who visit and work here.

B. Pursuant to Rule 9 of the Rules of Superintendence for the Courts of Ohio:

1. The Court has appointed a local security advisory committee, consisting of one representative of each of the following groups: judges, law enforcement responsible for court security, commissioners, and other bar and community groups as deemed appropriate by the Court.
2. The Court has implemented a local security policy and procedure plan that has addressed the Ohio Court Security Standards adopted by the Supreme Court of Ohio on October 17, 1994.

C. The Court shall adopt a security operations manual, which manual shall set forth written directives for the purpose of ensuring security within the Court while maintaining accessibility to the community.

RULE 2.03
COURTROOM DECORUM

A. Attire and Grooming

All counsel and parties shall be properly attired and groomed when appearing before the Court.

B. Children's Attendance at Court

Children shall not be brought to the Court unless scheduled to appear by the Court. In the event that children must be brought to Court, adequate supervision must be provided for them. The Court will not be responsible for the care of children during their parents' hearing or mediation.

C. Food or Drink

No food or drink of any kind (including chewing gum) shall be consumed in any hearing room absent express consent of the Court.

D. Identification

Parties must appear at all hearings with government issued photo identification, or other identification acceptable to the Court.

E. Cellular Telephones

All cellular telephones will be turned off prior to entering any Courtroom. Recording of any activity within a Courtroom is strictly prohibited pursuant to Rule 5.07. Any party in violation of this policy is subject to seizure of said device.

F. Recording

Audio or visual recording of an Officers of the Court, including but not limited to court personnel, home investigators and Guardian ad Litem, is strictly prohibited without consent or Order of the Court.

CHAPTER 3

FILING PROCEDURES

RULE 3.01

FILES AND FILING PROCEDURE

A. FORM OF FILINGS, UNLESS DIRECTED OTHERWISE BY A JUDGE.

1. In addition to the requirements of Civ. R. 10, all papers filed with the Clerk as pleadings, motions, applications, judgments and orders shall be on 8½ by 11 inch white paper, typewritten, or printed in a neat and legible manner, securely fastened together and page numbered if consisting of more than a single sheet.
2. Each paper filed by each party shall designate on the first page thereof the parties, the case number, the name of the judge, the identification of the filing, the name, address, Ohio Supreme Court registration number, telephone number, fax number and e-mail address, if any, of the counsel filing the paper or if there is no counsel, then the party filing the paper.
3. All papers shall have a blank space of at least two and one-half (2½) inches at the top of the first page for file marks by the Clerk. All subsequent pages shall have a top margin of not less than one (1) inch.
4. All pleadings, motions or other papers of a party represented by an attorney shall be signed by at least one attorney of record. A party who is not represented by an attorney shall sign the pleading, motion or other paper. Unless e-filing documents as set forth in F below, paper copies must contain a physical signature. The Clerk shall reject any filings that are unsigned or contain a proposed "electronic" signature.
5. Subsequent to the date of the appointment of a visiting judge, counsel shall supply a copy of all pleadings, motions, or other papers filed for record with the visiting judge.

B. JURY DEMAND

If a jury demand, pursuant to Rule 38 of the Ohio Civil Rules of Procedure, is endorsed upon a pleading, the caption of the pleading shall state, "Jury demand endorsed hereon". Failure to comply with Ohio Civil Rule 38 shall result in the case being tried to the Court and failure to include this statement on the caption shall be a waiver of jury trial,

unless the demand for jury is contained in the body of the pleading.

C. NUMBER OF COPIES TO BE FILED

Upon the filing of a complaint or any other pleading or motion for which the service of summons by the Clerk of Courts is required, sufficient copies shall be filed so that one copy thereof may be provided to each party.

D. FILE SHALL REMAIN IN CLERK'S OFFICE

All papers filed with the Clerk in any action or proceeding shall remain in the Clerk's office except when required by the Court. No case file shall be removed from the Clerk's office by any party or any attorney.

E. AMENDING A PLEADING OR MOTION

Pleadings and motions may be amended at such time and in a manner provided by Civ. R. 15. However, no pleading or motion shall be amended by interlineation or obliteration, except upon leave of court.

F. E-FILING WITH CLERK OF COURTS

The Clerk of Courts will not accept filings by alternative electronic means, including but not limited to facsimile transmission or e-mail, when e-filing is available through the case management system.

Persons filing documents electronically must become registered e-filers with the Clerk of Courts. Registered e-filers will receive a confidential and unique electronic identifier. The e-filer is required to create an account with an on-line payment agent determined by the Clerk of Courts. As each county maintains a different case management

system (CMS), please see each individual Clerk of Court's website for their Administrative Order on E-filing procedures.

1. Time, Effect and Process of E-filing

- a) Submission: Any filing may be e-filed with the Clerk 24 hours a day, 7 days a week.
- b) Receipt: Upon receipt, the Court's e-filing system shall issue a confirmation that the submission has been received. The confirmation shall include the date and time of receipt and serve as proof of receipt.
- c) Clerk Review: The Clerk reviews all electronically filed documents for compliance with court rules, policies, procedures and practices. After review, the document becomes accepted, pending or rejected. Only accepted documents will be filed, docketed and time stamped. If the submission is rejected, the document shall not become part of the Court record.
- d) Official Time Stamp: Upon acceptance, the submission will be deemed filed and shall receive an electronic stamp that includes the date and time that the filer submitted the document to the Court's e-filing system.

2. Official Court Record.

- a) Electronically filed, accepted and docketed documents are the official record of the Common Pleas Court.
- b) The court's electronically filed hearing notices, schedules, orders, decisions, judgments, and other documents are the official court record. The digital signature of a judge or magistrate has the same force and effect as a handwritten signature on a paper document.

3. No Time Extension.

- a) E-filers must always be aware of the statute of limitations, the savings statute, and similar time limits. It is solely the e-filer's obligation to submit only documents which fully comply with court rules, policies, procedures, and practices. Documents which do not fully comply may be rejected, not docketed, and not filed. The e-filer must allow sufficient time for filing, clerk review, and any necessary re-submission.
- b) Electronic filing does not alter or extend applicable statutes of limitation.

4. Exceptions to E-filing

Certain documents cannot be e-filed, including but not limited to:

- a) Civil Protection Orders
- b) Certificate of judgment
- c) Execution of judgment
- d) Bonds in criminal cases
- e) Subpoenas
- f) QDRO
- g) Depositions
- h) Transcripts
- i) Original wills and codicils
- j) Cognovit notes.

G. FILING VIDEO DEPOSITIONS

The filing of video deposition shall conform to Sup.R. 13, and in addition, a typed certified copy of the transcript and a list of objections shall be filed along with the video deposition. (See also Local Rule 4.13).

H. SIGNATURE LINE

All Magistrate's decisions and all orders of the Magistrates and Judges shall have the name of the respective Magistrate or Judge printed or typed below their respective signature line.

I. UNIFORM STANDARDIZED FORMS

All forms approved by the Supreme Court of Ohio as part of their Uniform Standardized Forms shall be accepted for filing by the Clerk of Courts provided the forms have not been altered, are properly completed and have the filing fee, if applicable. All filings by self-represented parties are subject to compliance review and approval by the Court prior to filing (see Local Rule 10.05). The Clerk of Courts cannot give instructions or legal advice regarding the parties' rights, responsibilities or legal options.

RULE 3.02
COSTS AND SECURITY FOR
COSTS

A No motion to proceed In Forma Pauperis shall be granted by the Court unless there is attached thereto a statement by the attorney for the party executing such affidavit that he or she has not accepted and will not accept any attorney's fees in said cause until the costs are paid or secured to be paid.

B Unless a motion to proceed In Forma Pauperis is filed and accepted by the Court or the Court waives deposit for costs, any document, pleading, motion, request, objection, petition or complaint filed without payment of the court cost deposit to the Clerk, as listed in Appendix B, may be summarily stricken by the Court.

C If a check or other negotiable instrument for deposit for costs is dishonored for any reason, the filing may be dismissed by the Court after ten (10) days notice is given to the filer for failure to pay the required security for costs.

D If at any time the deposit for costs becomes insufficient in any case, the Clerk shall require of the appropriate parties an additional deposit in an amount sufficient to secure the reasonably anticipated costs.

E When a judgment entry orders payment of costs by a party who has a deposit with the Clerk, the costs shall be deducted from that party's deposit, if sufficient, and any balance shall be returned to the depositor. If, however, the deposit is insufficient or that party has no deposit, then the amount still due shall be deducted from any deposit held in the case. If there is a failure to pay within sixty (60) days from the Clerk's cost statement by the party so ordered, the Clerk

shall deduct the costs from any deposit held in their case. The Clerk shall bill the party ordered to pay costs for any deficiency. Upon payment, the Clerk shall refund the deposits to the appropriate party.

F If notice of voluntary dismissal is filed by a plaintiff or an appellant, the dismissal shall be at the cost of the dismissing party, unless otherwise ordered.

G When the final judgment entry does not specify who is to pay costs, the Clerk shall deduct the costs equally from any deposits held and refund the remainder. If the deposits are insufficient to satisfy the Court costs, the clerk shall then assess the excess costs to the parties equally unless otherwise ordered.

H Clerk shall keep a list of all unpaid or accrued costs in all proceedings where costs have been taxed and shall send statements to all persons against whom costs have been taxed, in all proceedings that have become final, at least every three (3) months. After two (2) such notices, if the costs have not been paid, the Clerk may issue a certificate of judgment for the amount of such costs without further order.

I The commission charged by the Clerk of Courts pursuant to R.C. 2303.20(V) shall be paid by the party paying or depositing money with the Clerk unless otherwise ordered by the Court.

J Arrangements for the payment of the costs of transcripts shall be made with the Court Reporter at the time the transcript is ordered.

CHAPTER 4

CIVIL CASE ADMINISTRATION

RULE 4.01

CASE MANAGEMENT

A. CASE TERMINATION SCHEDULE

While there may be exceptions due to the peculiarities of a given case, it is the intent of the Court that cases of the following classification be terminated within the time frame set forth from the date of filing:

Habeas Corpus.....	60 days
Foreclosure.....	150 days
Administrative Appeals.....	180 days
Forcible Entry and Detainer.....	120 days
Declaratory Judgment.....	210 days
Injunction.....	180 days
Other Civil.....	240 days
Worker's Compensation.....	240 days
Personal Injury.....	360 days
Product Liability.....	360 days
Professional Torts.....	360 days
Other Torts.....	360 days
Complex Litigation.....	720 days
Ruling of Summary Judgment.	45 days

B. SCHEDULING ORDER

Within thirty (30) days after close of pleadings, the Court shall schedule an initial pre-trial conference.

C. CONTINUANCES

All applications for the continuance of any scheduled event must be in writing and

directed to the Judge or Magistrate assigned to the case.

1. No event will be continued without contemporaneously reassigning a fixed date.
2. All applications for continuances shall be submitted to the Court at least fourteen (14) days prior to the scheduled date for the event sought to be continued, absent emergency or cause deemed sufficient by the Court.
3. All applications for continuances shall contain the following information:
 - (a) The reason for the request;
 - (b) The time and date of the current assignment;
 - (c) A statement indicating that counsel has informed his client of the request or in the alternative why the client has not been informed of the request.
 - (d) A statement indicating opposing counsel has been notified or in the event of an unrepresented party, the party has been notified, or the reason opposing counsel has not been notified and whether opposing counsel has consented to the continuance;
 - (e) A new date within sixty (60) days which has been approved by the Court and opposing counsel in the event the Court grants the application for continuance.
4. All requests for continuance based upon a conflict of trial assignment shall have attached thereto a copy of the conflicting assignment.
5. No party shall be granted a continuance of a trial or evidentiary hearing unless the motion is endorsed by the party as well as counsel, provided the trial judge may waive this requirement upon a showing of good cause.
6. All motions shall be accompanied by a proposed order which shall include the new date.

D. JURY VIEW

Except as provided by law a jury view shall be requested at least thirty (30) days before trial unless otherwise ordered.

E. REFERRAL TO MEDIATION

The Court may order any case to mediation if it determines that the just and fair disposition of the case may be served.

F. REFERRAL TO SUMMARY JURY TRIAL

The Court may with the consent of all parties order a case to be heard by Summary Jury Trial pursuant to Local Rule 5.10.

G. TRIAL EXHIBITS AND EXHIBIT LISTS

1. All documents and exhibits must be marked for identification purposes and shared with opposing counsel at least seven (7) days prior to trial. Failure to do so may result in said documents and exhibits not being admitted into evidence.
2. Plaintiff's exhibits are to be marked with Arabic numerals; Defendant's exhibits to be marked with letters; and stipulated joint exhibits to be marked with Roman numerals.
3. Exhibit stickers shall also be marked with the case number and the date (if a trial is to be conducted over a period of consecutive days it may be dated with the first date of trial).
4. Counsel shall also provide opposing counsel and the Court a full and complete Exhibit List of all proposed trial exhibits, including their proper identification, at least seven (7) days prior to trial. Additionally, an updated list, if any, shall be presented to the opposing counsel and the Court prior to the start of trial. In the event that there is a Court reporter, a copy of said exhibit list shall be provided to the Court reporter.

RULE 4.02
REVIEW AND DISMISSAL OF CIVIL
CASES

A. Each Judge shall quarterly review or cause to be reviewed all cases assigned to the respective Court.

B. Cases which have been on the docket for six (6) months without any proceedings or activity taken therein shall be dismissed for lack of prosecution after notice to counsel of record or parties, unless good cause is shown to the contrary. (Civ. R. 4(E)).

RULE 4.03

MOTIONS

A. Each motion must be submitted by separate pleading with representations of fact to support the motion and a memorandum of law containing citations to authority in support of the motion.

B. Copies of briefs and memoranda provided for the Court and for all parties shall have attached thereto a copy of all unreported cases, or other references cited or referred to, and counsel may highlight on all copies what they want the Court to review.

C. If the motion is one to continue a matter, to vacate a hearing or trial, or a similar motion where citations are not necessary, the memorandum must contain representations of fact verified by the attorney or an affidavit in support of the motion. (See also, Local Rule 4.01(C)).

D. All motions must be accompanied by a separate proposed Order.

E. The following motions may be considered *ex parte*:

1. Confirmation of sale; granted immediately if approved by all parties, otherwise, granted five (5) days after sale;
2. File a third party complaint;
3. Withdraw as attorney of record; (as set forth in Local Rule 4.14);
4. Enlarge time to move or plead or respond to discovery;
5. Vacate a trial or hearing date;
6. Substitute parties;
7. Dismiss by stipulation;
8. Temporary restraining order; (for domestic relation cases, see Local Rule 10.04);
9. To intervene;
10. For leave to answer or otherwise plead;
11. Motions for admission Pro Hac Vice;
12. Any other motion, for good cause shown.

F. Motions

1. Motion responses and movants' replies generally. Responses to a written motion, other than motions for summary judgment, may be served within fourteen days after service of the motion. Responses to motions for summary judgment may be served within twenty-eight days after service of the motion. A movant's reply to a response to any written motion may be served within seven days after service of the response to the motion.

2. Motions prior to hearing or trial. Unless a different period is fixed under these rules or by order of the court, a written motion for purposes of a hearing that is not a trial shall be served no later than fourteen days prior to the hearing, and a written motion for purposes of a trial shall be served no later than twenty-eight days prior to the start of trial. Responses to such motions may be served as provided by Civ.R. 6(C); however, a movant's reply to the response is not permitted.

3. Modification for good cause upon motion. Upon motion of a party in an action, and for good cause, the court may reduce or enlarge the periods of time provided in divisions (F)(1) and (F)(2) of this rule.

G. When a party files a motion to amend a pleading, he shall provide the Court with a proposed judgment entry which shall have attached thereto the proposed amended pleading. If the motion is granted, the amended pleading shall be filed with the Clerk by the Court.

H. All motions to show cause/contempt of Court shall state the date of the prior Court order(s) and the specific provision(s) of the prior Court order(s) that are alleged to be violated.

1. Motions to show cause/contempt of Court in domestic relations cases shall include an affidavit by the party alleging the contempt, with specificity as to the violations of the Court order.
2. All motions to show cause/contempt of Court in domestic relations cases alleging non-payment of medical/health care bills shall include the Form titled "Explanation of Health Care Bills" (Appendix G, Form 4) as approved by the Supreme Court of Ohio, Uniform DR forms. This form shall be completed and filed with the motion. The supporting documentation shall be presented at the motion hearing.

RULE 4.04

ORDERS AND JUDGMENTS

A. The Court shall transmit, or direct the Clerk of Courts to transmit, copies of judgment entries or other orders to all counsel and unrepresented parties and represented parties if so ordered.

B. Copies of a judgment entry, or an order prepared by counsel, shall be in sufficient quantity so the Clerk of Courts may distribute one (1) to trial counsel and unrepresented parties. One extra copy shall be provided to the Clerk in all domestic relations cases involving the payment of child support or spousal support.

1. All judgment entries incorporating a separation and property settlement agreement or shared parenting plan shall have attached thereto a copy of the separation and property settlement agreement or shared parenting plan.
2. Judgment entries and orders of dismissal by compromise prepared by counsel shall be approved by all counsel of record, and submitted to the Court within twenty-eight (28) days after notice to the Court of settlement or as otherwise agreed by the Court.
3. Failure to submit the appropriate judgment entry or order by counsel may result in the Court preparing and filing a dismissal or taking other appropriate action.
4. If counsel to whom the entry or order has been sent does not object, then he/she shall sign the entry and return it to the preparing counsel. If counsel does not agree with the submitted entry or order, he/she shall prepare and submit the original to preparing counsel, an entry with proposed modification.
5. If no response is made to original preparing counsel within fourteen (14) days, preparing counsel shall submit the entry or order along with the submitting letter to the Court with the following certification:

I HEREBY CERTIFY THAT THE FOREGOING ENTRY OR ORDER WAS (MAILED, DELIVERED, OR FAXED) TO _____, COUNSEL FOR PLAINTIFF/ DEFENDANT, ON THE _____ DAY OF _____, 20__ AND HAS NOT BEEN RETURNED, REVISED NOR OBJECTED TO.

6. If counsel cannot agree on an entry or order within twenty-eight (28) days of the original submission then copies of both the original and response order or entry drafts shall be submitted to the Court. The Court may adopt either entry, make its own entry, or set a date for a hearing on the proposed entries.

C. The Court shall include the vehicle identification number (VIN), year, make and model in every order directing the issuance of title to a motor vehicle.

D. Judgment entries in all actions involving title to real property shall include a legal description of the property in question. Said legal description shall be certified by the appropriate county official as being accurate.

E. All final appealable orders will be delivered to counsel, unrepresented parties and represented parties by the Clerk by regular U.S. mail within three (3) days of journalization. If counsel desires the Clerk to provide an additional copy in their mailbox in the Clerk's office, counsel will submit an additional copy to those required in Local Rule 3.01(C) noting thereon the special delivery requested.

RULE 4.05

RULE DAYS NOT FIXED BY LAW

In all cases where the time for the filing and service of a notice or pleading is not otherwise fixed by law or applicable rule, a response to a pleading, motion, amended pleading, or other paper shall be filed and served on or before the fourteenth (14th) day after the date of service of the pleading, motion or other paper, requiring the response. Any reply to said response shall be filed and served on or before the seventh (7th) day after the date of service of the response.

RULE 4.06
DISCOVERY

A. Counsel shall participate in timely pretrial discovery in order to limit the issues in controversy.

B. Parties who intend to call expert witnesses are required to obtain from the expert witness a written report which shall state the expert's opinion and the factual basis for that opinion.

C. The expert's report and all relevant documents, including all records and bills of an expert witness shall be provided to opposing counsel at least ten (10) days prior to the taking of said expert's deposition or final settlement pre-trial, whichever occurs first.

D. Upon application of any party or upon the Court's own motion, the Court may order such restrictions on the use and availability of a report as the Court deems appropriate.

RULE 4.07
CIVIL PRETRIAL

A. At any civil pretrial conference set by the Court, counsel shall be prepared to discuss the following:

1. Pleadings;
2. Jurisdiction;
3. Venue;
4. Pending motions;
5. Itemization of expenses and special damages;
6. Possibility of settlement;
7. Dates for completion of discovery and trial, unless prior order has determined such;
8. Simplification of issues;
9. Additional deposits as security for costs, including jury fees;
10. Alternative dispute resolution.

B. At final pretrial conference counsel may be directed to submit to the Court all written stipulations of fact and anything required that had not been previously submitted.

C. At the conclusion of the pretrial conference an order will be prepared reciting the action taken and controlling the subsequent course of the action. The Court may advise those parties present of the matters dealt with in the pretrial conference, on or off the record.

D. The Court shall order a settlement pretrial conference whenever a jury demand has been filed. Said settlement pretrial conference shall occur at least thirty (30) days prior to the trial date. After the conclusion of the settlement pretrial conference, the Court may order the

party who filed the jury demand to pay an additional deposit of \$350.00 to secure payment of the jury costs.

E. Settlement pretrial conferences shall be attended by all parties, insurance adjusters and trial counsel. The Court may order all parties, insurance adjusters and their attorneys to be present for preliminary pretrial conferences, except scheduled telephone pretrial conferences. All counsel shall be authorized and prepared to enter into such stipulations and agreements as may be appropriate. Any additional persons necessary to enter into agreements shall be present or immediately available to the conference.

F. Trial counsel shall be required to submit a written settlement memorandum to the Court ten (10) days prior to the settlement pretrial conference. Counsel shall further submit a notice of filing of the settlement memorandum with the Clerk of Courts. The settlement memorandum shall not be part of the record and shall be considered as an offer and compromise under the Rules of Evidence and therefore inadmissible in the case.

G. Failure of counsel or an unrepresented party to appear at any scheduled pretrial conference or otherwise fail to comply with any pretrial order, may result in dismissal, default, or the imposition of such sanctions as the Court may determine. In the event of a failure of counsel or unrepresented party to appear, the Court shall set a date within two (2) weeks of the scheduled event for which counsel or the unrepresented party failed to appear to determine what sanctions should be administered.

RULE 4.08

NOTICE OF HEARINGS/APPEARANCE OF COUNSEL

A. The Court shall send written notice of all hearing dates to counsel, unrepresented parties and/or represented parties if so ordered. Notice to counsel and unrepresented parties shall be at the address on pleadings or the mailbox in the Clerk of Courts office. It shall be counsel's responsibility to notify clients of all hearing dates.

B. When a party is dismissed, withdraws or a substitution of counsel is ordered, said party and/or counsel shall be shown as dismissed on the Clerk's computerized records.

RULE 4.09
COGNOVIT JUDGMENTS

A. When a complaint is presented to the Court for the rendering of a cognovit judgment, it shall contain or be accompanied by an affidavit to the effect:

1. That the maker of the cognovit note now resides in the county in which the action is brought;
2. That the maker, or any one of several makers, of the cognovit note signed the warrant of attorney in the county in which the action is brought;
3. That the instrument does not arise out of a consumer loan or a consumer transaction. (ORC Section 2323.13(E)).

B. The attorney who represents the judgment creditor shall include in the complaint a statement setting forth to the best of his knowledge the last known address of the defendant or defendants.

C. Immediately upon the entering of any judgment, the attorney who represents the judgment creditor shall furnish a copy of the pleadings and judgment entry to the Clerk of Courts. The Clerk shall notify the defendant or defendants by mailing a copy of the pleadings and judgment entry by registered or certified mail at the address set forth in the complaint.

D. In all cases, the original note shall be presented for cancellation by the Court, or its absence adequately explained.

RULE 4.10

TRIAL AND HEARING RULES

A. Only one (1) counsel for each adverse party will be permitted to speak on any interlocutory matter, or upon any question arising in the trial or proceeding. One (1) counsel for each adverse party will be permitted to examine or cross-examine the same witness. Exceptions are by leave of court only.

B. The party requiring special presentation equipment shall be responsible for providing the equipment for trial and the cost thereof.

C. Except for court security or police officers present for security purposes, no personal communication equipment, i.e. tablet, laptop, cellular phone, etc. shall be activated or used in the courtrooms without court approval.

RULE 4.11

RETENTION OF EXHIBITS AND EVIDENCE

A. The official court reporter shall receive and hold all exhibits proffered and/or admitted into evidence during trial in any case. The exhibits shall be secured until release is consented to, court ordered, or the documents and list of exhibits are filed with the Clerk of Courts as part of the transcript of an appeal.

B. All evidence received pursuant to "A" shall be held until the appeal time has expired. Evidence shall be returned to the party submitting it unless otherwise disposed of pursuant to court order. Persons receiving such evidence must sign a receipt.

C. Evidence held by a law enforcement agency shall be controlled by R.C. 2933.41, 2925.42 and 2925.43.

D. All exhibits offered as evidence but not admitted shall be retained by the court reporter until the time for appeal has expired. Exhibits that were not offered as evidence shall be returned by the court reporter to the owner at the end of the trial. The owner of these exhibits shall execute a receipt for exhibits returned, but no court order shall be required.

E. After all appeal time has expired the Clerk of Courts may dispose of any exhibits, depositions or transcripts remaining in his/her office. The Clerk, after notice to the parties or their attorneys, shall dispose of these items unless application is made for their return within sixty (60) days of the date of the notice.

RULE 4.12
TRANSCRIPTS

A. Once a transcript of a proceeding is filed by the court reporter, it must be preserved in its original format to prevent the possibility of alteration or destruction since it has been certified as correct by the stenographer or shorthand reporter.

Therefore, in accordance with the Ohio Revised Code Section 2303.09, 2301.24, 2301.25, and other Rules of Court of Common Pleas, General Division, and the general case law of the State of Ohio, such transcripts may not leave the possession of the Clerk, except for purposes of being examined in the presence of the Clerk of Courts or one of the deputy clerks.

B. Failure to comply with the above Rule may render the transcript/deposition invalid as a correct and certified copy for purposes of the record and subject any party so violating this Rule to payment of the costs and expenses of another official transcript/deposition to be recertified by the official court reporter.

RULE 4.13

VIDEOTAPE DEPOSITIONS

The taking of and filing of video depositions shall conform to Sup. R. 13 and the following rules:

A. Objections must be made after the question or answer. Counsel should state the basis for the objection on the record and may read citations into the record.

B. With the Court's approval videotape depositions may be made available for inspection or viewing after filing and prior to use at trial. Upon court order, the officer before whom the video was made may use such videotape for purposes of making a copy for a party.

C. The party filing the video deposition other than a VHS video is responsible for checking with the Court to see if the necessary equipment is available.

D. The costs of trial depositions may be taxed as costs.

RULE 4.14

SUBSTITUTION AND WITHDRAWAL OF COUNSEL, ENTRY OF APPEARANCE AND LIMITED SCOPE

A. Any attorney filing a Complaint, Answer, Motion or Entry of Appearance shall be regarded by the Court as being the trial attorney and as having responsibility for the case until substitution of counsel or motion to withdraw is received and approved by the Court.

B. Substitution of counsel may be approved only upon entry of appearance by succeeding counsel or upon submission of a proposed entry of substitution approved by withdrawing and succeeding counsel.

C. Withdrawal of counsel may be approved only upon compliance with the terms set forth in DR 2-110 of the Code of Professional Responsibility and upon submission of the following to the Court.

1. A certification from the attorney seeking to withdraw from the case stating:
 - a. The reason for the need to withdraw;
 - b. That the client has received the withdrawing attorney's entire file on the case, or that the client has been given express written notice of where and when the entire file may be obtained;
 - c. That a written notice containing all court dates and deadlines have been given to the client.
2. A proposed entry.

D. Limited Appearance by Attorney. By agreement with the client, an attorney's new or existing representation may be limited consistent with Prof.Cond.R. 1.2(c) and Civ.R. 3(B). The attorney must file and serve a "Notice of Limited Appearance" that clearly describes the scope of the limited appearance and states that the limitation has been authorized by the client. When an attorney has entered a limited appearance, any pleading, order, notice, brief or other paper that Civ.R. 5 requires to be served must be served on both the attorney and the attorney's client.

As provided by Civ.R. 3(B), an attorney's limited appearance may be terminated by filing and service of a "Notice of Completion of Limited Appearance." By signing the Notice of Completion of Limited Appearance an attorney certifies under Civ.R. 11 that all of the services for which the attorney was retained have been completed. If no objection to the Notice of Completion of Limited Appearance is filed and served within 10 days, the attorney's withdrawal is complete without the need for leave of court.

RULE 4.15

MAGISTRATES IN CIVIL CASES

The Court may by order of reference assign a Magistrate to a case or motion or for a specified period of time pursuant to terms and limitations of Civ. R. 53.

CHAPTER 5
MISCELLANEOUS PROCEDURES

RULE 5.01
NOTARY PUBLIC

Any person applying for a notary commission or seeking to renew their commission will do so through the Ohio Secretary of State's Office pursuant to ORC 147.

RULE 5.02

GUARDIAN AD LITEM IN NON DOMESTIC RELATION CASES

A. Except as provided in the Local Rules no person other than an attorney at law admitted to practice in the State of Ohio, shall be appointed Guardian ad Litem in a non-domestic relations case in this Court.

B. Upon the application of any party to a proceeding for the appointment of a Guardian ad Litem, the Court shall require a deposit of a sum not less than \$500.00, unless the Court determines a lesser sum is appropriate. All costs in excess of the deposit shall be taxed as court costs and paid as determined by the Court.

RULE 5.03
ATTORNEY'S FEES

A. Attorney fees relative to all matters shall be governed by the Code of Professional Responsibility, DR 2-106.

B. In any case where attorney fees are to be awarded, counsel may be required to provide to the Court an itemized statement showing the hours worked and a detailed accounting of expenses.

C. An indigent's counsel in a case shall be paid at the rate adopted by the Defiance/Fulton/Henry/Williams County Commissioners.

D. Attorneys requesting fees in a partition action are not required to provide an itemized statement as set forth in (B) above if the amounts fall within the following guidelines:

1. Seven percent (7%) on the first \$20,000.00 of the sale price; Three percent (3%) on the next \$80,000.00; Two percent (2%) on all sums in excess of \$80,000.00. However, the minimum fee shall be \$500.00.
2. The fees shall be distributed pursuant to R. C. 5307.25.
3. Other fees may be permitted by leave of court only, under extraordinary circumstances.

RULE 5.04

FORECLOSURE, QUIET TITLE, PARTITION AND JUDICIAL SALE

A. In cases to quiet title, for partition, and for the marshalling and foreclosure of liens on real property, (other than delinquent real estate tax foreclosure actions) counsel for plaintiff must file the following with the Clerk at the time of the filing of the original complaint or petition:

1. A statement of owners and lienholders or a preliminary judicial report, including the names of the owners of the property, and a reference to the volume and page and date of recording of the next preceding recorded instrument by or through which the owners claim title, as the same shall have been prepared and extended by a responsible title company to a date not over thirty (30) days prior to the filing of the complaint, the costs of which are taxed as costs;

B. After all the defendants have been served with complaint, counsel for the plaintiff shall obtain and file an updated title report establishing all lienholders have been made parties and served with the complaint.

C. APPRAISER'S FEES – Appraiser fees shall be charged in accordance with Appendices B-1 (Defiance County), B-2 (Fulton County), B-3 (Henry County) and B-4 (Williams County) – include with court cost appendix.

D. Appraisers shall be granted access to the real property for the purpose of appraising the premises to be sold at Sheriff's sale. If a landowner or occupier of the premises to be sold does not permit the appraiser to enter the premises, the Sheriff may aid the appraiser in gaining access only after obtaining an order of the Court.

E. No order of sale shall be approved unless the following conditions have been met:

1. Counsel has filed a written declaration to the Court that all lien holders of record have been notified of the application for order of sale;
2. The proposed order of sale contains a legal description certified by the appropriate county official as being accurate.

F. Advertisements for any judicially ordered sale shall state that the successful bidder must deposit ten percent (10%) of the successful bid on the day of the sale with the balance due within thirty (30) days of the date of confirmation.

G. At the time of publication of any judicially ordered sale, the Sheriff shall provide the Clerk of Court written notice of the time, date and location of the sale. The Clerk of Courts shall provide written notice to all counsel and unrepresented parties of the time, date and location of the judicially ordered sale.

H. In all judicial or execution sales of real property, either the county sheriff shall sell the real estate at a public auction or the Court may authorize the sale by a private selling officer. ORC §2329.152 or §2329.153 shall control the public auction process whether the auction is a physical location sale or an on-line sale of real property.

In all cases in which the county sheriff is ordered to conduct a judicial sale of real property, counsel shall post a deposit as set forth in Appendix B at the time of filing an initial Order (Praecipe) of Sale. The deposit constitutes the current license fee charged for the use of the Public Sheriff's Sale Website pursuant to ORC §2329.153. The deposit will be paid by the Clerk of Courts to the vendor of the Public Sheriff's Sale Website upon written invoice.

I. Plaintiff's counsel shall submit proposed judgment entry confirming sale within thirty (30) days of the sale. No confirmation of sale and distribution entries shall be accepted which do not provide for complete distribution of sale proceeds unless prior Court approval is obtained.

J. Failure of the successful bidder to pay the balance of proceeds due within thirty (30) days of confirmation (unless extended by Court for good cause) shall subject the ten percent (10%) deposit to forfeiture to apply to the costs of sale and other losses incurred by the distributees.

K. Plaintiff's counsel shall file the proposed deed with the Sheriff within seven (7) days of the order confirming sale.

L. The deed shall be filed with the County Recorder within fourteen (14) days of receipt of payment.

M. In the event a party cancels a Sheriff's sale (after Order of Sale has issued) for any reason other than a bankruptcy action, a cancellation fee of \$75.00 shall be assessed against the party cancelling said sale. If the parties fail to proceed with further order of sale within ninety (90) days of cancellation, the Court may issue an order of stay and, upon such order of stay, the Clerk of Courts shall calculate all court costs, return the balance of deposits and close the case. Thereafter, if the parties want to re-open the case and proceed with order of sale, an additional cost deposit will be required.

RULE 5.05

RECEIVERSHIPS

A. APPLICABILITY

Unless otherwise ordered by the court in a specific case, this local rule governs practice and procedure in all receivership matters.

B. MOTIONS FOR APPOINTMENT OF A RECEIVER

1. The court has no closed-panel or "approved" list of receivers. Any party may suggest candidates, but must be prepared to document their experience and expertise relative to the matter at hand, and certify that they are disinterested persons.
2. Parties seeking appointment must fully advise the court of the *entire* fee arrangement proposed to compensate the receiver, including all expense reimbursements and any commission contemplated for leasing or selling property. In addition, the court must be advised of the approximate value of the business or property likely to be managed in the receivership (if granted), and of the scope of work likely to be required of the receiver.
3. Absent an emergency in which irreparable harm is likely to occur, the court will not grant a receivership on an *ex parte* basis. The party (or parties) seeking a receivership should ordinarily consult all known secured creditors, the debtor, and other parties expected to have a significant interest in being heard in order to schedule the receivership hearing in a timely manner.
4. The court will set a bond commensurate with the anticipated size of the estate, having in mind the views of secured creditors and the debtor. Accordingly, counsel must be prepared to present sufficient facts for the court to make an informed judgment on bond.

C. HEARINGS AND REQUESTS FOR PROCEDURAL ORDERS

1. Motions for a receivership, fee applications, hearing requests, or other procedural matters relative to a receivership must be submitted in writing, with an approval entry tendered to the Court.
2. Unless it is clear that service has already been made by the court using the e-filing system, the party who submitted or approved a proposed order entered by the court is responsible for serving it upon the receiver or receiver's counsel and upon all parties who have appeared, or for whom service of process remains underway. Proof of service must be filed by the party making service.
3. For good cause, the receiver or any party that has appeared may request an emergency hearing by contacting the court.

4. An evidentiary hearing at which the receiver or other witnesses are called to testify may be required by the court at any time.

D. QUALIFICATIONS TO SERVE AS A RECEIVER

1. Every receiver appointed must be an individual who is resident of the state of Ohio, unless good cause is shown for an out-of-state receiver and such an appointment is permitted by R.C. 2735.02. An individual appointed as receiver may, with express court approval, work for an out-of-state business.
2. Every out-of-state business involved in a receivership must be represented by counsel having an office within this County, or having familiarity with receivership practice in this court.
3. Upon accepting appointment, each receiver must affirmatively acknowledge in writing in the record that they will:
 - a. act in conformity with Ohio law and these local rules;
 - b. deposit all funds coming into their hands into a separate trust account for the estate, with full contemporaneous record-keeping for all funds;
 - c. avoid any conflict of interest;
 - d. not directly or indirectly pay or accept anything of value that has not been fully and timely disclosed and formally approved by the court;
 - e. not directly or indirectly purchase, acquire, or accept any interest in property managed, appraised, or sold through the receivership; and
 - f. otherwise act in the best interests of the estate.

E. GENERAL DUTIES OF THE RECEIVER

Unless the court specifically authorizes a receiver to continue a business, the receiver shall:

1. take control of the assets of the defendant debtor that are subject to the receivership;
2. give notice to all known creditors of the receiver's appointment;
3. afford reasonable opportunity for creditors to present and prove their claims, and, if deemed appropriate by the receiver or the court, publish in a newspaper of general circulation within the County a deadline or bar date for submitting claims;
4. cause the assets of the business to be preserved, inventoried and where appropriate appraised;
5. determine the validity and priority of creditors' claims;

6. take such other appropriate steps as may be timely, reasonable and necessary to reduce the assets of the business to cash on terms that maximize recovery for the benefit of creditors, including selling property free-and-clear of all liens provided the liens attach to the proceeds of sale; and

7. make recommendations for appropriate distributions of cash or property between the various classes of creditors according to their priority, after such notice as the court deems appropriate.

F. RECEIVERSHIP PLAN AND PROGRESS REPORTS

1. At the outset of the receivership, or as soon thereafter as information becomes reasonably available, the court shall be provided with a written plan for the receivership. The plan shall, thereafter, be updated as significant developments warrant, or as part of ongoing periodic reporting to the court.

2. The initial receivership plan shall identify:

a. the nature of the debtor's business, and a concise statement of the circumstances leading to the receivership;

b. whether the present goal is to preserve and operate a business, collect rental on property, liquidate assets, or take other action;

c. the significant assets of the receivership, including real estate, tangible or intangible property, inventory, cash on hand, accounts receivable, and claims against insurers or other third parties;

d. anticipated transactional costs predictably to be incurred, including upcoming financing or mortgage payments, government fees or taxes, receiver fees, accounting, appraisal or auction costs, and legal fees inherent in the plan (as best they can be estimated);

e. the anticipated duration of the receivership;

f. if an active business is to be operated, the minimum number of employees needed to do so, and the estimated aggregate payroll (including benefits) per month;

g. if property is to be liquidated, the estimated date by which appraisal and sale by the receiver can occur, and whether public or private sale is contemplated;

h. if litigation or administrative proceedings are underway or anticipated, the nature and expected cost of each such proceeding.

3. The first plan (and report of activity to date) must be submitted no later than two months after appointment of the receiver.

4. Copies of each receiver's plan and report shall be filed with the Clerk, with service upon all parties who have made an appearance or for whom service remains pending. A duplicate copy shall be submitted to chambers, together with a proposed entry approving the plan and report.

5. Ordinarily, no approval of fees or other proposed action in a receivership will occur unless seven (7) days have elapsed following service of an updated plan or report, in order to allow interested parties to comment or object. However, for good cause the court may alter this notice period.

6. After consideration, the court shall approve or disapprove the plan and report by court entry.

7. After filing the first plan and report, the receiver shall file updated plans and reports no less often than semi-annually. Each shall include a summary of action taken to date measured against the previous plan for the receivership; shall set forth proposed future action; and shall update previous estimates of costs, expenses, and the timetable needed to complete the receivership.

G. FAILURE TO ACT TIMELY.

Failure to timely prosecute a receivership, including delay in filing any plan or report required under this local rule, may result in:

1. Removal of the receiver and/or attorney for the receiver; and/or
2. Withholding of fees for the receiver and /or counsel.

H. APPLICATIONS TO EMPLOY COUNSELOR PROFESSIONALS

1. A receiver (or other party) requesting approval to retain an attorney or other professional (including appraisers, auctioneers, brokers, or real estate agents) whose compensation will be claimed against the estate or from proceeds of sale of estate property shall apply to the court. All such professionals must be disinterested persons with no business relationship with the Receiver, unless otherwise expressly disclosed and approved in advance by the court. Unless the court addresses the application during the initial hearing on whether to grant a receivership, written notice of all such applications shall be given to the debtor, all parties that have appeared and all those for whom service of process remains pending.

2. The retention agreement between a receiver and every professional shall be in writing. Every professional whose retention is approved by the court is, and shall remain, subject to the jurisdiction of this court relative to approval of all professional fees and reimbursable expenses.

3. Applications for authority to retain professionals to assist a receiver shall summarize the experience, current professional licensure, and other qualifications for every person sought to be retained. The application must affirmatively verify that:

- a. all necessary licenses are in good standing and not under suspension;
- b. appropriate "conflict" checks have been made by the professional;
- c. as to lawyers, professional liability insurance in an amount equal to the

minimum coverage required by the Rule 1.4 of Ohio Rules of Professional Conduct is in force; and

d. the contract retaining the professional will affirmatively state that the professional will avoid any conflict of interest in connection with work on the receivership; that gross proceeds of any sale or other transaction conducted by them will be immediately turned over to the receiver or placed in a separate trust account; and that they will not, under any circumstances, directly or indirectly purchase, acquire, or accept any interest in any property they manage, appraise or sell through the receivership.

4. Applications to employ professionals shall also set forth:

a. the professional's usual and customary hourly rate or fee;

b. their proposed fee, hourly rate, or other alternative method or formula for determining compensation in the receivership;

c. whether any fees were paid to the professional during the one (1) year period preceding the filing of the application from, or involving, (a) the debtor in receivership, (b) a person or party closely related to the debtor, or (c) a person or party known to be adverse to the debtor and to have a material claim in the receivership; and

d. the amount, date paid, and source of any retainer or other compensation already received by the professional for preparatory work relative to the receivership.

5. No fee, commission, expense reimbursement, or other direct or indirect compensation of any nature may be accepted by any court-appointed professional that is not fully and timely disclosed to the court for prior approval.

I. EXPENDITURE AUTHORITY OF THE RECEIVER.

1. A receiver appointed to take charge of property may expend funds without prior approval by the court to pay ongoing insurance premiums, fire safety and other security services, and utility bills. The receiver may also make emergency repairs essential to the safety and proper maintenance of the property and to preserve its value.

2. A receiver taking charge of an operating business shall have authority to pay reasonable wages to employees and all reasonable and customary business related expenses, subject to periodic accounting to the court.

3. All fees, compensation or expense reimbursements to the receiver, counsel, or professionals require prior approval from the court.

4. All expenses of the receivership, other than those specifically enumerated above, also require prior approval of the court if, in the aggregate, they exceed \$2,500 per month, or such other threshold as set by order in the specific receivership.

J. DISPOSITION OF PROPERTY

1. With court approval after such notice as the court deems appropriate a receiver may use, sell, or lease property other than in the ordinary course of business.

a. Unless otherwise ordered, a receiver shall serve notice of the receiver's intent to sell or lease receivership property and the terms of such proposed sale or lease for all property. Notice shall be given to all parties in the action and all persons known to have an interest in the property to be sold or leased.

b. If any party or person having an interest in the property to be sold or leased files an objection within fourteen days of sendee of the notice, the court may set the receiver's request for hearing or may rule based on the material of record.

c. The receiver shall have the burden of proving the commercial reasonableness of a proposed disposition of property.

d. If the court determines that a proposed disposition of property is commercially reasonable, the receiver will be authorized to proceed upon such terms and conditions as set by the court.

e. The court may order that disposition of receivership property be effected free and clear of all liens and all rights of redemption regardless of whether the expected proceeds will be sufficient to satisfy all claims secured by the property. Upon any such disposition of receivership property free and clear of liens and rights of redemption, all mortgages, security interests, or other liens encumbering the property shall attach to the proceeds of disposition (net of the reasonable expenses incurred in sale of the property) in the same order, priority, and validity as the liens had with respect to that receivership property immediately before sale.

2. Unless otherwise provided by law, valuation and sale of real property by a receiver need not occur using ordinary foreclosure procedures.

K. PAYMENT OF RECEIVER AND PROFESSIONAL FEES.

1. Fee applications shall be made in writing, with notice to all parties that have appeared. The receiver or counsel for the receiver shall attach to each fee application a brief, updated plan and progress report, consistent with Local Rule 66.06, together with a billing summary concisely reflecting:

a. the dates on which work was performed;

b. a description of work performed;

c. the name of each individual performing the work; and

d. the hourly rate(s) sought to be charged, or other method used to calculate proposed fee(s) and expenses.

2. Fees allowed for services by a receiver, counsel, and professionals employed by a receiver shall be within the sound discretion of the trial judge, giving due consideration to the complexity of the receiver's or professional's responsibilities, results achieved for creditors, and other relevant facts.

3. An attorney acting as a receiver must clearly differentiate between fees sought for work performed as a receiver and for work separately performed as an attorney.

L. FINAL REPORT TO THE COURT AND CREDITORS.

When the final fee application is submitted, it shall be accompanied by a Receiver's Final Report that includes all of the following information:

1. the total amount of money collected during the receivership, (b) the total funds collected since the last interim fee award to the receiver (if any), and (c) the source(s) of funds;
- 2) total funds previously disbursed to creditors;
- 3) the amount of money or any property remaining on hand;
- 4) the status of all known secured and unsecured creditors' claims;
- 5) the approximate number and admitted balances due creditors but remaining unpaid;
- 6) the approximate number and total of creditors' claims that remain open or unresolved;
- 7) proposed final distributions to creditors and the date by which receiver proposes to make them and close out the case;
- 8) the total administrative expense incurred to date, including fees paid to the receiver, attorneys and other professionals;
- 9) the amount of additional administrative expense sought to be paid in the final fee application; and
- 10) any known objections or other positions taken by those having an interest in the receivership with respect to the receiver's final plan to wind up the case.

M. TRADE SECRET OR PRIVILEGED INFORMATION.

If a receiver's report, motion, fee application, or other filing refers to trade secrets (such as a plan for operating an ongoing business, proposed sale prices, customer information, personnel matters, or other non-public information) or would necessarily reference attorney-client or work product communications, then redacted documents may be filed in the public record and served upon all parties that have appeared. When that occurs, a complete un-redacted document shall be submitted to the court for *in camera* review. Upon application by the receiver or any party, the court will re-examine the document and determine whether previously redacted information should

be disclosed in the public case file or for attorney-eyes only.

N. EFFECTIVE DATE.

Local Rule 5.05 shall take effect on February 1, 2018 and governs further proceedings in receiverships then pending, except to the extent that its application in a particular case would not be feasible or would work injustice.

RULE 5.06
PUBLICITY

A. No attorney, nor officer or employee of the Court shall discuss matters with the media that might interfere with a fair trial or otherwise prejudice the administration of justice.

B. Where deemed appropriate, the Court may issue a special order governing:

1. Extra-judicial statements by counsel or others;
2. Spectators at trial;
3. Sequestration of witnesses and jurors; and
4. Any other matters the Court may deem necessary.

RULE 5.07

BROADCASTING, RECORDING AND PHOTOGRAPHING DURING COURT SESSIONS

A. Broadcasting, televising, recording and photographing during Court sessions shall be permitted only under the following conditions:

1. Requests for permission of media to participate under this Rule shall be made in writing to the Judge or Magistrate to whom the case was assigned no later than five (5) days prior to the session involved. The Judge or Magistrate involved with the particular session may waive the advance notice requirement for good cause.
2. The Court shall grant the request in writing or by order consistent with Canon 1 of the Code of Judicial Conduct, Superintendence Rule 12, and these Rules in the event the Court determines that to do so would not distract the participants, impair the dignity of the proceedings or otherwise materially interfere with the achievement of a fair trial or hearing. The written permission shall be made a part of the record in the case.
3. In the event of a continuance of the court proceeding for which media permission has been granted for a period of more than thirty (30) days, a new media request shall be required.
4. All media representatives interested in recording courtroom proceedings shall do so through the pooling of their respective resources. Such arrangements shall be made prior to reopening of the court session and without imposing on the trial court or court personnel. In the event disputes arise over the arrangements between or among media representative, the Court shall exclude all contesting representatives from the proceeding.
5. The Court shall specify the locations(s) in the courtroom where the operators and equipment are to be positioned. Media representatives shall be afforded a clear view of the proceedings in the courtroom. Any equipment shall be ready for operation prior to commencement of court sessions. No persons will be permitted to bring equipment into or remove equipment from the courtroom or move about during times when Court is in session.
6. No interview shall be conducted inside the courtroom during any time that Court is in session.
7. Only one video camera shall be permitted in the courtroom operated by no more than one person.

8. No artificial lighting shall be used other than normal courtroom lighting.
9. Only one still photographer shall be permitted in the courtroom.
10. Only one audio system for radio broadcast shall be permitted in the courtroom.
11. Audio tape recording equipment may only be used with permission of the Court involved.
12. Media pooling equipment shall be located outside the courtroom.
13. Changes of tape or reloading audio and video equipment is not permitted inside the courtroom during proceedings.
14. No equipment shall be used inside the courtroom that produces distracting sounds as determined by the Judge or Magistrate involved.
15. There shall be no audio pick up or broadcast of conferences conducted between attorneys and clients, co-counsel, opposing counsel, or trial court and counsel at bench conversations.
16. There shall be no video, film, audio, or still photo of victims, or witnesses who object thereto.
17. There shall be no video, film, audio, or still photos of jurors.
18. Media is not permitted access to proceedings in either the Judge's chambers or in the jury deliberation room.
19. Media is not permitted to record in any manner any document or exhibit used at the session except those audio-visual aids used during the session that are clearly perceived by the gallery at large unless permission to do so is granted by the Court.
20. Proper courtroom decorum shall be maintained by all media representatives, i.e. proper attire and demeanor.
21. All bags, equipment or other materials brought to the courtroom shall be subject to search by security officers at any time.

RULE 5.08
FOREIGN JUDGMENTS

A. When a foreign judgment is presented to the Clerk of Courts for the purpose of a proceeding in aid of execution, the Clerk shall assign a case number.

B. The proponent submitting the foreign judgment must provide a judgment entry with original certifications of authenticity from the foreign jurisdiction.

RULE 5.09

**OUT OF STATE SUBPOENAS TO BE SERVED IN DEFIANCE,
FULTON, HENRY AND WILLIAMS COUNTIES**

A. When a request is presented from an out-of-state litigant to have subpoenas served upon Defiance, Fulton, Henry and Williams County residents, the Clerk shall assign a case number to such action and assign such action to a Judge.

B. The Clerk of Courts shall secure a deposit for costs before processing and serving the subpoenas as required by the out-of-state litigant.

RULE 5.10
SUMMARY JURY TRIAL (SJT)

A. The Court may with consent of all parties, order SJT to be undertaken in any civil case as a settlement procedure and as such shall not be binding unless otherwise stipulated by the parties.

B. The matter should be trial ready prior to SJT. Counsel shall assume that no additional discovery may be completed between the SJT and the traditional trial.

C. The Court may conduct a prehearing conference to consider proposed stipulations and to review the following:

1. Proposed jury instructions and briefs on any novel issue of law;
2. A list of all witnesses to be introduced by reference during the SJT presentation;
3. A list of all physical exhibits, documents and expert reports to be introduced to the jury.

D. Each party shall deposit with the Clerk \$100.00 as security for the payment of costs incurred upon the case being assigned for SJT and no later than thirty (30) days prior to the date set for SJT.

E. The matter shall ordinarily be heard before a jury of six (6). Unless otherwise agreed a venire of ten (10) prospective jurors shall be selected by random draw from the jury pool or by other means as the Court determines. Each counsel will be permitted no more than two (2) challenges following a brief voir dire examination to be conducted by the Judge. Ordinarily there will be no alternate jurors.

F. All parties and adjusters or other liable parties will be in attendance at the SJT.

G. No witnesses will be called to testify. All evidence will be presented through the attorneys for the parties. The attorneys may summarize and comment on the evidence and may summarize or quote directly from depositions, interrogatories, requests for admissions, documentary evidence, and sworn statements of potential witnesses. However no witness's testimony may be referred to unless the reference is based upon one of the products of the various discovery procedures, or upon a written sworn statement of the witness.

H. Subject to modification at the Court's discretion, each party shall have a maximum of one (1) hour for case presentation and argument.

I. Objections will be received if during the presentation counsel exceeds the limits of propriety in presenting statements as to evidence or argument thereon.

J. After counsels' presentations the jury will be given an abbreviated charge on the applicable law. The content of the charge will be reviewed with counsel prior to the SJT. However, the Court will remain final authority.

K. The jury will be encouraged to return a consensus verdict as to liability and or damages. Jury verdict forms will be utilized for comparative negligence and other issues when applicable. Five (5) jurors must concur in verdict.

L. Upon rendering the advisory verdict the jury will be encouraged to share its observations and opinions with counsel, the parties and the Court.

M. The Court shall initially advise the jurors of the abbreviated, experimental nature of SJT. The jury will be advised that its verdict is advisory only upon its return of a verdict.

N. Unless specifically otherwise ordered by the Court, the proceedings will not be recorded. Any party desiring a transcript shall make arrangements for a court reporter and cause such transcript to be prepared at the requester's expense, and it shall not be taxed as costs.

O. Neither the presentation of counsel nor the jury verdict may be used as evidence in any subsequent trial.

P. Counsel may stipulate that a verdict by jury will be deemed final determination on the merits and the judgment be entered thereon by the Court, or may stipulate to any other use of the verdict that will aid in resolution of the case.

Q. These provisions may be modified by the Court to accommodate specific or unique circumstance. All stipulations entered into concerning these proceeding shall be written as an addendum to the order for SJT and shall meet with the approval of the Court.

R. The procedure shall be construed and implemented to secure the just, speedy and inexpensive conclusion of the case.

RULE 5.11
ALTERNATIVE DISPUTE RESOLUTION IN CIVIL CASES
(NON-DOMESTIC RELATIONS)

1. Ohio Uniform Mediation Act:

Defiance, Fulton, Henry and Williams County Common Pleas Courts (hereinafter the Court) incorporates by reference the R.C. 2710 "Uniform Mediation Act" (UMA).

2. Cases Eligible for Mediation:

- a. General: The Court has discretion to encourage parties to use mediation in any civil action filed in this court. A case may be submitted to mediation as provided in this rule. The Court may issue an order on its own motion, upon the motion of counsel, upon the request of a party, or upon referral by the mediator.
- b. Exceptions: Mediation is prohibited in the following:
 - i. As an alternative to the prosecution or adjudication of domestic violence;
 - ii. In determining whether to grant, modify, or terminate a protection order;
 - iii. In determining the terms and conditions of a protection order;
 - iv. In determining the penalty for violation of a protection order.
- c. Nothing in this division shall prohibit the use of mediation in a subsequent divorce or custody case, even though that case may result in the termination of the provisions of a protection order; or in a juvenile court delinquency case, even though the case involves juvenile perpetrated domestic violence.

3. Confidentiality

a. General: All mediation communications related to or made during the mediation process are subject to and governed by the Uniform Mediation Act. Mediation communications are confidential, and no one shall disclose any of these communications unless all parties and the mediator consent to disclosure. This court may impose penalties for any improper disclosures made in violation of this rule. Disputes regarding confidentiality should first be addressed with the mediator or mediation department where possible.

By participating in mediation, a nonparty participant, as defined by R.C. 2710.01(D), submits to the court's jurisdiction to the extent necessary for enforcement of this rule. Any nonparty participant shall have the same rights and duties under this rule as are attributed to parties, except that no evidence privilege shall be expanded.

- b. Exceptions: All mediation communications are confidential with the following exceptions:
 - i. Parties may share all mediation communications with their attorneys;
 - ii. Certain threats of abuse or neglect of a child or an adult;
 - iii. Statements made during the mediation process to plan or hide an ongoing crime; and
 - iv. Statements made during the mediation process that reveal a felony.

4. Referral to Resources

The Northwest Ohio Court Mediation Services (hereinafter Mediation Service) will maintain information for the public, mediators, and other staff as appropriate. The information will include:

- a. Attorney referral contact information;
- b. Information regarding children's services; and
- c. Resource information for local domestic violence prevention, counseling,
- d. substance abuse and mental health services.
- e. Optional Provisions

5. Mediator Training and Education

A mediator shall meet the qualifications of and comply with all training requirements of Sup.R.16.23 and adopted pursuant to Sup. R. 16.22 governing mediators and mediation.

6. Mediator Selection and Assignment

The following methods may be used to select a mediator for the case:

- a. Unless stated otherwise all cases will be referred to the Mediation Service;
- b. Specific appointments may be made by the court taking into consideration the qualifications, skills, expertise, and caseload of the mediator in addition to the type, complexity, and requirements of the case. If a specific selection is to be made, the Court will advise the Mediation Service who shall pay mediation fees out of contract mediator funds. If there are insufficient funds available the Mediation Service shall immediately inform the Court and further Orders as to payment shall be made.; and
- c. Parties may request leave to select a mediator without guidance from the court. The court shall not be responsible for the quality of a mediator selected by the parties without guidance from the court and who does not meet the qualifications, education, and training requirements set forth in section five above. Should the parties select their own mediator they shall be responsible for all mediation costs.

7. Procedures

In accordance with all applicable provisions of this rule, if a case is deemed appropriate by the Court (if the mediator is selected by the court) or by the Mediation Services for mediation, mediation may be scheduled.

A mediator may meet with the parties individually prior to bringing the parties together for any reason including, but not limited to, further screening. A mediator may schedule multiple mediation sessions, if necessary and mutually acceptable for the resolution of the issues in part or in their entirety.

8. Party/Nonparty Participation

Parties to informal cases, such as pre-filing or diversion, may voluntarily attend mediation sessions.

Parties who are ordered to mediation in formal cases shall attend scheduled mediation sessions. The court may order parties to return to mediation at any time in formal cases.

If counsel of any party to the mediation becomes aware of the identity of a person or entity whose consent is required to resolve the dispute, but has not yet joined as a party in the pleadings, they shall promptly inform the mediator, as well as the assigned judge or magistrate.

If the opposing parties to any case are 1) related by blood, adoption, or marriage; 2) have resided in a common residence; or 3) have known or alleged domestic violence at any time prior to or during the mediation, then the parties and their counsel have a duty to disclose such information to the mediator and have duty to participate in any screening required by the court.

By participating in mediation, a nonparty participant, as defined by R.C. 2710.01(D), agrees to be bound by this rule and submits to the court's jurisdiction to the extent necessary for enforcement of this rule. Any nonparty participant shall have the rights and duties under this rule attributed to parties except as provided by R.C. 2710.03(B)(3) and 2710.04(A)(2).

9. Termination

If the assigned mediator determines that further mediation efforts would be of no benefit to the parties, he or she shall inform all interested parties and the court that the mediation is terminated using the procedure required by this court.

10. Stay of Proceedings

Upon referral of a case to mediation, the court may elect to stay all filing deadlines for up to 60 days. The clerk of courts shall not accept for filing any documents while a case is in mediation, unless expressly permitted by these rules or by court order.

In the event that the Court elects to stay the proceedings it's shall issue an Order reflecting said stay.

Only the following documents may be filed while a mediation stay is in effect:

- a. Motion to lift the mediation stay;
- b. Response to a motion to lift mediation stay;
- c. Motion or stipulation to dismiss the case; and
- d. Notice related to counsel.

11. Continuances

It is the policy of this court to determine matters in a timely way. Continuances of scheduled mediations shall be granted only for good cause shown after a mutually acceptable future date has been determined. The case may be continued by the Mediation Services Coordinator or the judge or magistrate who referred the case. Except as authorized by the court, the existence of pending motions shall not be good cause for a continuance and no continuance will be granted unless the mediation can be scheduled prior to the final pretrial.

12. Fees and Costs

The court may impose upon the parties fees and costs for mediation. If there is a fee for mediation, unless otherwise agreed by the parties, the mediation fees shall be shared equally. The court may waive fees and costs for an indigent party. Mediation shall not be ordered if a party is indigent, unless the mediation is available at no cost to the party.

13. Attendance; Sanctions

If any individual ordered by the court to attend mediation fails to attend mediation without good cause, the court may impose sanctions, which may include, but are not limited to, the award of attorney's fees and other costs, contempt, or other appropriate sanctions at the discretion of the assigned judge or magistrate.

14. Evaluation, Comments, and Complaints

It is the policy of the court to use mediation to benefit the parties, to assist in reaching a resolution, and to provide a process that is timely, flexible, and maintains the trust and confidence of the people. Any mediation participant may submit written comments, complaints, or feedback regarding the performance of mediators receiving referrals from the court.

RULE 5.12

APPEALS FROM ADMINISTRATIVE AGENCIES

A. Except as otherwise provided by specific rule, statute or court order, in all cases originating in administrative agencies and appealed to this Court, the following briefing schedule shall be followed:

1. The appellant's brief shall be filed within thirty (30) days after the record is filed by the administrative agency;
2. The appellee's brief shall be filed within fourteen (14) days after service of appellant's brief;
3. The appellant may file a reply brief within seven (7) days after service of appellee's brief.

B. This Rule shall not apply to any determinations of the Child Support Enforcement Agency.

CHAPTER 6

JURY USE AND MANAGEMENT

RULE 6.01

ADMINISTRATION OF THE JURY MANAGEMENT RULES

The implementation and oversight of these Rules shall be the responsibility of the Administrative Judge. Oversight shall include, but not be limited to:

A. A periodic review of the jury source list for its appropriateness and sufficiency to meet the demands of the Courts and the ends of justice; and

B. A periodic review of the procedures used in selecting, notifying and utilizing jurors to assure that jurors are being utilized efficiently and without unnecessary inconvenience.

RULE 6.02

GOALS OF THE JURY MANAGEMENT RULES

These Rules are intended to ensure the following:

A. Qualified Defiance, Fulton, Henry or Williams County residents meet their obligation to serve as jurors when summoned;

B. A person will not be excluded from prospective jury service because of improper or illegal discriminatory practices, including, but not limited to, those matters related to race, national origin, gender, sex, or age;

C. Every reasonable accommodation shall be made to secure the comfort and peace of mind of the jurors, including, but not limited to the following:

1. Prospective jurors shall be informed of their duties and responsibilities prior to a call to service;
2. Jurors shall be summoned as necessary for the administration of justice;
3. The Court will attempt to provide special accommodations for prospective jurors with disabilities whenever possible.

RULE 6.03

PROCEDURES FOR OBTAINING ANNUAL JURY LISTS

A. In the month preceding the annual jury year, as determined by the Court from time to time, the Jury Commissioners, pursuant to R.C. 2313.01, shall select such number of prospective jurors as the Court may determine is needed for the following annual jury year by using the key number system pursuant to R.C. 2313.07 - .08. Pursuant to R.C.2313.21(C) the Court authorizes and directs the Jury Commissioners to conduct the drawing of the jurors by the use of automated data processing.

B. Deputy Jury Commissioners are appointed by the Jury Commissioners and approved by the Court and may perform any duties or class of duties which a Jury Commissioner may perform and as assigned to the Deputy by the Jury Commissioners, may administer an oath or affirmation in relation to any matter embraced in R.C. 2313.01 to 2313.47 inclusive.

C. The names of potential jurors shall be randomly obtained from a list provided by the Board of Elections containing the most recent names and addresses of registered voters.

The procedure shall provide for the retention of names of persons selected but not used as jurors, the printing of venires containing the names and addresses of the persons drawn, and reasonable safeguards against unlawful tampering or activation of the automated system.

The list of persons eligible to serve as jurors shall be compiled by the Jury Commissioners and shall be known as the Annual Jury List.

D. The original Annual Jury List shall be certified by the Jury Commissioners and filed in the office of the Clerk of Common Pleas Courts. The Jury Commissioners may, by order of the Court, add to said list or enter on a supplementary list the names of persons who shall thereafter be qualified to serve as jurors.

RULE 6.04

PROCEDURES FOR SUMMONING JURORS

A. Appropriate management techniques shall be used to adjust the number of individuals summoned for jury duty and the number assigned to jury panels.

B. The Jury Commissioners shall once a year, randomly draw from the annual jury list the names of sufficient jurors to satisfy the needs of the Court for the subsequent term. The names selected shall be divided into a grand jury list and a list of sufficient number of prospective jurors for each four (4) month period during the term.

C. The Jury Commissioners over the signature of the Defiance, Fulton, Henry or Williams County Sheriff shall notify by ordinary mail prospective jurors of their selection for jury service and their requirement to respond. The notice to prospective jurors shall specify the four (4) month period for which the juror was selected and inform the prospective juror that a subsequent notice will be sent seven (7) days before the prospective juror will actually have to appear at the Court. Each prospective juror shall receive a Juror "Dear Citizen Letter," Sheriff's Summons, Juror Questionnaire with an Excuse/Postponement Form duplexed on the back, and a return envelope, to be completed and returned within ten (10) days to the Jury Commission Office. The Juror Questionnaire shall be reasonably understandable by an individual unfamiliar with the legal and jury systems and shall request information appropriate for the purpose of voir dire.

The prospective jurors shall be given a telephone number to obtain answers to any questions and trial verification number to use the day before the juror's court appearance.

The questionnaires may be provided to counsel prior to trial. The questionnaires shall not be duplicated by counsel and shall be returned to the Court upon completion of jury selection.

The questionnaires shall not be disclosed as public records (*State Ex Rel. Blankenship v. Baden, Clerk, et.al.*, 115 Ohio App.3d 127).

D. Notice shall be sent by the Jury Commissioners before a scheduled trial with the date, time and location of the juror's required attendance at the Court, parking facilities, and telephone access.

E. Departures from the random selection procedures may occur only when by reason of challenges or other causes, not enough jurors to make up a jury panel are present. Talesmen then may be summoned for said panel until the deficiency is made up. Further, the Court may defer a prospective juror called for service to a date or dates certain if it is found that requiring the prospective juror to serve when initially called would create a substantial hardship.

F. Persons summoned for jury service shall be paid a reasonable fee for each one-half or full day.

G. Following each jury trial and period of Grand Jury service, the Court shall notify the Jury Commissioners of those who have served on a trial jury or Grand Jury whose names will then be deleted from potential jury service through the next calendar year following their period of service.

RULE 6.05

**EXCUSES AND DEFERRALS FROM JURY
SERVICE**

A. The only excuses from jury service are those set forth in the statute and pursuant to R.C.2313.16.

B. Eligible persons who are summoned for jury service may be excused from jury service upon presenting a letter from a physician stating the reason why the individual is not mentally or physically capable of jury service.

C. In the event a juror believes an unusual continuing hardship to themselves or others may occur unless they are excused or deferred from jury service, a prospective juror shall file a written request with the Court. The Court may grant the request for excuse or deferral after review of the written request.

RULE 6.06

VOIR DIRE

A. To reduce the time required for voir dire, returned jury questionnaires will be available to counsel of record or self-represented litigants prior to the day of jury selection. All prospective jurors should be questioned and all challenges should be disposed of by the Court.

B. The trial court may give the jurors preliminary instructions before the voir dire examination.

C. The trial court shall conduct a preliminary voir dire examination and then counsel shall be permitted to question the panel for a reasonable period of time set by the Court. To ensure that the privacy of prospective jurors is reasonably protected, voir dire regarding personal or sensitive matters may be conducted in camera.

RULE 6.07

SATISFACTION OF JURY SERVICE OBLIGATION

Once a juror has completed four (4) months of being on call for jury service or has served as a juror, the juror is discharged of all obligations for the balance of that jury year. A person who has served on a jury, in a jury trial, or as a member of the Grand Jury in any Court of the State is thereafter prohibited from jury service through the calendar year following the day of his/her last service pursuant to R.C. 2313.34.

RULE 6.08

PROSPECTIVE JUROR PRIVACY

A. To preserve the privacy and confidentiality of prospective jurors, when deemed advisable by the Court, lists of potential jurors submitted to counsel may be identified only by number, and other identifying data, i.e. telephone numbers, addresses, etc., may be withheld and sealed. Counsel shall make no copies of Juror Questionnaires and shall return said questionnaires to the Court upon completion of jury selection.

B. The Court may order that identifying data of prospective jurors and information contained on Juror Questionnaires provided counsel shall not be disclosed by counsel to litigants, defendants, or others not directly associated with counsel's professional office.

C. This Rule shall apply to both potential grand and petit jurors.

CHAPTER 7

[Reserved]

CHAPTER 8

[Reserved]

CHAPTER 9

[Reserved]

CHAPTER 10

RULES APPLICABLE IN ALL DOMESTIC RELATIONS CASES

RULE 10.01

MANDATORY AFFIDAVITS

A. In all cases in which allocation of parental rights for minor child(ren) may be involved, a DR 3 form (Parenting Proceeding Affidavit) and IV-D Application for Child Support Services (Schedule E) shall be filed at the time of the complaint or any other pleading requesting the allocation of parental rights and responsibilities for minor child(ren). No case involving the allocation of parental rights and responsibilities for minor child(ren) may be filed without a DR-3 form and a IV-D Application.

B. In all actions for dissolution, the parties shall file a petition for dissolution, separation agreement and a waiver of entry of appearance and service of summons. Completed DR-1 (Affidavit of Income and Expenses) and DR-2 (Affidavit of Property) forms signed by both parties shall be filed in all dissolutions. If there are minor children, the parties shall file Child Support Guidelines, IV-D Application for Child Support Services, DR-3 (Parenting Proceeding Affidavit) and DR-4 (Health Insurance Affidavit).

C. In all actions for divorce, annulment and legal separation, the party bringing the action shall file their DR-1 and DR-2 forms with their complaint. If there are minor children, Plaintiff shall also file a IV-D Application for Child Support Services, DR-3 and DR-4 forms. Within time allotted for response, the responding party shall also file the applicable DR forms.

D. The responding party shall file a DR-1 form with his or her answer, response, objections to *ex parte* orders, counterclaims or counter-motions. If the responding party does not file a response, (s)he must file a DR-1 form at least ten (10) days prior to a hearing on temporary

orders or a scheduled mediation or at least sixty (60) days prior to a pretrial or the final hearing, whichever is earlier. A DR-1 form shall be updated prior to any further pretrial, final hearing or trial, when necessary to correct or complete any information previously provided. Failure to provide or update the information required by the DR-1 form may result in the Court's acceptance of the party's information provided on the DR-1 form as filed, as well as other available sanctions for failure to provide discovery. However, the Court may modify these time limitations for good cause shown.

E. All Affidavits referred to herein are attached under Appendix G and can also be located online at <https://www.supremecourt.ohio.gov/JCS/CFC/DRForms/>.

RULE 10.02

COURT SCHEDULES

A. Included within these Rules are Appendix A (“Age Appropriate Parenting Access Plans”), Schedule A (“Parenting Time Guidelines for Travel Distances Under 150 Miles one Way”), Schedule B (Long Distance Parenting time Guidelines for Travel Distances Over 150 Miles One Way”), Schedule C (“Maintenance of Insurance and Payment of Extraordinary Expenses for Minor Children”), Schedule D (“provision of Health Insurance for Minor Children”), and Schedule E (“Application for Child Support Services”).

B. Understanding that each family is best served by developing its own parenting plan, parties are encouraged to create their own parenting plans in accordance with the factors set out in ORC §3109.04, as enhanced by considerations regarding the best interest of children in Appendix A. If the parties are unable to create their own parenting plans, the Court will consider those factors in creating a parenting plan for the family. Nevertheless, unless orders are issued to the contrary, Schedules A or B shall be deemed the minimum parenting time schedule in any case in which a schedule is not otherwise specified.

C. Included within these Rules are Schedule A (“Parenting Time Guidelines for Travel Distances Under 150 Miles One Way”), Schedule B (“Long Distance Parenting Time Guidelines for Travel Distances Over 150 Miles One Way”), Schedule C (“Maintenance of Insurance and Payment of Extraordinary Expenses for Minor Children”), Schedule D (“Provision of Health Insurance for Minor Children”) and Schedule E (“Application for Child Support Services”).

D. In any case in which there are minor child(ren), orders shall issue regarding the parties' responsibility to provide health insurance for the child(ren) and for payment of those health related expenses for the children) not paid by insurance coverage. Schedule C sets out the standard Court order for insurance and payment of expenses and will be adopted by the Court unless a different order is submitted by the parties and approved by the Court. Schedule D sets out requirements for provision of health insurance and shall be completed and attached to the judgment entry filed in every case in which there are minor children or, in the alternative, appropriate language as set out within Schedule D may be incorporated in the judgment entry.

E. At such time as a child support order is issued by the Court, Schedule E shall be completed with the original forwarded by the Clerk of Courts to the Child Support Enforcement Agency and a copy filed in the family file.

F. Solely for the purpose of calculating child support under the Ohio child support guideline, the adoption of Schedule A (Parenting Time Guidelines for Travel Distances Under 150 Miles One Way) shall meet the ninety (90) day overnight requirement for deviation as required by statute. The adoption of Schedule B (Parenting Time Guidelines for Travel Distances Over 150 Miles One Way) shall meet the ninety (90) day overnight requirement for deviation as required by statute, unless otherwise indicated by court order.

RULE 10.03

FAMILY FILE

A. Documents filed in any case containing sensitive personal information shall be kept in a separate family file to be maintained by the Clerk of Courts in such manner and in such location as the Clerk deems appropriate.

B. The family file shall contain the following items:

1. The parties' DR-1, DR-2 and DR-3 affidavits and attachments thereto;
2. Tax returns;
3. Reports of psychological or custody evaluations;
4. Medical reports;
5. Reports of supervised parenting time or supervised parenting time exchanges;
6. Reports of a home study evaluator or Guardian ad Litem;
7. Reports of medical or drug testing;
8. Copy of Application for Child Support Services (IV-D);
9. Letters to the Court from the parties, the child(ren) and/or other individuals;
10. Other items as directed by the Court.

C. Upon motion of any party or upon the Court's own motion, other documents containing sensitive personal information may be ordered to be kept in the family file. If there are documents which are to be filed in the "public file" containing social security numbers or any other individual identifying information, the same shall be redacted on those documents in the "public file."

D. The "public file" shall contain, in place of the document contained in the family file, a Notice of Filing prepared by the Clerk of Courts reflecting the filing of the document maintained in the family file and the date thereof (e.g., "Notice is hereby given that on *[date]*

of filing] a *[name of document]* was filed by *[person or party filing document]*, which shall be maintained in the Family File”).

E. In the event that the Court conducts an *in camera* interview of any child, upon request of any party or in its own discretion, the Court shall hold said recording or transcript of the recording in a separate file. The recording shall not be made available to either party or counsel without Court approval. A transcript of said recording shall only be made available to counsel or the parties after the filing of Objections to a Magistrate’s Decision to the Court or an appeal to the Court of Appeals.

F. Contents of the family file may be inspected and reviewed by the following individuals in the performance of their duties or as the Court may direct:

1. Parties;
2. A party’s attorney of record;
3. County’s CSEA counsel;
4. Mediators appointed to a case;
5. Court personnel;
6. Guardians Ad Litem appointed to a case;
7. Home investigators appointed to a case;
8. Parenting coordinators appointed to a case.

Other individuals may request to inspect and review the contents of the family file by filing a motion. Any person who copies the contents of the family file, posts on social media or other mediums or discloses all or portions of the family file to another person, without prior approval, shall be subject to Court action including penalties for contempt which include incarceration and fines.

RULE 10.04

TEMPORARY RESTRAINING ORDERS AND *EX PARTE* ORDERS

A. Upon commencement of an action for divorce, annulment, or legal separation, the Court shall issue a preliminary injunction enjoining both parties from engaging in certain actions as delineated in Court Order No. 1 (Preliminary Injunction).

B. Applications for *ex parte* orders relating to the allocation of parental rights, child support, spousal support, or for sole and exclusive use of the marital residence shall contain the following information:

1. The basis for the claimed exigent circumstance which requires the issuance of an *ex parte* order. The factual basis of said exigent circumstances shall be supported by an affidavit sworn to by the requesting party;
2. A statement by counsel as to the efforts made to contact either opposing counsel or, if unrepresented, the opposing party or, in the alternative, the reason why opposing counsel or the unrepresented party should not be given notice;
3. All *ex parte* orders shall advise the opposing party of the right to request a hearing and shall contain the following language in bold print:

The Court has made this order solely upon the evidence provided by _____. You may request a hearing on this matter. You have the right to counsel and should have counsel present with you at any hearing. This is a temporary order and the Court will review all the evidence of the parties at any requested hearing.

C. Upon a filing for a request for hearing by the enjoined party, the court shall schedule a hearing on the merits within ten (10) days. In the event no request for hearing is received, the court shall schedule a hearing within three (3) weeks from the date of service.

D. All motions shall be submitted for consideration to the assigned judge or magistrate unless the assigned judge or magistrate is unavailable to address the matter in a timely manner.

RULE 10.05

SELF-REPRESENTED LITIGANTS

A. All pleadings filed by self-represented litigants shall first be reviewed by the Judge, Magistrate or his/her designee before being time-stamped by the Clerk.

B. To assist in the prompt and efficient administration of justice, the Court may require self-represented litigants to attend a free pro se clinic (copy costs may apply) before filing any documents with the Clerk of Courts. Please contact the Court's Designee at the following telephone number to make arrangements to attend the Clinic:

Defiance County – 419-782-5931

Fulton County – 419-337-9260

Henry County – 419-599-5951

Williams County – 419-636-2644

CHAPTER 11

PARENTING PROGRAMS

RULE 11.01

ATTENDANCE AT PARENTING PROGRAM

A. **Attendance.** Parties to any action in which the allocation of parental rights and responsibilities for their child(ren) is being considered shall attend a parenting program as designated by the County within seventy-five (75) days after filing a complaint or motion initiating the action, or within such time as established by the Ohio Supreme Court, unless the same is waived by the Court or a court-approved substitute program is completed.

B. **Fee.** If a party completes the parenting program in the county in which the case is filed, the cost of the class shall be paid from the court cost deposit made in the case. If a party is permitted to complete the program at another location or on-line as outlined in (C) below, the party shall directly pay the cost of the program at the time of attendance.

C. **Parenting Program Online.** The Court will consider allowing online attendance under certain circumstances, including but not limited to a language barrier, an out-of-state party, a handicap precluding participation, or proof of financial hardship. Any request to attend an online parenting program shall be made to the Assignment Commissioner in writing. If online attendance is allowed by the Court, written confirmation will be returned to the party. The class can be accessed at the following website: <http://assistingourkids.com>.

D. **Sanctions.** Any litigant failing to complete the session within seventy-five (75) days of the filing of the original pleading, or within such time as established by the Ohio Supreme Court, may not be eligible to receive any allocation of parental rights. In the event that

no party to the action completes the session within the prescribed time, the action will be dismissed for want of prosecution.

Unexcused absence from a scheduled session shall result in a Ten Dollar (\$10.00) rescheduling fee being charged, which shall be assessed as additional Court costs as established in Appendices B-1 (Defiance County), B-2 (Fulton County), B-3 (Henry County) and B-4 (Williams County).

RULE 11.02

ATTENDANCE AT HOW TO RAISE THE BEST CHILDREN POSSIBLE PROGRAM

A. Parties to any action in which the allocation of parental rights and responsibilities for their child(ren) is being considered may, by Court order, be required to attend the How to Raise the Best Children Possible Program, if the same is available in the county in which the action is pending. The Court may make an order to attend the program (see "Court Order 4") when one or more of the following factors are present:

1. The parents have serious on-going disagreements about the implementation of an order for the allocation of parental rights and responsibilities and/or parenting time;
2. There is a history of extreme or ongoing parental conflict which has been undeterred by previous litigation or other interventions and from which the children are suffering;
3. The parents have very young child(ren) whose parenting time schedule will require frequent adjustment to maintain age-appropriate contact with both parents and the parents have been previously unable to reach agreements on their parenting time schedule without Court intervention;
4. The parents have child(ren) with medical or psychological conditions or disabilities which require frequent decisions regarding treatment or frequent adjustments in parenting time schedules and the parents have been previously unable to reach agreements without Court intervention;
5. One or both parents suffer from mental or psychological condition(s) or disability(s) which have resulted in an inability to reach agreements or make adjustments in the parenting time schedule, even when minor in nature, without assistance;
6. A parenting coordinator has been or will be appointed in the case.

RULE 11.03

ATTENDANCE AT WHAT ABOUT ME PROGRAM

A. Parties to any action in which the allocation of parental rights and responsibilities for their child(ren) between the ages of five through seventeen, inclusive, is being considered shall be required to attend the What About Me Program if the same is available in the county in which the action is pending. The Court may make an order to attend the program (see "Court Order #9").

B. **Fee.** The fee for attendance at the What About Me class is the rate set forth in Appendices B-1 (Defiance County), B-2 (Fulton County), B-3 (Henry County) and B-4 (Williams County). This fee shall be collected in the Court cost deposit and the Clerk shall disburse these costs when ordered by the Court.

C. **Attendance.** Attendance at What About Me shall be mandatory. The Court may impose appropriate sanctions on the parties as outlined in Rule 11.01 for failure to comply.

CHAPTER 12

CHILD SUPPORT

RULE 12.01

ORDERS FOR CHILD SUPPORT

A. All orders for child support shall contain the full names of both parties. The Application for Child Support Services ("Court Schedule E") must be filed with any child support order. The original of the Application shall be forwarded to the Child Support Enforcement Agency by the Clerk of Courts, together with a copy of the child support order. A copy of the Application shall be filed in the family file.

B. Unless:

1. a child is mentally or physically disabled and is incapable of supporting or maintaining himself or herself and the Court has made other appropriate orders for the duration of the support of the child; or
2. the child(ren)'s parents have agreed to continue support beyond that time required by law pursuant to a separation agreement that was or is incorporated into a decree of divorce or dissolution.

All orders establishing or modifying a child support order shall contain the following language:

Pursuant to Ohio Revised Code §3119.86, this child support order will remain in effect beyond the age of eighteen (18) as long as the child continuously attends any recognized and accredited high school on a full time basis. Support will continue during seasonal vacations until the order terminates. Nevertheless, no current obligation for support will remain in effect beyond the child's attainment of the age of nineteen (19) subject to the continuing jurisdiction of the Court. In the event the child is not attending an accredited high school, support will terminate upon the child's eighteenth (18th) birthday.

C. All Orders establishing or modifying a child support order shall contain the following information, as required by Ohio Statute which requirements may change periodically.

1. The name, date of birth and social security number (last four digits) of the support obligee;
2. The name, date of birth and social security number (last four digits) of the support obligor;
3. The guideline child support amount;
4. The overnight parenting time deviation. For purposes of calculation of child support per the guidelines, the adoption of Schedule A (Parenting Time Guidelines for Travel Distances Under 150 Miles One Way) shall meet the ninety (90) day overnight requirement for deviation as required by statute. The adoption of Schedule B (Parenting Time Guidelines for Travel Distances Over 150 Miles One Way) shall meet the ninety (90) day overnight requirement for deviation as required by statute, unless otherwise indicated by court order.
5. Other deviation factors;
6. Arrearages;
7. The method to secure support payments;
8. Duration and termination of support and required Notices;
9. Health insurance coverage, including availability of private health insurance coverage and health insurance obligor;
10. Cash medical support and payment of children's medical expenses.

D. A copy of the worksheet shall be attached to all orders establishing or modifying a support obligation, including temporary orders.

E. All Court orders modifying a child support obligation shall be effective the date of the filing of the motion to modify, unless otherwise agreed to by the parties or otherwise ordered by the Court. In cases in which an administrative modification is adopted by the Court, unless otherwise ordered, the effective date shall be as set forth in the administrative determination.

F. All final orders shall state whether any arrears accruing from temporary orders for support shall be carried forward. Failure to specifically reserve the carryover of arrears shall result in those arrears being waived.

G. All orders establishing or modifying a child support obligation shall contain a certificate of service certifying that a file-stamped copy of the judgment entry has been provided to the county Child Support Enforcement Agency.

RULE 12.02

TERMINATION OF CHILD SUPPORT ORDERS

A. In the event the Child Support Enforcement Agency determines, upon investigation, that a child support order should terminate, it shall take the following actions:

1. Notify the obligor and the obligee, under the order, of the results of the investigation, as required by the Ohio Revised Code;
2. Submit the results of the investigation and any administrative decisions therefrom to the Court after all administrative remedies have been exhausted and either the administrative decision has become final or one or both of the parties have requested a Court hearing objecting to the administrative decision;
3. Issue administratively, or submit to the Court, an order impounding any funds received pursuant to the order that was under investigation if there are no remaining child(ren) and no child support arrearage of record and the agency determines that an order impounding any funds received for the child(ren) pursuant to the child support order is necessary to avoid excess payment by the obligor.

B. Any excess amount paid by the obligor shall be considered as a child support credit towards any ongoing obligation. If there is no ongoing obligation and no arrearage to be repaid, said excess funds shall be refunded to the obligor.

RULE 12.03

QUALIFIED MEDICAL SUPPORT ORDER

At the request of either party or in the discretion of the Court, a qualified medical support order shall issue. When preparing said order, "Court Order #3," as included within these Rules, may be used.

RULE 12.04

DETERMINATION OF HEALTH INSURANCE PROVIDER

In accordance with Ohio Revised Code 3119.30, every support order shall include a determination of the person or persons responsible for health care of children, to include an appropriate order for provision and maintenance of health insurance for the minor child(ren) of the parties. No court order shall specify the provision of Medicaid by either party as satisfying this requirement. If not contained in the body of the support order in substantially similar form, schedules C and D shall be completed and included in every support order issued by the Court.

CHAPTER 13

GUARDIAN *AD LITEM*

RULE 13.01

GUARDIAN *AD LITEM* IN DOMESTIC RELATIONS CASES

A. When requested by a party or upon the Court's own motion, a Guardian *ad Litem* shall be appointed to assist the court in its determination of the best interest of a child. The appointment as Guardian *ad Litem* shall remain in effect until the final entry is filed in the proceedings, unless the Guardian *ad Litem* is sooner discharged by order of the court. Rules 48 – 48.07 of the Rules of Superintendence for the Courts of Ohio are hereby adopted as rules of the Court. The Guardian *ad Litem* shall strictly comply with those rules in performance of his/her duties, and all additional requirements set forth in this rule.

B. A Guardian *ad Litem* may be an attorney, a qualified volunteer, or a court appointed special advocate (CASA) whenever one is available, and the appointment is appropriate.

C. An order of appointment shall be issued when a Guardian *ad Litem* is appointed by the Court, as provided in the form attached to these Rules as "Court Order #2," issued pursuant to Rule 48.02(A) of the Ohio Rules of Superintendence, which shall include, but not be limited to, the items set in Sup.R. 48.02(A) and the following:

1. The requirement that the Guardian *ad litem* report, when issued shall contain the following language in bold print:

This report is being provided to the Court, unrepresented parties, and legal counsel of record. If you are an attorney, you may share its contents with your client. However, any other disclosure of the report must be approved *in advance* by the Court. Unauthorized disclosure of the report in any fashion through any means including, but not limited

to, copying the report, posting it or any portion of it on social media or other mediums, or disclosing all or portions of the report to another person, without prior approval, may be subject to Court action including penalties for contempt, which include incarceration and fines.

2. The requirement that the Guardian *ad Litem*, when providing the report to unrepresented parties and legal counsel of record attach a cover sheet entitled **NOTICE** which sets out the language required above in subparagraph 2 in bold print in 22-point font or larger.

D. For all non-indigent cases, in which an attorney is appointed, the fees shall be in accordance with the rate stated in the entry.

E. For any case in which a qualified volunteer is appointed, unless otherwise ordered, he or she shall be reimbursed for his or her expenses (e.g., mileage, telephone calls, etc.) by the parties pursuant to orders made by the Court.

F. The Guardian *ad Litem* shall be considered a party to the proceeding and, as such, shall have full access to court records and shall have the right to obtain court records and any agency personnel or records, including but not limited to law enforcement, physicians, physical and mental health professionals, educational facilities, other professionals, or an individual who may provide information the Guardian *ad Litem* believes to be relevant to the best interest of the child(ren). An attorney Guardian *ad Litem* or an attorney for a Guardian *ad litem* shall have the right to subpoena any individual or entity for any reasons allowed under the Ohio Rules of Civil Procedure. In the event the Guardian *ad Litem* is an attorney at law, the Guardian *ad Litem* shall be entitled to participate in the hearing in the same manner as counsel.

If the Guardian *ad Litem* is not an attorney, pursuant to Sup.R. 48.03(A)(10), the Guardian *ad Litem* may request the appointment of counsel to file pleadings, motions, and other documents as appropriate and call, examine, and cross-examine witnesses pursuant to the applicable rules of procedure. Upon such a request being made, the Court shall take action as it

deems necessary.

In the alternative, if the Guardian *ad Litem* is not an attorney, the Guardian *ad Litem* may prepare written questions the Guardian *ad Litem* wishes to address to the parties or other witnesses. The written questions shall be submitted to the Court. The Court shall determine what questions shall be proffered to the parties or witnesses. The Court will examine the parties and witnesses as to those questions.

G. Pursuant to Sup. R. 48.06, a written report shall be prepared by the Guardian *ad Litem* and filed with the Court not less than seven (7) days before the final hearing and, in abuse, neglect, dependency, unruly and delinquency cases, not less than seven days prior to any initial dispositional hearing, permanent custody hearing, and any hearing upon a motion requesting a change in disposition. Each report shall contain the language referred to above in paragraph (C)(2) of this rule in the body of the report. The report shall be provided by the Guardian *ad Litem* to unrepresented parties and legal counsel of record. Counsel may share the contents of the report with their clients. In addition, the Guardian *ad Litem* shall attach the cover sheet required above in Paragraph (C)(3) to the report when providing it to parties or counsel.

H. A Guardian *ad Litem* shall file his/her report with the Clerk of Courts to be placed in the family file. At the time the report is submitted for filing, the Clerk shall file a Notice in the public file stating the date that the Guardian *ad Litem* report has been filed. A volunteer Guardian *ad Litem* shall submit his/her reports to the Court with instructions as to distribution. The Court shall be responsible to distribute to the attorneys and unrepresented parties per instructions provided by volunteer Guardian *ad Litem*.

I. The Court will impose sanctions of contempt upon any person who disseminates the report in whole or in part, to any individual who has not been pre-approved to receive the report. No individual shall be permitted to place the content of the report on any form of social

media.

J. The Guardian *ad Litem* shall be served with copies of all pleadings and shall be provided notice of all hearings. All judgment entries shall be submitted to the Guardian *ad Litem* for approval.

K. The Courts that are subject to these local rules shall jointly maintain a public list of approved Guardians *ad Litem* while maintaining individual privacy pursuant to Sup.R. 44 through 47. Upon application to be appointed as a Guardian *ad Litem* submitted through any one of the Courts subject to this local rule, each prospective appointee shall indicate in which counties and in which courts he or she is willing to accept Guardian *ad Litem* appointments. To obtain the list of the approved Guardians *ad Litem*, the public may contact the Guardian *ad Litem* Coordinator of any one of the Courts.

L. Once a Guardian *ad Litem* has been approved and added to the list of approved Guardians *ad litem*, the court shall ensure an equitable distribution of appointments of those approved Guardians *ad litem*. The distribution of appointments shall be made in an objectively rational, fair, neutral, and nondiscriminatory manner among substantially all persons from the list. Nevertheless, the court may consider the complexity of the issues, parties, counsel, and the children involved, as well as the experience, expertise, and demeanor of available Guardians *ad litem* when making appointments. The court will consider reappointment of the same Guardian *ad litem* for a specific child in any subsequent case determining the best interest of the child.

M. Guardians *ad litem* may be eligible for inclusion on the approved list of Guardians *ad litem* upon providing the following documentation to the Court:

- For attorney Guardians *ad litem*, a copy of his or her malpractice insurance cover sheet, indicating current malpractice coverage.
- For attorney Guardians *ad litem* trained on or before December 31, 2020, proof of completion of the required 6-hour preservice education. For those on the list on or

after January 1, 2021, proof of completion of the required 12-hour preservice education.

- For Court Appointed Special Advocate (CASA) Guardians *ad litem*, proof of completion of the required education to become a CASA.
- For all applicants, a resume or information sheet setting forth the applicant's training, experience, and expertise demonstrating the ability of the applicant to successfully perform the responsibilities of a Guardian *ad litem*.
- For CASA Guardians *ad litem*, a copy of the criminal and civil background check and investigation of information relevant to the fitness of the applicant collected by the Northwest Ohio CASA program.
- For attorney Guardians *ad litem*, a statement of good standing from the Ohio Supreme Court.
- Annual documentation indicating compliance with pre-service and continuing educational requirements.
- Annual certification by each Guardian *ad litem* that he or she is unaware of any circumstances that would disqualify them from serving.

N. Upon receipt of the information set forth above in paragraph N, each Court shall maintain files for all applicants and for individuals approved for appointment as Guardians *ad litem* with the court. The files shall contain all records and information required by Sup. R. 48 through 48.07 and by this rule for the selection and service of Guardians *ad litem*, including a certificate or other satisfactory proof of training requirements and a written record of the nature and disposition of any comment or complaint made regarding the Guardian *ad litem*.

O. Each court shall annually conduct a review of its list of Guardians *ad litem* to determine compliance with the training and education requirements of this rule and of Sup. R. 48 through 48.07, whether a Guardian *ad litem* has performed satisfactorily on all assigned cases during the preceding calendar year, and whether he or she is otherwise qualified to serve. If a court determines that an individual is no longer qualified to serve as a Guardian *ad litem*, he or she shall be removed from the list of approved Guardians *ad litem* and shall not be eligible for any new appointments until he or she has cured the issue resulting in disqualification. Nevertheless, the court shall have the discretion to continue a current Guardian *ad litem* appointment pursuant to Sup. R. 48.05(B).

P. Each court shall accept written comments and complaints regarding Guardians *ad litem*. If comments or complaints are received, they shall be directed to the Guardian *ad litem* coordinator in the appropriate court and to the administrative judge of the court who may, at his or her discretion, take immediate action, if deemed necessary. If immediate action is not deemed necessary, the following actions shall be taken:

- Upon receipt of a comment or complaint, a copy thereof shall be provided to the Guardian *ad litem* who is the subject of the comment or complaint and he or she shall be allowed to respond to the Guardian *ad litem* coordinator regarding the comment or complaint made. The Guardian *ad litem* coordinator may make further investigation regarding the comment or complaint as he or she deems necessary.
- At the conclusion of any investigation, the comment and complaint, any response of the Guardian *ad litem*, and the findings of the investigation shall be provided by the Guardian *ad litem* coordinator to the administrative judge of the court for consideration and appropriate action. Under any circumstances, the disposition of any comment or complaint shall be completed within one month after the comment or complaint is received.
- Once a disposition is made, the Guardian *ad litem* coordinator shall notify the person who made the comment or complaint and the Guardian *ad litem* of the disposition.

CHAPTER 14
ALTERNATIVE DISPUTE RESOLUTION

RULE 14.01

MEDIATION

A. Ohio Uniform Mediation Act:

Defiance, Fulton, Henry and Williams County Common Pleas Courts (hereinafter the Court) incorporates by reference the R.C. 2710 "Uniform Mediation Act" (UMA).

B. Cases Eligible for Mediation:

1. General: The Court has discretion to encourage parties to use mediation in any civil action filed in this Court. A case may be submitted to mediation as provided in this rule. The Court may issue an order on its own motion, upon the motion of counsel, upon the request of a party, or upon referral by the mediator.

2. Exceptions: Mediation is prohibited in the following:

- a) As an alternative to the prosecution or adjudication of domestic violence;
- b) In determining whether to grant, modify, or terminate a protection order;
- c) In determining the terms and conditions of a protection order;
- d) In determining the penalty for violation of a protection order.

3. Nothing in this division shall prohibit the use of mediation in a subsequent divorce or custody case, even though that case may result in the termination of the provisions of a protection order; or in a juvenile Court delinquency case, even though the case involves juvenile perpetrated domestic violence.

C. Confidentiality

1. General: All mediation communications related to or made during the mediation process are subject to and governed by the Uniform Mediation Act. Mediation communications are confidential, and no one shall disclose any of these communications unless all parties and the mediator consent to disclosure. This Court may impose penalties for any improper disclosures made in violation of this rule. Disputes regarding

confidentiality should first be addressed with the mediator or mediation department where possible.

By participating in mediation, a nonparty participant, as defined by R.C. 2710.01(D), submits to the Court's jurisdiction to the extent necessary for enforcement of this rule. Any nonparty participant shall have the same rights and duties under this rule as are attributed to parties, except that no evidence privilege shall be expanded.

2. Exceptions: All mediation communications are confidential with the following exceptions:

- a) Parties may share all mediation communications with their attorneys;
- b) Certain threats of abuse or neglect of a child or an adult;
- c) Statements made during the mediation process to plan or hide an ongoing crime; and
- d) Statements made during the mediation process that reveal a felony.

D. Referral to Resources

The Northwest Ohio Court Mediation Services (hereinafter Mediation Service) will maintain information for the public, mediators, and other staff as appropriate. The information will include:

1. Attorney referral contact information;
2. Information regarding children's services; and
3. Resource information for local domestic violence prevention, counseling,
4. substance abuse and mental health services.
5. Optional Provisions

E. Mediator Training and Education

A mediator shall meet the qualifications of and comply with all training requirements of Sup.R.16.23 and adopted pursuant to Sup. R. 16.22 governing mediators and mediation.

F. Mediator Selection and Assignment

The following methods may be used to select a mediator for the case:

1. Unless stated otherwise all cases will be referred to the Mediation Service;
2. Specific appointments may be made by the Court taking into consideration the qualifications, skills, expertise, and caseload of the mediator in addition to the type,

complexity, and requirements of the case. If a specific selection is to be made, the Court will advise the Mediation Service who shall pay mediation fees out of contract mediator funds. If there are insufficient funds available the Mediation Service shall immediately inform the Court and further Orders as to payment shall be made.; and

3. Parties may request leave to select a mediator without guidance from the Court. The Court shall not be responsible for the quality of a mediator selected by the parties without guidance from the Court and who does not meet the qualifications, education, and training requirements set forth in section five above. Should the parties select their own mediator they shall be responsible for all mediation costs.

G. Procedures

In accordance with all applicable provisions of this rule, if a case is deemed appropriate by the Court (if the mediator is selected by the Court) or by the Mediation Services for mediation, mediation may be scheduled.

A mediator may meet with the parties individually prior to bringing the parties together for any reason including, but not limited to, further screening. A mediator may schedule multiple mediation sessions, if necessary and mutually acceptable for the resolution of the issues in part or in their entirety.

H. Party/Nonparty Participation

Parties to informal cases, such as pre-filing or diversion, may voluntarily attend mediation sessions.

Parties who are ordered to mediation in formal cases shall attend scheduled mediation sessions. The Court may order parties to return to mediation at any time in formal cases.

If counsel of any party to the mediation becomes aware of the identity of a person or entity whose consent is required to resolve the dispute, but has not yet joined as a party in the pleadings, they shall promptly inform the mediator, as well as the assigned judge or magistrate.

If the opposing parties to any case are 1) related by blood, adoption, or marriage; 2) have

resided in a common residence; or 3) have known or alleged domestic violence at any time prior to or during the mediation, then the parties and their counsel have a duty to disclose such information to the mediator and have duty to participate in any screening required by the Court.

By participating in mediation, a nonparty participant, as defined by R.C. 2710.01(D), agrees to be bound by this rule and submits to the Court's jurisdiction to the extent necessary for enforcement of this rule. Any nonparty participant shall have the rights and duties under this rule attributed to parties except as provided by R.C. 2710.03(B)(3) and 2710.04(A)(2).

I. Termination

If the assigned mediator determines that further mediation efforts would be of no benefit to the parties, he or she shall inform all interested parties and the Court that the mediation is terminated using the procedure required by this Court.

J. Stay of Proceedings

Upon referral of a case to mediation, the Court may elect to stay all filing deadlines for up to 60 days. The clerk of Courts shall not accept for filing any documents while a case is in mediation, unless expressly permitted by these rules or by Court order.

In the event that the Court elects to stay the proceedings it's shall issue an Order reflecting said stay.

Only the following documents may be filed while a mediation stay is in effect:

1. Motion to lift the mediation stay;
2. Response to a motion to lift mediation stay;
3. Motion or stipulation to dismiss the case; and
4. Notice related to counsel.

K. Continuances

It is the policy of this Court to determine matters in a timely way. Continuances of scheduled mediations shall be granted only for good cause shown after a mutually acceptable future date has been determined. The case may be continued by the Mediation Services

Coordinator or the judge or magistrate who referred the case. Except as authorized by the Court, the existence of pending motions shall not be good cause for a continuance and no continuance will be granted unless the mediation can be scheduled prior to the final pretrial.

L. Fees and Costs

The Court may impose upon the parties fees and costs for mediation. If there is a fee for mediation, unless otherwise agreed by the parties, the mediation fees shall be shared equally. The Court may waive fees and costs for an indigent party. Mediation shall not be ordered if a party is indigent, unless the mediation is available at no cost to the party.

M. Attendance; Sanctions

If any individual ordered by the Court to attend mediation fails to attend mediation without good cause, the Court may impose sanctions, which may include, but are not limited to, the award of attorney's fees and other costs, contempt, or other appropriate sanctions at the discretion of the assigned judge or magistrate.

N. Evaluation, Comments, and Complaints

It is the policy of the Court to use mediation to benefit the parties, to assist in reaching a resolution, and to provide a process that is timely, flexible, and maintains the trust and confidence of the people. Any mediation participant may submit written comments, complaints, or feedback regarding the performance of mediators receiving referrals from the Court.

RULE 14.02

NEUTRAL EVALUATION

A. Definitions

1. Evaluator

“Evaluator” means an individual who conducts a neutral evaluation.

2. Neutral evaluation

“Neutral evaluation” means a process in which the parties to a dispute present their claims or defenses and describe the principal evidence on which their claims or defenses are based to a neutral third party who then shares impressions about the strengths and weaknesses of each matter.

3. Neutral evaluation communication

“Neutral evaluation communication” means a statement, whether oral, in a record, verbal or nonverbal, that occurs during a neutral evaluation session or made for purposes of considering, conducting, participating in, continuing, or reconvening a neutral evaluation session.

B. General Provisions

1. Referrals. All cases on the civil docket in the general division and all cases in the domestic relations, juvenile and probate dockets are eligible for neutral evaluation except as excluded hereunder.

2. Confidentiality. Upon written agreement, all neutral evaluation communications may be confidential.

3. Privilege. A neutral evaluation communication is privileged and not subject to discovery or admissible as evidence in a judicial proceeding. A neutral evaluator may not be deposed or subpoenaed to testify about any neutral evaluation communication unless an exception applies. Exceptions to privilege include the following:

- a) The neutral evaluation communication is otherwise discoverable;
- b) the neutral evaluation communication is an imminent threat or statement of a plan to inflict bodily injury or commit a crime of violence;
- c) The neutral evaluation communication is intentionally used to plan, to attempt to commit, or to commit a crime or to conceal an ongoing crime or ongoing criminal activity;
- d) The neutral evaluation communication is required to be disclosed pursuant to Ohio Revised Code §2921.22

4. Domestic Violence Cases. The use of neutral evaluation in domestic violence cases under R.C. 2919.25, 2919.26, 2919.27, and 3113.31 is prohibited. Nothing in this division shall prohibit the use of neutral evaluation in either of the following cases:

- a) A subsequent divorce or custody case, even though the case may result in the termination of the provisions of a protection order under R.C. 3113.31;
- b) A juvenile delinquency case.

5. Continuances. If a continuance of a scheduled neutral evaluation session is desired, a motion seeking a continuance will be required, served upon the opposing attorney(s) or self-represented party(s). A continuance for a scheduled neutral evaluation session shall be granted only for good cause shown.

6. Sanctions. Any party or attorney who violets these rules may be subject to appropriate sanctions, including, but not limited to additional fees, forfeiture of paid neutral evaluation fees, contempt of court, and/or attorney's fees and costs.

C. Referral to and Participation in Neutral Evaluation

1. In compliance with these rules and those set forth in Sup. R. 16.50 to 16.55, the court may refer parties to neutral evaluation upon its own motion or upon the motion of a party. An order referring the case to neutral evaluation which shall include the terms of and requirements for payment for the neutral evaluation.

2. Each party and the parties' attorneys shall participate in neutral evaluation sessions and shall schedule neutral evaluation session(s) with the neutral evaluator(s) upon order of the court.

3. One week prior to the neutral evaluation session, each attorney or self-represented party shall submit a memorandum, brief or other documents as may be ordered by the court to the neutral evaluator(s), to the other attorney(s), and to any self-represented party. Unless otherwise ordered by the court, the required documents shall arrive at the office of opposing counsel or at the residence of any self-represented party at least seven days before the neutral evaluation session via ordinary mail, hand-delivery, facsimile or e-mail.

4. Prior to the neutral evaluation session, the evaluator(s) shall review the documents submitted. The briefs, memorandums, or other documents provided to the neutral evaluator(s) or exchanged by the parties and/or attorneys pursuant to this section shall not be filed with the court as part of this process.

5. If an attorney or self-represented litigant fails to timely submit the required documents, sanctions may be imposed be the court.

D. Conduct of Evaluation

1. At a neutral evaluation session, the evaluator(s) will oversee the discussion to allow each party and/or attorney the opportunity to be heard in an atmosphere of cooperation and respect. The evaluator(s) will seek additional information from the parties or attorneys, as necessary. Once the information is gathered, if there is more than one evaluator, they shall meet privately to discuss the strengths and weaknesses of each party's position and the probable outcomes for the case. If there is only one evaluator, the evaluator shall review the case. After the evaluator(s) have conducted discussions and/or review, the evaluator(s) will present feedback and options to the parties and attorneys.
2. Following the receipt of that information from the evaluator(s), the parties shall be given an opportunity to review that information privately with their attorneys or, if self-represented, on their own behalf. The evaluator(s) shall then reconvene with the parties and attorneys and discuss results.
3. If a full or partial agreement is reached, the evaluator(s) may require the agreement to be reduced to writing and submitted to the court. If the parties are self-represented, the evaluator may assist the parties in reducing their agreement to writing before directing the parties to submit the same to the court.
4. At the conclusion of a neutral evaluation, the evaluator(s) shall report to the court whether the evaluation has been concluded and whether no agreement or a full or partial settlement has been reached. No additional information shall be contained in the report.

E. Responsibilities of Evaluator.

1. Conflicts of interest
 - a) An evaluator shall avoid any actual or apparent conflicts of interest arising from any relationship or 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. An evaluator shall avoid self-dealing or association from which the evaluator might directly or indirectly benefit, except from compensation for services as an evaluator.
 - b) Upon becoming aware of any actual or apparent conflict of interest, an evaluator shall notify the appointing court and the parties of the action taken to resolve the conflict and, if unable to do so, seek the direction of the court.
2. Legal advice

An evaluator shall not offer legal advice.
3. Satisfaction of training requirements
 - a) An evaluator shall meet the qualifications and comply with all training requirements of Sup.R. 16.53 and local court rules governing evaluators and

neutral evaluation set out below in this rule.

- b) An evaluator shall meet the qualifications for neutral evaluators for each court in which the evaluator serves and promptly notify the court of any grounds for disqualification or any issues affecting the ability to serve.
- c) Upon request, an evaluator shall provide a court from which the evaluator receives referrals documentation indicating compliance with all training and education requirements so that the court may meet the requirements of Sup.R.16.54(A)(4). The documentation shall include information detailing the date, location, contents, credit hours, and sponsor of any relevant training.

4. Disclosure of qualifications

At the request of a party, an individual serving as an evaluator shall disclose the evaluator's qualifications to evaluate the subject matter in dispute.

5. Neutral evaluator future disqualification

An evaluator shall not serve as a witness, consultant, attorney, or expert in any pending or future action relating to a dispute for which the evaluator conducted an evaluation or commenced the evaluation process.

F. Neutral Evaluator Education and Training.

1. Civil or probate cases

Prior to accepting appointment in a civil or probate case of a court, an evaluator or team of evaluators shall individually possess or, where applicable, in combination possess the following qualifications:

- a) Be licensed to practice law in Ohio, with at least five years of experience working in the area of civil or probate litigation as applicable based upon the nature of the case before the evaluator. The evaluator, if one evaluator is conducting the neutral evaluation, or at least one member of the evaluation team, if a team of evaluators is conducting the neutral evaluation, shall have participated in civil trials or probate proceedings, as applicable, to the satisfaction of the court.
- b) At least one evaluator conducting the neutral evaluation shall have completed "Fundamentals of Mediation Training" approved by the Supreme Court Dispute Resolution Section in accordance with standards established by the Commission on Dispute Resolution under Sup.R. 16.23(A)(1) or be otherwise qualified under Sup.R. 16.23 as a civil mediator in Ohio.

2. Domestic relations and juvenile cases

Prior to accepting appointment in a domestic relations or juvenile case, a team of evaluators shall possess the following qualifications:

- a) At least one evaluator conducting the neutral evaluation shall be licensed to practice law in Ohio, with at least five years of experience working in the area of domestic relations or juvenile law. The second evaluator may also be licensed to practice law in Ohio, with at least five years of experience working in the area of domestic relations or juvenile law, or possess a master's degree in the fields of psychology, social work, sociology, counseling, or related field acceptable to the court, with at least five years of experience working with children and families;
- b) Comply with the requirements of division (F)(1)(b)) of this rule;
- c) At least one evaluator shall have completed "Specialized Family or Divorce Mediation Training" approved by the Supreme Court Dispute Resolution Section in accordance with standards established by the Commission on Dispute Resolution under Sup.R. 16.23(B)(1)(c);
- d) At least one evaluator shall have completed "Specialized Domestic Abuse Issues and Mediation Training" approved by the Supreme Court Dispute Resolution Section in accordance with standards established by the Commission on Dispute Resolution under Sup.R. 16.23(B)(1)(d).

3. Continuing education

- a) An evaluator shall complete at least three hours per calendar year of continuing education relating to neutral evaluation, negotiation, mediation, or the area of law in which the evaluator evaluates.
- b) If a neutral evaluator fails to comply with the continuing education requirement, the neutral evaluator shall not be eligible to serve as a neutral evaluator until the requirement is satisfied.

G. Responsibilities of Court.

1. General

In order to ensure only qualified individuals perform the duties of an evaluator and the requirements of Sup. R. 16.50 through 16.56 are met, a court shall do all of the following:

- a) Before being referred to neutral evaluation, parties shall be screened to determine their capacity to participate in neutral evaluation. Screening shall be completed by the party's attorney, or by court or mediation personnel who have been appointed to do so.

b) The court shall monitor and evaluate neutral evaluation to ensure the quality of the evaluators and programs to which cases are referred;

c) The court shall designate a person for accepting and considering written comments and complaints regarding the performance of evaluators appointed by the court. A copy of comments and complaints submitted to the court shall be provided to the evaluator who is the subject of the complaint or comment. The neutral evaluator may submit a written response to the comment or complaint. The comment or complaint, and any written response submitted by the neutral evaluator, shall be forwarded to the administrative judge of the court for consideration and appropriate action. Dispositions by the court shall be made promptly. The court shall maintain a written record in the evaluator's file regarding the nature and the disposition of any comment or complaint and shall notify the person making the comment or complaint and the evaluator of the disposition.

d) The court shall allow neutral evaluation to proceed only if the evaluator meets the qualifications, education, and training requirements of Sup.R. 16.53 and this rule;

e) The court shall prohibit neutral evaluation when domestic abuse or domestic violence is alleged, suspected, or present, unless all of the following conditions are satisfied:

- i. Screening is conducted, both before and during neutral evaluation, for domestic abuse and domestic violence and for the capacity of the parties to engage in neutral evaluation;
- ii. The person who is or may be the victim of domestic abuse or domestic violence is fully informed about the neutral evaluation process, the right to decline participation in the neutral evaluation process, and of the option to have a support person, in addition to an attorney, present at the neutral evaluation sessions;
- iii. The parties have the capacity to participate in neutral evaluation without fear of coercion or control;
- iv. The court has taken reasonable precautions to create a safe neutral evaluation environment for the parties and all other persons involved in the neutral evaluation process;
- v. Procedures are in place for the evaluator to terminate a neutral evaluation session if there is a threat of domestic abuse, domestic violence, or coercion between the parties.

2. Number of evaluators

In a civil or probate case, a court may appoint one evaluator or a team of two evaluators to

conduct the neutral evaluation. In a domestic relations or juvenile case, a court shall appoint a team of two evaluators to conduct the neutral evaluation.

H. Public Access.

The files maintained by an evaluator but not filed with a clerk or submitted to a court shall not be available for public access under Sup.R. 44 through 47.

RULE 14.03

PARENTING COORDINATION

A. Definitions. As used in this rule:

1. Domestic abuse

“Domestic abuse” means aggressive behaviors directed toward a current or former intimate partner that are physical, sexual, economic, spiritual, or coercively controlling. “Domestic abuse” may occur as a single aggressive behavior or a combination of aggressive behaviors and may vary from family to family in terms of frequency, recency, severity, intention, circumstance, and consequence.

2. Domestic violence

“Domestic violence” has the same meaning as in R.C. 3113.31(A)(1).

3. Parenting coordination

“Parenting coordination” means a child-focused dispute resolution process ordered by a court of common pleas or division of the court to assist parties in implementing a parental 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 or Sup.R. 16.20 through 16.25.

4. Parenting coordinator

“Parenting coordinator” means an individual who conducts parenting coordination.

B. Ordering of Parenting Coordination.

1. Reasons to order parenting coordination

The court may, on its own motion or on the motion of a party, order parenting coordination when one or more of the following factors are present:

- a) The parties have disagreements about the implementation of a parental rights and responsibilities or companionship time order and need assistance;
- b) There is a history of 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 or division, 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 or division;

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

2. Reasons not to order parenting coordination

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

- a) Changes in the designation of the residential parent or legal custodian;
- b) Changes in the school placement of a child, in the case of shared parenting;
- c) Substantive changes in parenting time;
- d) The modification of child support or the allocation of tax exemptions or benefits or the division of uncovered medical expenses.

C. General Provisions.

1. Except as provided by law, communications made as part of parenting coordination shall not be confidential or privileged;

2. At any point after an interim or final parental rights and responsibilities or companionship time order is filed, a parenting coordinator may be ordered upon the motion of the court or one of the parties. The court shall choose a parenting coordinator from a list maintained by the court of those individuals who have satisfied the training and experience requirement set forth in this rule and in Sup. R. 16.60 through 16.66.

3. Parenting coordination shall not be utilized in domestic violence cases under R.C. 2919.25, 2919.26, 2919.27, and 3113.31. Nothing in this division shall prohibit the use of parenting coordination in either of the following cases:

- a) A subsequent divorce or custody case, even though the case may result in the termination of the provisions of a protection order under R.C. 3113.31;
- b) A juvenile delinquency case.

4. The parenting coordinator and court or mediation personnel who have screened the parties shall make appropriate referrals to legal counsel, counseling, parenting courses, and other support services for all parties, including victims and suspected victims of domestic abuse and domestic violence;

D. Responsibilities of Parenting Coordinator.

1. General responsibilities

In order to provide a fair parenting coordination process for the parties, a parenting coordinator shall comply with the "2019 Revised 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 and Sup.R. 16.60 through 16.66, the rules shall control.

2. Conflicts of interest

- a) A parenting coordinator shall avoid any actual or apparent 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 directly or indirectly benefit except from compensation for services as a parenting coordinator.
- b) Upon becoming aware of any actual or apparent conflict of interest, a parenting coordinator shall notify the appointing court or division and the parties of the action taken to resolve the conflict and, if unable to do so, seek the direction of the court or division.
- c) A parenting coordinator shall avoid serving in multiple roles with the same family, even with the consent of the parties.

3. Legal advice

A parenting coordinator shall not offer legal advice.

4. Satisfaction of training requirements

- a) A parenting coordinator shall meet the qualifications and comply with all training requirements of Sup.R. 16.64 and local court rules governing parenting coordinators and parenting coordination adopted under Sup.R. 16.61.
- b) A parenting coordinator shall meet the qualifications for parenting coordinators for each court or division in which the parenting coordinator serves and promptly notify the court or division of any grounds for disqualification or any issues affecting the ability to serve.
- c) Upon request, a parenting coordinator shall provide a court from which the

parenting coordinator receives appointments documentation indicating compliance with all training and education requirements so that the court may meet the requirements of Sup.R.16.64(A)(4). The documentation shall include information detailing the date, location, contents, credit hours, and sponsor of any relevant trainings.

5. Compliance with appointment order

A parenting coordinator shall comply with the requirements of and act in accordance with the appointment order issued by a court or division under Sup.R. 16.65(B).

6. Competence or ability to perform

A parenting coordinator shall decline or withdraw from an appointment or request appropriate assistance in either of the following situations:

- a) The facts and circumstances of the case are beyond the skill or expertise of the parenting coordinator;
- b) Personal circumstances, including but not limited to medical, mental health, or substance misuse or dependence, exist that compromise the ability of the parenting coordinator to perform his or her role.

7. Ex parte communications

A parenting coordinator shall have no ex parte communications with the appointing court or division regarding substantive matters or issues on the merits of the case.

8. Recordkeeping of fees and costs

A parenting coordinator shall maintain records necessary to document charges for services and expenses. A parenting coordinator shall issue invoices for services and expenses to the parties no less than once per month.

E. Parenting Coordinator Education and Training.

1. General

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

- i. Be an independently licensed mental health professional, be licensed to practice law in Ohio, or otherwise have education and experience satisfactory to the appointing court or division;
- ii. Possess extensive practical and professional experience with situations involving children. This experience may include counseling, casework, or legal representation in complex family law matters; serving as a

guardian ad litem or mediator; or other equivalent experience satisfactory to the court or division.

- iii. Complete "Fundamentals of Mediation Training" approved by the Supreme Court Dispute Resolution Section in accordance with standards established by the Commission on Dispute Resolution under Sup.R. 16.23(A)(1) or qualify for an exception as provided in Sup.R. 16.23(A)(2);
 - iv. Complete "Specialized Family or Divorce Mediation Training" approved by the Supreme Court Dispute Resolution Section in accordance with standards established by the Commission on Dispute Resolution under Sup.R. 16.23(B)(1)(c);
 - v. Complete "Specialized Domestic Abuse Issues in Mediation Training" approved by the Supreme Court Dispute Resolution Section in accordance with standards established by the Commission on Dispute Resolution under Sup.R. 16.23(B)(1)(d);
 - vi. Complete "Parenting Coordination Training" approved by the Supreme Court Dispute Resolution Section in accordance with standards established by the Commission on Dispute Resolution.
- b) Prior to accepting appointment of a court or division to serve as a parenting coordinator in an abuse, neglect, or dependency case, an individual shall meet both of the following qualifications:
- i. Complete the requirements of division (E)(1)(a) of this rule;
 - ii. Complete "Specialized Child Protection Mediation" that has been approved by the Supreme Court Dispute Resolution Section in accordance with standards established by the Commission on Dispute Resolution under Sup.R. 16.23(B)(2)(c).

2. Continuing education

a) A parenting coordinator shall complete at least six hours per calendar year of continuing education relating to children, mediation, or diversity. The diversity training may include awareness and responsiveness; cultural and racial diversity; and the effects of a parenting coordinator's personal biases, values, and styles on the parenting coordination process. The continuing education may include continuing education for lawyers, social workers, psychologists, or other licensed mental health professionals and professional development events that are acceptable to the court or division appointing the parenting coordinator.

b) If a parenting coordinator fails to comply with the continuing education

requirement of division (B)(1) of this rule, the parenting coordinator shall not be eligible to serve as a parenting coordinator until the requirement is satisfied.

F. Responsibilities of Court.

1. General

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

- a) **Screening.** Before ordering parenting coordination, parties shall be screened by their attorneys or by mediation or court personnel who have been designated by the court to determine the capacity of the parties to participate in parenting coordination. During the parenting coordination process, the parenting coordinator shall continue to screen the parties to determine their capacity to continue to participate in the parenting coordination process.
- b) The court shall monitor and evaluate parenting coordination to ensure the quality of the parenting coordinators to which cases are referred.
- c) The court shall designate a person for accepting and considering written comments and complaints regarding the performance of parenting coordinators appointed by the court or division. A copy of comments and complaints submitted to the court or division shall be provided to the parenting coordinator who is the subject of the complaint or comment. The parenting coordinator may submit a written response to the comment or complaint. The comment or complaint, and any written response submitted by the parenting coordinator, shall be forwarded to the administrative judge of the court or division, as applicable, for consideration and appropriate action. Dispositions by the court or division shall be made promptly. The court or division shall maintain a written record in the parenting coordinator's file regarding the nature and disposition of any comment or complaint and shall notify the person making the comment or complaint and the parenting coordinator of the disposition.
- d) Parenting coordination shall proceed only if the parenting coordinator meets the qualifications, education, and training requirements of Sup.R.16.64 and this rule.
- e) Parenting coordination shall not proceed when domestic abuse or domestic violence is alleged, suspected, or present, unless all of the following conditions are satisfied;
 - i. Screening is conducted, both before and during parenting coordination, for domestic abuse and domestic violence and for the capacity of the parties to engage in parenting coordination;

- ii. The person who is or may be the victim of domestic abuse or domestic violence is fully informed about the parenting coordination process; the right to decline participation in the parenting coordination process; and, at the discretion of the parenting coordinator, the right to have any other individuals attend and participate in parenting coordination sessions;
- iii. The parties have the capacity to participate in the parenting coordination process without fear of coercion or control;
- iv. The court has taken reasonable precautions to create a safe parenting coordination environment for the parties and all other persons involved in the parenting coordination process;
- v. Procedures are in place for the parenting coordinator to terminate a parenting coordination session if there is a threat of domestic abuse, domestic violence, or coercion between the parties.

2. Appointment order

When ordering parenting coordination, the court or division shall issue an appointment order that does all of the following:

- a) Includes the name and contact information of the parenting coordinator and outlines the definition and purpose of the parenting coordinator;
- b) Specifies the scope of authority of the parenting coordinator;
- c) Sets forth the term of the appointment;
- d) Allocates the responsibility for fees and expenses related to parenting coordination;
- e) Addresses procedures for decision-making of the parenting coordinator;
- f) Addresses procedures for objections to parenting coordinator decisions;
- g) Addresses other provisions as the court considers necessary and appropriate;
- h) Orders the parties to contact the parenting coordinator within the time period specified by the court.

G. Public Access.

The files maintained by a parenting coordinator but not filed with a clerk or submitted to a court shall not be available for public access under Sup.R. 44 through 47.

CHAPTER 15

[Reserved]

CHAPTER 16
DIVISION OF PENSIONS OR OTHER RETIREMENT PLANS

Rule 16.01

QUALIFIED DOMESTIC RELATIONS ORDER ("QDRO")

A. Unless otherwise agreed or ordered, counsel for the alternate payee entitled to the pension or retirement plan, or a portion thereof, shall prepare the Qualified Domestic Relations Order ("QDRO") for submission to the Court.

B. Whenever the parties agree to divide a pension or retirement program by a QDRO, they or their counsel shall sign and approve the original of a QDRO submitted to the Court and shall sign and approve any subsequent QDRO submitted to the Court, unless signature is waived by the Court.

C. The QDRO shall be prepared as soon as possible following the final hearing for submission to the Court.

D. Unless otherwise agreed or ordered, a QDRO for a defined benefit plan shall contain the following provisions or shall be governed by the following assumptions:

1. The QDRO will be a separate interest QDRO, meaning the alternate payee's benefits shall be independent of those of the participant;
2. The division of benefits shall be based on the language of the case of Hoyt v. Hoyt, 53 Ohio St. 3d 177 (1999), and its progeny;
3. The benefits assigned to the alternate payee shall include any and all temporary and supplemental benefits. Further, the benefits, as assigned to the alternate payee, shall include all early retirement subsidies and, should the alternate payee commence receipt of the benefits prior to participant's retirement, the alternate payee's benefits will be recalculated to reflect the subsidy;
4. The alternate payee will be deemed to be the surviving spouse of the participant to the extent of benefits assigned for the purpose of a preretirement survivor annuity;
5. The division of the benefits will be made as of the date of final hearing of dissolution or as of the date upon which the final hearing of divorce concludes.

E. Unless otherwise agreed or ordered, a QDRO for a defined contribution plan shall contain the following provisions or be governed by these assumptions:

1. The division of the benefits will be the date of the final hearing in the case;
2. The alternate payee's benefits shall be credited with investment earnings and/or losses from the date of division until distribution;
3. The QDRO will allow an immediate lump sum distribution of the alternate payee's benefits, if permitted by the plan;
4. Any loans from the plan shall be charged to the participant's benefits and will remain the obligation of the participant;
5. The alternate payee's share of the benefits will not reflect credit for sums deposited into the plan after the date of division which are based on service for periods prior to the date of division.

F. In all cases in which a Qualified Domestic Relations Order is to be issued, the final judgment entry shall contain the following language:

The Court retains jurisdiction with respect to the Qualified Domestic Relations Order to the extent required to maintain its qualified status and the original intent of the parties. The Court also retains jurisdiction to enter further orders as are necessary to enforce the assignment of benefits to the non-participant as set forth herein, including the recharacterization thereof as a division of benefits under another plan, as applicable, or to make an award of spousal support, if applicable, in the event that the participant fails to comply with the provisions of this order. Notwithstanding the reservation of jurisdiction to insure that the domestic relations order is qualified, this is a final appealable order.

G. The participant shall not take actions, affirmative or otherwise, that can circumvent the terms and provisions of the Qualified Domestic Relations Order, or that may diminish or extinguish the rights and entitlements of the participants. The Court shall retain jurisdiction to enter further orders as are necessary to enforce the assignment of benefits to the non-participant as set forth herein, including the recharacterization thereof as a division of benefits under another plan, as applicable, or to make an award of spousal support, if applicable, in the event that the participant fails to comply with the provisions of this or order.

H. Upon the filing of a Qualified Domestic Relations Order, Counsel or self-represented party shall simultaneously file a praecipe directing the Clerk to serve the Plan Administrator with the Qualified Domestic Relations Order. Following the last page of the QDRO, Counsel or self-represented party shall include the following **NOTICE** in **BOLD** print requiring the Plan Administrator to file a notice that the Qualified Domestic Relations Order has been qualified with the Clerk of Courts.

NOTICE TO PLAN ADMINISTRATOR

**THIS QUALIFIED DOMESTIC RELATIONS ORDER HAS BEEN SERVED UPON YOU.
PLEASE PROVIDE WRITTEN VERIFICATION OF ITS QUALIFICATION TO
(choose correct jurisdiction):**

Defiance County Clerk of Courts
221 Clinton
Defiance OH 43512
Case Number: _____

Fulton County Clerk of Courts
210 S Fulton St #102
Wauseon OH 43567
Case Number: _____

Henry County Clerk of Courts
660 North Perry Suite 302
PO Box 71
Napoleon OH 43545
Case Number: _____

Williams County Clerk of Courts
One Courthouse Square, 3rd Floor
Bryan OH 43506
Case Number: _____

When the Clerk receives Notice Confirming Qualification, it shall be filed in the public file. When such a notice has been filed, no additional court costs shall be charged. Neither the Court nor the Clerk shall be responsible to ensure compliance by the Plan Administrator.

I. If the Plan Administrator fails to file Notice of Qualification, the parties or attorneys for the parties shall file a copy of the letter of approval/qualified issued by the Plan Administrator with the Clerk of Courts within thirty (30) days of receipt.

Rule 16.02
DIVISION OF PROPERTY ORDER ("DOPO")

A. Unless otherwise agreed or ordered, counsel for the alternate payee entitled to the state pension or retirement plan, or a portion thereof, shall prepare the Division of Property Order ("DOPO") for submission to the Court.

B. Whenever the parties agree to divide a state pension or retirement program by a DOPO, they or their counsel shall sign and approve the original of a DOPO submitted to the Court and shall sign and approve any subsequent DOPO submitted to the Court, unless signature is waived by the Court.

C. The DOPO shall be prepared as soon as possible following the final hearing for submission to the Court.

D. A DOPO shall contain those provisions approved in Sections 145.571, 742.462, 3305.21, 3307.371, 3309.671 or 5505.261, whichever is applicable to the particular state retirement plan.

E. Unless otherwise agreed or ordered, the division of the benefits will be the date of the final hearing in the case.

F. In all cases in which a DOPO is to be issued, the final judgment entry shall contain the following language:

The Court retains jurisdiction with respect to the Division of Property Order to the extent required to maintain its qualified status and the original intent of the parties. The Court also retains jurisdiction to enter further orders as are necessary to enforce the assignment of benefits to the non-participant as set forth herein, including the recharacterization thereof as a division of benefits under another plan, as applicable, or to make an award of spousal support, if applicable, in the event that the participant fails to comply with the provisions of this order. Notwithstanding the reservation of jurisdiction to insure that the Division of Property Order is qualified, this is a final appealable order.

G. The participant shall not take actions, affirmative or otherwise, that can

circumvent the terms and provisions of the DOPO, or that may diminish or extinguish the rights and entitlements of the participants. The Court shall retain jurisdiction to enter further orders as are necessary to enforce the assignment of benefits to the non-participant as set forth herein, including the recharacterization thereof as a division of benefits under another plan, as applicable, or to make an award of spousal support, if applicable, in the event that the participant fails to comply with the provisions of this order.

H. Upon the filing of a Division of Property Order, Counsel or self-represented party shall simultaneously file a praecipe directing the Clerk to serve the Plan Administrator with the Division of Property Order. Following the last page of the DOPO, Counsel or self-represented party shall include the following **NOTICE** in **BOLD** print requiring the Plan Administrator to file a notice that the Division of Property Order has been qualified with the Clerk of Courts.

NOTICE TO PLAN ADMINISTRATOR

**THIS DIVISION OF PROPERTY ORDER HAS BEEN SERVED UPON YOU.
PLEASE PROVIDE WRITTEN VERIFICATION OF ITS QUALIFICATION TO
(choose correct jurisdiction):**

Defiance County Clerk of Courts
221 Clinton
Defiance OH 43512
Case Number: _____

Fulton County Clerk of Courts
210 S Fulton St #102
Wauseon OH 43567
Case Number: _____

Henry County Clerk of Courts
660 North Perry Suite 302
PO Box 71
Napoleon OH 43545
Case Number: _____

Williams County Clerk of Courts
One Courthouse Square, 3rd Floor
Bryan OH 43506
Case Number: _____

When the Clerk receives Notice Confirming Qualification, it shall be filed in the public

file. When such a notice has been filed, no additional court costs shall be charged. Neither the Court nor the Clerk shall be responsible to ensure compliance by the Plan Administrator.

I. If the Plan Administrator fails to file Notice of Qualification, the parties or attorneys for the parties shall file a copy of the letter of approval/qualified issued by the Plan Administrator with the Clerk of Courts within thirty (30) days of receipt.

CHAPTER 17

DRUG TESTING

RULE 17.01

DRUG TESTING

A. Any party to an action may request testing for the purpose of determining the existence of illegal substances or the use of illegal substances by any party to the action. A request for drug testing shall be made in the form of a motion with supporting affidavit. The costs of the initial test shall be born by the party requesting the drug testing unless otherwise ordered.

B. Upon request in a motion and supporting affidavit and, provided the Court finds reasonable grounds to believe drug usage is occurring, the Court shall order the party or parties to be tested under such terms and conditions the Court deems appropriate.

C. In addition, the Court may, on its own motion, order such testing and assign the costs therefore, if the Court believes there are reasonable grounds to believe drug usage is occurring.

D. The report of the results of any such drug testing shall not be utilized in any criminal actions or for prosecutorial purposes and shall, as required by these Rules, be placed in the family file.

CHAPTER 18

INVESTIGATIONS AND EVALUATIONS

RULE 18.01

INVESTIGATIONS

A. Pursuant to Civ.R. 75(D) Juv. R. 32(D), and/or R.C. 3109.04, the court may order an investigation to address fact-based questions. Civ.R. 75(D) authorizes investigations into the “character, family relations, past conduct, earning ability, and financial worth of the parties to the action”. Juv. R. 32(D) authorizes investigations as to the “character, health, family relations, past conduct, present living conditions, earning ability, and financial worth of the parties to the action.” R.C. 3109.04(C) allows investigations to be ordered as to the “character, family relations, past conduct, earning ability and financial worth of each parent”.

B. Upon request of a party or at the court’s discretion, the court may issue an order requiring an investigation described above in paragraph A and appointing an investigator to complete the investigation. The order shall specify the information being sought through the investigation. The order issued shall indicate how the costs for the investigation shall be divided. [See “Court Form 5” for an Investigation (Home Study)]. Individuals appointed to complete these investigations shall have training and experience satisfactory to the appointing court.

C. The Court Investigator has the right to obtain any and all records pertaining to the minor child(ren), including but not limited to, school, medical and counseling records. The Court Investigator shall also have access to any and all records relating to the parents and/or other adult parties, including medical records and counseling records. The Home Investigator has the right to interview the child while at school, home or other places where the child may be found. Any and all persons or entities having information shall release it to the Court

Investigator, shall speak with the Court Investigator if requested and provide any other requested information. In addition, those individuals being investigated shall sign any requested releases of information so as to allow the investigator to gather the required information.

D. The investigator shall file his or her report of the investigation at least seven (7) days before any scheduled trial date. The report shall include the following **NOTICE** in **BOLD** print in the body of the report:

This report is being provided to the court, unrepresented parties and legal counsel of record. If you are an attorney, you may share its contents with your client. However, any additional disclosure of this report must be approved *in advance* by the court. Any person who copies this report, posts on social media or other mediums or discloses all or portions of this report to another person, without prior approval, shall be subject to court action, including penalties for contempt which include incarceration and fines.

E. The investigator shall not render an opinion as to the care of children and may only report the investigator's findings on the issues outlined in the order of appointment.

F. The report shall be signed by the investigator and the investigator shall be subject to cross-examination by either party concerning the contents of the report.

G. The report and any attachments shall be placed in the family file and may be viewed by counsel and/or self-represented parties upon request. At the time the report is submitted for filing, the clerk shall file a notice in the public file stating the date that the report of the investigation has been filed.

H. At the time the investigator's report is filed, copies shall be sent by the court to the attorney(s) of record and any unrepresented parties. When the report is sent to the attorney(s) and/or unrepresented parties, a cover sheet containing the **NOTICE** stated in Paragraph D above shall be attached to the report.

I. An attorney may share the contents of the investigator's report with his or her client(s).

J. The court will impose sanctions of contempt on any person who disseminates the report, in whole or in part, to any individual who has not been pre-approved to receive the report. No individual shall be permitted to place the content of the report on any form of social media.

Rule 18.02

CUSTODY EVALUATIONS

A. Definitions. As used in this rule:

1. Best interest

“Best interest” has the same meaning as in R.C. 3109.04 and 3109.051.

2. Custody evaluation

“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 time 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 time shall include allocation of parental rights and responsibilities, companionship, and parenting time.

3. Custody evaluator

“Custody evaluator” means an individual meeting the requirements of Sup.R. 91.08 and VII of this rule. 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.

4. Evaluation

“Evaluation” includes an investigation and assessment.

5. Full evaluation

“Full evaluation” means a comprehensive examination of the best interest of a child.

6. Partial evaluation

“Partial evaluation” means an examination of the best interest of a child that is limited by court order in either time or scope.

B. Application of Rules.

Sup.R. 91.01 through 91.09 and the provisions of this rule shall apply in a case in which the court appoints a person to perform a custody evaluation to assist the court when child custody or parenting time is at issue.

C. Custody Evaluation.

1. Order

Upon motion of a party, guardian ad litem, counsel for a child, or on its own initiative, the court may order a custody evaluation to aid the court in evaluating the best interest of a child in a contested custody or parenting time case. [See "Court Form 6" – Order Appointing Custody Evaluator].

2. Description of custody evaluation

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 stepparents, 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, guardians ad litem, and law enforcement agencies;
- f) Information from home visits or observations of each child with the appropriate adults involved;
- g) Results of clinical tests administered;
- h) History of child abuse, domestic violence, substance abuse, psychiatric illness, and involvement with the legal system;
- i) Investigation into any other relevant information about the child's needs.

D. Appointment of Custody Evaluator.

1. Custody evaluator

The court, when ordering a custody evaluation pursuant to Sup.R. 91.04 and section III of this rule may appoint a court-connected custody evaluator or a private custody evaluator to perform the evaluation. The custody evaluator shall meet the requirements of Sup.R. 91.08 and section IV of this rule. The court shall not appoint as a custody evaluator a guardian ad litem appointed to the case pursuant to Sup.R. 48. The court shall consider only evaluations completed by a custody evaluator appointed by the court.

2. Private custody evaluator list

The court shall establish and maintain a public list of approved private custody evaluators eligible to receive appointments from the court. With regard to the list of private custody evaluator:

- a) The criteria set in Sup.R. 91.01 through 91.09 and in sections of this rule for appointment and removal of private custody evaluators from the list are established as requirements.
- b) Upon completion of the required pre-appointment training, an applicant seeking to serve as a private custody evaluator shall submit to the Court the Application for the Private Custody Evaluator Appointment List.
- c) The application of a private custody evaluator shall provide a resume documenting compliance with the custody evaluator qualifications and completion of the initial training program under Sup.R. 91.08(B) and section VII(B) of this rule and outlining the applicant's education and licensure, training, experience, and expertise demonstrating the applicant's ability to successfully perform the duties and responsibilities of a custody evaluator;
- d) The workload shall be distributed among the private custody evaluators on the list equitably. "Equitable distribution" means a system through which appointments are made in an objectively rational, fair, neutral, and nondiscriminatory manner and are widely distributed among all private custody evaluators on the list. The court may consider the complexity of the issues, parties, counsel, and the children involved, as well as the experience, expertise, and demeanor of available private custody evaluators.
- e) A record of all private custody evaluators eligible for appointment by the court, including the name, business address, telephone number, and electronic mail address of the evaluator shall be maintained by the court.. Each private custody evaluator shall immediately notify the court of any changes to this information or changes in licensure status, including disciplinary actions.
- f) Each private custody evaluator shall submit to the court on or before January 1st of each year any updates to the resume and a list of continuing education

training completed by the evaluator during the previous calendar year pursuant to Sup.R. 91.09, including the provider, title, date, and location of each training.

3. Order of appointment. The court, when appointing a custody evaluator pursuant to division (A) above shall enter an order of appointment that includes all of the following information:

- a) The name, business address, licensure, and telephone number of the evaluator;
- b) The purpose and scope of the appointment;
- c) The term of the appointment;
- d) A provision that a written report is required and oral testimony may be required;
- e) 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;
- f) A provision for payment of fees, expenses, and any hourly rate or fee that will be charged;
- g) 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;
- h) A provision that grants the custody evaluator the right to access information as authorized by the appointment;
- i) A provision that requires the parties to cooperate with the custody evaluator and provide information promptly when requested to do so.
- j) Any other provisions the court deems necessary.

4. Removal. The court may remove a custody evaluator appointed to perform a custody evaluation upon a showing of good cause.

5. Resignation. A custody evaluator appointed to perform a custody 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.

6. Fees and expenses

- a) Fees and expenses related to the appointment of a custody evaluator, both court-connected and private, shall be set forth pursuant to separate Order of the Court (see Court Order Form 6). Said cost may be increased or decreased in a given case as set forth below.

b) Prior to the appointment of a custody evaluator, whether the custody evaluator is court-connected or private, the parties to the case shall have a right to be heard on the issue of the allocation of fees and expenses.

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

- i. 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 qualification for any means-tested public assistance;
- ii. The complexity of the issues;
- iii. The anticipated reasonable fees and expenses of the custody evaluator, including any reasonable fees or expenses related to potential testimony.

d) Upon determination that the appointment of a custody evaluation should proceed, the court shall issue an order regarding allocation of payment of the evaluator's fees and expenses which shall consist of both of the following:

- i. Any requirement for a party to pay reasonable fees and expenses, including an initial deposit;
- ii. Any requirement for any other entity or individual to contribute toward reasonable fees and expenses.

e) For good cause shown, based upon a change of financial circumstances, the conduct of any party, or other unforeseen circumstances, the court may approve additional fees or expenses, reallocate reasonable fees or expenses, or require a party to reimburse another party in part or in whole for reasonable fees or expenses paid.

E. Responsibilities and Authority of Custody Evaluator.

1. Responsibilities

A custody evaluator appointed by the court pursuant to Sup.R. 91.04 and section III of this rule shall do all of the following when performing the custody evaluation:

- 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 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 socioeconomic 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. Assistance. 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. Communication with court. A custody evaluator may communicate with the court when necessary to amend the scope or time frame of the order of appointment.

4. Authority of Custody Evaluator. Upon presentation of a copy of the order appointing the custody evaluator to any agency, hospital, physician, chiropractor, optometrist, dentist, nurse, or other medical, dental, or optical practitioner, psychologists, psychiatrists, or other mental health practitioner, organization, school, person, or office, including, but not limited to, the clerk of this court, job and family services agencies, public children's services agencies, private child placing agencies, health departments, juvenile courts, juvenile probation department, and adult probation departments, the custody evaluator shall be permitted to inspect and copy any records related to the child(ren), and/or parent, to confirm with any and all professionals who may provide information relative to said minor child(ren) and/or parent with respect to issues pending before this court without the consent of the child and/or parents.

F. Custody Evaluator Report.

1. General

a) A custody evaluator shall prepare and file with the court a written report at least 30 days prior to the final hearing. The report shall provide a detailed analysis of the relative strengths and areas in need of improvement of 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. The report shall not be considered an investigation pursuant to Civ.R. 75(D), Juv.R.32(D) or R.C. 3109.04(C) or pursuant to rule 18.01 of these rules.

b) The written report shall include the following statement in bold:

This document is being provided to the court, unrepresented parties and legal counsel of record. If you are an attorney, you may share its contents with your client. However, any additional disclosure of this report must be approved *in advance* by the court. Any person who copies this report, posts on social media or other mediums or discloses all or portions of this report to another person, without prior approval, shall be subject to court action, including penalties for contempt which include incarceration and fines.

c) At the time the report is filed, copies shall be sent by the court to the attorney(s) of record and any unrepresented parties. When the report is sent to the attorney(s) and/or unrepresented parties, a cover sheet containing the **NOTICE** stated in Paragraph D above shall be attached to the report.

d) An attorney may share the contents of the report with his or her client(s).

2. Court 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.

3. Record keeping

A custody evaluator shall establish and maintain a record-keeping system that shall include active control of their records and reasonable precautions to prevent the loss or destruction of records in compliance with established record retention standards.

4. Discovery and public access

a) The written report shall be subject to the Ohio Rules of Civil Procedure applicable to discovery in civil actions.

b) The written report shall not be available for public access pursuant to Sup.R. 44 through 47. The report and any attachments shall be placed in the family file and may be viewed by counsel and/or self-represented parties upon request. At the time the report is submitted for filing, the clerk shall file a notice in the public file stating the date that the report of the investigation has been filed.

5. Copying and dissemination

a) 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. Any additional disclosure of this report must be approved in advance by the court. 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.

b) The court will impose sanctions of contempt on any person who disseminates the report, in whole or in part, to any individual who has not been pre-approved to receive the report. No individual shall be permitted to place the content of the report on any form of social media.

6. Testimony and report at hearing or trial

a) 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.

b) 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 trial.

7. Custody Evaluator Licensure and Pre-Appointment Education Requirements.

G. Licensure requirement

The court shall appoint an individual as a custody evaluator only if the individual is one of the following:

1. 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;
2. 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;
3. 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;
4. 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.

A. Pre-appointment training

1. Except as provided in division (B)(2) of this rule, a court of common pleas shall appoint an individual as a custody evaluator only if, at the time of appointment, the individual has completed an initial training program of forty hours to qualify for appointment. The initial training course shall be provided by the Supreme Court or other provider that has received prior approval of the Supreme Court. Approved topics for the initial training are detailed in the Supreme Court of Ohio's Custody Evaluator Training Guidelines.

2. An individual serving as a custody evaluator on September 1, 2022, shall have until February 1, 2024, to complete the training required under division (B)(1) of this rule.

B. Custody Evaluator Continuing Education.

1. Requirement. In each succeeding year following completion of the pre-appointment educational requirements of Sup.R. 91.08(B) and VII(B) of these rules, a custody evaluator appointed by a court of common pleas shall complete a minimum of six hours of continuing education that meets all of the following requirements:

- a) Is provided by the Supreme Court or other provider that has received prior approval of the Supreme Court;

b) Is comprised of approved continuing education topics detailed in the Supreme Court of Ohio's Custody Evaluator Training Guidelines.

2. Failure to comply. The following shall apply to a custody evaluator who fails to comply with the continuing education requirement of division (A) above:

a) The custody evaluator shall not be eligible for new appointments to serve as a custody evaluator until the requirement is satisfied. If the deficiency in continuing education is more than three calendar years, the custody evaluator shall complete the initial training program pursuant to Sup.R. 91.08(B) and VII(B) of these rules to qualify again for appointment.

b) If the custody evaluator is currently conducting an evaluation at the time of noncompliance, the appointing court may allow the custody evaluator to complete the evaluation and fulfill the requirements within the order of appointment.

CHAPTER 19

[Reserved]

CHAPTER 20
APPLICABLE RULES TO CRIMINAL CASES

RULE 20.01

BONDS OR SURETY

- A. Any defendant seeking release upon a recognizance (O.R.) bond shall be required to sign a written bond application.
- B. All O.R. bonds shall be subject to the following standard conditions:
1. The defendant shall timely appear at all scheduled court appearances and obey all court orders and directives;
 2. The defendant's attorney must be able to contact the defendant at all times. The defendant shall keep in contact with his/her attorney and comply with all directives of said attorney;
 3. The defendant must maintain a current address and phone number with defense counsel, the Clerk of Court and, if so ordered by the Court, with the Adult Probation Department. Any change of address or phone number must be reported by the defendant to the above parties by the next business day after the change. The defendant may not change his/her address or phone number without prior approval from the Court or the Adult Probation Department.
 4. Unless permission is secured from the Adult Probation Department, the defendant's travel shall be restricted to either of the following:
 - a) The confines of the Ohio County in which he/she now resides, or
 - b) The State of the defendant's residence, if other than Ohio.
 5. The defendant shall not be charged with nor commit any serious traffic or criminal offenses.
- C. The Court may impose any other constitutional conditions considered reasonably necessary to ensure appearance or public safety.
- D. In all criminal cases where the defendant posts a property bond, his attorney or an attorney for the surety whose property is being used to secure the bond must provide the Clerk of Courts with a title search certifying the following: a short description of the property, the names

that appear on the deed, the true value of the property as shown on the records in the County Auditor's Office and whether there are any liens on file against the property, together with an appraisal of the real estate prepared by an appraiser approved by the Court.

E. Any and all cash bonds posted in excess of \$500.00 shall be made by way of certified funds (cashier's check or money order) payable to the Clerk of Courts. Cash payments in excess of \$500.00 will not be accepted. All cash bonds must be paid to the Clerk before 4:00 p.m.

RULE 20.02

COURT APPOINTMENT

A. All attorneys seeking felony counsel appointments must verify compliance with Ohio Administrative Code Chapter 120-1-10. A written request to be appointed along with the Appointed Counsel Compliance Form (See Appendix C) shall be submitted to the Court Administrator for review by the Judge prior to any appointments as legal counsel.

B. Any attorney appointed to provide legal representation for indigent defendants shall be compensated pursuant to Section 120.33 et.seq., Revised Code of Ohio, and any other applicable Ohio law. Such attorneys shall be reimbursed for expenses reasonably incurred not to exceed one hundred dollars (\$100.00) without prior court approval. Necessary expenses in excess of \$100.00 may be allowed only if approved by the trial Judge in advance of incurring the expense and if the amount thereof is determined to be reasonable by the trial Judge. No attorney shall be appointed to represent an indigent defendant if that attorney has received compensation or has been promised compensation from any source for representing that defendant in the case at bar.

C. Additional payment shall be made for extraordinary cases and then only upon application under oath by the attorney showing extraordinary services, and after approval by the trial Judge.

D. Attorneys appointed by the Court to represent an indigent defendant shall be responsible for the filing of the Affidavit of Indigency/Financial Disclosure with the Clerk of Courts on the form provided by the Court within fifteen (15) days of the arraignment of the defendant.

E. Within thirty (30) days of the conclusion of the case or the termination of the attorney's services, whichever should occur first, the attorney shall submit an application, motion and judgment entry for fees. Said application, motion, and judgment entry shall be submitted to the Clerk of Courts in triplicate with each bearing original signatures. Copies shall be provided to the Clerk if the attorney desires file stamped copies.

F. In any contempt action, if the alleged contemnor is determined indigent, he/she shall be provided legal representation by the appointed counsel.

RULE 20.03

CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT Electronic Filing Required

The purpose of this local rule is to define the specific local court requirements and processes that support a Petitioner's application for a Certificate of Qualification for Employment (CQE) as set forth in Revised Code 2953.25 and Administrative Rule 5120-15-01 established by the Department of Rehabilitation and Corrections (DRC).

- A. Petitioner must apply in the county in which they reside.
- B. Petitioner must complete the online petition at www.drccqe.com (further instructions are available to assist the petitioner on the website).
- C. Petitioner shall print the fully completed Electronic Petition and file the same along with the Notice to Court of Petition (Appendix D) with the Common Pleas Clerk of Courts. The Petitioner shall include the DRC Electronic Petition Number on the Notice.
- D. Before any action is required to be taken on the Petition, the Petitioner must pay a deposit as set forth under Rule 3 – Security for Costs.
- E. All Petitions submitted through the DRC shall include electronic access to the Department of Rehabilitation and Corrections CQE Summary (CQE Summary).
- F. All social security numbers and other information that must be excluded from public record shall be redacted in accordance with the rules of this court and the Rules of Superintendence. Upon filing of a Petition, the Clerk shall file the original under seal for use by the Court, and prepare a redacted copy for inclusion in the portion of the case file accessible to the public. Records or information received by the Court or the Clerk to assist the court with making its decision under Revised Code section 2953.25, including information included on a Petition, shall retain their character as public or non-public records, as otherwise provided in law.

G. Upon receipt of a Notice to Court of Petition, Electronic Petition and the required deposit, the Clerk of Courts shall assign the Petition a miscellaneous civil case number.

H. The Court shall obtain a criminal history for the Petitioner through the investigation ordered in support of the Petition issued to the Adult Probation Department.

1. The Adult Probation Department shall attempt to determine all other courts in the state in which the Petitioner has been convicted of or plead guilty to an offense through review of the Petitioner's criminal history or other investigation.

2. The Adult Probation Department shall send a Notice to Court Regarding Petition for Certificate of Qualification for Employment and Submission of Information Regarding Petition for Certificate of Qualification for Employment to each court so identified. Such Notice shall be sent via ordinary US mail.

3. The Adult Probation Department shall also send a Notice to Prosecutor Regarding Petition for Certificate of Qualification for Employment and Submission of Information Regarding Petition for Certificate of Qualification for Employment to the Williams County Prosecuting Attorney.

I. The Judge or Magistrate shall review the Petition, criminal history, all filings submitted by the prosecutor or victim in accordance with the rules adopted by the division of parole and community services, and all other relevant evidence.

J. The Judge or Magistrate may order any report, investigation or disclosure by the Petitioner that it believes is necessary to reach a decision (Order for Additional Information).

K. Once all information requested has been received, a Judge shall decide whether to Grant or Deny the Petition within sixty (60) days, unless Petitioner requests and is granted an extension of time. The decision to grant or deny a Petition may be referred to a Magistrate, and then sent to the Judge for a final Judgment Entry and Order. All notice and objection periods regarding a magistrate's decision would apply as set forth in the civil rules.

The Clerk shall provide a written notice to the Petitioner of the Court's Decision and Judgment Entry. If denied, the notice shall include conditions, if any, placed on subsequent filings and language that a final appealable order has been filed. The Clerk shall also notify the DRC of

the disposition of the petition as required under the Administrative Rules, and if granted order the DRC to issue the CQE to Petitioner.

RULE 20.04

SPECIALIZED DOCKET (Fulton and Williams County)

The Fulton and Williams County Court of Common Pleas, as authorized by Rules of Superintendence for the Courts of Ohio Rule 36.02 through Rule 36.28, hereby creates in its criminal division, a specialized docket named the "Fulton County Drug Court Program" and "Williams County Drug Court Program", respectively. The Court adopts and incorporates, as Rule 20.04 of this Court, all policies and procedures of the program set forth in Appendix E (Fulton County) and F (Williams County).

A. **Mission Statement of Drug Court Program.** To divert drug and/or alcohol dependent participants in court-monitored treatment, to achieve accountability, and to rehabilitate male and female defendants who have addictions with substances; thereby decreasing criminal activity and the need for incarceration.

B. **Program Goals.** The Drug Court will work with eligible defendants with drug and alcohol addictions to engage them in treatment with close supervision in lieu of processing them through the traditional criminal justice system. The Drug Court shall operate to allow the judiciary, prosecution, bar association, probation, law enforcement, addiction treatment, mental health and social service communities to work together to help non-violent offenders.

The Fulton and Williams County Drug Court Program has among its additional goals the following:

1. Consolidation and removal of a class of cases that places significant demands on court resources;
2. Law enforcement's action in arresting for crimes involving or relating to drug and alcohol abuse being taken seriously, because a drug court program causes

offenders to be monitored more closely and squarely places responsibility on the offender to make positive choices or face immediate consequences for not doing so;

3. Early identification of potential drug court participants resulting in reduced jail population and cost savings to the county; and
4. Facilitating greater coordination and more effective use of public services for criminal justice cases in the treatment system.

Appendix A Age Appropriate Parenting Access Plans

The vision of the Ohio Task Force on Family Law and Children was to create an environment in which children whose parents live in difference homes:

- 1 Could go back and forth peacefully between Mom's house and Dad's house;
- 2 Have a weekly schedule that was developmentally appropriate; and
- 3 Feel comfortable loving and interacting with both parents.

The best schedule is one that is tailor-made to each family by the family a Adjusted as the child grows and family circumstances change. Children differ not only by age and developmental variances, but also by temperament, personality, and special needs. As the child grows and family circumstances change, arrangements need to change as well. Flexibility is a key to successful, child-centered schedules.

The Task Force examined model schedules from many counties throughout the country and decided to include those developed by Maricopa County, Arizona because they offered more options and were supported by current social science research. These sample schedules are offered here to encourage creativity. They are not intended to be guidelines to be imposed by a Court. The parenting access plans provided are examples of what may work well for children of a particular age and developmental stage, but should not be viewed as prescriptive. One size does not fit all.

Current research supports the involvement of both parents from the earliest days of a child's Perhaps the greatest creativity is required as teens develop and mature. Rigid schedules during those years may cause alienation, and supportive parents may find themselves showing up for sports and extracurricular events rather than relying on the routine that served them well when a child was young.

Children need two parents. They need for the two most important people in their lives to learn how to work together without on-going conflicts and rancor. When parents say "I'll do anything for my kids," the greatest gift and challenge may mean developing a cooperative parenting partnership with your child's other parent. Best Wishes!

SAMPLE PARENTING ACCESS PLANS

To Parents:

Raising children presents challenges for all parents. When parents live in separate homes the challenges are greater because the relationships become more complicated. Sometimes parents disagree about how much time children should spend with each of them. The following information will help parents reach agreements about parenting time (access) with their children.

These plans were developed by a committee of judicial officers, mental health providers and attorneys in Maricopa County, Arizona, who consulted with nationally known experts in child development. The Ohio Task Force on Family Law and Children selected these plans after an extensive view of material prepared in communities around the country and the world. These plans offer information about what children learn, feel and need at different ages. They also provide a variety of plans appropriate for each age group, and language that may be included in court orders.

Children describe the loss of contact with a parent as the worst consequence of divorce or parental separation. Unless special circumstances exist, preserving a healthy and ongoing relationship between children and both their parents after divorce, dissolution or separation is of utmost importance. Positive involvement with both parents furthers the child's emotional and social development, academic achievement, and overall adjustment.

WHY PLANS ARE NECESSARY

Written parenting access plans provide children and parents with some assurances of maintaining meaningful contact and can prevent future conflict. These plans are intended to encourage open dialog and cooperation between parents. The Courts prefer that parents reach agreements about schedules voluntarily. When parents reach an agreement about schedules on their own, they are more likely to remain cooperative as their children grow up. Children do best when parents cooperate. The reverse is also true. Children who experience ongoing conflict between parents are at high risk for suffering serious long-term emotional problems.

Parents must state their agreements about parenting time in their parenting access plan. A successful parenting access plan will state the agreements parents reach about parenting time, and sharing of parenting functions and responsibilities. The schedule should consider each child's developmental needs as identified in this booklet.

How To Use This Booklet

1. Locate Plans for your child(ren's) age.
2. Meet with your child's other parent to discuss parenting time and which plan for access (A,B or C) best suits your family's needs.
3. To assist you, the plans include sample calendars with sample parenting access plan language to include in court orders. These are examples only. You may choose any days or time you wish.
4. Because each child is unique, you may wish to establish different plans for children of different ages while making sure brothers and sisters are able to spend as much time together as possible. Be flexible!

Which Plan Should We Choose?

The following options are designed to allow parents or the Court, if necessary, to select the proper plan after considering the family's unique circumstances. Children differ in how long they are comfortable being away from each parent. Some children prefer spending more time at one home, while others move back and forth on a regular basis with ease. Parents may need to tolerate disruption of their own schedules, and more or less time with their child than they might otherwise prefer to provide the child with a sense of security and well-being.

When creating a plan, parents should consider the child's relationship with each parent. If a parent has never been a part of a child's life or has not had contact with the child for an extended period, access should start slowly and gradually increase as the child adjusts and feels comfortable.

A parent, who as an extremely busy work schedule, has not been the child's primary caregiver, or wants regular access without extensive care giving responsibility may consider **Plan A**.

A parent who has been involved in the day-to-day care of the child may desire greater access. This parent may consider **Plan B**.

A parent who has care giving experience and desires maximum access may consider **Plan C**.

As the child adjusts to the initial plan and feels comfortable, parents may consider increasing access by creating another plan. In some cases, it may be beneficial to change from one plan to another as the child gets older. When increasing access time, a parent's past involvement in caring for the child must be considered as well as the parent's willingness and ability to learn necessary care giving skills.

If parents cannot create a parenting access plan and access schedule that is best for their family, the Court will evaluate the case, and create a parenting access plan that it finds is in the best interest of the children.

Important Factors To Consider When Creating A Plan

- 1 The child's age, maturity, temperament and strength of attachment to each parent
- 2 Any special need of the child and parents
- 3 The child's relationship with siblings and friends
- 4 The distance between the two households
- 5 The flexibility of both parents work schedules and the child's schedules to accommodate extended access
- 6 Childcare arrangements
- 7 Transportation needs
- 8 The ability of parents to communicate and cooperate
- 9 The child's and the parents' cultural and religious practices
- 10 A parent's willingness to provide adequate supervision even if the parent has not done so in the past
- 11 A parent's ability and willingness to learn basic care giving skills such as feeding, changing, and bathing a young child, preparing a child for daycare or school, or taking responsibility for helping a child with homework
- 12 A parent's ability to care for the child's needs

Children Benefit When Parents

- 1 Initiate the child's contact with the other parent on a regular basis by phone, letter, audio and videotapes, e-mail and other forms of communication
- 2 Maintain predictable schedules
- 3 Are prompt and have children ready at exchange time
- 4 Avoid any communication that may lead to conflict at exchange time
- 5 Ensure smooth transitions by assuring the children that they support their relationship with the other parent and trust the other's parenting skills
- 6 Allow the children to carry "important" items such as clothing, toys, security blankets with them between the parents' homes
- 7 Follow similar routines for mealtime, bedtime, and homework time
- 8 Handle rules and discipline in similar ways
- 9 Support contact with grandparents and other extended family so the children do not experience a sense of loss
- 10 Are flexible so the child can take advantage of opportunities to participate in special family celebrations or events
- 11 Give as much advance notice as possible to the other parent about special occasions
- 12 Provide an itinerary of travel dates, destination, and places where the child or parent can be reached when on vacation
- 13 Establish a workable, "business-like" method of communication
- 14 Plan their vacations around the child's regularly scheduled activities

Children Are Harmed When Parents

- 1 Make their child choose between mom and dad
- 2 Question their child about the other parent's activities or relationships
- 3 Make promises they do not keep
- 4 Argue with or put down the other parent in the child's presence or range of hearing
- 5 Discuss their personal problems with the child or in the child's range of hearing
- 6 Use the child as a messenger, spy or mediator
- 7 Withhold access because child support has not been paid

SPECIAL CIRCUMSTANCES

These sample plans may not apply to all family situations or all children. They are not appropriate if there are significant issues of:

- 1 Child abuse or neglect
- 2 Serious mental or emotional disorders
- 3 Drug or alcohol abuse or criminal activity
- 4 Domestic violence
- 5 Continuous levels of very intense conflict

When a child's physical or emotional safety is at risk, it is necessary to protect the child. Parents who have concerns about these issues should seek help from an attorney, mental health professional, court services, domestic abuse agency, or local social services agency.

Remember, the welfare of the child is of utmost importance.

Definitions of terms used in this booklet:

Attachment: the process of building strong emotional bonds to specific care givers, critical for the child's development during the first year. A sense of security, the development of trust in others and positive emotional and social adjustment occur as a result of attachment.

Bonding: The development of close, loving and trusting relationships.

Parenting access plan: means a plan for the parenting of a minor child, which provides for the allocation of parenting functions and responsibilities.

Transition: moving between parents' homes.

SAMPLE PARENTING ACCESS PLANS

Birth to Twelve Months

Infants learn at a rapid rate. They are learning to love and trust familiar caregivers. Infants learn to attach to parents and others through consistent, loving responses such as: holding, playing, feeding, soothing, talking gently and lovingly, and meeting their needs promptly. They begin to respond to the different but equally valuable types of parenting mothers and fathers provide.

Infants cannot retain experiences over time, so it is important that they have frequent contact with both parents and a predictable schedule and routine. Infants can retain "emotional memories" of conflict that can have long-term negative effects, so parents should not argue when children, even infants, can overhear.

By six months, infants can recognize their parents and other caregivers, and may become uneasy around strangers. Regular caregivers are able to recognize their signals for food, comfort, and sleep. When away from them, infants may become anxious and may experience eating and sleeping problems.

At this young age, it is important to maintain the infant's basic sleep, feeding, and waking cycles. Schedules should be adjusted so that disruption does not occur. For example, in creating parenting access plans for this age group, parents should consider the special needs of breastfeeding infants.

All plans presume that the parent with access has appropriate baby supplies (infant seat, car seat, crib, diapers, toys) and that access will take place in a child friendly setting that is visually and intellectually stimulating. The parent with access time should personally care for the child as much as possible.

Return to the other home should be at least one half hour before bedtime. Once established, schedules should remain as consistent as possible.

All plans that include overnights presume that the parent with access not only had care giving experience but that the child is sufficiently attached and accustomed to being in the care of that parent for long periods.

Birth to Twelve Months

Plan A(1): Three periods of three to six hours spaced throughout each week.
Comment: Frequent contact helps the parent and the child bond.

Parent A. ☐ ☐ Parent B.

	M	T	W	Th	F	S	S
8:00							
9:00							
10:00							
11:00							
Noon							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
Overnight							

Sample Parenting plan language: Parent A shall have time with the child each week on Tuesday and Thursday from 4:30 p.m. to 7:30 p.m. and Saturday from 9:00 a.m. to 3:00 p.m. The child shall be with Parent B the remainder of the time.

Plan A(2): Two six hour periods spaced throughout the week.

Comment: This plan is helpful when the parents' work schedules or their levels of conflict make more frequent exchanges difficult. Because in this plan there are only two opportunities to parent each week, bonding between the parent and child may proceed more slowly and the child may experience some difficulty going from one parent to the other.

	M	T	W	Th	F	S	S
8:00							
9:00							
10:00							
11:00							
Noon							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
overnight							

Sample parenting plan language:
Parent A shall have time with the child each week on Tuesday from 12:00 p.m. to 6:00 p.m. and Saturday from 9:00 a.m. to 3:00 p.m. The child shall be with Parent B the remainder of the time.

Birth to Twelve Months

Plan B: Two three-hour periods and one eight hour period spaced throughout each week:

Parent A ☐ Parent B ☐

	M	T	W	Th	F	S	S
8:00							
9:00							
10:00							
11:00							
Noon							
1:00							
2:00							
3:00							
4:00		4:30		4:30			
5:00							
6:00							
7:00		7:30		7:30			
8:00							
overnight							

Sample parenting plan language:
Parent A shall have time with the child each week on Tuesday and Thursday from 4:30 p.m. to 7:30 p.m. and on Saturday from 10:00 a.m. to 6:00 p.m. The child shall be with Parent B the remainder of the time.

Vacation: Time blocks that vary significantly from the above are not recommended.

Holidays: When holidays or special occasions like Father's Day, Mother's Day and birthdays do not fall on a parent's access day, parents should consider dividing them consistent with the blocks noted above.

Birth to Twelve Months

Plan C: Two periods of three to six hours and one or more overnights each week.

Parent A. ☐ Parent B. ☐

	M	T	W	Th	F	S	S
8:00							
9:00							
10:00							
11:00							
Noon							
1:00							
2:00							
3:00							
4:00		4:30		4:30		4:30	4:30
5:00							
6:00							
7:00		7:30		7:30			
8:00							
overnight							

Sample parenting plan language:
Parent A shall have time with the child each week on Tuesday and Thursday from 4:30 p.m. to 7:30 p.m. and on Saturday from 4:30 p.m. to Sunday at 4:30 p.m. The child shall be with Parent B the remainder of the time.

Vacation: Presuming that Plan C overnights have been ongoing, parents may have three consecutive overnights, weekend or midweek, twice each year. Each parent shall give the other parent thirty days written notice of vacation plans and an itinerary of travel dates, destination, and places where the child or parent can be reached.

Holidays: When holidays or special occasions like Father's Day, Mother's Day and birthdays do not fall on a parent's access day, parents should consider dividing them consistent with the blocks noted above.

Twelve to Twenty-four Months

One to two year olds are becoming more aware of the world around them and the people who are frequently in contact with them. A baby at this age can be attached to many caregivers including grandparents, other extended family members, daycare providers, babysitters and family friends who are frequently in contact with the child.

One to two year olds are also becoming independent and are developing the ability to comfort themselves by thumb-sucking or holding onto favorite blankets or toys. Their sleeping and eating schedules are also becoming regular. They continue to respond to the different but equally valuable types of parenting mothers and fathers provide. Two year olds commonly test parental limits and appropriate parental responses can build the child's self-esteem for years to come.

Transitions between homes may become difficult for some one to two year olds and they may become upset at these times. Some resistance to exchanges is normal for some children. This behavior does not necessarily mean the other parent is not a good parent or that the child does not want to be with the other parent. Parents can make exchanges easier for the child by following predictable schedules and by supporting the child's relationship with the other parent.

All plans presume that the parent with access has appropriate baby supplies (infant seat, car seat, crib, diapers, toys) and that access will take place in a child friendly setting that is visually and intellectually stimulating. The parent with access time should personally care for the child as much as possible.

Return to the other home should be at least one half hour before bedtime. Once established, schedules should remain as consistent as possible.

All plans that include overnights presume that the parent with access not only had care giving experience but that the child is sufficiently attached and accustomed to being in the care of that parent for long periods.

Twelve to Twenty-four Months

Plan A(1): Three periods of three to six hours spaced throughout each week.
Comment: Frequent contact helps the parent and the child bond.

Parent A ☐ Parent B ☐

	M	T	W	Th	F	S	S
8:00							
9:00							
10:00							
11:00							
Noon							
1:00							
2:00							
3:00							
4:00		4:30		4:30			
5:00							
6:00							
7:00		7:30		7:30			
8:00							
overnight							

Sample Parenting plan language:
 Parent A shall have time which the child each week on Tuesday and Thursday from 4:30 p.m. to 7:30 p.m. and Saturday from 9:00 a.m. to 3:00 p.m. The child shall be with Parent B the remainder of the time.

Plan A(2): Two six hour periods spaced throughout the week.

Comment: This plan is helpful when the parents work schedules or their levels of conflict make more frequent exchanges difficult. Because in this plan there are only two opportunities to parent each week, bonding between the parent and child may proceed more slowly and the child may experience some difficulty going from one parent to the other.

	M	T	W	Th	F	S	S
8:00							
9:00							
10:00							
11:00							
Noon							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
overnight							

Sample parenting plan language:
Parent A shall have time with the child each week on Tuesday from 12:00 p.m. to 6:00 p.m. and Saturday from 9:00 a.m. to 3:00 p.m. The child shall be with Parent B the remainder of the time.

Twelve to Twenty-four Months

Plan B: Two four-hour periods and one eight hour period spaced throughout each week:

Parent A ☐ Parent B ☐

	M	T	W	Th	F	S	S
8:00							
9:00							
10:00							
11:00							
Noon							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
overnight							

Sample parenting plan language:
Parent A shall have time with the child each week on Tuesday and Thursday from 4:30 p.m. to 8:30 p.m. and on Saturday from 10:00 a.m. to 6:00 p.m. The child shall be with Parent B the remainder of the time.

Vacation: Time blocks that vary significantly from the above are not recommended, unless the child has gradually adjusted to overnights with parent A.

Holidays: When holidays or special occasions like Father's Day, Mother's Day and birthdays do not fall on a parent's access day, parents should consider dividing them consistent with the blocks noted above.

Twelve to Twenty-four Months

Plan C: One daytime period of three to six hours and two non-consecutive overnights each

Parent A ☐ Parent B ☐

	M	T	W	Th	F	S	S
8:00					8:30		
9:00							
10:00							
11:00							
Noon							
1:00							
2:00		2:30					
3:00							
4:00						4:30	4:30
5:00				5:30			
6:00							
7:00							
8:00		8:30		8:30			
overnight							

Sample parenting plan language: Parent A shall have time with the child each week on Tuesday from 2:30 p.m. to 8:30 p.m., Thursday at 5:30 p.m. to Friday at 8:30 a.m. and Saturday from 4:30 p.m. to Sunday at 4:30 p.m. The child shall be with Parent B the remainder of the time.

Vacation: Presuming that Plan C overnights have been ongoing, parents may have one period of three consecutive overnights, midweek or weekend, with children 12 to 18 months old. After the age of 18 month, parents may have two one-week periods separated by at least four weeks. Each parent shall give the other parent thirty days written notice of vacation plans and an itinerary of travel dates, destination, and places where the child or parent can be reached.

Holidays: When holidays or special occasions like Father's Day, Mother's Day and birthdays do not fall on a parent's access day, parents should consider dividing them consistent with the blocks noted above.

SAMPLE PARENTING ACCESS PLANS

Twenty-four to Thirty-six Months

Ages two to three are an important time for children to develop independent skills. Although children this age are learning to be independent, they may still cling to their caregiver and resist separation. They may be negative, and say "NO!" to parents' requests and demands just to express their independence. They may also be fearful about unfamiliar activities and objects. Predictable, regularly scheduled routines help children manage their fears and help them learn that the world is a safe place. Moving between parents' homes may become difficult for children at this age and they may become upset. This behavior does not necessarily mean that the other parent is not a good parent or that the child does not want to be with the other parent. Parents must ensure that the transitions between the two parents' homes are free of parental arguing and tension.

Plan A(1): Two three to four hour periods and one eight hour period spaced throughout each week:

Parent A. ☐ Parent B. ☐

	M	T	W	Th	F	S	S
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00		4:30		4:30			
5:00							
6:00							
7:00							
8:00		8:30		8:30			
overnight							

Sample parenting plan language: Parent A shall have time with the child each week on Tuesday and Thursday from 4:30 p.m. to 8:30 p.m. and on Saturday from 10:00 a.m. to 6:00 p.m. The child shall be with Parent B the remainder of the time.

Vacation: Time blocks that vary significantly from the above are not recommended.

Holidays: When holidays or special occasions like Father's Day, Mother's Day and birthdays do not fall on a parent's access day, parents should consider dividing them consistent with the blocks set above.

Twenty-four to Thirty-six Months

Plan A(2): Two periods of three to six hours and one overnight each week:

Parent A. ☐ Parent B. ☐

	M	T	W	Th	F	S	S
8:00							
9:00							
10:00							
11:00							
Noon							
1:00							
2:00							
3:00							
4:00		4:30		4:30			
5:00							
6:00							
7:00		7:30		7:30			
8:00							
Overnight							

Sample parenting plan language: Parent A shall have time with the child each week on Tuesday and Thursday from 4:30 p.m. to 7:30 p.m. and on Saturday from 4:00 p.m. to Sunday at 10:00 a.m. The child shall be with Parent B the remainder of the time.

Vacation: Presuming Plan A(2) overnights have been ongoing, parents may have two one-week periods separated by at least four weeks. Each parent shall give the other parent thirty days written notice of vacation plans and an itinerary of travel dates, destinations, and places where the child or parent can be reached.

Holidays: When holidays or special occasions like Father's Day, Mother's Day and birthdays do not fall on a parent's access day, parents should consider dividing them consistent with the blocks noted above.

Twenty-four to Thirty-six Months

Plan B: One period of three to six hours and two non-consecutive overnights each week:

Comment: Ideally a child of this age should not be separated on a regular schedule from either parent for longer than four days.

Parent A. ☐ ☐ Parent B.

	M	T	W	Th	F	S	S
8:00							
9:00							
10:00							
11:00							
Noon							
1:00							
2:00							
3:00							
4:00			4:30				
5:00							
6:00							
7:00			7:30				
8:00							
overnight							

Sample parenting plan language: Parent A shall have time with the child each week on Wednesday 4:30 p.m. to 7:30 p.m. and Monday 8:00 a.m. to Tuesday 8:00 a.m. and Friday 8:00 a.m. to Saturday 1:00 p.m. The child shall be with Parent B the remainder of the time.

Vacation: Presuming that Plan B overnights have been ongoing, use Plan A(2) vacation plan for this age group.

Holidays: See Plan A(2) Holiday for this age group.

Twenty-four to Thirty-six Months

Plan C: One period of three to six hours and two consecutive overnights each week:

Parent A. ☐ Parent B. ☐

	M	T	W	Th	F	S	S
8:00							
9:00							
10:00							
11:00							
Noon							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
overnight							

Sample parenting plan language: Parent A shall have time with the child each week on Saturday 10:00 a.m. to 1:00 p.m. and Monday 5:30 p.m. to Wednesday 8:00 a.m. The child shall be with Parent B the remainder of the time.

Vacation: Presuming that Plan C overnights have been ongoing, use Plan A(2) vacation plan for this age group.

Holidays: See Plan A(2) Holidays for this age group.

SAMPLE PARENTING ACCESS PLANS

Three to Five Years

Three to five year-olds are attached to their regular caregivers and separation may cause them to be uncomfortable and anxious. They may also be fearful about unfamiliar activities and objects and may experience night fears like "monsters" under the bed.

Three to five year-olds may show increased discomfort when moving between parents' homes. They may become very upset at these times. This behavior does not necessarily mean that the other parent is not a good parent or that the child does not want to be with the other parent. Parents can make exchanges easier for children by following predictable schedules.

Three to five year-olds may benefit from structured time with children their own age, away from parents. This time helps them to develop social skills and to learn that they can be safe and happy away from both parents.

Children are more likely to resist going to the other parent if the parents are tense, hostile or argue with each other at the exchange. If tension is present, the child might become difficult to manage or might display a variety of behaviors consistent with emotional problems. If parents cannot be pleasant, or at least neutral, they should limit communications at these exchanges. Parents **must not** use the child as a messenger to communicate with the other parent. Children may also feel more secure if they can take favorite stuffed toys, family photos or other objects that will remind them of the other parent.

After age three, children become more aware of holiday celebrations. To avoid disputes, parents should schedule for as many holidays as are meaningful to the family, whether religious, cultural, or national in their access plan. Parents should also include family birthdays and annual parent day celebrations.

The options discussed for 24 months to 36 months are also appropriate for this age group.

Plan A(1): Two consecutive overnights every other week and an additional overnight or afternoon/evening period each week.

Plan A(2): Three consecutive overnights week one. Another overnight or afternoon/evening period of three to four hours may be added in week two.

Sample Monthly Schedule

Plan A(1)						
M	T	W	Th	F	S	S
		5:30 p.m.		5:30 p.m.		6:00 p.m.
		5:30 p.m.				
		5:30 p.m.		5:30 p.m.		6:00 p.m.
		5:30 p.m.				

Parent A shall have time with the child week one from Friday at 5:30 p.m. to Sunday at 6:00 p.m. In addition, Parent A shall have time with the child each week from Wednesday at 5:30 p.m. to Thursday at 8:00 a.m. The child shall be with Parent B the remainder of the time. Repeat schedule weeks three and four.

Plan A(2)						
M	T	W	Th	F	S	S
			5:30 p.m.			6:00 p.m.
		5:30 p.m.				
			5:30 p.m.			6:00 p.m.
		5:30 p.m.				

Parent A shall have time with the child week one from Thursday at 5:30 p.m. to Sunday at 6:00 p.m. In addition, Parent A shall have time with the child each week from Wednesday at 5:30 p.m. to Thursday at 8:00 a.m. week two. The child shall be with Parent B the remainder of the time. Repeat schedule weeks three and four.

Three to Five Years

Plan B: Four consecutive overnights week one. Another overnight or afternoon/evening period of three to four hours may be added in week two.

Plan C(1): Parents split each week and the weekend.

Comment: This plan provides consistent routine and accommodates a young child's ability to be apart from either parent for only three days. It also allows the child to have a "stay home" day (Saturday or Sunday) with each parent each week, which is helpful to many young children. Parents may dislike not having full weekend access, but the schedule can be modified to allow full weekends during the summer or on holidays. If desired, parents may alternate exchanges so one week one parent has three overnights and the other has four overnights and the next week the number of overnights is reversed.

Sample Monthly Schedule

Plan B						
M	T	W	Th	F	S	S
			5:30 p.m.			8:00 a.m.
			5:30 p.m.			
			5:30 p.m.			8:00 a.m.
			5:30 p.m.			

Parent A shall have time with the child week one from Monday at 8:00 a.m. In addition; Parent A shall have the child from Thursday at 5:30 p.m. to Friday at 8:00 a.m. week two. The child shall be with Parent B the remainder of the week. Repeat schedule weeks three and four.

Plan C(1)						
M	T	W	Th	F	S	S
		12:00 p.m.				8:00 a.m.
		12:00 p.m.				8:00 a.m.
		12:00 p.m.				8:00 a.m.
		12:00 p.m.				8:00 a.m.

Parent A shall have time with the child each week from Sunday 8:00 a.m. to Wednesday 12:00 p.m. Parent B shall have time from Wednesday at 12:00 p.m. to Sunday at 8:00 a.m.

Three to Five Years

Plan C(2): Each parent has the same two consecutive midweek overnights each week and alternates the weekends.

Comment: This plan provides each parent with alternating full weekends with and without the children. The child is away from each parent during alternate weeks for five days, which may be difficult for some children at this age. This plan is helpful when the parents' level of conflict makes exchanges difficult, because all exchanges can take place at day care.

Sample Monthly Schedule

Plan C(2)						
M	T	W	Th	F	S	S
5:30 p.m.	8:00 a.m.			5:30 p.m.		8:00 a.m.
5:30 p.m.	8:00 a.m.					
5:30 p.m.	8:00 a.m.			5:30 p.m.		8:00 a.m.
5:30 p.m.	8:00 a.m.					

Parent A shall have time with the child every Monday after daycare or 5:30 p.m. if not in daycare to Wednesday 8:00 a.m. Parent B shall have time with the child every Wednesday after daycare or 5:30 p.m. If not in daycare to Friday at 8:00 a.m. The parties shall alternate weekends (Friday to Monday at 8:00 a.m.)

Vacation: Each parent shall have the opportunity to spend up to 10 days in town or out of town each year or two one week periods taken separated by at least three weeks. Telephone contact is recommended during out of town periods. Each parent shall give the other parent thirty days written notice of vacation plans and an itinerary of travel dates, destination, and places where the child or parent can be reached.

Holidays: See the "What to do about the Holidays" section of this booklet.

SAMPLE PARENTING ACCESS PLANS

Six to Nine Years

Six to nine year-old children may worry that one parent does not love them or that they will lose one parent. They may also experience intense longing for the absent parent. It is common for these children to fantasize that their parents will get back together.

Some six to nine year-olds benefit from spending more time at one home, while other move back and forth on a regular basis with ease. Children differ in how long they are comfortable being away from each parent. If the child has spent considerable quality time with the parent who has access, that child may cope better with a long separation from the other parent.

All scheduling should maximize parents' time off from work. If work schedules change, parents may vary access days with appropriate prior notice.

Plan A(1): Two consecutive overnights every other week. An additional three to six hour period or overnight may be added each week.

Plan A(2): Three consecutive overnights every other week and an additional four to six hour period each week.

Sample Monthly Schedule

Plan A(1)						
M	T	W	Th	F	S	S
		5:30 p.m.		5:30 p.m.		6:00 p.m.
		5:30 p.m.				
		5:30 p.m.		5:30 p.m.		6:00 p.m.
		5:30 p.m.				

Parent A shall have time with the child week one from Friday at 5:30 p.m. to Sunday at 6:00 p.m.. In addition, Parent A shall have access each Wednesday from 5:30 p.m. to 8:30 p.m. each week. The child shall be with Parent B. the remainder of time.

Plan A(2)						
M	T	W	Th	F	S	S
5:30 p.m.					2:00 - 8:00	
					2:00 - 8:00	
5:30 p.m.					2:00 - 8:00	
					2:00 - 8:00	

Parent A. shall have time with the child week one from Monday at 5:30 p.m. to Thursday at 8:00 a.m. In addition, Parent A shall have access every Saturday from 2:00p.m. to 8:00 p.m. The child shall be with Parent B the remainder of the time. Repeat schedule weeks three and four

Six to Nine Years

Plan B: Four consecutive overnights week one with an additional overnight week two.

Plan C(1): Split each week and weekend

Comment: This plan allows each parent to participate more in the child's academic life. It also provides a consistent routine, accommodates a young child's ability to be apart from either parent for only three days and allows the child to have a "stay home" day (Saturday or Sunday) with each parent each week, which is helpful to many young children. Parents may dislike not having full weekend access, but the schedule can be modified to allow full weekends during the summer or on holidays. If desired, parents may alternate exchanges so one week one parent has three overnights and the other had four overnights and the next week the number of overnights is reversed.

Sample Monthly Schedule

Plan B						
M	T	W	Th	F	S	S
		5:30 p.m.				
	5:30 p.m.					
		5:30 p.m.				
	5:30 p.m.					

Parent A shall have time with the child week one from Wednesday at 5:30 p.m. to Sunday at 8:00 a.m.. In addition, Parent A shall have access each week two on Tuesday from 5:30 p.m. to Wednesday 8:00 a.m. the Child shall be with Parent B the remainder of time.

Plan C(1)

M	T	W	Th	F	S	S
		12:00 p.m.				8:00 a.m.
		12:00 p.m.				8:00 a.m.
		12:00 p.m.				8:00 a.m.
		12:00 p.m.				8:00 a.m.

Parent A. shall have time with the child each week from Sunday 8:00 a.m. to Wednesday 12:00 p.m. Parent B shall have time from Wednesday at 12:00 p.m. to Sunday at 8:00 a.m.

Six to Nine Years

Plan C(2): Each parent has the same two consecutive midweek overnights each week and alternates the weekends.

Comment: This plan provides each parent with alternating full weekends with and without the children. The child is away from each parent during alternate weeks for five days, which may be difficult for some children. This plan is helpful when the parents' level of conflict makes exchanges difficult, because all exchanges can take place at school or daycare.

Plan C(3): The parents share time with the child during alternating seven day periods. A midweek overnight is optional for the parent who does not have access that week. The exchange time can be Friday after school or work, Sunday afternoon or evening, or Monday after school. **Comment:** This plan requires effective parental communication and cooperation to arrange weekly activities for the children. For example, if one parent wants to enroll the children in karate lessons on Tuesday evenings, the other parent must be willing to follow up with this activity when the children are with that parent. All exchanges for this plan can take place at school or day care if desired. While some children thrive with this access plan, others may find this arrangement disruptive.

Sample Monthly Schedule

Plan C(2)						
M	T	W	Th	F	S	S
3:30 p.m.				5:30 p.m.		
3:30 p.m.						
3:30 p.m.				5:30 p.m.		
3:30 p.m.						

Parent A shall have time with the child every Monday after school to Wednesday at 8:00 a.m. Parent B shall have time with the child every Wednesday after school to Friday at 8:00 a.m. The parties shall alternate weekends (Friday after school to Monday morning).

Plan C(3)						
M	T	W	Th	F	S	S

Parent A. shall share time with the child for a seven-day period (alternating weeks). Week one: Parent A shall drop the child off at school Friday at 8:00 a.m. and Parent B shall pick the child up after school. Week two: Parent B shall drop the child off at school Friday at 8:00 a.m. and Parent A shall pick the child up after school. Repeat schedule weeks three and four. (Optional: The parent who does not have time with the child during the week shall be entitled to an overnight, normally to occur Wednesday from 5:30 p.m. to Thursday at 8:00 a.m.).

Vacation: Each parent shall have the opportunity to spend two, two week periods of in town or out of town vacation each year for children age six to eight. Each parent shall have the opportunity to spend up to four consecutive weeks of vacation after the child is eight. Each parent shall give the other parent thirty days written notice of vacation plans and an itinerary of travel dates, destination, and places where the child or parent can be reached. If the child is in town during a four week vacation period, the non-vacating parent may have one weekend (Friday at 5:30 p.m. to Sunday at 6:00 p.m.) if desired.

Holidays: See the "what to do about the holiday" section of this booklet.

SAMPLE PARENTING ACCESS PLANS

Ten to Thirteen Years

Ten to thirteen year old children often want to be independent from their parents and are becoming more attached to their friends. They may blame one parent for the divorce, may be angry and embarrassed by the breakup of the family, and may side with one parent.

Children at this age often want to have a say in their living arrangements. Parents should allow them to express their views, while making it clear that it is up to the parents to make the final decisions. As children begin junior high school, parents should give consideration to their school and extracurricular activities. Parents should be flexible remembering that access must still occur on a regular basis.

All plans for six to nine year-olds are suitable for this age group.

Vacation: Each parent shall have the opportunity to spend two, two week periods or up to on four week period for in town or out of town vacation. Each parent shall give the other parent thirty days written notice of vacation plans and an itinerary of travel dates, destination, and places where the child or parent can be reached. Telephone contact is recommended. If the child is in town during a four week vacation period, the non-vacationing parent may have one weekend (Friday at 5:30 p.m. to Sunday at 6:00 p.m.) if desired.

Holidays: See the "what to do about the holidays" section of this booklet.

SAMPLE PARENTING ACCESS PLAN

Fourteen to Eighteen Years

During the later teen years, children want to be independent and believe they are capable of making their own decisions. Often, their focus is on their friends, school, activities, or work more so than on their family. Fourteen to eighteen year-olds may resist a rigid or well defined access schedule. Parents should be flexible and accept the children's increasing ability to care for their own needs. Many older teens prefer a primary house to use as a base where their friends can contact them. Sometimes they prefer it just because it is less confusing. As a result, for some children, having one parent's house as a primary house is important. Parents should consult with older teens regarding their ideas for living arrangements, access schedules, and family activities. Parents, however, must remind their teens that final decisions rest with the parents.

All of the plans listed from age six and older are suitable for this age group.

Plan A: Two consecutive overnights every other week, preferably on the weekend and an optional additional afternoon/evening period each week. One household becomes the "home base".

Plan B: The parents share time with the child during alternating seven-day periods. A midweek overnight period is optional for the parent who does not have access that week. The exchange time can be Friday after school or work, Sunday afternoon or evening, or Monday after school.

Comment: The plan requires effective parental communication and cooperation to arrange weekly activities for the children. For example, if one parent wants to enroll the children in karate lessons on Tuesday evenings, the other parent must be willing to follow up with this activity when the children are with that parent. While some children thrive with this access plan, others may find this arrangement disruptive.

Sample Monthly Schedule

Plan A						
M	T	W	Th	F	S	S
		5:30-9:00		5:30 p.m.		6:00 p.m.
		5:30-9:00				
		5:30-9:00		5:30 p.m.		6:00 p.m.
		5:30-9:00				

Parent A shall have time with the child every other week from Friday at 5:30 p.m. to Sunday at 6:00 p.m.. In addition, Parent A shall have access each Wednesday from 5:30 p.m. to 9:00 p.m. each week. The child shall be with Parent B. the remainder of time.

Plan B						
M	T	W	Th	F	S	S
		5:30-				
5:30 p.m.		5:30-				
		5:30-				
5:30 p.m.		5:30-				

Parent A shall have time with the child for a seven-day period (alternating weeks). Week one: Parent A shall drop the child off at school Monday at 8:00 a.m. and parent B shall pick the child up at school at 5:30 p.m. Week two: Parent B shall drop the child off at school Monday at 8:00 a.m. and Parent A shall pick the child up at school at 5:30 p.m. Repeat schedule weeks three and four. (Optional: The parent who does not have time with the child during the week shall be entitled to an overnight, normally to occur Wednesday from 5:30 p.m. to Thursday at 8:00 a.m.).

Fourteen to Eighteen Years

Plan C: The parents shall share time with the child during alternating fourteen-day periods. While scheduled to be with on parent, the child may have access to the other parent intermittently, as determined by the child's school and activity schedules, as well as the child's need and desires.

Sample Monthly Schedule

Plan C						
M	T	W	Th	F	S	S
				5:30 p.m.		

Parents shall share time with the child on an alternating 14-day basis. Week one: Parent A shall drop the child off at school Friday at 8:00 a.m. and Parent B shall pick the child up after school. Week three: Parent B shall drop the child at school at 8:00 a.m. and Parent A shall pick the child up after school. (Optional: The parent who does not have time with the child during the fourteen day period shall have access as determined by the child's school and activity schedules, as well as the child's needs and desires.)

Vacation: Each parent shall have the opportunity to spend two, two week periods or up to one four week period for in town or out of town vacation. Each parent shall give the other parent thirty days written notice of vacation plans and an itinerary of travel dates, destination, and places where the child or parent can be reached. Telephone contact is recommended. If the child is in town during a four week vacation period, the non-vacationing parent may have one weekend (Friday at 5:30 p.m. to Sunday at 6:00 p.m.) if desired.

Holidays: See the "What to do about the Holidays" section of this booklet.

WHAT TO DO ABOUT THE HOLIDAYS

Parents May:

1. Divide: Split the day or weekend (not necessarily equally) with both parents.

Sample parenting access plan language: Parent A shall have access on [specify holiday]: from 9 a.m. to 2 p.m. Parent B shall have access from 2 p.m. to 8 p.m.

2. Alternate: One parent has access on certain holidays in even years and the other parent has access in odd years.

Sample parenting access plan language: Parent A shall have time with the child on [specify the holidays] in all even years from 9 a.m. to 5 p.m. Parent B shall have time with the child from 9 a.m. to 5 p.m. on [specify the holidays] in all odd years.

3. Substitute: One parent always has a specific holiday in exchange for another holiday.

Sample parenting access plan language: Parent A shall have [specify holiday] each year and parent B shall have [specify holiday] each year.

4. Scheduled: Parents follow their regular schedule and celebrate the holiday with the child if they have access on that day or time.

Sample parenting access plan language: Parents shall celebrate [specify holiday] if it falls on the day they regularly have access.

5. Each parent celebrates his or her parent day with the child.

Holidays and days of special meaning have priority over regular access periods.

Parents may vary their choice or method for each holiday because one method may work well for one holiday, but not for another.

PARENT/CHILD ACCESS-LONG DISTANCE

Special considerations may arise when a parent moves a long distance away from his or her child, but close relationship between the child and the parent should be maintained. Access shall be provided throughout the year at regular intervals. Parents must consider the age and maturity of the child, school schedules and work schedules of other family members when deciding how often and how long visits should be. **Parents should refer to the developmental information provided in this booklet when creating long distance plans.**

Parents must also consider their financial ability to provide transportation and the cost/availability of childcare when children are visiting from out of town. If the Court has not allocated travel expenses in the child support order, parents should allocate these costs by agreement prior to finalizing any schedule.

Depending upon the actual distance between the two parents' homes, and the availability of transportation, there shall be a minimum of four access periods each year. Access shall occur in the summer, during the winter holiday season, during Thanksgiving or spring break, and on or near the child's birthday. If the child's birthday falls during one of the other scheduled access periods, a fourth access period shall be scheduled at another time. If logistically possible, twice-monthly visits should occur. If parents live within driving distance, they should each drive one direction or meet half way. Ideally, children under age eight should not fly alone.

As children approach age three, they become aware of holidays. Holidays can be a challenge to parents who live far apart. Parents must be flexible and cooperative so that the child can enjoy holidays with both of them. To avoid disputes, parents should schedule for as many religious, cultural or national holidays as are meaningful to the family. Parents should also include family birthdays and annual parent day celebrations.

What to do about holidays-long distance

When parents live a long distance apart, all the options available for short distance plans are not available. Parents must consider the child's school and work schedules when arranging for holiday visits. Parents may:

1. Alternate: One parent has access on certain holidays in even years and the other parent has access in odd years. Holidays begin at 6:00 p.m. on the last day of school and conclude at 6:00 p.m. the day before school starts.
Sample access plan language: Parent A shall have time with the child on [specify holidays] on all even years from 6:00 p.m. Wednesday to 6:00 p.m. Sunday. Parent B shall have time with the child for [specify holidays] on all odd years.
2. Substitute: One parent always has a specific holiday in exchange for another holiday.
Sample access plan language: Parent A shall have [specify holiday] each year and Parent B shall have [specify holiday] each year.
3. Scheduled: Parents follow their regular schedule and celebrate the holiday with the child if they have access on that weekend. The weekend shall be extended to include the holiday.
Sample access plan language: Parents shall celebrate [specify holiday] if it falls on or close to the weekend they regularly have access.

Parents may vary their choice or method for each holiday because one method may work well for one holiday, but not for another.

**APPENDIX B
SECURITY COSTS FOR
DEFIANCE, FULTON, HENRY & WILLIAMS COUNTY
COMMON PLEAS COURT**

CIVIL		DEPOSIT AMOUNT
	CIVIL COMPLAINT, CROSS-CLAIM / COUNTERCLAIM, THIRD PARTY COMPLAINT, ADMINISTRATIVE APPEAL	\$350.00
	EXECUTION ON CERTIFICATE OF JUDGMENT / GARNISHMENTS	\$150.00
	AID IN EXECUTION, WRIT OF POSSESSION & DEBTOR'S EXAMINATION	\$250.00
	COGNOVIT	\$150.00
	PUBLICATION	\$500.00
FORECLOSURE		
	COMPLAINT	\$400.00
	PRAECIPE FOR ORDER OF <u>SALE BY SHERIFF</u> TO BE USED TOWARDS COSTS OF - LEGAL NOTICE, APPRAISAL AND COURT COSTS (includes \$225 payable to <i>Real Auction</i>)	\$1,100.00
	PRAECIPE FOR ORDER OF SALE BY PRIVATE SELLING OFFICER TO BE USED TOWARDS COSTS OF - LEGAL NOTICE, APPRAISAL AND COURT COSTS	\$875.00
	CANCELANATION OF SHERIFF'S SALE	\$ 75.00
CERTIFICATE OF JUDGMENT		
	FILING FROM ANOTHER COURT	\$37.00
	STATE OF OHIO (INCLUDES RELEASE)	\$42.00
	MAKING & FILING	\$35.00
	MAKING TO TRANSFER	\$ 8.00
	FIING RELEASE, SATISFACTION OR PARTIAL SATISFACTION OF LIEN	\$ 5.00
	FOREIGN JUDGMENT	\$ 75.00
DOMESTIC RELATIONS		
	DIVORCE/ DISSOLUTION – WITHOUT CHILDREN, CROSS-CLAIM & COUNTERCLAIM	\$325.00
	DIVORCE / DISSOLUTION – WITH CHILDREN <i>+ plus an additional \$30.00/child between the age of 5-17 (EXCEPT FULTON CO.)</i>	\$400.00+
	POST-JUDGMENT MOTIONS – WITH CHILDREN	\$280.00
	QDRO OR DPRO	\$100.00
	MOTION WITH CONSENT JUDGMENT ENTRY / NOTICE TO RELOCATE	\$ 50.00
	NOTICE TO RELOCATE	\$ 25.00
	HOME INVESTIGATION – <u>WILLIAMS COUNTY \$600</u> , ALL OTHERS – PER COURT ORDER	
	PUBLICATION	\$500.00
CRIMINAL		
	SEALING / EXPUNGING	\$175.00
	POST-CONVICTION MOTIONS/ PETITION: EXAMPLE: SEX OFFENDER RE-CLASSIFICATION, FIREARM DISABILITY, LIFETIME SUSPENSION, CERTIFICATE OF QUALIFICATION OF EMPLOYMENT (CQE)	\$125.00
COURT OF APPEALS		
	NOTICE OF APPEAL \$150.00	\$150.00
	IF FILED IN A COMMON PLEAS CASE – ADDITIONAL \$25.00	\$175.00
	ORIGINAL ACTION	\$100.00
OTHER MISC	CLERKS FEES:	
	CERTIFICATION - \$2.00 PER DOCUMENT PLUS COPY CHARGE	
	FAX FEES: \$2.00 PLUS \$1.00 PER PAGE PER TRANSMISSION	
	COMPLETE RECORD: \$2.00 PER PAGE	

**APPENDIX B
SECURITY COSTS FOR
DEFIANCE, FULTON, HENRY & WILLIAMS COUNTY
COMMON PLEAS COURT**

	WILLIAMS COUNTY:	DEPOSIT AMOUNT
	WILLIAMS COUNTY SHERIFF'S SERVICE DEPOSIT	\$50.00
	FOREIGN COUNTY SHERIFF'S SERVICE DEPOSIT	\$100.00
	RECORDING LICENSES	\$ 5.00
	EACH SUBPOENA ISSUED BY THE CLERK	\$ 25.00
	VICTIMS OF CRIME APPLICATION	\$ 7.50
	PHOTOCOPY REQUESTS - \$0.10/PAGE	
	JURY FEE DEPOSIT – The first party making a jury demand in a civil action before this court shall deposit \$350 with the Clerk of Courts no later than 10 days before the scheduled trial date. Failure to deposit \$350 within the time allotted shall constitute a waiver of jury. The \$350 Jury Fee Deposit include the Call Jury Fee of \$25 per ORC 2303.20(E).	\$350.00
	3.02 INSUFFICIENT DEPOSIT. If it is brought to the attention of the trial judge that any deposit is insufficient, the trial judge may require the said deposit to be increased from time to time.	
	3.03 WITNESS FEES. A party requesting the issuance of subpoenas for a witness shall deposit at the time of filing the request for subpoena the appropriate amount under the Witness Fees Statute (ORC 2335.06) for said witness with the Clerk of Courts. This Rule shall apply to civil and criminal practice.	
	3.04 APPRAISAL FEE. An advance deposit of \$225.00 is required. In the event the appraisal is canceled, this fee shall be promptly returned.	
	DEFIANCE COUNTY:	
	REGARDING DIVORCE / DISSOLUTION DEPOSITS: A. However the Court may determine at the first hearing the party most able to make the deposit; and upon Order of the Court, that party shall deposit an amount determined by the Court; and if the Court so orders, the Clerk shall refund the original deposit to the extent that combined deposit exceeds that required. B. Failure by the party to deposit the amount ordered may result in the part being sanctioned including the striking of any pleading or the case proceeding as in default.	
	PHOTOCOPY REQUESTS: \$0.25/PAGE FOR FIRST 25 PAGES \$0.10/PAGE FOR NEXT 75 PAGES \$0.06/PAGE FOR PAGES THEREAFTER	
	FOREIGN COUNTY SHERIFF'S SERVICE DEPOSIT	\$25.00
	HENRY COUNTY:	
	PHOTOCOPY REQUESTS: \$0.25/PAGE FOR FIRST 25 PAGES \$0.10/PAGE FOR NEXT 75 PAGES \$0.06/PAGE FOR PAGES THEREAFTER	
	FOREIGN COUNTY SHERIFF'S SERVICE DEPOSIT	\$25.00
	FULTON COUNTY:	
	PHOTOCOPY REQUESTS: \$0.05/PAGE	
	REQUEST FOR OUT OF STATE SUBPOENAS TO BE SERVED IN FULTON COUNTY	\$250.00
	FOREIGN COUNTY SHERIFF'S SERVICE DEPOSIT	\$100.00

*IF A PARTY IS DUE A REFUND OF DEPOSIT IN ANY CASE, BEFORE MAKING SAID REFUND, THE CLERK OF COURTS MAY APPLY SAID REFUND TO ANY COURT COSTS THEN OWED BY SAID PARTY.

APPENDIX C
_____ COUNTY COURT OF COMMON PLEAS
COURT APPOINTED COUNSEL COMPLIANCE FORM

Please include my name on the Court Appointed Counsel list for the _____ County Common Pleas Court. I will accept appointments for felony indictments from the Court.

Name _____
Supreme Court ID No. _____
Address _____

Telephone number _____
Fax Number _____
E-mail address _____

In order to be appointed, you must submit a current certificate of malpractice insurance with this form.

CERTIFICATION

I certify that I have reviewed Ohio Administrative Code 120-1-10 and I will accept appointments as provided by this section. I further agree to inform the Court if I am not qualified within OAC 120-1-10 to accept further appointments. <http://codes.ohio.gov/oac/120-1-10v1>

Attorney Name

Date

Signature

Please return the completed form to _____, Court Administrator on or before
_____.

APPENDIX D

IN THE COURT OF COMMON PLEAS OF _____ COUNTY, OHIO

In Re: _____
(petitioner's name)

Case No: _____
(completed by Clerk)

DRC Electronic Petition No. _____
(required before filing)

**NOTICE TO COURT OF PETITION FOR CERTIFICATE OF
QUALIFICATION FOR EMPLOYMENT (RC 2953.25)**

The undersigned hereby petitions this Court for a Certificate of Qualification for Employment (see completed Electronic Petition attached as Exhibit A). Petitioner claims to have suffered a collateral sanction that is related to employment or occupational licensing as a result of one or more convictions or pleas of guilty to an offense. If filing is made directly with the Court, Petitioner also asserts no time has been served on a term in a state correctional institution or in a department-funded program.

Respectfully Submitted,

Signature

Printed name

Street (must reside in Williams County)

City, State Zip

Phone Number

Fax Number (if any)

Email

APPENDIX E

Fulton County Drug Court Program

APPENDIX F

Williams County Drug Court Program

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Attachments

Attachment 1 –	Advisory Committee
Attachment 2 –	Memorandum of Understanding for Advisory Committee
Attachment 3 –	Memorandum of Understanding for Treatment Team
Attachment 4 –	Program Referral Sheet [CM 27]
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Attachment 7 –	Participation Agreement [CM 29]
Attachment 8 –	Conditions of Community Control
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Attachment 17 –	Williams County Probation Drug Testing Procedures
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MISSION STATEMENT

To divert drug and/or alcohol dependent participants into court-monitored treatment, to achieve accountability, and to rehabilitate male and female defendants who have addictions with substances; thereby decreasing criminal activity and the need for incarceration.

CHAPTER 1 - POLICIES AND PROCEDURES / PROGRAM DESCRIPTION

Advisory Committee *(Standard 1(B))*

The Williams County Drug Court Program shall create a forum which serves as the policy making authority for the Drug Court. It shall be called the Drug Court Advisory Committee.

The committee shall be made up of key community stakeholders who provide input into the policies, procedures, and operations of the Drug Court. The committee shall meet semiannual and serve a minimum of one year and shall include the Williams County Common Pleas Judge (chairperson), Williams County Prosecutor, chief probation officer, drug court coordinator, defense counsel, sheriff or local law enforcement representative, representative of the Four County ADAMhS Board, Job and Family Services representatives, and a representative from Recovery Services of Northwest Ohio, Shalom Counseling and Mediation, and the Bryan Community Health Center.

Committee members shall provide assistance in both implementing the Drug Court Program and to assist with sustainability of the Drug Court after its implementation. The Drug Court judge shall chair and attend the meetings.

A part of the Advisory Committee's function will be to collect statistical data and build program capacity, evaluate program effectiveness, and engage in long-term anticipatory planning. Furthermore, the committee shall participate in community outreach and education efforts. The Advisory Committee shall seek ways to financially sustain the Drug Court Program. They shall assess the overall function of the team, review policies and procedures and the overall functioning of the Drug Court Program every two years.

Treatment Team *(Standard 1(B))*

The Treatment Team shall consist of the judge (chairperson), chief probation officer/probation officers, representatives from Recovery Services of Northwest Ohio, Bryan Community Health Center, Shalom Counseling, Williams County Department of Job and Family Services, Child Support Enforcement Agency, A Renewed Mind and the Drug Court Coordinator. The Treatment Team is responsible for implementing the daily operations of the Drug Court Program. The judge attends and chairs the Treatment Team meetings.

Participation Agreement (Standard 1(A))

Drug Court committee members shall meet and discuss the creation of the Drug Court Program by discussing policies, procedures, goals, objectives, identifying target populations, entry into the program and the case flow. The Drug Court committee will also have ongoing discussion regarding each agency's role and responsibilities. They shall participate in the creation of the participant agreement that includes the rights and responsibilities of the participant in the Drug Court Program.

The prosecutor's distinct role on the committee is to pursue justice while protecting public safety and victim's rights. The defense counsel's distinct role on the committee is to preserve the constitutional rights of the specialized docket participants. It is the participant's right to request the attendance of defense counsel during the portion of a specialized docket treatment team meeting concerning the participant. (Standard 2(C))

Drug Court Treatment Team members shall develop, review, and agree on the legal and clinical eligibility, completion, termination and neutral discharge criteria.

Drug Court committee and team members shall sign a Memorandum of Understanding (See attachments 2 and 3) that details the responsibilities of each party participating.

In addition to the above, the Drug Court judge, Chief Probation Officer, and Drug Court Coordinator will visit local community groups and local agencies to discuss the Drug Court Program.

Develop and review a community outreach and education plan

The Williams County Local Community Corrections Planning Board was established in 1997 and has attempted to meet regularly since its inception. Members include common pleas judge, municipal judge, chief county probation officer, municipal probation officer (chairperson), prosecutor, sheriff, commissioner, defense attorney, and representatives from local law enforcement, jail, ADAMhs Board, MRDD, SEARCH Center, and local schools. Attendance and participation regarding updates and agenda items are of great value to the stakeholders involved in our community's criminal justice system.

Membership (Standard 1(A))

Memberships with a minimum term of one year may include, but are not limited to, the following: Recovery Services of Northwest Ohio and/or Bryan Community Health Center,

A Renewed Mind, Shalom, Prosecutor, Defense Attorneys, Probation Officers, Sheriff's Department, Job and Family Services, and the Child Support Enforcement Agency, as well as the Drug Court judge. **(See attachment 1)**

Memorandum of Understanding

Memorandum of understanding are developed to enhance collaboration, create a mutual understanding of the Drug Court Program procedures and responsibilities of each party, and establish a process for problem solving both clinically and administratively regarding clients participating in the Drug Court Program.

Goals and Objectives *(Standard 1(C))*

The primary goals of the Drug Court Program are:

1. Reduce drug and alcohol dependency recidivism in the court.
2. To increase the number of participants in the Drug Court Program who complete treatment.
3. To improve the lives of the participants, thereby improving the lives of the people in the community in which they live.

The objectives of the Drug Court Program are to:

1. Demonstrate a marked decline in recidivism among drug dependent individuals within a four year period.
2. Attain a timeframe of a minimum of 14 months for successful completion of the program.
3. Increase the number of participants who obtain stable employment, housing, or enroll in educational programs.

CHAPTER 2 – TARGET POPULATION

The Williams County Drug Court is available to defendants who have been charged with a felony criminal offense, where the Court has reason to believe that drug or alcohol usage by the defendant was a factor leading to the defendant's criminal behavior. The Drug Court judge has the discretion to decide who participates in the Drug Court Program based on written eligibility criteria *(Standard 3(B))*. The legal, clinical, and other criteria do not create the right to enter the Drug Court Program *(Standard. 3(C))*.

Target Eligibility Criteria *(Standard 3(A))*

- A) The applicant can have no physical or mental health issues, which impede participation in the program. This is reviewed on an individual basis.
- B) The applicant must be a resident of Williams County, or on supervision (which can include diversion and intervention in lieu of conviction) in Williams County.
- C) The applicant must be receptive to receiving treatment.
- D) The applicant must have a case on the Williams County Common Pleas Court criminal docket.
- E) The Williams County Common Pleas Court Judge has the discretion to approve or deny anyone into the program

Legal Eligibility Criteria *(Standard 3(A))*

- A) The applicant is charged with a Williams County felony of the third, fourth, or fifth degree. The charge is **not** a drug trafficking offense higher than a felony of the fifth degree; a sex offense; a felony OVI; or an offense that has a mandatory prison sentence;
- B) The applicant is serving a Community Control Sanction for which there is a Notice of Violation Hearing pending; or, upon recommendation of Probation Officer, has agreed to participate; or
- C) The applicant is sentenced to Drug Court as part of Community Control Sentence, including one imposed through the granting of judicial release.

Clinical Eligibility Criteria *(Standard 3(A))*

- A) The applicant has been diagnosed with a substance use disorder-moderate/severe and completed a drug/alcohol assessment by a certified license provider.
- B) The applicant is able to understand and comply with program requirements.

Disqualifying Factors

- A) The applicant suffers from a significant mental illness.
- B) The applicant is charged with Drug Trafficking that is a higher level than a fifth degree felony.
- C) The applicant is charged with a Sex Offense.
- D) The applicant is charged with a felony OVI.

- E) The applicant is highly resistant to changing behavior after numerous interventions.
- F) The applicant has a domestic violence conviction within five years immediately prior to referral.
- G) The applicant is currently on Post Release Control or other types of supervision other than community control, diversion, or intervention in lieu.

Cases will be reviewed on an individual basis to determine the extent and circumstances of the disqualifying factors versus the need to participate. The cases that are declined for acceptance to the Drug Court Program are retained by the Williams County Adult Probation Department. The information will also be provided to the referral source.

The participant, once referred, will meet with the Drug Court Coordinator to complete the screening as soon as possible; but no later than two weeks after referral. The participant will be assessed by a certified substance abuse agency within two weeks; or as soon as possible. The participant will start the program in 4-6 weeks from the date of the assessment.

Some additional criteria to consider for eligibility are:

- If the domestic violence case occurred more than 5 years ago and the applicant completed community control.
- The applicant has a low risk of committing a similar offense.

It is to be expected that some participants referred to the program will have some mental illness diagnosis that will not disqualify them from participation. The participant may have a forensic assessment prior to placement in the program to determine if the individual is legally competent to participate in the Drug Court Program.

Total capacity of the program shall be limited to 40.

CHAPTER 3 – PROGRAM ENTRY AND CASE FLOW

Referral

The procedures for identification of potential participants begin after the participant has either been charged with a qualifying offense, has a pending Notice of Violation, is preparing for judicial release, or upon referral from a probation officer. The referral source will complete the referral form CM 27 (**See attachment 4**). The participant will complete the Request for Admission form CM 28 (**See attachment 5**) at either their diversion

enrollment, change of plea, or revocation hearing. The forms will be given to the Drug Court Coordinator for screening. Referrals may come from probation officers, judges, prosecutors, or defense attorneys. The participant will be required to sign all necessary releases for screening purposes.

The applicant may not be denied admission based on race, color, religion, gender, sexual orientation, national origin, ancestry, age, citizenship, marital status, veteran status, or disability.

The Drug Court judge has the discretion to decide who participates in the Drug Court Program. The legal and clinical criteria do not create a right to enter into the Drug Court Program (Standard 3(C)).

Screening and Assessment

All screenings and assessments for treatment determinations shall be provided by programs or persons who are appropriately licensed and trained to deliver such services according to the standards of the profession. (*Standard 4(D)*)

Once the above paperwork is given to the Drug Court Coordinator, he/she shall promptly assess the individual and refer them to the appropriate services. (*Standard 4*) The Drug Court Coordinator will either meet with the participant after court or schedule an appointment to meet with him/her within two weeks from the referral date. In the event the participant is incarcerated, the Drug Court Coordinator will meet with him/her in the jail or via video through the Williams County Adult Probation Department. During the meeting, the Drug Court Coordinator will evaluate the applicant's criteria for placement and collect information on the his/her history such as criminal, residency, education, employment, family, medical, mental health, and substance abuse. All chemical dependency, mental health, and other programming assessments include available collateral information to ensure the accuracy of the assessment (standard 4(A)). A drug test may be administered. A referral for an assessment with a licensed clinical counselor shall be made and appropriate releases shall be signed to provide for communication regarding confidential information, participation/progress in treatment, and compliance with the provisions of relevant law, including the "Health Insurance Portability and Accountability Act of 1996," 42 U.S.C. 300gg-42, as amended, and R.C. 2151.421 and 2152.99, with the participant in addition to a consent waiver to share information with the Treatment Team (**See attachment 6**) (*Standard 4(B)*). It should be noted that the participant may or may not have the Ohio Risk Assessment Scores (ORAS) and a pre-sentence investigation completed at this time. A Probation Officer will complete an ORAS-

CSST pre-screen and provide that information to the pre-sentence investigator (*Standard 4(A)*).

The applicant will be provided a Participant Handbook (**see attachment 22**) and it will be explained. The applicant will be educated on the screening requirements, legal and clinical requirements, as well as program termination and the use of incentives and sanctions.

Legal Eligibility Screening

It shall be the Probation Officer's job to obtain as much background information from the applicant through the use of OHLEG, ODRC Portal, etc. The applicant will complete a presentence investigation and the ORAS with the Presentence Investigator of the Adult Probation Department. The applicant's current offense cannot be a drug trafficking case (except F-5 trafficking cases) or a sex offense. The applicant must be a current Williams County resident with a pending Williams County case; or if a non-resident of Williams County, must be an applicant for diversion or Intervention in Lieu. The current case shall be one where a mandatory penalty of incarceration is not required. The applicant's prior convictions (past five years) for any of the above exclusions with the exception of sex offenses will be carefully considered. In the event that the participant's legal competency is an issue, the participant shall be referred for a forensic assessment to determine if he/she is competent to participate.

Clinical Assessment (*Standard 4(A)*)

In the event the applicant meets the target and legal criteria, the applicant will obtain a substance abuse assessment. The applicant will sign the necessary releases of information to obtain collateral information as well as sign releases to appropriate treatment agencies. The applicant will be referred to a local treatment agency for an assessment. All screenings and assessments for treatment determinations shall be provided by programs or persons who are appropriately licensed and trained to deliver such services according to the standards of the profession that is a licensed certified treatment provider through the Ohio Department of Drug and Alcohol Addiction (*Standard 4(D)*). The Drug Court Coordinator shall share all collateral information with Recovery Services of Northwest Ohio, Bryan Community Health Center and/or A Renewed Mind. All chemical dependency, mental health, and other programming assessments will include available collateral information in order to ensure the accuracy of the assessment. The applicant shall receive the assessment within 14 business days of the referral. The applicant will also be encouraged to contact the Drug Court Coordinator if there are problems with obtaining the assessment. The assessment and treatment plan shall be

provided to the Drug Court Coordinator in addition to the Drug Court judge. The assessment is not for public dissemination and will be an ongoing process throughout the participant's placement in the Drug Court Program. The assessment will be shared with the Drug Court Treatment Team, prosecutor, and defense counsel. The applicant must be diagnosed with a substance use disorder- moderate/severe. The applicant shall be competent to understand the Drug Court Program agreement.

The Treatment Team should consider, but is not obligated to follow, clinical assessments or treatment recommendations.

The first step to the substance abuse assessment process is for the participant to give their contact information to Recovery Services of Northwest Ohio, Bryan Community Health Center and/or A Renewed Mind and to complete the financial intake. Once the intake is completed, the participant will be scheduled for a comprehensive assessment. The process will take place within two weeks from the referral date.

Qualification

In the event that the applicant does not meet the legal, clinical, and other criteria, the Drug Court judge and referral source will be notified through written communication. The applicant's case will then proceed through the regular docket.

In the event the applicant meets all the legal, clinical, and other criteria, the Drug Court judge and referral source will be notified through written communication. Once the participant signs the participant agreement, the case will transfer to the supervision of the Drug Court Program. Participants shall be placed as soon as possible in appropriate treatment services and programs and under reporting supervision to monitor compliance with court requirements. *(Standard 4(C))*

Program Admission

The Drug Court judge will set the participant's sentencing hearing as soon as possible after the change of plea in order to allow time for assessments and the pre-sentence investigation. The time frame from referral to the Drug Court Program to the participant entering the program should not exceed six weeks. Upon filing a Notice of Violation, participant shall have a hearing within ten days. The participant will be placed into the Drug Court Program as a part of community control at the Sentencing Hearing or Revocation Hearing. Additional conditions that may be a part of community control are as follows:

- No new law violations.
- Report all contact with law enforcement.
- Must remain in the State Of Ohio.
- No firearms or weapons.
- Report as directed.
- Random drug screens.
- Submit to searches.
- No change in address/employment without prior permission.
- No controlled substances.
- Obtain permission from Supervising Officer before filling prescriptions.
- No alcohol, no entrance into bars.
- Must abide by a curfew.
- Must obtain GED and be employed.
- The participant must seek counseling where appropriate.
- The participant may be subject to house arrest and perform community service.
- Participant may not associate with any individuals on parole, probation, PRC, community control, or known drug users or sellers, or convicted felons.

The participant shall meet with the Drug Court Coordinator and complete the following forms after the sentencing/disposition hearing or must schedule an appointment within five business days of the sentencing:

- Prescription Drug Use Contract and Letter. **(See attachment 9)**
- Releases of Information. The participant shall sign a written consent complying with CRF42 Part 2 §2.35 and §2.31 of the federal and state laws allowing discussions about the participants treatment with the participants treatment agency. **(See attachment 10)**
- Be provided the Drug Court Case Plans. **(See attachment 11)**
- Be provided a Drug Court Treatment plan. **(See attachment 12)**

The participant will be provided copies of the above information in addition to the Drug Court calendar. **(See attachment 13)**

Case Flow

The applicant may be referred from several resources including the judge, defense attorney, probation officers, and prosecutors.

The defendant may be referred for a screening at any time in the proceedings prior to the finding of guilt. The applicant will complete the Request for Admittance form CM 28.

The participant and the Drug Court Coordinator will go over the participant handbook. In the event that the participant does not have representation, he/she will be directed to contact the Drug Court Coordinator for further information. The referral source will complete the Referral Form CM 27.

The participants will meet with the Drug Court Coordinator as soon as possible to go over the target, legal, and clinical criteria for placement and will sign necessary releases of information. The participant will be given a participant manual to review with the Drug Court Coordinator in addition to the participant's agreement and termination criteria.

The participant will obtain a drug/alcohol assessment from a certified licensed provider within 14 business days of the referral.

The participant shall complete the Pre-sentence Investigation and Ohio Risk Assessment Score (ORAS).

In the event that the participant meets all the criteria, the judge and referral source will be notified. The Treatment Team will make a recommendation for the participant to enter. However, the judge is the final decision maker.

In the event the participant does not meet the criteria, his/her case will return to the court's active docket. In the event the participant qualifies, he/she will proceed to the sentencing hearing.

After the sentencing hearing (or intervention hearing or diversion enrollment) the participant will meet with the Drug Court Coordinator within five business days to sign any additional forms and be given the next immediate Status Review hearing to attend.

Referrals from Violations or Judicial Release

An offender who is currently on community control and has a technical and/or new offense may be referred to the Drug Court for screening.

In the event that the participant is on supervision, the supervising officer will complete the referral form and set the violation hearing, usually within a week. In the event the offender is incarcerated, the Drug Court Coordinator will screen the offender while incarcerated.

Cases accepted from revocation/violation hearings and referred to the Drug Court as part of a condition of community control are ordered to successfully complete.

Judicial Release Referrals

Upon scheduling a hearing on a motion for judicial release under R.C. 2929.20, the court may make a referral to the screening officer to determine eligibility for the Drug

Court Program.

Case File Maintenance

The files of all participants are strictly confidential. Each current participant's file will be kept in a locked filing cabinet. Upon a participant's completion or termination, the file shall be destroyed in accordance with the Williams County Records Disposal guidelines.

CHAPTER 4 – TREATMENT TEAM STANDARDS

The Treatment Team shall consist of the judge who chairs and attends the meeting, a probation officers, a representative from Recovery Services of Northwest Ohio and/or Bryan Community Health Center, A Renewed Mind, Shalom and the Drug Court Coordinator. If the participant is involved with other agencies; a representative from Ohio Department of Job and Family Services and Child Support Enforcement Agency (if applicable) may be included.

Duties of Treatment Team Members

1. The Treatment Team is responsible for assisting participants in successful completion of the Drug Court Program. They shall also assist the Advisory Committee in the planning, implementation, and operations of the program.
2. The Treatment Team members shall serve for a minimum of one year or until the terms of the Memorandum of Understanding change.
3. The Treatment Team agrees to work with local community leaders to ensure the best interest of the community is considered per the sustainability and community outreach plan.

4. The Treatment Team agrees to engage in community outreach activities to build partnerships that will improve outcomes and support the Drug Court Program to ensure its sustainability per the sustainability and community outreach plan.
5. The Drug Court Program shall incorporate a non-adversarial approach which includes contributing to the individualized treatment case plans and developing sanctions to modify a participant's behavior; while recognizing the prosecutor's distinct role in pursuing justice, protecting public safety and victim's rights; and the defense counsel's distinct role in preserving the constitutional rights of the participant. (*Standard 2*)

A list of specific roles and responsibilities of the Treatment Team Members are as follows (see **attachment 20** for roster):

A. Drug Court Judge

The judge is the leader of the team. He is the ultimate decision maker concerning incentives, sanctions, phase advancement as well as admission, termination, or successful completion of the program. The Drug Court judge discusses the progress of the participant at the Status Review Hearings. The judge gains knowledge and insight of specialized courts through attending other specialized dockets and specialized trainings about drug courts issued through the Supreme Court Specialized Docket Section. The Drug Court judge has the discretion to decide on who participates in the Drug Court Program in accordance with the drug court docket criteria. The Drug Court judge also has discretion to decide termination from the drug court in accordance with the drug court criteria (*Standard 3(B)*).

B. Probation Officer

The Probation Officer monitors the compliance with supervision plans; he/she will conduct random alcohol/drug screening and reports all tests to the Drug Court Coordinator; the probation officer monitors sanctions; performs home visits; attends the Treatment Team Meetings and Status Review Hearings; provides progress reports and makes recommendations to the Drug Court Coordinator; advises of any violations; advises the Drug Court Coordinator whether the participant is following treatment plans, court case plans, and court orders; participates in discussions about incentives, sanctions, phase advancement, successful completion, and termination. The probation officer further assists in the collection of statistical data.

C. Recovery Services of Northwest Ohio and/or Bryan Community Health Center

Recovery Services of Northwest Ohio (RSNWO) and/or Bryan Community Health Center is a licensed treatment provider (*Standard 9(C)*). RSNWO and/or Bryan Community Health Center provides counseling/therapy; conducts diagnostic assessments, provides clinical diagnosis, and develops the treatment plan; provides information on progress in treatment and compliance with the treatment plans, including attendance and drug test results; attends Drug Court Team Meetings and Status Review Hearings; during the meetings gives treatment updates and makes recommendations regarding treatment needs; and participates in the discussions regarding incentives, sanctions, phase advancement, successful completion and termination from the Drug Court Program. The Treatment Team should consider, but is not obligated to follow, clinical assessments or treatment recommendations.

D. Prosecutor

The Williams County Prosecutor, or a representative, has a distinct role in pursuing justice and protecting public safety and victims' rights. The prosecutor may or may not play an active role in the Drug Court Program. However, the prosecutor can provide input into the acceptance of a participant in the Drug Court Program. As the docket is primarily post-conviction, the prosecutor will not participate in treatment team meetings. They are, however, a referral source for the programs (*Standard 2(A)*).

E. Defense Counsel

Defense counsel's primary role is to preserve the constitutional rights of the participant (*Standard 2(B)*). The participant's defense counsel may or may not play an active role in the Drug Court Program. The attorney will be explaining what rights are waived by entering the program, possible sanctions the participant may receive, the circumstances that may lead to termination, and the effects of termination. The attorney will assist with the decision making regarding the participants entry into the Drug Court Program. The attorney will also be a referral source for the program. The participant's defense counsel may participate in that portion of the treatment team meeting concerning the participant at the request of the participant (*Standard 2(C)*).

F. Drug Court Coordinator

The Drug Court Coordinator monitors the compliance with supervision plans and the court treatment plan; he/she will collect alcohol/drug screening results and report all tests to the Treatment Team; monitor sanctions; attend the Treatment Team Meetings and Status Review Hearings; provide progress reports and make recommendations to the Treatment Team; advise of any violations; advise the Treatment Team whether the participant is following treatment plans, drug court case plans, and court orders; participate in discussions about immediate, graduated, and individualized incentives and sanctions, phase advancement, successful completion, and termination. The Drug Court Coordinator further assists the participant with case management services regarding additional needs. In addition, the Drug Court Coordinator will facilitate the Drug Court, assist the participant in understanding the rules/requirements, ensure the policies and procedures are being followed, as well as collect the statistical data.

6. The Drug Court Treatment Team shall engage in on-going communication including frequent exchanges of timely and accurate information about the participant's overall performance. The communication shall take place over the phone, through bi-monthly docket meetings, emails, or meetings with the counselor/therapist (*Standard 6(C)*).
7. In the event there is a conflict or disagreement regarding the obligations of the participant in the Drug Court Program, the parties hereby commit to attempting resolution at the lowest administrative level appropriate to the issue. In the event that dialogue does not resolve the conflict, then the parties will put problems and/or concerns in writing to the signatories of the Memorandum. Within two weeks following receipt of the notice, the involved parties will meet in an attempt to satisfactorily resolve the issues. If the parties are unable to achieve satisfactory resolution, the appropriate court will make the final determination as to the resolution of the conflict. The parties acknowledge that in the event of conflict over the services provided to a participant pursuant to a service provider's treatment plan, the service provider shall make the final determination as to the course of appropriate treatment. In the event of a conflict in the application of the separately agreed contractual and statutory provisions with those contained in the Memorandum, the contractual or statutory provisions shall prevail.

8. The Drug Court Treatment Team members shall maintain professional integrity, confidentiality, and accountability. No protected information is disclosed involving treatment unless there is a written release of confidential information endorsed by a participant. Drug Court Treatment Team meetings/discussions are also deemed confidential and only shared when necessary for the benefit of the participant. All members are expected to treat each other with respect, understanding their different roles while at the same time holding each other responsible for their participation and basis for recommendations.
9. The Drug Court Treatment Team members shall assess the team functionality, review all policies and procedures, and assess the overall functionality of the specialized docket. Treatment Team members should engage in community outreach activities to build partnerships that will improve outcomes and support the sustainability of the Drug Court Program. The Drug Court Treatment Team members agree to work with local community leaders to ensure the best interests of the community are considered.
10. The Treatment Team meetings occur bi-monthly on the 1st and 3rd Wednesday of each month 60 minutes prior to the Status Review Hearings.
11. The Drug Court Treatment Team members evaluate each potential candidate for the Drug Court Program and then recommend to the judge whether or not the participant should be accepted. The team also provides the judge with collaborative recommendations for the appropriate use of sanctions to be used to reward or punish behaviors.

CHAPTER 5 – PARTICIPANT MONITORING

Treatment Team Meetings and Status Review Hearings (*Standard 7(A)*)

In order to monitor the participant's performance and progress, the Treatment Team will meet twice a month prior to the Status Review hearing to discuss the participant's performance and progress (*Standard 6(A)*). The status review hearings are before the same judge and the judicial interaction with each participant is an important process of the Drug Court Program (*Standard 7(A)*). During the status review hearings, the judge will provide an explanation of responses to compliance and noncompliance including criteria for termination. It shall be the Drug Court Coordinator's responsibility to collect the reports from the participant's treatment agencies and provide the information the judge. In addition, the Drug Court Coordinator shall inform the judge of the participant's compliance

with community control and the Drug Court agreement through the use of the Drug Court Case Plan.

Status Review Hearings

The status review hearings will be held twice a month on the 1st and 3rd Wednesday of each month beginning at 2:00 p.m. (*Standard 6(B)*).

The hearings will take place in a group setting before the judge to encourage ongoing judicial interaction. All participants are expected to appear for each hearing. The benefits of meeting all participants in a single hearing give the participants opportunities to educate themselves to the benefits of compliance with the Drug Court Program and the consequences of non-compliance.

The participant's attendance at the review hearing will diminish over time as they progress through the phases. During Phases 1, 2 and 3, participants will appear twice per month (*Standard 7(B)(1)*). During Phases 3 and 4, the participant will appear once per month. In the event the participant is employed, they will be seen first at the hearing. (*Standard 7(B)(2)*)

All participants will be required to sign a Waiver and Consent form. This document explains that during the proceedings the participant's participation and progress will be discussed in open court. All visitors must sign a release. (**See attachment 16**)

Treatment

All required treatment and programming shall be provided by programs or persons who are appropriately licensed and trained to deliver such services according to the standard of their profession (*Standard 9(C)*). The participant shall receive prompt access to a continuum of approved treatment and other rehab services, as well as a treatment plan based upon their individual needs, incorporates evidence-based strategies, is gender-responsive, culturally appropriate, and addresses co-occurring disorders (*Standard 5*) (*Standard 9(A)*). They will maintain a current treatment plan and record the participant's progress based upon the service provider's reports. (*Standard 9(B)*) (**See attachment 14**)

The Drug Court Program has a partnership through Memorandum of Understanding with Recovery Services of Northwest Ohio and A Renewed Mind. The process for services for this agency is as follows:

Clients typically begin the treatment process by completing an intake, then following through with an assessment to determine a diagnosis and recommendations. All of their treatment is on an outpatient basis. A combination of group and individual sessions is a common course of treatment. The following is a list of basic treatment services provided to you from Recovery Services of Northwest Ohio and other agencies:

Early Recovery Skills Group: This group is designed for clients who are new to recovery and focus on basic skill building. It provides extra tutoring in how to stop using alcohol and drugs. The purpose of the group is the following: 1) teach cognitive skills on how to reduce cravings, 2) teach the nature of classically-conditioned cravings, 3) teach how to schedule your time, 4) teach the need to discontinue the use of secondary substance and 5) to connect clients with community support services to broaden their recovery network to build a successful recovery. Criteria for admission include: tested positive for a substance in the past 30 days; limited vision of recovery and sober support network; recently discharged from residential care of the jail/prison-limited time and experience in applying newly learned skills in the community.

Relapse Prevention Group: This group is designed with the focus of helping clients STAY in sobriety. The purpose of this group is to provide a setting where information about relapse and long term sobriety can be learned and shared. The following are areas that are focused on: 1) behavioral change and putting energy into developing a sober lifestyle, 2) changing the client's cognitive/affective orientation and working with them on developing healthy relationships and communication, 3) connecting clients to sober support networks and utilizing resources that will assist them in staying sober long term. Criteria for admission include: period of abstinence (6-10 weeks), has a vision of recovery and has been able to implement some skills in an outpatient setting – worked on application of skills in daily life, has initiated a sober support network, struggled with a "lapse" or "slip."

Aftercare: This group is a voluntary group designed for clients who have been able to maintain a level of sober and clean time, however feel as though the group process and support is beneficial to them in achieving long term recovery. These individuals recognize that recovery is a process and continued support is beneficial. Criteria for admission include: negative drug screens in the past three months or more, implementing and engaging in a recovery lifestyle, may continue to experience ongoing concerns with family/friends/occupation/any sobriety threatening concerns.

Outpatient Services: These services include ongoing individual and group counseling sessions for as long as the treatment team and court deems necessary. Since they are an integrated behavioral health provider, a wide range of ongoing outpatient services can

be provided for Drug Court participants, including AoD counseling, mental health assessment and counseling, dual diagnosis (MH/AoD) services, psychiatric services, case management, and crisis intervention.

Correctional Counseling: including Character Development, How to Escape Your Prison, and Relapse Prevention: This program is designed to provide the necessary tools to start a new life. It addresses beliefs, attitudes and behaviors, reinforces positive behavior and habits. It focuses on positive identity formation and enhancement of self-concept while decreasing hedonism. It helps in development of frustration tolerance, and development of higher stages of moral reasoning - all positive attributes that lead to better living.

In addition to the above services, you may be referred for other services to assist you in your recovery such as: vocational or educational training, employment services, parenting classes, physical, mental and/or health services.

Medication Assisted Treatment (MAT)

The Williams County Common Pleas Drug Court supports the use of medication assisted treatment for opioid addictions. MAT consists of the use of counseling, behavioral therapies and medications. Currently three medications have been FDA approved for the treatment of opioid addictions; they are methadone, buprenorphine/naloxone (Suboxone) and naltrexone (Vivitrol). The two agencies utilized by the Drug Court are Recovery Services of Northwest Ohio (RSNWO) and Bryan Community Health Center (BCHC). However RSNWO and BCHC do not disperse methadone. It is the policy of our Drug Court to defer to the certified health professional within each agency to determine whether a participant qualifies for their MAT program. The provider establishes best treatment and dosage and along with the participant, length of time involved with the program. The court does not mandate MAT; the participant voluntarily completes the assessment and discusses options with the provider. A participant of our Drug Court will not be terminated if he/she chooses to end involvement in a MAT program. A MAT provider will require drug screens and the courts will have access to the results. Positive screens will be sanctioned via the rules of our Drug Court.

Phases (Standard 6 (C)(D))

There are 5 Phases which expand over a minimum of 14 months. The phases are a way to monitor the participant's progress, motivation, and performance. The participant's progress through the phases is based on their compliance with the Drug Court Program, Supervision, and Treatment plans. Ongoing communication among the treatment team

members, including frequent exchanges of timely and accurate information about the participant's overall performance, is critical. Each participant will progress differently. The advancement to a phase is not based on any preset timelines. Progression through the drug court program is based upon the participant's performance in the treatment plan and the participant's compliance with the requirements of the drug court program. Each participant will have a Drug Court Case Plan (**See attachment 11**) that the Drug Court Coordinator and the participant will sign. (*Std. 6(D)*)

In order to move on to the next phase the participant will have to complete the following:
In order to graduate the following must be completed:

Phase 1: Acute Stabilization

You may be placed in a Residential Treatment facility, a Community Based Correctional Facility (CBCF), half-way house during Phase 1 of the Drug Court Program. Residential treatment provides comprehensive alcohol/drug use monitoring and treatment. This phase focuses on detox, sobriety and stability. The estimated length of residential placement is based on your progress and focus on treatment as well as recommendations from your counselor. Many residential programs, such as a CBCF, are up to six months long and have requirements to attend their aftercare program. Some programs may have a minimum stay of thirty (30) days. You will be required to attend all status review hearings (two per month), attend all treatment sessions, attend all appointments with your Probation Officer, comply with all conditions of supervision, attend sober support meetings, provide urine screens, and follow through on all other referrals made. After successful completion, you will advance to the next phase and continue to participate in the program until completion of all Drug Court Program requirements.

You may begin the Drug Court Program by engaging in outpatient counseling. Outpatient counseling involves an individualized treatment program designed to address substance abuse treatment needs, psychological, social, medical, employment, and family issues. Outpatient counseling typically involves individual counseling and/or group counseling, along with community support groups. The specific requirements of counseling vary from individual to individual and will be determined by your counselor. You will be required to attend all status review hearings, attend all treatment sessions, attend all appointments with your Probation Officer, comply with all conditions of supervision, attend sober support meetings, provide urine screens and follow through on all other referrals made. The actual length of outpatient counseling is determined by your progress through the treatment process as well as recommendations from the counselor, court and the probation officer.

Phase 1 will last a minimum of 60 days. This is an approximate figure again based on your motivation and progress in treatment. You will need to complete the following requirements in order to move to Phase 2:

- Participate in Phase 1 for a minimum of 60 days
- Comply with AOD/MH treatment/(MAT if applicable)
- Attend court bi-weekly (1st and 3rd Wed. of the month)
- Develop Drug Court Case Plan
- Sign release for support person
- Obtain medical assessment (medical/dental/optical)
- Comply with rules of Community Control
- Attend a minimum of (1) support meeting weekly- verified
- Achieve consecutive abstinence of 14 days
- Address housing issues
- Comply with random drug testing
- Change people, places and things
- Make application for Phase 2
- Obtain recommendation to Phase 2 by the Treatment Team

Phase 2: Clinical Stabilization

After you have remained clean/sober and stable for some time, it is time to address other needs. Some of the recommendations may be to address medical issues, housing, peer support and budget. You will be required to attend all status review hearings (two per month), attend all treatment sessions, attend all appointments with your Probation Officer, comply with all conditions of supervision, attend sober support meetings, provide random urine screens, and follow through on all other referrals. After successful completion, you will advance to the next phase.

Phase 2 will last a minimum of 90 days. This is an approximate figure again based on your motivation and progress in treatment. You will need to complete the following requirements in order to move to Phase 3:

- Participate in Phase 2 for a minimum of 90 days.
- Comply with AOD/MH treatment
- Attend court bi-weekly (1st and 3rd Wed. of the month)
- Develop Drug Court Case Plan

- Attend a minimum of (2) supports meetings/pro-social supports weekly (pro-social supports must have prior approval).- verified
- Achieve consecutive abstinence for 30 days
- Change people, places and things.
- Maintain housing
- Address medical/financial issues
- Develop relapse prevention plan/ provide list of supports
- Achieve satisfactory home visits with probation officer
- Comply with random drug testing
- Make application to Phase 3
- Obtain recommendation to Phase 3 by Treatment Team

Phase 3: Pro-Social Habilitation

When you reach this phase you have put a lot of hard work into your recovery. You have faithfully complied with all requirements of the court and treatment. At this point you may be finishing AOD treatment, maintained sobriety, developed pro-social activities, obtained a sponsor/mentor, active in sober support meetings, began/maintained consistent employment, displayed positive thinking and attitudes, began correctional counseling, maintained a minimum of 45 days clean/sober time, and most importantly taken responsibility for your behaviors.

Phase 3 will last a minimum of 90 days. This is an approximate figure again based on your motivation and progress in treatment. You will need to complete the following requirements to move to Phase 4:

- Participate in Phase 3 for a minimum of 90 days.
- Attend court bi-weekly (1st and 3rd Wed. of the month)
- Develop Drug Court Case Plan
- Complete all assignments
- Attend a minimum of (3) support meeting/pro-social supports weekly-verified
- Achieve consecutive abstinence of 45 days
- Achieve satisfactory home visits with probation officer.
- Begin correctional counseling
- Begin/maintain employment (verified)
- Comply with random drug testing
- Maintain change in people, places, things

- Make application to Phase 4
- Obtain recommendation to Phase 4 by Treatment Team

Phase 4: Adaptive Habilitation

As you enter Phase 4, you have developed many skills and a solid support network. It is time to go to the next level of your recovery. This phase will be a minimum of 90 days and you will need 60 consecutive clean/sober days while in this phase. Your focus will be on maintaining the changes in people, places and things, working on court obligations, maintaining employment, remaining crime free and improving parenting and/or relationships. You will need to complete the following requirements to move to Phase 5:

- Participate in Phase 4 for a minimum of 90 days
- Attend court monthly (1st and 3rd Wed. of the month)
- Develop Drug Court Case Plan
- Comply with random drug testing
- Achieve consecutive abstinence of 60 days
- Attend a minimum of (4) support meetings/ pro-social supports weekly-verified
- Maintain change in people, places and things
- Maintain employment
- Address court obligations
- Remain crime free (no new criminal charges in past 90 days)
- Address parenting/relationship issues
- Make application to Phase 5
- Obtain recommendation to Phase 5 by Treatment Team

Phase 5: Continuing Care

This is the final phase. Congratulations!!! You have come a long way. This phase focuses on maintaining the structure and support you have developed. You will need to have 90 consecutive clean/sober days in this phase. Graduation from Drug Court will depend on completion of the following:

- Attend court monthly (1st Wed. of the month)
- Participate in Phase 5 for a minimum of 90 days
- Achieve consecutive abstinence of 90 days

- Complete all requirements of recommended/required counseling
- Maintain housing and employment
- Develop Continuing Care Plan
- Demonstrate change in people, places and things
- Remain crime free (no new criminal charges or violations in past 90 days)
- Address court obligations
- Complete 10 hours of volunteer work
- Maintain clean/sober support network- attend a minimum of (5) support meeting/pro-social supports weekly- verified
- Maintain change in people, places and things
- Complete essay outlining your recovery and request to graduate
- Complete exit survey
- Obtain recommendation for graduation by Treatment Team

Graduated Incentives and Sanctions (*Standard 6(E)*)

The participant will have an explanation of responses to compliance and non-compliance, including the criteria for termination. Responses shall be delivered for every targeted behavior. Undesirable behaviors shall be reliably detected and concrete. Responses shall be predictable and controllable. Method of delivery is as important as the response itself. Sanctions and incentives shall be immediate, graduated, and individualized. They govern the responses of the drug court to the participant's compliance or noncompliance.

Ten Guidelines are to be utilized when issuing incentives and sanctions:

- Immediate and certain;
- Graduated;
- Developmentally appropriate;
- Consistent and fair;
- Individualized;
- Goal-oriented;
- Competency-based;
- Culturally responsive;
- Therapeutically appropriate;
- Sufficient intensity;
- Not painful, humiliating, or injurious.

Incentives (*Standard 10*)

From time to time, participants of the Drug Court Program may receive a reward or incentive provided by the court system as a way for the court to support the participant and acknowledge that their hard work and determination is recognized. The incentives are directly related to the achievements as certain milestones are met. Incentives are immediate, graduated, and individualized. Examples of the times when the participant may be eligible to receive one of these rewards are when:

- Court-ordered tasks, including drug/alcohol treatment or mental health treatment are completed;
- Participant remains compliant with court orders for a period of time and demonstrates his/her commitment to sobriety;
- Participant moves to the next phase in the Drug Court Program;
- Participant keeps all scheduled appointments for a period of time, for example two weeks;
- Abstinence/negative drug screens
- Improved behavior;
- Attending Support groups
- Engaging in vocational/educational activities; or
- Securing stable housing.

There are many different rewards/incentives that the court may have available for the participants. The judge determines the type of incentives received based on the participant's performance and compliance with program requirements. Some of these include but are not limited to:

- Words of encouragement and acknowledgement of positive progress;
- Small gifts
- Gift cards;
- Credit toward fees;
- Reduction of curfew;
- Permission to travel with family;
- Formal acknowledgements and tokens of progress;
- Decreasing number of office visits;
- Decreasing number of drug tests;
- Support passes
- Graduation to next phase;
- Graduation from Drug Court;
- Early termination from probation;

Sanctions (Standard 10)

Sanctions will be used at times when the participant is not complying with court orders, treatment, and case management. Sanctions are used to help the participant conform their behavior to program requirements. They are to be immediate, graduated, individualized, and are issued according to the seriousness of a violation. These violations may include but are not limited to:

- When participant does not follow court orders;
- When participant does not follow treatment recommendations;
- When participant does not attend required supports;
- When participant does not attend treatment appointments;
- When participant misses or is late for scheduled appointments;
- When participant fails to provide drug test;
- When participant tests positive for illicit drugs or alcohol;
- When participant fails to appear for a Drug Court session; or
- When participant receives new charges or convictions.

The following are some examples sanctions and is not inclusive:

- Verbal warnings and caution from the judge;
- Increase in alcohol and drug testing;
- Increase court appearances;
- Refusing specific requests; Decreasing special privileges
- Reading/Writing assignments
- Community Service;
- Curfew;
- Increased periods of jail time or home detention;
- Electronic Monitoring;
- Filing of a Community Control Violation; or
- Termination from Drug Court.

Positive urines at intake will be considered a baseline drug test, will be documented, and aid in the assessment of a participant's level of treatment. Positive urines at intake are not sanctioned. The treatment provider will be *immediately* notified as well as the Drug Court Team.

The Treatment Team may advise in determining the incentives and sanctions and the Drug Court judge will enforce and reinforce them. All sanctions and rewards will be documented in the participant's file and reviewed at the Status Review hearings. An adjustment in treatment services, as well as participating in community-based mutual support meetings, is based upon only the clinically informed interests of the participant. All incentives and sanctions shall be individualized.

Incentives and sanctions are given upon achieving certain milestones in recovery and upon advancement to the next phase.

CHAPTER 6 – PROGRAM COMPLETION

Successful Completion

In order for a participant to graduate from the Drug Court Program, the participant must have completed all the phases of the Drug Court Program. The criteria for completion are listed on the Drug Court Case Plan (**Attachment 11**). If a participant is identified as indigent by the courts, he/she may request a payment plan and/or community service to address fees and fines. Inability to pay toward fees and fines will not delay successful completion and graduation from Drug Court. The process for a participant to graduate shall be as follows:

- The Drug Court Coordinator will review the completion of all phases utilizing the Drug Court Case Plan and bring the potential graduate's name up at the Drug Court Treatment Team meetings. See the Drug Court Case Plan.
- The Drug Court Treatment Team will review the participant's behavior and accomplishments throughout the program and review the drug court case plans in addition to the treatment plans. The Drug Court Treatment Team will make a recommendation and the judge will make the final decision.
- The Drug Court Coordinator will announce a graduation date and send out information to local agencies regarding the graduation.

Post-Conviction

The case will be terminated successfully from Community Control/Probation with a motion and entry completed and submitted by the Prosecutors Office and presented to the participant at the graduation meeting in addition to a certificate evidencing successful completion of the Drug Court Program.

Unsuccessful Terminations (*Standard 3(A)*)

The Drug Court Treatment Team will discuss all unsuccessful terminations in the Treatment Team meetings and make a recommendation based upon the following criteria:

- On-going noncompliance with treatment;
- Resistance to treatment;
- New serious criminal conviction;
- A serious Drug Court violation or series of violations; or
- A serious community control violation or a series of community control violations.

The consequences of an unsuccessful termination may be as follows:

- Loss of future eligibility for Drug Court;
- Further legal action including finding of guilt, sentence, or Notice of Violation; or
- Depending on the circumstances, they may be subject to prison, jail, or other penalties.

The Drug Court judge will make the final decision regarding the unsuccessful termination of the participant in accordance with written eligibility criteria (*Standard 3(B)*).

The appropriate paperwork for termination will be filled out by the Probation Officer. It will be the Probation Officer's job to file the probation violation and to serve the participant with the violation notice. Termination from Drug Court will result in the reactivation of criminal proceedings on the court's regular trial docket relating to sentence disposition for Notice of Violation or transfer back to Intensive Supervision.

Community Control Violation Hearings

The hearings will follow the same procedures as Williams County Adult Probation Services hearings.

Post-Conviction and Intervention in Lieu Procedures

A notice of community control violation will be completed by Probation Officer. The probation officer shall contact the Assignment Commissioner to get a court date for the participant. The defendant will be served with the Notice of Community Control Violations (or Intervention in Lieu Violation) Hearing. Copies will be made to be file stamped at the Clerk's Office. The original is filed with the Clerk's Office. The remaining copies will be

distributed to the Prosecutor's Office, the judge, and one will remain in the participant's file.

Neutral Terminations (Termination for reasons other than successful or unsuccessful compliance) (Standard. 3(A))

Neutral terminations of a participant will follow the same process as other terminations. The case will be brought before the Treatment Team for discussion and the Drug Court judge will have the final determination. The information about the participant will be thoroughly reviewed and verified by the Drug Court Coordinator. Some cases in which neutral terminations may apply will be as follows:

- A serious medical condition arises;
- Serious mental health condition arises;
- Death;
- Approved relocation/ transfer of participant, or
- Other factors that will impede the participant's requirements for successful completion.

The Drug Court Coordinator shall file the appropriate paperwork to the Prosecutor's Office and an entry will be completed pertaining to the neutral termination from the Drug Court Program.

All participants will be asked to fill out an exit survey upon discharge. **(See attachment 15)**

Inactive Cases

Inactive cases will still be considered a part of the docket. The same process of discussing cases with the Treatment Team will occur and the Drug Court judge will provide the final approval. Some instances in which an Inactive Status will be applied are as follows:

- When a participant is in a Community Based Correctional Facility (CBCF) and is unable to attend the Status Review Hearings, The Drug Court Coordinator will continue to monitor the participant's compliance through reports.
- When the participant is unable to pay the court obligations in full prior to graduation. The participant will be placed on basic supervision for continued monitoring and will receive a certificate of completion and attend the graduation ceremony once paid in full unless the judge determines otherwise.

- When the participant has a warrant issued for his arrest for absconding supervision. The participant's case will still be monitored by the Drug Court Coordinator. In the event the participant is arrested, the Drug Court Coordinator will discuss the case with the Treatment Team. Depending on the nature of the warrant, the participant may be terminated unsuccessfully from the Drug Court Program. The Drug Court judge will provide the final approval on the disposition of the case.

The participant will remain on the Drug Court Coordinator's Caseload when CBCF placement is recommended or when warrants are issued.

Administrative Program Suspension

Administrative suspension is a status reserved for those Drug Court participants who are temporarily suspended from the program by the Drug Court judge. These participants are suspended from participation, but may be eligible to return once a determination has been reached regarding their continued appropriateness to respond to the Drug Court Program. The following examples may reflect reasons for an administrative suspension:

- Those participants placed in a residential facility as a result of continued use;
- Those participants who are charged with new crimes pending adjudication and/or a final disposition for sentencing;
- Those participants who need further assessments or evaluations to determine if the Drug Court is beneficial to the participant and the program;
- Those participants who are unable/unwilling to comply with program requirements in a timely manner as directed; for example falling behind on scheduled restitution payments or, medical hardship.

CHAPTER 7 – SUBSTANCE USE MONITORING

All alcohol and drug testing will be individualized, observed, frequent and random. (*Standard 8(B)*) Each participant will be tested for his/her primary substance of dependence as well as other substances. All participants will receive a baseline urine test at intake. The results of the test will not result in a sanction. All testing results are recorded and maintained for the duration of the participant's drug court enrollment. The Williams County Drug Court will utilize the Sentry Program through Cordant Forensic Solutions for randomize testing. Participants are required to call in daily Monday through Sunday between the hours of 6:00 a.m. to 2:00 p.m. Participants required to report for a randomized urine test will report on the same day between 9:00 a.m. to 12:00 p.m. or 1:00 p.m. to 4:00 p.m., unless otherwise directed.

Obtaining a Urine Specimen (Standard 8(A))

Also, the participant may at any time be required to submit to alcohol and drug testing by the probation department, Recovery Services of Northwest Ohio, Bryan Community Health Center, A Renewed Mind or at the request of any other member of the treatment team. Testing samples are collected and analyzed in accordance with the written policies and procedures of each agency which are uniform and adhere to the courts requirements. Each of these agencies use a laboratory approved by the Drug Court. You will be sanctioned for any positive test whether from use, passive inhalation or secondhand smoke. You have the right to challenge the results of a screening test. Drug Court will abide by the results of the laboratory tests. The policies and procedures address elements that contribute to the reliability and validity of the process. Policies and procedures of community control are attached as **Attachments 17 and 18**. If a participant fails to submit to testing, submits an adulterated sample, submits the sample of another individual, or dilutes the sample; this will be treated as a positive test and will be immediately sanctioned.

Processing Drug Tests

The Williams County Adult Probation Department utilizes various oral and urine drug screening kits that are sufficient to include the participant's primary substance of dependence, as well as a sufficient range of other common substances, and probation officers shall follow the guidelines and procedures authorized by the drug test kit provider. (Standard 8(E)) For any drug test kits that need further analysis, the probation officer shall follow the guidelines and procedures authorized by the testing laboratory or drug test kit provider and send the sample to the respective laboratory.

Testing by Outside Treatment Agency

Testing on participants will occur through the treatment agency in which they are being treated and are under the discretion of each facility's policies and procedures. The member from that agency will notify the Drug Court Coordinator of the outcome of any test results, as they are conducted.

Notification/Documentation (Standard 8(D))

The results of all drug tests are immediately shared with the Drug Court Coordinator, the participant's treatment provider and the Treatment Team. In addition to the results being shared, if a participant fails to report, fails to provide a sample, adulterates a sample, provides a sample of another individual, dilutes a sample, and/or tampers with a sample, that information will be shared immediately as well.

Documentation

A probation officer will document all positive and negative test results in the case notes. The participant will be required to sign a statement regarding the results of any drug tests. **See attachment 19.**

Defining "Positive" Results (Standard 8(D))

- If a participant is late for a test or misses a test, it will be considered a positive test for drugs/alcohol.
- If a participant refuses to submit a urine sample, it will be reported as a refusal to test and considered positive.
- The participant must provide a urine sample which is negative for all drugs.
- If the participants fail to produce a urine specimen (within two hours) or if the sample provided is not of sufficient quantity, it will be considered as a positive test for drugs/alcohol.
- If the participant produces a diluted urine sample it will be considered as a positive test for drugs/alcohol.
- If the participant substitutes or adulterates their specimen for the purposes of changing the drug testing results, it will be considered as a positive test for drugs/alcohol and will result in sanctioning and may be grounds for revocation from the Drug Court Program.

Relapses

Relapses will be addressed through the treatment provider to verify if the use is a continued use or a relapse. The participant will be reassessed and be placed in the appropriate level of care to address the positive screen and to re-engage or re-stabilize the participant. The treatment provider as well as the Treatment Team will be notified of the positive urine screen. Sanctions for the relapse will be immediate (*Standard 8(D)*) and may include loss of clean/sober days, homework assignments pertaining to relapse/use, increased office visits, electric monitoring, and/or possibly jail (if dishonest regarding use).

The Treatment Team may advise in determining the incentives and sanctions and the Drug Court judge will enforce and reinforce them (*Standard 8(C)*). All sanctions and rewards will be documented in the participant's file and reviewed at the Status Review hearings.

Medication Usage

It will be the participant's responsibility to inform all treating physicians of their recovery from drugs/alcohol before they are given an addictive medication. (**Attachment 9A**) A participant shall be prescribed narcotics (or other medication that will yield a positive screen) only if it is necessary and only under limited circumstances. If a doctor believes that it is necessary to prescribe such medication, the physician must submit a letter to the Drug Court Coordinator stating that he/she is aware of the participant's status as a recovering addict/alcoholic. The physician must also acknowledge that the need for the medication outweighs the risks. (**See attachment 9**) The participant **MUST** have a letter **PRIOR** to taking any medication that will cause a positive screen. (**Attachment 9A**) If the participant tests positive and they do not have a letter from their doctor, they will be sanctioned immediately.

In cases of emergency room care, the participant will provide verification of all emergency room orders and discharge information to the Drug Court Coordinator no more than seven days upon release from the hospital. All prescriptions will have to be cleared by a primary care physician to continue taking the medications without sanctions. A pattern of visits to the emergency room for ailments that require opiate treatment may be brought back before the court at the discretion of the Treatment Team.

Over the Counter Medication Usage

The use of certain types of over the counter medications may be counterproductive to the recovering participant. Participants may not use a medication or product containing alcohol or any OTC medication that may produce positive drug screen results.

CHAPTER 8 – PROFESSIONAL EDUCATION

The interdisciplinary education of the Drug Court Treatment Team promotes effective Drug Court planning, implementation, and operations (*Standard 11*). All new members and current members shall be educated to the specialized docket process.

All new members to the Drug Court Treatment Team will be trained to the policies, procedures, and best practices utilized by the Drug Court team members. They will be required to read the policy and procedure manual of the Drug Court.

The Drug Court Treatment Team shall identify a similar area drug court and build a relationship with that drug court as well as attend any sessions or meetings to increase relationships and understanding. The Drug Court Coordinator and the chief probation officer shall review the relationship on an annual basis.

CHAPTER 9 – EFFECTIVENESS EVALUATION

The Drug Court Program has a plan for evaluating its effectiveness. It includes a statement of goals and objectives set forth in chapter one of the policy and procedure manual (*Standard 12(B)*). The Drug Court Program has a system for collecting data, and a process for analyzing that data in order to determine whether those goals and objectives are met.

The Drug Court Coordinator and chief probation officer will use the case notes, progress notes, and other information in order to create statistical data and compile reports using an excel format. The information collected will be presented to the Advisory Committee during its semiannual meetings. The information obtained will be used to evaluate the effectiveness and functionality of the Drug Court Program, Treatment Team, policies, and procedures.

The Drug Court Program will comply with reporting data as required by the Supreme Court. (*Standard 12(A)*) The program will engage in on-going data collection in order to evaluate whether or not the program is meeting its goals and objectives. (*Standard 12(B)*) Data collected is utilized by the Advisory Committee as part of the functionality review of the Treatment Team.

All Drug Court Participants will be encouraged to complete an anonymous satisfaction survey upon successful completion or termination from the program. The information collected will be used to provide perspective on a participant's experience, effectiveness of programs and services, and suggestions to improve outcomes.

The Drug Court will not document any names/identities of any participants while collecting information.

The Drug Court Program collects the following information:

• Number of Participants referred
• Number of Participants accepted
• Number of Participants denied
• Reasons for denial
• Number of graduates
• Number of unsuccessful terminations
• Number of participants neutrally discharged
• Number of jail days served for sanctions
• New offenses committed by participants while in program
• Convictions of new offenses while in program
• Rewards for sobriety milestones
• Number of drug/alcohol screens negative
• Positive drug/alcohol screens results
• Graduated sanctions
• Treatment attendance
• Unsuccessful discharge from treatment
• Successful completion of treatment
• Age/Gender of participants
• Ethnicity of participants
• Race of participants
• Marital status
• Employment status of participants beginning and end
• Number of incarceration days
• Drugs of choice
• Level of educational attainment
• Number of relapse
• Length of time in each phase
• Length of time in program
• Number of new convictions by graduates
• Number of new convictions by active participants
• Number of new convictions by terminations

WILLIAMS COUNTY DRUG COURT PROGRAM ADVISORY COMMITTEE

Judge J.T. Stelzer, Chairperson
Drug Court Judge
Williams County Common Pleas Court
One Courthouse Square, 3rd Floor
Bryan, Ohio 43506

Katherine Zartman
Williams County Prosecutor
1425 E. High St. Suite 115
Bryan, OH 43506

Ruth Peck
Executive Director
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200 VanGundy Drive
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Four County Alcohol, Drug Addiction, Mental
Health Services Board
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Sheriff Steve Towns
Williams County Sheriff
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Chief Probation Officer
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Charlie Hughes
Program Manager
Northwest Community Corrections Center
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Bowling Green, Ohio 43402

Teresa Eicher
Clinical Director
Recovery Services of Northwest Ohio and/or
Bryan Community Health Center
200 Van Gundy Drive
Bryan, Ohio 43506

Ryan Pickut
Program Director
A Renewed Mind
1895 Oakwood Ave.
Napoleon, OH 43545

WILLIAMS COUNTY DRUG COURT

MEMORANDUM OF UNDERSTANDING ADVISORY COMMITTEE

This memorandum is hereby made between the Williams County Drug Court Program and community stakeholders participating in the advisory capacities established in Chapter 1 of the Drug Court Policies and Procedures Manual. Members may include, but are not limited to Common Pleas Judge (Chairperson), Prosecutor, Defense Counsel, Sheriff, Chief Probation Officer, a representative from the Four County Alcohol, Drug Addiction and Mental Health Services Board, and a representative from Recovery Services of Northwest Ohio.

As a member of the Advisory Committee, I agree to advise with regard to policies, procedures, and operations of the Drug Court. I shall provide assistance in both implementing the Drug Court Program and assisting with the sustainability after its implementation. I will work to build program capacity, evaluate program effectiveness, and engage in long-term anticipatory planning.

I will also attend meetings to discuss goals, objectives, identify target populations, entry into the program, and case flow.

Further, I understand that to be effective, I must agree to serve a minimum of one year on the Advisory Committee, and I so agree.

Date: _____ Signature: _____
(Member)

(Title)

The following individuals serve on the Williams County Drug Court Advisory Committee and agree to the policies and procedures contained in the Program Description and documents effective _____.

Judge J.T. Stelzer

Jolene Joseph, Health Partners

Kirk Yosick, Prosecutor

Phil Ennen, Williams County Hospitals

Ruth Peck, RSNWO

Charlie Hughes, SEARCH

Les McCaslin, ADAMHs Board

Teresa Eicher, RSNWO

Sheriff Steve Towns

John Shaffer, Attorney

Paul Duggan, Attorney

Lori Bolton-Sell, Chief Probation Officer

WILLIAMS COUNTY DRUG COURT

MEMORANDUM OF UNDERSTANDING TREATMENT TEAM

This memorandum is hereby made between the Williams County Drug Court Program and community stakeholders participating in the treatment capacities established in Chapter 1 of the Drug Court Policies and Procedures Manual. Members may include, but are not limited to Common Pleas Judge (Chairperson), Chief Probation Officer, a representative from the Department of Job and Family Services, a representative from the Child Support Enforcement Agency, a representative of Shalom Counseling Services, a representative of Health Partners, and a representative from Recovery Services of Northwest Ohio.

As a member of the Treatment Team, I agree to assist in implementing the daily operations of the Drug Court Program. I will also assist in developing, reviewing, and agreeing on the legal and clinical eligibility, completion, termination, and neutral discharge criteria.

I will also attend meetings prior to participants' Status Review hearings to discuss participants' compliance and progression through the Drug Court Program.

Further, I understand that to be effective, I must agree to serve a minimum of one year as a member on the Treatment Team, and I so agree.

Date: _____ Signature: _____
(Member)

(Title)

The following individuals serve on the Williams County Drug Court Treatment Team and agree to the policies and procedures contained in the Program Description and documents effective _____.

Judge J.T. Stelzer

SEARCH Representative

Allen Rutter, Shalom Counseling

Anna Meyers, JFS

Megan Hall, JFS

Lori Geiser, JFS/CSEA

Megan Bowser, RSNWO

Danyel Parker, Health Partners

Lori Bolton-Sell, Chief Probation Officer

**Drug Court Program
Referral Form**

QUALIFYING FACTORS

1. Clinical Eligibility Criteria

- A) The person has been diagnosed as substance dependent and completed a drug/alcohol assessment by a certified license provider.
- B) The person is able to understand and comply with program requirements.

2. Other Eligibility Criteria

- A) No physical or mental health issues which might hinder participation in the program. (will be reviewed on a case-by-case basis).
- B) The defendant is receptive to receiving treatment.
- C) Must be a defendant in a case on the Williams County Common Pleas Court criminal docket.
- D) Judge has the sole discretion in the admissibility to the Drug Court Program.

3. Legal Criteria

- A) The person is charged with a pending Williams County felony offense less serious than a felony of the second degree which is not a drug trafficking offense higher than a felony of the fifth degree, a sex offense, a felony OMVI, or has a mandatory prison sentence;
- B) The person is serving a Community Control Sanctions sentence for which there is a Notice of Violation of Community Control Sanction Sentence pending; or, upon recommendation of Probation Officer, has agreed to participate; or
- C) The person is sentenced to Drug Court as part of Community Control Sentence, including one imposed through the granting of judicial release.

Referred by: _____ Date: _____

Referral Name & Contact: _____

Background Information

Personal Information (please print)

Name (Last, First, and Middle Initial):	DOB:	Age:
Street Address:	City:	Zip Code:
Home Phone:	Work Phone:	Race:
Social Security No:	Aliases:	Gender: M <input type="checkbox"/> F <input type="checkbox"/>

Court Information

Incarcerated: Y <input type="checkbox"/> N <input type="checkbox"/>	Where:
--	--------

Reason for Referral: _____

**IN THE COURT OF COMMON PLEAS, WILLIAMS COUNTY, OHIO
CRIMINAL DIVISION**

STATE OF OHIO,

Case No.

Plaintiff,

vs.

Defendant.

**[CM 28]
REQUEST FOR ADMISSION
TO DRUG COURT
EVALUATION FOR AND
ADMISSION INTO DRUG
COURT PROGRAM**

I, the above-named defendant, hereby request the court for admission into the Drug Court Program. I hereby give my consent to be interviewed by court staff that operates the Williams County Common Pleas Drug Court Program for the purpose of determining if I am eligible for admission into the Drug Court. I acknowledge that I will need to be diagnosed by a licensed treatment provider as drug or alcohol dependent, and I agree to cooperate in the completion of a presentence investigation.

I understand that if I am accepted into the Drug Court, I will be required to participate in a court-ordered substance abuse treatment program until all treatment goals are met to the satisfaction of the service provider and I will be required to comply with conditions of supervision by officers of the probation department that are established to further my successful recovery from substance dependence.

I give my consent to be evaluated for eligibility and admission into the Drug Court. I agree to give truthful and accurate answers to the questions I am asked in this evaluation process for eligibility and admission into the Drug Court. I understand that, unless I otherwise authorize, only my attorney and the Williams County Common Pleas Court and court staff may receive the information I provide in the process of being evaluated for admission into the Drug Court and that my attorney is bound by the confidentiality requirements established by the attorney-client privilege regarding such information. I further understand that the information I give in the evaluation process for admission into the Drug Court Program will not be provided to the State of Ohio and/or counsel for the State of Ohio and is not subject to discovery by the State of Ohio under the Rules of Criminal procedure or any other law or rule.

I also understand that as part of the evaluation process, I will be asked to sign a separate Authorization for Release of Information which authorizes reciprocal communication and release of information from the Williams County Common Pleas Court and court staff by and between the current treatment agency, Recovery Services of Northwest Ohio, and other substance abuse and mental health treatment providers and community service agencies.

I know of no serious physical health conditions which would keep me from completing the Drug Court requirements. I know of no pending charges or detainers from any other jurisdiction that would prevent me from entering or completing the Drug Court Program. I understand that, if I am eligible and admitted into the Drug Court Program, my compliance with the program and the rules of the Drug Court Program will be monitored by Judge Stelzer. I further understand that if I am unsuccessfully terminated from Drug Court for any reason after being admitted into the Drug Court Program, my case will be returned to the regular criminal docket before Judge Stelzer and scheduled for further proceedings, including sentencing or disposition.

I have been informed and understand that this evaluation process for admission does not guarantee my eligibility or admission into the Drug Court Program. I further understand that if I am determined not to be eligible for the program or I am not admitted into the Drug Court Program, my case shall remain on the regular criminal docket for further proceedings, including final resolution.

I agree to complete referral form CM 27 which has been provided to me.

SIGNED:

Defendant

Date

APPROVED:

Referral Source (Attorney/PO)

Date

Prosecutor

Date

CERTIFICATE OF SERVICE

This motion was issued by regular U.S. mail to the Williams County Prosecuting Attorney and the Drug Court Coordinator on this ____ day of _____, 20____.

Attorney for Defendant

WILLIAMS COUNTY DRUG COURT

CONSENT TO RELEASE INFORMATION TO TEAM MEMBERS

I, the undersigned, do hereby give consent to the release of information, written records and reports, and evaluations relating to my physical, mental, vocational, psychological, educational, and social condition and/or status by any individual, agency, physician, psychiatrist, psychologist, clergy, hospital and its employees, school, college or other institution and its employees to the Team Members of the Williams County Drug Court.

Such information is to be used by the Drug Court Treatment Team for communication about confidential information and participation or progress in treatment in compliance with the Ohio Revised Code.

Date: _____ Signature: _____
(Participant)

Witness: _____ DOB: _____
SSN: _____

CONSENT TO RELEASE INFORMATION TO OTHER AGENCIES

I, the undersigned, do hereby give consent to the release of information, written records and reports, and evaluations relating to my criminal history, physical, mental, vocational, psychological, educational, and social condition and/or status by the Williams County Adult Probation Department or any of its employees to agencies including, but not limited to Recovery Services of Northwest Ohio, Shalom Counseling and Mediation, Williams County Job and Family Services, the WORTH Center, CTF, SEARCH, and other Community Base Correctional Facilities, and other treatment facilities.

I hereby release you from any and all legal responsibilities, restrictions, and/or liability that may arise from the acts, and/or release of any information or records which I have authorized above.

Date: _____ Signature: _____
(Participant)

Witness: _____ DOB: _____
SSN: _____

**IN THE COURT OF COMMON PLEAS OF WILLIAMS COUNTY, OHIO
DRUG COURT**

THE STATE OF OHIO

Case No.

Plaintiff

vs.

**JUDGMENT ENTRY-
ACKNOWLEDGMENT OF
REQUIREMENTS OF DRUG
COURT AND PARTICIPATION
AGREEMENT**

Defendant

I agree to enter the Williams County Common Pleas Drug Court Docket. Participants may enter as a post-conviction, judicial release, probation violation, or by agreement with another Drug Court. I have reviewed the Participant Handbook and had the opportunity to ask my attorney any questions related to participation in the program. I understand and agree that I have certain obligations and responsibilities and will have to follow orders from the Drug Court Treatment Team and others involved in the Program. I understand that my participation in this program is voluntary.

MY RESPONSIBILITIES ARE:

1. It is important that I have a detailed understanding of the process and requirements of this program. I have received a copy of the Participant Handbook which outlines the process and requirements of the program. In addition to the responsibilities listed below, I understand that participation in this program requires that I commit to completing court ordered treatment by compliance with the treatment plan, supervision plan, rules of probation and rules of the Williams County Drug Court Docket.
2. I understand my progress through the program is determined by my choices to conform my conduct to the rules of the Court. My progress through the program is not based solely on predetermined timelines, but rather my progression through the five phases of the Court and outlined in the Participant Handbook.
3. I understand that I must plead guilty to my charges in order to participate in this docket.
4. I will pay toward fees, costs, fines, and/or restitution as ordered by the Court. I will work with the team and my probation officer to pay these obligations in a structured way. If I am deemed indigent by the courts a payment plan and/or community control service will be offered. Failure to pay fines and fees in full will not inhibit you from graduating from Drug Court.
5. I will attend and fully participate in all treatment and programming assessments to which I am referred. I will follow any rehabilitation, educational, vocational, medical, psychiatric, or substance abuse treatment program assigned by the Court. I have the right and responsibility to be involved in the creation of my treatment plan.
6. I will complete all release of information forms in order to provide for communication about confidential information, participation/progress in treatment, and compliance with the provisions of relevant law, including the "Health Insurance Portability and Accountability Act of 1996," 42 U.S.C. 300gg-42, as amended, and R.C. 2151.421 and 2152.99. This includes signing releases with

Williams County Probation, Williams County Drug Court, or any treatment providers, and any other agency designated by the program.

7. I shall keep all information about other participants confidential that is shared at Status Review Hearings.
8. I understand that as soon as possible, I will be placed in appropriate treatment services and I shall attend as required.
9. I shall be placed under the supervision of the Williams County Adult Probation Department to monitor my compliance with court requirements. I may not possess a firearm while on probation.
10. I understand that the Treatment Team shall provide ongoing communication, including frequent exchanges of timely and accurate information, about my overall performance.
11. I shall be required to appear regularly before the Williams County Drug Court Judge, at least twice a month in phases 1-4 of the program. (1st and 3rd Wed. of the month). In phase 5, I shall meet with the Judge at a Status Review Hearing one time per month (1st Wed. of the month).
12. I will not use any illegal drugs. I will submit to drug testing when instructed and I will be honest with the Treatment Team about any and all relapse or use. Immediate notification to the court will occur when a participant tests positive, fails to submit to testing, submits an adulterated sample or the sample of another individual, or dilutes the sample.
13. I must submit to random, frequent, and observed alcohol and other drug testing protocols as directed by the Judge, Probation, and/or Drug Court Coordinator. The Williams County Drug Court will utilize the Sentry Program through Cordant Forensic Solutions to randomize testing. I will be required to call in daily between the hours of 6:00 a.m. to 2:00 p.m. Those participants that are required to report for a randomized urine collection shall report on the same day between the hours of 9:00 a.m. to 12:00 p.m. or 1:00 p.m. to 4:00 p.m., unless otherwise directed by the Drug Court Coordinator.
14. I acknowledge a positive urine screen may be immediately sanctioned which may include increased outpatient treatment, residential treatment, probation violation, jail time, and/ or other appropriate sanctions. The team shall institute a plan that is enforced and reinforced by the Judge.
15. I understand following acts are to be treated as positive tests and may result in immediate sanctions: Failing to submit to testing; submitting an adulterated sample; submitting the sample of another individual; diluting a sample.
16. I will allow and cooperate with home visits from my Probation Officer, and any other designated team member or designated representative of the court.
17. I will obey all city, state and federal laws. If I take part in any criminal act, I may be terminated from the Williams County Drug Court Docket. I will tell my Probation Officer immediately if I have any law enforcement contact.
18. I understand by entering into the Williams County Drug Court, I am agreeing to the following:
 - a. I waive the right to contest the imposition of certain sanctions as determined by the Drug Court Judge. This includes the imposition of community service, an increase in court appearances, increased drug screens, increased treatment activities, and any other sanctions up to the imposition of jail time or electronic monitoring. An imposition of jail time

or electronic monitoring will require a formal probation violation and the ability to contest the basis of the violation.

- b. I waive the right to remain silent and not to incriminate himself/herself at the review hearings regarding violations of the rules of the Williams County Drug Court (excluding pending criminal charges). **I agree honesty and self-reporting of violations of the program rules is integral to treatment and recovery.**

19. I shall be subject to immediate and graduated sanctions which may be imposed by the Court in furtherance of treatment. Sanctions shall be imposed by the Court as a result of non-compliance or a rule violation. I am aware that the Court will be alerted to all such infractions. Sanctions may range in severity depending on the seriousness of my non-compliance or rule violation. Sanctions may include, but are not limited to:

- a. More frequent appearances before the Judge;
- b. More frequent appearances before the Probation department;
- c. Increased testing of breath, blood or urine for drugs or alcohol;
- d. Increased group and/or meeting attendance;
- e. Verbal admonishment from the Judge;
- f. Written reports;
- g. Community service work;
- h. One or multiple days seated in the courtroom;
- i. Electronic Monitoring (EMU);
- j. Jail time;
- k. Formal probation violation;
- l. Termination from the Williams County Drug Court Docket
- m. Imposition of suspended jail days.

20. When I am in the court room, I will dress and act appropriately. I will also be on time for Court. There will be no food/drinks in the courtroom and cell phones will be turned off.

21. I acknowledge criteria relating to termination from the program is contained in the Participant Handbook. Termination may result in imposition of a jail sentence, electronic monitoring, and/or other restrictions imposed by the Judge.

22. I acknowledge criteria relating to successful completion of the program is contained in the Participant Handbook. Benefits of successful completion may include public recognition, reduction of fines and fees owed, suspension of jail days, and/or termination of probation.

23. I will be supervised by the Williams County Drug Court Docket UNTIL FURTHER ORDERED BY THIS COURT.

24. I understand I have the right to have a defense attorney present during status review hearings and treatment team meetings as it pertains to my case. It is my responsibility to know how to contact my attorney before the treatment team meeting to request that they be present.

25. I understand I will not be allowed to successfully graduate from the program if I have an active warrant for my arrest.

26. I understand it is my responsibility to inform all treating physicians of my recovery from drugs/alcohol before I am given an addictive medication and that I am subject to drug testing. *Only* under limited circumstances, if a doctor believes it is necessary to prescribe the medication such as narcotic pain medication or any other medication that will yield a positive urine screen, the physician must submit a letter to the Drug Court Coordinator stating he/she is aware of my status as a recovering addict/alcoholic and the need for this medication outweighs the risks. *I must* have a letter prior to taking any medication that will cause a positive screen. If I test positive and do not have a letter from my doctor, I will be sanctioned immediately. I further understand there may be

over-the-counter medications that I may not take as well .In cases of emergency room care, I understand all emergency room orders and discharge information will be made available to the Drug Court Coordinator no more than seven (7) days upon release from the hospital and all prescription will have to be cleared by a primary-care physician to continue taking the medications without sanctions. A pattern of visits to the emergency room for ailments that require opiate treatment may be brought back before the court at the discretion of the Drug Court Treatment Team. Furthermore, I understand I must bring all of my prescriptions in the original bottle to my probation appointment as directed.

I have read this Acknowledgement and understand this agreement, and I freely and voluntarily relinquish the rights discussed and agree to abide by all rules and conditions of the Drug Court Program. After consultation with my attorney, I hereby sign the Agreement to participate in the Drug Court.

Participant

Date

Attorney for Participant

Date

Prosecutor

Date

Having reviewed the Drug Court Admissions Assessment and eligibility requirements the court hereby accepts this case and the defendant into the Drug Court Program.

The Clerk of Courts is hereby **ORDERED** to serve a copy of this Judgment Entry upon the Prosecuting Attorney, Attorney for Defendant, Defendant, Adult Probation and Drug Court Coordinator.

IT IS SO ORDERED.

J. T. Stelzer, Judge

Date

**THE COMMON PLEAS COURT OF WILLIAMS COUNTY, OHIO
CRIMINAL DIVISION**

COMMUNITY SANCTIONS IMPOSED BY THE COURT

Offender:	Case No:
Period of Supervision:	Offense:

You are in the custody of the court by reason of your felony conviction. The court has imposed the following community sanctions and you are ordered and required to abide by them. You are subject to arrest without a warrant by any Probation Officer or any Peace Officer upon written order of any of your Probation Officers.

☐ You shall serve a period of _____ days at the Corrections Center of Northwest Ohio (CCNO), Stryker, Ohio commencing on _____. You shall receive credit for _____ days served.

☐ You shall serve a period of _____ days on the _____ Monitoring Program at your cost, through the Corrections Center of Northwest Ohio (CCNO), Stryker, Ohio commencing on _____.

☐ You shall serve a period of _____ days at the Corrections Center of Northwest Ohio (CCNO), Stryker, Ohio and participate in the _____ Program. You shall receive credit for _____ days served.

☐ You shall enter into and successfully complete the S.E.A.R.C.H. Program at the Northwest Community Corrections Center in Bowling Green, Ohio and follow all recommendations made by that program including aftercare. You shall be transported directly from the Corrections Center of Northwest Ohio.

☐ You shall enter into and successfully complete programming at the Correctional Treatment Facility (CTF) in Toledo, Ohio and follow all treatment recommendations made by that facility including aftercare. You shall be transported directly from the Corrections Center of Northwest Ohio.

Community Control Sanctions
Page 2

- ☐ You shall attend a substance abuse and/or mental health assessment at the direction of your supervising officer. You shall comply with all treatment recommendations made from that assessment.
- ☐ You shall successfully complete the Williams County Intensive Probation Program, upon completion you shall be transferred to basic supervision.
- ☐ You shall enter into and successfully complete the Williams County Drug Court.
- ☐ You shall complete _____ hours of community service through the Community Service Program at the Corrections Center of Northwest Ohio at your expense.
- ☐ Your Community Control shall be extended for a period of _____ days/months, expiring on _____.
- ☐ All court costs and attorney's fees, when applicable, associated with this case are hereby assessed against the Defendant.
- ☐ Other: _____

I have read or had read and explained to me, the above orders of the Court and I understand them. I promise to abide by them and I realize that any violation may cause my participation in community control to be revoked and the sentence put into effect for the offense(s) that I have committed. I received a copy of this form on this date.

Dated: _____ Offender: _____

Probation Officer: _____



LORI J. BOLTON-SELL
Chief Probation/Diversion/Prerelease Officer

MATTHEW D. JOHANTGEN
Intensive Probation Officer

COURT OF COMMON PLEAS
WILLIAMS COUNTY
ADULT PROBATION DEPARTMENT

J. T. STELZER, JUDGE

NANCY J. HANCOCK
Office Manager

SCOTT E. BRADBEE
Presentence Investigator

Williams County Drug Court Policy on Prescription Medication

I, _____, understand that the Williams County Drug Court has a zero tolerance policy regarding the use of opiates. I further understand that for me as a participant in the Williams County Drug Court, I agree to abstain from the use of all opiates even if they are prescribed to me by a medical professional, including dentists. I further understand that if I choose to violate this policy and my agreement, that is grounds for sanctions and/or discharge from Williams County Drug Court. As a participant, I agree to have all prescriptions for medications filled at one and only one pharmacy as a condition of my participation in the Williams County Drug Court.

I also voluntarily agree to provide the names and phone numbers of all my medical care providers and agree to submit the "Letter to Physician" statement (Attachment 9A), a copy of which is attached hereto, to all of my medical care professional providers, including dentists. In case of emergency room care, I will authorize that all emergency room orders and discharge information be made available to the Drug Court Coordinator no more than seven (7) days after my release from the hospital.

I, _____, further agree to bring all of my prescribed medications in their original bottles to my probation officer appointment as directed.

I have read or had this read to me and I understand the Williams County Drug Court's Policy on Prescription Medications as herein set forth.

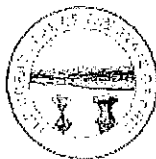
Participant Date

Witness Date

Attachment 9

ONE COURTHOUSE SQUARE
BRYAN, OHIO 43506

419/636-4722



LORI J. BOLTON-SELL
Chief Probation/Diversion/Prerelease Officer

MATTHEW D. JOHANTGEN
Intensive Probation Officer

COURT OF COMMON PLEAS
WILLIAMS COUNTY
ADULT PROBATION DEPARTMENT

J. T. STELZER, JUDGE

NANCY J. HANCOCK
Office Manager

SCOTT E. BRADBEE
Presentence Investigator

LETTER TO PHYSICIAN

I, _____, have been placed in the Drug Court in Williams County Common Pleas Court. As a result of my Community Control, I am subject to frequent and random drug testing. Therefore, I must report to the court my visit today. As I am in recovery, I would respectfully request that you take this into consideration and offer non-narcotic medications, if possible, when drugs are necessary for my medical treatment.

Physician (Name) _____

Physician (Signature) _____

Date: _____

If I have any questions or concerns please feel free to call Recovery Services of Northwest Ohio and talk to the Drug Court Coordinator.

If this patient fails to present this form to the nurse and/or physician prior to receiving medication or a prescription for medication, please notify Williams County Adult Probation at (419) 636-4722.

Please list the medications prescribed today: _____

**WILLIAMS COUNTY ADULT PROBATION
AUTHORIZATION FOR RELEASE/EXCHANGE OF INFORMATION**

CLIENT NAME _____

CLIENT ADDRESS: _____

CLIENT SSN: _____

CLIENT DATE OF BIRTH _____

INFORMATION RELEASED/EXCHANGED FROM OR TO:

Williams County Adult Probation

#1 Courthouse Square

Bryan, Ohio 43506

(419) 636-4722

Contact Person: _____

INFORMATION RELEASED/EXCHANGED TO OR FROM:

Agency: _____

Address: _____

Telephone: _____

Contact: _____

Specific type of information to be disclosed/obtained:

☒ Admission/Bio-psychosocial Assessments/Narrative Summary

☒ Recommendations/Prognosis

☒ Legal History/Probation/Parole Information

☒ Psychiatric Evaluation

☒ Medical Sheets

☒ Lab/diagnostic/ Drug & Alcohol Testing Results

☒ Other Presentence Report and Conditions of Supervision _____

☒ Treatment Plans/Treatment Summaries

☒ Progress Notes

☒ Treatment Dates

☒ Discharge Summary/Continuing Aftercare Plan

☒ Medical/Physical History and prior diagnosis

☒ Past Records

☒ Attendance

Amount of Information to be disclosed: _____

☐ This episode

☒ All episodes

The reason for this disclosure is:

____ Coordination of Treatment Services

____ Aftercare Planning

____ Satisfy Legal Requirements

____ Family Involvement

____ Billing/Payment of Bill

____ Physician Involvement

____ Employment Involvement

____ Other _____

I hereby authorize the release and/or exchange of the above identifying information from my records via telephone, United States mail or electronic mail.

I hereby release the Williams County Adult Probation from all legal responsibility or liability that may arise from the authorization.

This Authorization may be revoked by me at any time, except to the extent that action has been taken in reliance thereon, by the notification of the Williams County Adult Probation Department of my intention to do so. This Authorization (unless expressly revoked earlier) expires of itself in 365 days or on this date: _____

Signature of Authorizing Person: _____

Date: _____

Witness: _____

Date: _____

NOTICE: This information has been disclosed to you from records protected by Federal confidentiality rule (42 CFR, Part 2, Sec. 2.31 of PL-93-282). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person whom it pertains, or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

For further information, please contact

Williams County Adult Probation

#1 Courthouse Square

Bryan, Ohio 43506

(419) 636-4722

(telephone, letter, etc.)

NOTICE OF CANCELLATION:

Date: _____

Time: _____

Mode of Cancellation: _____

Signature of person receiving Notice of Cancellation _____

Renewal of Expired Authorization

This authorization if renewed effective _____

The new expiration date is: _____

Signature and Date: _____

Witness and Date: _____

Attachment 10

Revoked Authorization

Client/Guardian has revoked this authorization as

Of (date): _____

Signature and Date: _____

Witness and Date: _____

RECOVERY SERVICES OF NORTHWEST OHIO AUTHORIZATION FOR RELEASE OF INFORMATION

Note: All matters relating to alcohol or drug abuse records are considered privileged and confidential and are treated as such by the employees of the program. Information regarding such matters cannot be given out without the consent of the client. Section 2.31 of the P.L. 96-282, Part 2, requires the following information:

Recovery Services of Northwest Ohio is hereby granted my permission to exchange information with:

(Name of person, institution or agency)

(Complete Address) _____

Such information as may be necessary regarding the treatment of:

(Full name of client)

(Date of Birth)

Purpose or need for disclosure: Please check applicable item(s)

____ Continuity of care xx Resolution of legal matters

Specific information to be disclosed: Please check applicable item(s):

(INITIAL each item requested)

____ Assessment	____ Behavioral data	____ Diagnosis & Prognosis
____ Recommendations	____ Referrals	____ Attendance
____ Progress	____ Progress notes	

Amount of information to be disclosed: Information covering the previous three months _____
Information covering the most recent admission _____, Other (specify) _____

This consent (unless expressly revoked earlier) expires on: termination of supervision
(Specific date, event, or condition upon which it will expire)

I understand that I may cancel this release in writing at any time, except to the extent to which the information has already been released. My refusal to sign this authorization will NOT affect my ability to obtain treatment, payment, or enrollment in a health plan.

As required by section 2.32(a). Prohibition on Disclosure:

"This information has been disclosed to you from records Protected By Federal Confidentiality rules. The Federal rules prohibit you from Making any further disclosure of this information unless further Disclosure is expressly permitted by the written consent of the person to whom it Pertains or as otherwise permitted by 42 C.F.R., Part 2. A general authorization for Release of medical information is not sufficient for this purpose. The Federal rules Restrict the use of any information to criminally investigate or prosecute any alcohol Or drug abuse client."

(signature of client or person authorized to consent)

(Relationship)

(Date signed)

For Office Use Only	
Staff Person Releasing Information:	Date:
Agency Authorized Staff Only	

DRUG COURT CASE PLAN (ORIENTATION)

Name: _____

Date: _____

Orientation

The Williams County Drug Court Program is an 18-month intensive program. The primary goals of this phase are to introduce you to the program and the program expectations. You are entering the orientation phase and will be expected to complete the requirements of the Drug Court Program listed below. Successful completion of this phase will be based upon your performance, compliance, and the recommendations of the Drug Court Treatment Team.

Tasks to consider for the orientation phase include the following:

During this phase, you will meet with the Drug Court Coordinator or Probation Officer. During this time frame, releases of information will be signed to the treatment agencies you are attending and to any other places you attend for assistance. You will also go over the requirements of the Drug Court and sign any other additional paperwork for your case. You will be given the dates of the Status Review hearings, the frequency of random drug and alcohol testing will be determined, prescribed medications identified, and the frequency for medication compliance monitoring determined (if necessary). During your first Status Review, you will be introduced to team members and begin to engage in the treatment plan process if not already done. This phase will last a minimum of two weeks.

Participant requirements to consider for orientation phase include:

- _____ Follow Drug Court Case Plan.
 - _____ Attend all required Drug Court status review hearings – two times per month:
2nd and 4th Thursdays of each month, unless otherwise notified by the court.
 - _____ Attend Orientation Meetings.
 - _____ Sign necessary Release(s) of Information.
 - _____ Verbalize an understanding of the program expectations and participant handbook.
 - _____ Set up weekly PO meeting.
 - _____ Verbalize an understanding of the probation terms.
 - _____ Abide by all rules of the Drug Court program.
 - _____ Commit no new criminal offenses.
 - _____ Submit to all drug and alcohol testing.
 - _____ Complete behavioral and mental health screenings and evaluations (if needed).
 - _____ Attend all mental health and substance abuse treatment sessions and activities.
 - _____ Attend all appointments with doctor, psychiatrist, and psychologist.
 - _____ Comply with all prescription medication requirements.
 - _____ Receive education on 12-step or other support groups and how to obtain a sponsor.
 - _____ Review and complete the individualized treatment plan.
- Non-compliance may mean daily check in, house arrest, or jail. The team will monitor progress and require documentation.

Graduation to the next phase includes the following:

- _____ Have participated in drug/alcohol treatment.
- _____ Written recommendation by providers.
- _____ Recommendation by Treatment Team.
- _____ Provide a drug screen.
- _____ No sanctions for last two weeks.
- _____ No new convictions.
- _____ Make an application for next phase as directed.

I have received my copy of the Orientation Phase of the Drug Court Program. The Drug Court Coordinator has explained the above-mentioned areas and indicated that I am ordered to comply with these areas in order to successfully complete the program. I understand that it is my responsibility to comply with the program's requirements. I acknowledge that I am entering the Drug Court Program. I understand that a probation officer will check off the above-mentioned areas as they are completed. I also acknowledge that failure, on my part, to comply with the above-mentioned, checked terms may result in my removal from the program. If removed from the program due to non-compliance, I will have not completed the program successfully.

Defendant Signature

Date

Date Completed:

Probation Officer's Initials

DRUG COURT CASE PLAN (PHASE I)

Name: _____ Date: _____

Phase I

The primary goals of this phase are to stabilize your symptoms through appropriate treatment placement and obtain compliance with the Drug Court Program requirements. You are entering Phase I and will be expected to complete the requirements of the Program listed below. Successful completion of this phase will be based upon your performance, compliance, and the recommendations of the Treatment Team.

Tasks to consider for this phase include the following:

Ensure court obligations are being met, such as developing payment schedules for fines, court costs, and victim restitution, assigning appropriate community service, or serving mandatory jail time, if applicable. You will be placed in a level of care determined by your alcohol/drug assessment. This could mean Intensive Outpatient treatment or Residential treatment. Complete all other assessments and inventories determined necessary by the Treatment team, including housing, education, vocational, employment, and life skill. This phase will last a minimum of 12 weeks.

Participant requirements to consider for Phase I include:

- _____ Comply with Drug Court Case Plan.
- _____ Attend all required Drug Court status review hearings – two times per month: 2nd and 4th Thursdays of each month, unless otherwise notified by the court.
- _____ Sign necessary Release(s) of Information.
- _____ Attend weekly PO meeting.
- _____ Comply with probation terms as evidenced by behaviors.
- _____ Abide by all rules of the Drug Court program as evidenced by behaviors.
- _____ Commit no new criminal offenses.
- _____ Submit to all drug and alcohol testing.
- _____ Complete behavioral and mental health screenings and evaluations (if needed).
- _____ Attend all mental health and substance abuse treatment sessions and activities.
- _____ Attend all appointments with doctor, psychiatrist, and psychologist.
- _____ Comply with all prescription medication requirements.
- _____ Attend and engage in 12-step or support groups.
- _____ Obtain AA/NA sponsor.
- _____ Go over payment plans
- _____ Complete assignments, if given.

Non-compliance may mean daily check in, house arrest, or jail. The team will monitor progress and require documentation.

Graduation to the next phase includes the following:

- _____ Participation in Phase I for a minimum of 16 weeks.
- _____ Engage in drug/alcohol treatment and actively participate.
- _____ Written recommendation by providers.
- _____ Recommendation by Treatment Team.
- _____ Completion of any assignments given.
- _____ Attending 12-step meeting or support groups.
- _____ Negative drug screens for 112 days.
- _____ No sanctions for last four weeks.
- _____ No new convictions in past 90 days.
- _____ May have satisfactory home visits with PO.
- _____ Make an application for next phase as directed.

I have received my copy of Phase I of the Drug Court Program. The Drug Court Coordinator has explained the above-mentioned areas and indicated that I am ordered to comply with these areas in order to successfully complete the program. I understand that it is my responsibility to comply with the program's requirements. I acknowledge that I am entering the Drug Court program. I understand that a probation officer will check off the above-mentioned areas as they are completed. I also acknowledge that failure, on my part, to comply with the above-mentioned, checked terms may result in my removal from the program. If removed from the program due to non-compliance, I will have not completed the program successfully.

Defendant Signature

Date

Date Completed:

Probation Officer's Initials

DRUG COURT CASE PLAN (PHASE II)

Name: _____ Date: _____

Phase II

Congratulations! You have successfully completed Phase I of the Drug Court Program. You are now entering Phase II of the Drug Court Program and will be expected to complete the requirements listed below. Successful completion of this phase will be based upon your performance, compliance, and the recommendations of the Treatment Team.

After you have remained stable for a designated period of time, other needs can begin to be addressed. During this period, ancillary service needs can be assessed, including health, dental, optical, clothing, housing needs, vocational training, and any other areas identified by the Treatment Team. This phase will last a minimum of 16 weeks.

Tasks to be considered for this phase include the following:

Ensure court obligations are met, such as compliance with payment schedules for fines, court costs, victim restitution, and community service requirements. Continue random drug and alcohol testing at a frequency determined by the Treatment Team. Continue medication compliance monitoring. Continue with linkages with housing, educational, vocational, and employment opportunities. Make referrals for other ancillary service needs not yet addressed.

Participant requirements to consider for the community reintegration phase include:

- _____ Comply with Drug Court Case Plan.
- _____ Attend all required Drug Court status review hearings – two times per month: 2nd and 4th Thursdays of each month, unless otherwise notified by the court.
- _____ Attend bi-monthly PO meeting.
- _____ Comply with probation terms as evidenced by behaviors.
- _____ Abide by all rules of the Drug Court program as evidenced by behaviors.
- _____ Commit no new criminal offenses.
- _____ Submit to all drug and alcohol testing.
- _____ Attend all mental health and substance abuse treatment sessions and activities.
- _____ Attend all appointments with doctor, psychiatrist, and psychologist.
- _____ Comply with all prescription medication requirements.
- _____ Attend and engage in 12-step or support groups.
- _____ Engage in meaningful activity.
- _____ Make payments towards court ordered obligations.
- _____ Follow through on housing, educational, vocational, financial, and employment referrals.
- _____ Complete assignments, if given.

Non-compliance may mean daily check in, house arrest, jail or return to Phase I. The team will monitor progress and require documentation.

Graduation to the next phase includes the following:

- _____ Participation in Phase II for a minimum of 16 weeks.
- _____ Written recommendation by providers.
- _____ Recommendation by Treatment Team.
- _____ Completion of any assignments given.
- _____ Attending 12-step meeting or support groups.
- _____ Negative drug screens for 112 days.
- _____ No sanctions for last 8 weeks.
- _____ No new convictions in past 180 days.
- _____ May have satisfactory home visits with PO.
- _____ Make an application for next phase as directed and include strategies to achieve long-term goals.
- _____ The participant shall be able to identify several criminal thinking errors.

I have received my copy of Phase II of the Drug Court Program. The Drug Court Coordinator has explained the above-mentioned areas and indicated that I am ordered to comply with these areas in order to successfully complete the program. I understand that it is my responsibility to comply with the program's requirements. I acknowledge that I am entering the Drug Court Program. I understand that a probation officer will check off the above-mentioned areas as they are completed. I also acknowledge that failure, on my part, to comply with the above-mentioned, checked terms may result in my removal from the program. If removed from the program due to non-compliance, I will have not completed the program successfully.

Defendant Signature

Date

Date Completed:

Probation Officer's Initials

DRUG COURT CASE PLAN (PHASE III)

Name: _____ Date: _____

Phase III

Congratulations! You have successfully completed Phases I and II of the Drug Court Program. You are entering the final Phase III of the Drug Court Program and will be expected to complete the requirements listed below. Successful completion of this final phase will be based upon your performance, compliance, and the recommendations of the Drug Court Program.

(Phase III)

This phase is focused on you adhering to and sustaining the structure and discipline developed in earlier phases. By the time you graduate to this phase, you have successfully and faithfully adhered to the alcohol/drug treatment requirements including: medication compliance, integrated structure into your life by obtaining permanent housing; pursuing employment; educational or vocational opportunities; developing a functional support system; abstaining from usage of drugs and alcohol; and avoiding additional involvement with the criminal justice system. The amount of case management will lessen as you build your capacity to engage with service providers without the necessity of a facilitating party. At the discretion of the Treatment Team, appearances at Drug Court status review hearings are reduced even further. The Treatment Team will act in a support role, monitoring your "maintenance." With any regression, the Treatment Team will act swiftly to have you back on track. The length of this phase varies, depending on the individual needs of the participant. The minimum length is 16 weeks.

Participant requirements to consider for the maintenance phase include:

- _____ Comply with Drug Court Case Plan.
- _____ Attend all required Drug Court status review hearings – one time per month:
2nd Thursdays of each month, unless otherwise notified by the court.
- _____ Attend monthly PO meeting.
- _____ Comply with probation terms as evidenced by behaviors.
- _____ Abide by all rules of the Drug Court program as evidenced by behaviors.
- _____ Commit no new criminal offenses.
- _____ Submit to all drug and alcohol testing.
- _____ Attend all mental health and substance abuse treatment sessions and activities.
- _____ Attend all appointments with doctor, psychiatrist, and psychologist.
- _____ Comply with all prescription medication requirements.
- _____ Attend a 12-step or support groups.
- _____ Engage in meaningful activity.
- _____ Active participation in a structured daily activity.
- _____ Maintain stable housing.
- _____ Obtain/Maintain employment.
- _____ Demonstrate improved family relationships.
- _____ Complete relapse prevention plan.

Non-compliance may mean daily check in, house arrest, jail, or return to Phase II. The team will monitor progress and require documentation.

In order to graduate, the following must be completed:

- _____ Participated in Phase III for a minimum of 16 weeks.
- _____ Written recommendation by providers.
- _____ Recommendation by Treatment Team.
- _____ Completion of any assignments given.
- _____ Attending 12-step meeting or support groups.
- _____ Negative drug screens for 180 days.
- _____ No sanctions for past 12 weeks.
- _____ No new convictions in past 180 days.
- _____ May have satisfactory home visits with PO.
- _____ Provide court with relapse prevention plan and list of supports.
- _____ Paid all court obligations in full unless payment is waived by the court for good cause.
- _____ Participant makes application for graduation by completing an essay.
- _____ Exhibited responsibility for behaviors.
- _____ Demonstrates the ability to identify and eliminate criminal thinking errors.
- _____ Complete exit survey.

I have received my copy of Phase III of the Drug Court Program. The Drug Court Coordinator has explained the above-mentioned areas and indicated that I am ordered to comply with these areas in order to successfully complete the program. I understand that a probation officer will check off the above-mentioned areas as they are completed. I also acknowledge that failure, on my part, to comply with the above-mentioned, checked terms may result in my removal from the program. If removed from the program due to non-compliance, I will have not completed the program successfully.

Defendant Signature

Date

Date Completed:

Probation Officer's Initials

TREATMENT PLAN AND REVIEW

Client Name: (First, MI, Last): _____ Case #: _____

Goal # _____ Date Started: _____ Target Completion Date: _____

Client Statement of Needs or Desired Results (in client's own words) _____

Problem Areas as related to goal _____

Client Strengths as related to goal _____

Goal: _____

Incremental Objectives (reflective of age, disorder, and culture):

Therapeutic Services Provided _____
Frequency of Interventions _____

Describe Interventions:

Staff Person Signature: _____ Date: _____

Client/Guardian's Signature: _____ Date: _____

OUTCOMES EVALUATION

3-MONTH REVIEW

10 9 8 7 6 5 4 3 2 1 0
MAJOR PROGRESS MODERATE PROGRESS SOME PROGRESS NO PROGRESS

Describe Outcomes

Client/Guardian's Initials: _____ Date: _____
Staff Initials: _____ Date: _____

6-MONTH REVIEW

10 9 8 7 6 5 4 3 2 1 0
MAJOR PROGRESS MODERATE PROGRESS SOME PROGRESS NO PROGRESS

Describe Outcomes

Client/Guardian's Initials: _____ Date: _____
Staff Initials: _____ Date: _____

9-MONTH REVIEW

10 9 8 7 6 5 4 3 2 1 0
MAJOR PROGRESS MODERATE PROGRESS SOME PROGRESS NO PROGRESS

Describe Outcomes

Client/Guardian's Initials: _____ Date: _____
Staff Initials: _____ Date: _____

12-MONTH REVIEW

10 9 8 7 6 5 4 3 2 1 0
MAJOR PROGRESS MODERATE PROGRESS SOME PROGRESS NO PROGRESS

Describe Outcomes

Client/Guardian's Initials: _____ Date: _____
Staff Initials: _____ Date: _____

2015 Drug Court Calendar

January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Drug Court will be held on the 1st and 3rd Wednesdays of each month beginning at 2:00 p.m., unless otherwise notified by the court. Treatment team meetings will begin at 1:00 p.m.

Month _____ Date Started _____

MONTHLY CLIENT OUTCOMES REPORT

Client Name _____

Court Ordered Yes _____ No _____
____ Williams County Common Pleas _____ Williams County Drug Court
____ Bryan Municipal Court _____ Williams County Juvenile Court
____ Other court or agency (specify) _____

1) Treatment Attendance Goal: Client attends at least 90% of scheduled treatment sessions with no unannounced absences.

Client attended _____ of _____ scheduled individual counseling sessions
Client attended _____ of _____ scheduled case management sessions
Client attended _____ of _____ scheduled treatment group sessions
Number of no shows _____ Number of cancellations _____ (at least 24 hrs notice)

2) Treatment Participation Goal: Client shows active participation in treatment as measured by the following criteria: (rate on scale of 1-5, with 5 being most positive)

____ Client verbalized and demonstrated understanding of addiction
____ Client verbalized and demonstrated understanding of changes necessary to sustain recovery
____ Client initiated life style changes
____ Client initiated sober supports

3) Drug Testing Goal: Client complies with court or agency required alcohol/drug testing and tests negative every time.

Number of alcohol/drug tests administered _____
Number of positive results _____

4) Peer Support Goal: Client attends at least three peer support 12-step (AA, NA, HA) meetings per week.

Number of meetings required _____ Number of meetings attended _____

5) Abstinence Goal: Client remains abstinent for the duration of treatment.

Longest period of abstinence during month _____

6) Medication Assisted Treatment Goal (as applicable): Client receives monthly Vivitrol injection at scheduled place and time.

Yes _____ No _____

Comments/Explanation _____

Staff

Date

This information has been disclosed to you from records whose confidentiality is protected by Federal Laws. Federal Regulations (42 CFR Part 2) prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal Rules restrict any use of this information to criminally investigate or prosecute any alcohol or drug abuse patient.

Williams County Common Pleas Court

Drug Court Exit Survey

Date: _____

Offender Name: _____

1. I was highly motivated to change my previous lifestyle when assigned to the Drug Court.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree

2. Prior to entering the Drug Court Program, the program requirements were explained to me so I could understand them.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree

3. The Drug Court Treatment Team treated me with respect.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree

4. I always thought the Drug Court Treatment Team was there to help me be successful.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree

5. I would rate my overall Drug Court experience as beneficial to my success.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree

6. Drug testing helped me refrain from using drugs.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ N/A

7. My substance abuse treatment was beneficial to my success.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ N/A

Williams County Common Pleas Court

Drug Court Exit Survey

8. What benefited you the most during your time in the Drug Court Program?

9. If there were things in the Drug Court Program could have changed to better serve you, what would be they be?

10. Were you honest when answering this survey?

☐ Yes ☐ No ☐ Somewhat ☐ I told you what you wanted to hear

11. Additional Comments or Suggestions:

WILLIAMS COUNTY DRUG COURT

Visitor Confidentiality Agreement

I understand that for safety and for legal reasons, all information pertaining to anyone who seeks or has received the services of the Williams County Drug Court must be kept confidential. This includes the identity of those who seek services, their names, gender, age, number of children, addresses, types of services received, places where services were sought or received, and any other information that could identify the individual. I understand that this information is NOT to be shared with anyone including other agencies, treatment providers, law enforcement, etc.

I will maintain the confidentiality of those people I meet in this Drug Court, including personal details of the participant, court staff, or representatives from various local agencies.

I understand that my confidentiality obligation is on-going and it does not end when my visit to or relationship with this Drug Court ends.

I agree to abide by the guidelines above. I understand that failure to respect these confidentiality guidelines may result in me being barred from Drug Court hearings. In addition, depending upon the impact of my confidentiality breach, I may also be subject to civil or criminal liability. This confidentiality agreement was created to ensure the safety and privacy of program recipients, staff and representatives from local agencies. I agree to notify the Drug Court Officer immediately if I have questions or concerns regarding this agency confidentiality agreement.

Visitor Printed Name _____

Date: _____

Visitor Signature _____

WILLIAMS COUNTY PROBATION DEPARTMENT

Drug Testing Policy

Officers of the Williams County Adult Probation Department are permitted to test offenders who are under supervision, defendants out on bond, and any other individuals as ordered by the court for the presence of drugs or alcohol use.

The Williams County Adult Probation Department utilizes various oral and urine drug screening kits, and probation officers shall follow the guidelines and procedures authorized by the drug test kit provider. For any drug test kits that need further analysis, the probation officer shall follow the guidelines and procedures authorized by the testing laboratory or drug test kit provider and send the sample to the respective laboratory. The participant will be responsible for any costs associated with the analysis of a refuted drug test or the cost of a second drug test.

The probation officer is responsible for closely observing the offender so that foreign substances or another person's urine is not placed in the test cup. Once the sample has been collected, the probation officer shall follow the manufacturer's directions for the test cup. Probation Officers shall only monitor offenders of the same sex when collecting a urine sample.

The supervising probation officer is responsible for recording and documenting the results of each test for his/her offenders or as otherwise directed. If a negative result is given, the sample may be disposed. If it is positive and necessary, the sample can be placed in a plastic evidence bag, properly labeled, and stored in the probation department refrigerator for future reference or testing. The length of storage time depends on the offender's admission or denial of use and the possible consequences.

Drug and/or Alcohol Screening Services

Drug and/or alcohol screening services are laboratory testing of client specimens to detect the presence of alcohol and/or drugs.

Trained staff members will collect the specimens at the agency facility or in the client's natural environment (home, worksite, etc.). Services are provided in a manner that protects the privacy and confidentiality of the client when possible and assures the security of the specimen being collected and/or shipped to the appropriate laboratory.

Drug Testing

1. The client shall be administered a drug test by agency staff within 24 hours of referral. Testing consists of collecting a urine sample and sending the sample to a federally certified laboratory where the sample is tested for 10 illegal drugs or conducting a "rapid" drug test which shows results at the point of testing.
2. If the initial results of the drug test are negative (no drugs detected), no additional testing is conducted and the drug test is considered negative.
3. If the drug test report is negative, the report will be placed in the client's record and reported to the client and applicable referral source.
4. If the initial results of the drug test are positive (drugs detected), the laboratory may conduct a second confirmatory test. If the confirmatory test confirms the presence of drug(s) at a predetermined level, the drug test is considered positive.
5. If the drug test final report is positive, the report will be placed in the client's record, and the client and applicable referral source will be notified.
6. Specimens shall be collected in a manner to minimize falsification or misidentification, and containers for specimens shall be labeled to reflect the identification of the person from whom the specimen was obtained and the date the specimen was obtained.
7. Agency staff shall follow the "chain of custody" procedures that track who handled the specimen and how/when the specimen was transferred or delivered to another staff or to a laboratory (delivery service).

Williams County Drug Court
Confirmation of Drug Test

On _____, I submitted to an instant drug test as a condition of my participation in the Williams County Drug Court Program.

☐ The results returned negative for any drugs.

Participant Signature	Printed Name	Date/Time
Witness Signature	Printed Name	Date/Time

ADMISSION OF POSITIVE DRUG TEST

☐ The results were **POSITIVE** for the following drug(s):

- | | |
|--|---|
| <input type="checkbox"/> Marijuana (THC) | <input type="checkbox"/> Amphetamine (AMP) |
| <input type="checkbox"/> Methamphetamine (mAMPH) | <input type="checkbox"/> Benzodiazepine (BZO) |
| <input type="checkbox"/> Cocaine (COC) | <input type="checkbox"/> Opiates (OPI) |
| <input type="checkbox"/> Oxycodone (OXY) | <input type="checkbox"/> Phencyclidine (PCP) |
| <input type="checkbox"/> Barbiturates (BAR) | <input type="checkbox"/> Morphine (MOP) |
| <input type="checkbox"/> Methodone (MTD) | <input type="checkbox"/> Propoxyphene (PPX) |
| <input type="checkbox"/> Methylenedioxymethamphetamine | <input type="checkbox"/> Other: |

I certify that the above results are an accurate reflection of my recent drug usage. I understand that by so certifying, I am admitting to a violation of Rule #7 of my Conditions of Supervision and further understand that my Supervising Officer may impose sanctions upon me, including requesting the revocation of my release/imposition of a prison term sanction by a representative of the Parole Board at a Release Violation Hearing. Furthermore, I understand that by admitting to this violation, a confirmation test of the urine sample I submitted will not be conducted. I sign this admission knowingly, voluntarily, and intelligently.

Offender Signature:	Date:
Parole Officer/Witness Signature:	Date:

VOLUNTARILY ADMISSION

Any admission recorded below was given voluntarily and without duress. I, _____, do voluntarily admit to using the substance(s) checked below on or about this date: _____.

- | | |
|--|---|
| <input type="checkbox"/> Marijuana (THC) | <input type="checkbox"/> Amphetamine (AMP) |
| <input type="checkbox"/> Methamphetamine (mAMPH) | <input type="checkbox"/> Benzodiazepine (BZO) |
| <input type="checkbox"/> Cocaine (COC) | <input type="checkbox"/> Opiates (OPI) |
| <input type="checkbox"/> Oxycodone (OXY) | <input type="checkbox"/> Phencyclidine (PCP) |
| <input type="checkbox"/> Barbiturates (BAR) | <input type="checkbox"/> Morphine (MOP) |
| <input type="checkbox"/> Methodone (MTD) | <input type="checkbox"/> Propoxyphene (PPX) |
| <input type="checkbox"/> Methylenedioxymethamphetamine | <input type="checkbox"/> Other: |

Offender Signature:	Date:
Parole Officer/Witness Signature:	Date:

WILLIAMS COUNTY DRUG COURT PROGRAM TREATMENT TEAM

Judge J.T. Stelzer, Chairperson
Drug Court Judge
Williams County Common Pleas Court
One Courthouse Square, 3rd Floor
Bryan, Ohio 43506

Lori Bolton-Sell
Chief Probation Officer
Williams County Adult Probation
One Courthouse Square, 1st Floor
Bryan, OH 43506

Megan Bowser
Recovery Services of Northwest Ohio
200 VanGundy Drive
Bryan, OH 43506

Danyel Parker
Registered Nurse
Health Partners
200 VanGundy Drive
Bryan, OH 43506

(Case manager)
Northwest Community Corrections Center
1740 E. Gypsy Lane Road
Bowling Green, Ohio 43402

Allen Rutter
Executive Director
Shalom Counseling & Mediation Services
108 W. High Street
Bryan, Ohio 43506

Anna Meyers
Social Services Supervisor
Williams County Department of Job and
Family Services
117 W. Butler Street
Bryan, Ohio 43506

Megan Hall
Social Services Supervisor
Williams County Department of Job &
Family Services
117 W. Butler Street
Bryan, Ohio 43506

Lori Geiser
CSEA Supervisor
Williams County Department of Job &
Family Services
117 W. Butler Street
Bryan, Ohio 43506

RULE 32

SPECIALIZED DOCKET Williams County Drug Court Program

The Williams County Court of Common Pleas, as authorized by Rules of Superintendence for the Courts of Ohio Rule 36.02 through Rule 36.28, hereby creates in its criminal division, a specialized docket named the "Williams County Drug Court Program". The Court adopts and incorporates, as Rule 32 of this Court, all policies and procedures of the program set forth in Appendix 16.

32.01 Mission Statement of Drug Court Program. To divert drug and/or alcohol dependent participants in court-monitored treatment, to achieve accountability, and to rehabilitate male and female defendants who have addictions with substances; thereby decreasing criminal activity and the need for incarceration.

32.02 Program Goals. The Williams County Drug Court Program will work with eligible defendants with drug and alcohol addictions to engage them in treatment with close supervision in lieu of processing them through the traditional criminal justice system. The Drug Court shall operate to allow the judiciary, prosecution, bar association, probation, law enforcement, addiction treatment, mental health and social service communities to work together to help non-violent offenders.

The Williams County Drug Court Program has among its additional goals the following:

- a) Consolidation and removal of a class of cases that places significant demands on court resources;
- b) Law enforcement's action in arresting for crimes involving or relating to drug and alcohol abuse being taken seriously, because a drug court program causes offenders to be monitored more closely and squarely places responsibility on the offender to make positive choices or face immediate consequences for not doing so;
- c) Early identification of potential drug court participants resulting in reduced jail population and cost savings to the county; and
- d) Facilitating greater coordination and more effective use of public services for criminal justice cases in the treatment system.

WILLIAMS COUNTY COMMON PLEAS DRUG COURT PROGRAM
PARTICIPANT'S HANDBOOK

Program Overview

What is the Williams County Common Pleas Drug Court?

The Drug Court works within the framework of the existing Common Pleas Court. It is intended to serve a target population and to accomplish specific criminal justice objectives. The program is for persons charged with felonies in the court and who suffer from substance use disorders. The goals of the program are to divert these defendants into court-monitored treatment, achieve accountability, and rehabilitate male and female defendants who struggle with addictions, thereby decreasing criminal activity and the need for incarceration. The Drug Court Program provides the defendants with an opportunity to address their substance use disorders with support from the judge, probation officers, and their treatment providers. The Drug Court is a highly structured program that requires responsibility and demands accountability. The defendant will be expected to follow specific rules established by the court in an effort to achieve recovery from addiction.

What is the Purpose of the Drug Court?

The purpose of the Drug Court is to empower you through treatment, and require accountability and responsibility and to assist you in achieving rehabilitation from drug or alcohol addiction.

You have been referred to the Drug Court Program because you have demonstrated symptoms of addiction and are willing to change. This court-supervised substance use disorder intervention program involves a minimum 14-month supervision period during which you will progress through each of five (5) phases. It is the court's philosophy that a comprehensive and court-supervised approach to substance abuse treatment will assist you in becoming a responsible and law abiding member of the community. In addition to creating a healthier lifestyle, improving family and social relationships, and living a clean and sober lifestyle, the purpose of this program is to focus on your individual and treatment needs while addressing the issues of safety within the community. The treatment services provided through this program are based on abstinence from all illegal drugs, including "street drugs", unlawfully obtained prescription drugs, and alcohol. The Drug Court Treatment Team will be working to assist you in successfully completing this program. However, whether you do so is based on your dedication to maintain a crime and substance abuse free lifestyle. You will be offered access to a range of alcohol and

drug treatment services, referrals to area local agencies to assist with job skills, housing, education, employment, medical issues, correctional counseling and parenting. You will build a relationship with the Drug Court Program team and receive rewards for complying with the programs rules and expectations.

Some of the basic rules and expectations are to abstain from alcohol and drugs, attend the court sessions and all appointments with treatment providers, probation officer and Drug Court Coordinator. You will need to comply with the requirements, submit to drug and alcohol testing, comply with any sanctions, engage in a sober support community, and refrain from committing any new law violations. This handbook details your rights and responsibilities in the Drug Court Program.

ELIGIBILITY CRITERIA

1. Clinical Eligibility Criteria

- The applicant has been diagnosed with a substance use disorder-moderate/severe and completed a drug/alcohol assessment by a certified license provider.
- The applicant is able to understand and comply with program requirements.

2. Other Eligibility Criteria

- No physical or mental health issues which might hinder participation in the program. (will be reviewed on a case-by-case basis)
- Must be on Community Control in Williams County.
- The applicant must be open to receiving treatment.
- Judge has the sole discretion to determine admissibility to the Drug Court Program.
- Must have a criminal case through Williams County Common Pleas Court.

3. Legal Criteria

- The applicant is charged with a pending Williams County felony offense. The offense must be less serious than a felony of the second degree (which is not a drug trafficking offense higher than a felony of the fifth degree), a sex offense, a felony OMVI, or have a mandatory prison sentence;
- The applicant is serving a Community Control Sanctions sentence for which there is a Violation of Community Control pending; or, upon recommendation of Probation Officer, has agreed to participate in Drug Court, or
- The applicant is sentenced to Drug Court as part of their Community Control Conditions, including Community Control imposed through the granting of judicial release.

REFERRAL AND SCREENING

Once you have been before the Drug Court Judge, you will then be referred to meet with the Drug Court Coordinator for screening into the Drug Court Program. Your attorney or probation officer will complete the Referral and Request for Admission forms and provide them to the Drug Court Coordinator. You will need to contact the Drug Court Coordinator as soon as you are finished in court. You may be referred to the Drug Court by your probation officer after disposition for a Community Control violation. At the time you meet with the coordinator you will go over the program requirements, provide some background information and sign releases. You will also be referred to Recovery Services of Northwest Ohio, Bryan Community Health Center and/or A Renewed Mind for a drug and alcohol assessment if you and your attorney and/or probation officer have not done so already. The substance abuse assessment must be completed within two weeks of your court appearance. Failure to complete the assessment in the appropriate time could result in consequences from the judge. In the event that you have any problems obtaining your assessment you will need to notify the Drug Court Coordinator.

ACCEPTANCE INTO THE DRUG COURT PROGRAM

All eligibility information is to be reviewed by the Drug Court Treatment Team. ***Written legal and clinical eligibility and termination criteria do not create a right to participate in the drug court program.*** The judge has the final decision regarding your entrance into the Drug Court Program based on the written eligibility criteria. If accepted, you will sign the participation agreement and also be placed on Community Control (intensive/basic supervision or Intervention in Lieu or Diversion). In addition to complying with the Drug Court Program, you will also be required to comply with the following additional conditions: (all standards and special conditions of Community Control)

- No new law violations
- Report all contact with law enforcement
- Must remain in the State Of Ohio
- No firearms or weapons
- Report as directed
- Random urine screens
- Submit to searches
- No change in address/employment without prior permission
- No controlled substances
- Obtain permission from Supervising Officer before filling prescriptions
- No alcohol, no entrance into bars

- Must abide by a curfew
- Must obtain GED and be employed (unless disabled)
- The participant must seek counseling where appropriate
- The participants may be subject to house arrest and perform community service
- Participants may not associate with any individuals on parole, probation, PRC, Community Control or known drug users or sellers. (unless otherwise permitted)

Once you have been accepted into the Drug Court Program, you will be required to report, as directed, to both the Drug Court Coordinator and your Probation Officer.

The following is a list of basic treatment services provided to you from Recovery Services of Northwest Ohio, A Renewed Mind and/or Bryan Community Health Center and other agencies:

Early Recovery Skills Group: This group is designed for clients who are new to recovery and focus on basic skill building. It provides extra tutoring in how to stop using alcohol and drugs. The purpose of the group is the following: 1) teach cognitive skills on how to reduce cravings, 2) teach the nature of classically-conditioned cravings, 3) teach how to schedule your time, 4) teach the need to discontinue the use of secondary substance and 5) to connect clients with community support services to broaden their recovery network to build a successful recovery. Criteria for admission include: tested positive for a substance in the past 30 days; limited vision of recovery and sober support network; recently discharged from residential care of the jail/prison-limited time and experience in applying newly learned skills in the community.

Relapse Prevention Group: This group is designed with the focus of helping clients STAY in sobriety. The purpose of this group is to provide a setting where information about relapse and long term sobriety can be learned and shared. The following are areas that are focused on: 1) behavioral change and putting energy into developing a sober lifestyle, 2) changing the client's cognitive/affective orientation and working with them on developing healthy relationships and communication, 3) connecting clients to sober support networks and utilizing resources that will assist them in staying sober long term. Criteria for admission include: period of abstinence (6-10 weeks), has a vision of recovery and has been able to implement some skills in an outpatient setting – worked on application of skills in daily life, has initiated a sober support network, struggled with a "lapse" or "slip."

Aftercare: This group is a voluntary group designed for clients who have been able to maintain a level of sober and clean time, however feel as though the group process and support is beneficial to them in achieving long term recovery. These individuals recognize

that recovery is a process and continued support is beneficial. Criteria for admission include: negative drug screens in the past three months or more, implementing and engaging in a recovery lifestyle, may continue to experience ongoing concerns with family/friends/occupation/any sobriety threatening concerns.

Outpatient Services: These services include ongoing individual and group counseling sessions for as long as the treatment team and court deems necessary. Since they are an integrated behavioral health provider, a wide range of ongoing outpatient services can be provided for Drug Court participants, including AOD counseling, mental health assessment and counseling, dual diagnosis (MH/AOD) services, psychiatric services, case management, and crisis intervention.

Correctional Counseling: including Character Development, How to Escape Your Prison, and Relapse Prevention: This program is designed to provide the necessary tools to start a new life. It addresses beliefs, attitudes and behaviors, reinforces positive behavior and habits. It focuses on positive identity formation and enhancement of self-concept while decreasing hedonism. It helps in development of frustration tolerance, and development of higher stages of moral reasoning - all positive attributes that lead to better living.

In addition to the above services, you may be referred for other services to assist you in your recovery such as: medical, vocational or educational training, employment services, parenting classes, physical, mental and/or health services.

WHO IS THE DRUG COURT TEAM?

Judge

The judge is the leader of the team. He is the ultimate decision maker concerning, incentives, sanctions, phase advancement as well as admission, termination, or successful completion of the program. The judge discusses the progress of the participant at the Status Review Hearings. The judge has the discretion to decide on who participates in the Drug Court Program and that legal, clinical, and other criteria do not create the right to enter into the Drug Court. He is here to support you with your recovery and will discuss your progress at the Status Review Hearings.

Probation Officer

The Probation Officer monitors the compliance with supervision plans and the Court Treatment Plan; he/she conducts random alcohol/drug screening and reports all tests to the Drug Court Treatment Team; he/she monitors sanctions; performs home visits;

attends the Drug Court Treatment Team Meetings and Status Review Hearings; provides the Drug Court Treatment Team progress reports and recommendations to the Drug Court Treatment Team; advises of any violations; advises the Drug Court Treatment Team whether the participant is following treatment plans, Court Case Plans and Court Orders; participates in discussions around incentives, sanctions, phase advancement, successful completion, and termination. A Probation Officer further assists the participant with case management services regarding additional needs. He/she is also here to support and assist your recovery.

Treatment Providers

The Drug Court Treatment providers must be certified through the Ohio Department of Drug and Alcohol Addiction and trained to deliver appropriate services to the participants. The treatment provider is the participant's counselor/therapist. The treatment provider conducts diagnostic assessments, provides clinical diagnosis, develops the treatment plan, provides written documentation to the court prior to the Drug Court Treatment Team meeting regarding the participant's progress in treatment and compliance with the treatment plans, including attendance and urine test results, attends Drug Court Treatment Team Meetings and Status Review Hearings giving treatment updates and making recommendations regarding treatment needs, and participates in the discussions regarding incentives, sanctions, phase advancement, successful completion, and termination from the program. It should be noted that the treatment team may consider the treatment plan and diagnosis but is not obligated to follow them. They are also here to support and assist your recovery.

Prosecutor

The prosecutor's distinct role is in pursuing justice and protecting public safety and victims' rights. The prosecutor may play an active role on the Drug Court Advisory Committee and can provide input into the acceptance of a participant in the Drug Court Program. As the docket is primarily post-conviction, he/she will not participate in treatment team meetings.

Defense Attorney

Defense counsel's primary role is to preserve the constitutional rights of the participant as a member of the Advisory Committee. The attorney will be explaining what rights are waived by entering the program, possible sanctions the participant may receive, the circumstances that may lead to termination, and the effects of termination. The attorney will assist with the decision-making regarding the participant's entry in the Drug Court

Program. They will also be a referral source for the program. The participant's personal defense counsel may take part at the request of the participant in the portion of the treatment team meeting concerning the participant.

Drug Court Coordinator

The Drug Court Coordinator monitors the compliance with supervision plans and the drug court case plan. He/she will collect alcohol/drug screening results and report all tests to the Treatment Team; monitor sanctions/incentives; attend the Treatment Team Meetings and Status Review Hearings; provide progress reports and make recommendations to the Treatment Team; advise of any violations; advise the Treatment Team whether the participant is following treatment plans, drug court case plans, and court orders; participate in discussions about immediate, graduated, and individualized incentives and sanctions, phase advancement, successful completion, and termination. The Drug Court Coordinator further assists the participant with case management services regarding additional needs. In addition, the Drug Court Coordinator will facilitate the Drug Court, conduct prescreening to obtain releases, sign waivers, determine eligibility, to confirm the participant understands the rules of Drug Court, ensure that the policies and procedures are being followed, educate the public as well as collect the statistical data.

Other members may include, but are not limited to: Job and Family Services, Child Support Enforcement Agency, and local law enforcement, depending on each individual's case.

STATUS REVIEW HEARINGS

The status review hearing is a way for the judge to meet with you and the treatment team to discuss your compliance with the program. The judge will give you an explanation of responses to compliance and noncompliance, as well as the criteria for termination. You will be meeting with the same judge in a group setting with other participants in addition to the treatment team. The review hearing will be more frequent when you first enter into the Drug Court Program and will be decreased over time as you do well. These review hearings must be attended and you must be on time. If you miss a review hearing, a sanction will be given and/or a warrant depending on the severity. You will be required, as well as other parties involved, to sign waivers and consent forms to discuss your progress in open court. You are required to attend the Drug Court Status Review Hearings in its entirety. Any reasons to be late to Drug Court, to leave early from Drug Court, or to miss Drug Court must have advance permission from you Probation Officer or the Drug Court Coordinator.

DRUG COURT PROCESS

The length of your Drug Court Phases is dependent upon your behavior and performance in the treatment plan. There are no guaranteed timelines to complete the phases of the Drug Court.

You will progress through each phase of treatment as determined by your needs and your participation in the treatment and supervision process. Passing through the phases will be from restrictive to least restrictive. You may initially enter into either a Residential Substance Abuse Counseling facility, Halfway House or receive Outpatient Counseling, or you may have been in a Community Based Correctional Facility. You may, in addition, to the above, attend individual sessions with your counselors, attend family therapy, receive medication and medication monitoring, receive mental health counseling, and case management. You may also be referred to other agencies to assist you with additional needs you may have such as employment, education, correctional counseling, parenting and housing. Please note that the referrals are based on your needs or recommendations from the Drug Court Treatment Team. There are specific goals and requirements within each phase, which must be successfully completed in order to ultimately satisfy all Drug Court requirements. You will be monitored by following the check list for each phase.

Phase 1: Acute Stabilization

You may be placed in a Residential Treatment facility, a Community Based Correctional Facility (CBCF) or Half-way House during Phase 1 of the Drug Court Program. Residential treatment provides comprehensive alcohol/drug use monitoring and treatment. This phase focuses on detox, sobriety and stability. The estimated length of residential placement is based on your progress and focus on treatment as well as recommendations from your counselor. Many residential programs, such as a CBCF or a halfway house are up to six months long and have requirements to attend their aftercare program. Some programs may have a minimum stay of thirty (30) days. You will be required to attend all status review hearings (two per month), attend all treatment sessions, attend all appointments with your Probation Officer, comply with all conditions of supervision, attend sober support meetings, provide urine screens, and follow through on all other referrals made. After successful completion, you will advance to the next phase and continue to participate in the program until completion of all Drug Court Program requirements.

You may begin the Drug Court Program by engaging in outpatient counseling. Outpatient counseling involves an individualized treatment program designed to address substance abuse treatment needs, psychological, social, medical, employment, and family issues. Outpatient counseling typically involves individual counseling, and/or intensive outpatient treatment, and/or group counseling, along with community support groups. The specific requirements of counseling vary from individual to individual and will be determined by your counselor. You will be required to attend all status review hearings, treatment sessions, appointments with your Probation Officer, comply with all conditions of supervision, attend sober support meetings, provide urine screens and follow through on all other referrals made. The actual length of outpatient counseling is determined by your progress through the treatment process as well as recommendations from the counselor, court and the probation officer.

Phase 1 will last a minimum of 60 days. This is an approximate figure based on your motivation and progress in treatment. You will need to complete the following requirements to move to Phase 2:

- Participate in Phase 1 for a minimum of 60 days
- Comply with AOD/MH treatment recommendations
- Attend court bi-weekly (1st and 3rd Wed. of the month)
- Develop Drug Court Case Plan
- Sign release for support person
- Comply with rules of Community Control
- Attend a minimum of (1) support meeting- weekly- verified
- Achieve consecutive abstinence of 14 days
- Have satisfactory home visits with probation officer
- Comply with random drug testing
- Address housing issues (if applicable)
- Obtain medical assessment- medical/dental/optical (if applicable)
- Change people, places and things
- Make application for Phase 2
- Obtain recommendation to Phase 2 by the Treatment Team

Phase 2: Clinical Stabilization

After you have remained clean/sober and stable for some time, it is time to address other needs. Some of the recommendations may be to address medical issues, housing, peer support, budget, relapse prevention and lifestyle changes. You will be required to attend

all status review hearings (two per month), treatment sessions, appointments with your Probation Officer, comply with all conditions of supervision, sober support meetings, provide random urine screens, and follow through on all other referrals. After successful completion, you will advance to the next phase.

Phase 2 will last a minimum of 90 days. This is an approximate figure based on your motivation and progress in treatment. You will need to complete the following requirements to move to Phase 3:

- Participate in Phase 2 for a minimum of 90 days
- Attend court bi-weekly (1st and 3rd Wed. of the month)
- Comply with treatment recommendations/Develop Relapse Prevention Plan
- Develop Drug Court Case Plan
- Attend a minimum of (2) support meetings/pro-social supports-weekly (pro-social supports must have prior approval)- verified
- Achieve consecutive abstinence for 30 days
- Change people, places and things
- Maintain housing
- Address medical issues (along with optical, dental)
- Address financial issues
- Have satisfactory home visits with probation officer
- Comply with random drug testing
- Develop relapse prevention plan and provide list of supports
- Make application for Phase 3
- Obtain recommendation for Phase 3 by Treatment Team

Phase 3: Pro-Social Habilitation

When you reach this phase you have put a lot of hard work into your recovery. You have faithfully complied with all requirements of the court and treatment. At this point you may be finishing AOD treatment, maintained sobriety, developed pro-social activities, obtained a sponsor/mentor, been active in sober support meetings, began/maintained consistent employment, displayed positive thinking and attitudes, maintained a minimum of 45 consecutive clean/sober days, and most importantly accepted responsibility for your behaviors.

Phase 3 will last a minimum of 90 days. This is an approximate figure based on your motivation and progress in treatment. You will need to complete the following requirements to move to Phase 4:

- Participate in Phase 3 for a minimum of 90 days
- Attend court bi-weekly (1st and 3rd Wed. of the month)
- Comply with CC/DCC- visits bi-weekly
- Complete any assignments given
- Attend (3) support meetings/approved pro-social supports-weekly-verified
- Achieve consecutive abstinence of 45 days
- Have satisfactory home visits with probation officer
- Comply with random drug testing
- Begin correctional counseling (Assessed by Shalom)
- Obtain vocational/educational training (if applicable)
- Begin/maintain employment (verified) if able
- Change people, places, things
- Make application for Phase 4
- Obtain recommendation to Phase 4 by Treatment Team

Phase 4: Adaptive Habilitation

As you enter Phase 4, you have developed many skills and a solid support network. It is time to go to the next level of your recovery. This phase will be a minimum of 90 days (based on motivation and progress) and you will need 60 consecutive clean/sober days while in this phase. Your focus will be on maintaining the changes in people, places and things, working on court obligations, maintaining employment, remaining crime free and improving parenting and/or relationships. You will need to complete the following requirements to move to Phase 5:

- Participate in Phase 4 for a minimum of 90 day.
- Attend court bi-weekly (1st and 3rd Wed. of the month)
- Comply with treatment recommendations/CC/DCC
- Comply with random screens/home visits
- Achieve consecutive abstinence of 60 day.
- Attend (4) support meetings/approved pro-social supports-weekly-verified
- Change of people, places and things
- Maintain employment/housing
- Address court financial obligations
- Remain crime free (no new criminal charges in past 90 days)
- Address parenting/relationship issues
- Obtain recommendation to Phase 5 by the Treatment Team

- Make application for Phase 5

Phase 5: Continuing Care

This is the final phase. Congratulations!!! You have come a long way. This phase focuses on maintaining the structure and support you have developed. You will need to have 90 consecutive clean/sober days in this phase. Graduation from Drug Court will depend on completion of the following:

- Attend court monthly (1st Wed. of the month)
- Participate in Phase 5 for a minimum of 90 days
- Achieve consecutive abstinence of 90 days
- Successfully complete all treatment recommendations and goals
- Maintain housing and employment
- Develop Continuing Care Plan
- Demonstrate change in people, places and things
- Remain crime free and violation free
- Address court financial obligations and efforts to pay
- Complete 10 hours of volunteer work
- Maintain clean/sober support network- attend (5) support meetings/approved pro-social supports-weekly- verified
- Complete essay outlining your recovery and request to graduate
- Complete exit survey
- Obtain recommendation for completion/graduation by the Treatment Team

CONTINUUM OF SANCTIONS AND INCENTIVES

In order to assist and encourage you to maintain compliance with program rules and expectations, a variety of consequences for failing to comply have been established by the court. Sanctions are ordered as a result of your failure to comply and incentives are given as a result of individuals meeting and exceeding those expectations set forth by the court. Sanctions and incentives can be applied at the discretion of the Treatment Team based on your participation and performance in the Drug Court Program.

Incentives for positive behavior changes (including but not limited to):

When you comply with the conditions of the Drug Court Program, such as attend all court appearances, treatment appointments and support groups; abstain from alcohol/drugs;

and appear for all your drug tests you will be rewarded for your hard work and you will be encouraged to continue that hard work. Some examples of incentives are as follows and are not inclusive:

- Words of encouragement and acknowledgement of positive progress
- Gift certificates
- Reduction of curfew
- Decreasing number of office visits
- Decreasing number of urine tests
- Removal of sanctions that were previously ordered
- Movement to next phase
- Credit toward fees
- Decrease in status review hearings
- Choice of items from incentive baskets
- Support passes

Sanctions for negative behavior (including but not limited to):

Sanctions are given in order to reduce the negative behaviors that you may exhibit. All sanctions are immediate and graduated. You can receive sanctions for not attending status review hearings, treatment, support groups, office visits with your probation officer/drug court coordinator; using alcohol/drugs; not providing a drug test; not following the rules; or being dishonest and not changing your behavior. Some examples of the sanctions are as follows and are not inclusive:

- Verbal warnings and caution from the judge
- Increase in alcohol and drug testing
- Re-evaluate level of care in treatment
- Refusing specific requests/Decreasing special privileges
- Reading/Writing assignments
- Community Service
- Increase in office visits with your Probation Officer and/or DCC
- Increase in required sober supports
- More strict curfew
- Increased periods of jail time or home detention/electronic monitoring
- Termination from Drug Court Program.

****All sanctions and rewards are individualized****

UNSUCCESSFUL TERMINATION

Common behaviors that can lead to unsuccessful termination include, but are not limited to, the following:

- On-going non-compliance with treatment
- Resistance to treatment
- New serious criminal conviction
- Tampering with drug screens
- Falsifying documents such as verification cards
- A serious Drug Court Program violation or series of violations; and/or
- A serious Community Control violation or a series of Community Control violations

Unsuccessful termination for any reason after being admitted to the Drug Court will result in your case to be returned to the regular criminal docket before the Judge. The Drug Court Treatment Team will discuss all unsuccessful terminations in the Treatment Team meetings and make a recommendation.

The consequences of an unsuccessful termination may be as follows:

- Loss of future eligibility for the Drug Court Program
- Further legal action including Motion to Revoke Community Control
- Depending on the circumstances, you may be subject to prison, jail or other penalties.

The judge has the sole discretion to decide termination from the Drug Court Program in accordance with the written eligibility criteria for the docket.

DRUG TESTING

During your placement in the Drug Court Program you will be required to submit to drug screens. Drug screens will be individualized, frequent, observed, and random. All drug tests will be direct observation collections. The Williams County Drug Court will utilize the Sentry Program through Cordant Forensic Solutions to randomize testing. Participants are required to call in **DAILY** from the hours of **6:00 a.m. to 2:00 p.m.** Each participant will be given a PIN to use when they call the Sentry Program. When you call in, you will

be notified if you are selected for a test that day. If you are selected for a randomized urine collection, you are **required to report the same day** between the hours of **9:00 a.m to 12:00 p.m.** and **1:00 p.m. to 4:00 p.m** unless otherwise directed. Testing will be done at the Williams County Courthouse. Also, You may be drug tested by probation, Recovery Services of Northwest Ohio, A Renewed Mind and/or Bryan Community Health Center. The type of testing, such as urine, saliva, blood, or breath, is subject to each agency and their policies and procedures for drug testing the participant. These agencies policies and procedures are uniform and adhere to the requirements of the Drug Court. A Renewed Mind, Recovery Services and Bryan Community Health Center use court approved laboratories for their drug testing. You will be sanctioned for any positive screen whether from use, passive inhalation or secondhand smoke. If you are late for a test or miss a test, it will be considered a positive test for drugs/alcohol and you will be immediately sanctioned. If you refuse to submit to a drug test, it will be reported as a refusal to test and considered positive. Again, you will be sanctioned. You must provide a sample which is negative for all drugs including alcohol or you will be immediately sanctioned. If you fail to produce a specimen or if the sample provided is not of sufficient quantity, it will be considered as a positive test for drugs/alcohol and you will be immediately sanctioned. You will be allowed to provide only one (1) urine sample for analysis. If you are unable to provide a test sample within two hours of signing in, it will also be considered a positive test. If you fail to submit to testing, submit an adulterated sample, submit the sample of another individual, or dilute the sample; it will be treated as a positive test and will result in immediate sanctioning and may be grounds for termination from the Drug Court Program. The judge as well as treatment team members will be informed of all test results. The judge will reinforce the sanctions.

If you contest a positive urine screen, it will be sent to the lab (Cordant Forensic Solutions) for confirmation. Drug Court will abide by the results of the laboratory test. If you have a relapse, you will need to be honest **PRIOR to the call to report for a random screen**. If you are honest, you will receive a sanction through the Drug Court. If you are not honest about use/ relapse and have a positive screen, the sanction will consist of jail time or possible motion to revoke your community control with a pending court hearing.

You understand that it is your responsibility to inform all treating physicians of your recovery from drugs/alcohol before you are given an addictive medication. Only under limited circumstances, if a doctor believes that it is necessary to prescribe the medication such as narcotic pain medication or any other medication that will yield a positive urine screen, the physician must submit a letter to the Drug Court Coordinator stating that he/she is aware of your status as a recovering addict/alcoholic and the need for this medication outweighs the risks. You **MUST** have a letter **PRIOR** to taking any medication that will cause a positive screen. **If you test positive and do not have a letter from your**

doctor, you will be sanctioned immediately. You will be given a copy of this letter to be signed by your doctor at your initial screening. If you lose the letter, it will be up to you to obtain another copy from the Drug Court Coordinator.

You are responsible for anything you ingest or absorb through skin contact. There is zero tolerance for positive alcohol or drug screens. Do not take medications that require you to sign for them at the pharmacy or medicine containing alcohol. Do not use products containing alcohol such as hand sanitizers, medicine such as Nyquil, mouthwash, etc.

In cases of emergency room care, all emergency room orders and discharge information will be made available to the Drug Court Coordinator no more than seven (7) days upon release from the hospital and all prescription will have to be cleared by a primary care physician to continue taking the medications without sanctions. A pattern of visits to the emergency room for ailments that require opiate treatment may be brought back before the court at the discretion of the Drug Court Treatment Team.

All participants will receive a baseline urine test at intake. The results of the test will not result in a sanction. Relapses will be addressed through the treatment provider to verify if the use is a continued use, or a relapse. You will be reassessed and be placed in the appropriate level of care to address the positive screen and to re-engage or re-stabilize you. The treatment provider as well as the Drug Court Treatment Team will be notified of the positive drug screen. Sanctions for the relapse will be: loss of clean/sober days, increased Status Review hearings, homework assignments pertaining to relapse/use, increased office visits, increased 12-Step sober support meetings, reassessment for treatment needs and possibly jail.

MEDICATION ASSISTED TREATMENT (MAT)

The Williams County Common Pleas Drug Court supports the use of medication assisted treatment for opioid addictions. MAT consists of the use of counseling, behavioral therapies and medications. Currently three medications have been FDA approved for the treatment of opioid addictions; they are methadone, buprenorphine/naloxone (Suboxone) and naltrexone (Vivitrol). The two agencies utilized by the Drug Court are Recovery Services of Northwest Ohio (RSNWO) and Bryan Community Health Center (BCHC). However, RSNWO and BCHC do not disperse methadone. It is the policy of our Drug Court to defer to the certified health professional within each agency to determine whether a participant qualifies for their MAT program. The provider establishes best treatment and dosage and along with the participant, length of time involved with the program. The court does not mandate MAT; the participant voluntarily completes the assessment and

discusses options with the provider. A participant of our Drug Court will not be terminated if he/she chooses to end involvement in a MAT program. A MAT provider will require drug screens and the courts will have access to the results. Positive screens will be sanctioned via the rules of The Williams County Drug Court.

CONFIDENTIALITY

Due to the nature of information that will be shared by participants within group counseling settings and the Drug Court sessions, it is imperative that participants maintain confidentiality of the information shared by other participants. You are also required to comply with confidentiality rules established by your counselor and/or treatment facility. Generally, this means that you are not to discuss any information acquired during a group counseling session and/or court hearing with other persons. Failing to abide by the confidentiality guidelines could result in your termination from the Drug Court Program.

SUCCESSFUL TERMINATION

In order for a participant to graduate from the Drug Court Program, the participant must have completed all five phases of the Program. The criteria for completion are listed on the Drug Court Case Plans. If a participant is identified as indigent by the courts, he/she may request a payment plan and/or community service to address fees and fines. Inability to pay toward fees and fines will not delay successful completion and graduation from Drug Court.

What does successful completion of the Drug Court Program mean to you? Upon successful completion of all requirements and graduation, the charge (if sentence has been suspended while on Intervention in Lieu) will be dismissed. If you have already been sentenced your felony will not be dismissed but you may be released from Community Control earlier than scheduled.

What does successful completion of the Drug Court Program mean to your family and community? You will be better able to provide for your family, serve as a role model for your children and others, and contribute to the welfare and good of the community by leading a productive and law-abiding life.

Lastly, Drug Court could help save your life. Battling addictions is very difficult. Drug Court provides the added support and accountability you may need to stay alive.

RECEIVED:

Printed Name of Participant

Signature of Participant

WITNESS:

Drug Court Coordinator
Title of Witness

Signature of Witness

APPENDIX I

SPECIALIZED DOCKET STANDARDS

Overview.

The following standards are established to guide courts of common pleas, municipal courts, and county courts and divisions of these courts in the planning and implementation of all specialized dockets. The standards set forth minimum requirements for the certification and operation of all specialized dockets. Accompanying the standards are recommended practices that each specialized docket is encouraged to follow. While the standards seek to create a minimum level of uniform practices for specialized dockets, they still allow local specialized dockets to innovate and tailor their specialized docket to respond to local needs and resources.

Standard 1. Planning Process.

A specialized docket shall utilize a comprehensive and collaborative planning process that results in all of the following:

- (A) An agreement among relevant parties setting forth the terms of the specialized docket operations. Relevant parties may include, but are not limited to, the specialized docket judge; the court; the prosecutor; defense counsel; licensed treatment providers; children services for family dependency treatment dockets; and, for criminal and juvenile specialized dockets, the probation department, the parole authority, and law enforcement agencies.
- (B) An advisory committee and a treatment team. The specialized docket judge shall attend and chair advisory committee and treatment team meetings.
- (C) A program description that contains written policies and procedures defining the goals and objectives for the specialized docket, identifying the target population, detailing program entry and case flow, and providing written roles and responsibilities of each treatment team member;
- (D) A written participation agreement and participant handbook detailing the rights and responsibilities of participants in the specialized docket.

Recommended Practices

(A) Advisory committee

- (1) An advisory committee should be comprised of key officials and policymakers to provide input on specialized docket policies and operations and to communicate regularly with local officials.

(2) An advisory committee should typically take three to six months to plan and prepare for implementation of a specialized docket. This amount of time allows for a cohesive team to effectively and collaboratively reach consensus on the variety of issues inherent in the implementation of a specialized docket.

(3) An advisory committee should develop a written agreement or memorandum of understanding setting forth the terms of a specialized docket and the responsibilities of relevant parties to specialized docket operations.

(B) Treatment team members

A treatment team is responsible for implementing daily operations of a specialized docket. In addition to the specialized docket judge, the treatment team may include, but is not limited to, the following members:

- (1) Probation officers;
- (2) Parole officers;
- (3) Licensed treatment providers;
- (4) A prosecutor;
- (5) Defense counsel;
- (6) A specialized docket program coordinator;
- (7) Case managers;
- (8) Law enforcement personnel;
- (9) Jail, prison, or juvenile detention personnel;
- (10) Children services personnel;
- (11) Representatives of other community-based stakeholders.

(C) Membership term

For consistency and stability in specialized docket operations, treatment team members should serve on the treatment team for a minimum of one year.

(D) Community outreach

A treatment team should work with local community members to ensure the best interests of the community are considered. Treatment team members should engage in community outreach activities to build partnerships that will improve outcomes and support specialized docket sustainability. The advisory committee should develop and regularly review a community outreach and education plan.

(E) Sustainability plan

An advisory committee should develop and annually review a written sustainability plan.

Standard 2. Non-Adversarial Approach.

A specialized docket shall incorporate a non-adversarial approach while recognizing all of the following:

- (A) A prosecutor's distinct role in pursuing justice and protecting public safety and victim's rights;
- (B) A defense counsel's distinct role in preserving the constitutional rights of the specialized docket participant;
- (C) The participant's right to request the attendance of defense counsel during the portion of a specialized docket treatment team meeting concerning the participant;
- (D) A participant's right to a detailed, written participation agreement and participant handbook outlining the requirements and process of the specialized docket.

Recommended Practices

For consistency in the non-adversarial approach, prosecutors and defense counsel should be trained in specialized docket processes.

Standard 3. Legal and Clinical Eligibility and Termination.

(A) Criteria

A specialized docket shall have written legal and clinical eligibility, completion, termination, and neutral discharge criteria that have been collaboratively developed, reviewed, and agreed upon by the relevant parties identified in Standard 1(A) of these standards.

(B) Decision on admission or termination

A specialized docket judge shall have discretion to decide the admission into and termination from a specialized docket in accordance with the written criteria for the specialized docket.

(C) No right to participate

The written legal and clinical eligibility and termination criteria do not create a right to participation in a specialized docket.

Recommended Practices

(A) Legal eligibility screening

A specialized docket should have legal eligibility screening based on established written criteria.

(B) Eligibility criteria factors

In developing eligibility criteria, an advisory committee should take into consideration all of the following factors:

- (1) A process to consider the inclusion of eligible repeat and high-risk participants;
- (2) A provision to evaluate mitigating and aggravating circumstances of current or prior court involvement;
- (3) Careful examination of the circumstances of prior juvenile adjudications and the age of the participant at the time of the offense;
- (4) The age of prior disqualifying offenses;
- (5) A forensic assessment to determine if the individual is legally competent to participate in the specialized docket program, should the mental health competence of the individual be in question.

(C) Unsuccessful termination and neutral discharge

As part of the written termination criteria, a specialized docket should have clear policies regarding unsuccessful termination and neutral discharge.

Standard 4. Assessment and Referral.

A specialized docket shall promptly assess individuals and refer them to the appropriate services. The assessment and referral shall meet all of the following requirements:

- (A) All chemical dependency, mental health, and other programming assessments shall include available collateral information to ensure the accuracy of the assessment;
- (B) The participant or the participant's guardian shall complete a release of information form to provide for communication about confidential information, participation/progress in treatment, and compliance with the provisions of relevant law, including the "Health Insurance Portability and Accountability Act of 1996," 42 U.S.C. 300gg-42, as amended, and R.C. 2151.421 and 2152.99;
- (C) Participants shall be placed as soon as possible in appropriate treatment services and programs and under reporting supervision to monitor compliance with court requirements;

- (D) All screenings and assessments for treatment determinations shall be provided by programs or persons who are appropriately licensed and trained to deliver such services according to the standards of the profession.

Recommended Practices

A treatment team should consider, but is not obligated to follow, clinical assessments or treatment recommendations.

Standard 5. Individualized Needs and Evidence-Based Practices.

A specialized docket shall have a plan to provide services that meet the individualized needs of each participant and incorporate evidence-based strategies for the participant population. Such plans shall take into consideration services that are gender-responsive and culturally appropriate and that effectively address co-occurring disorders.

Recommended Practices

(A) Appropriateness and clinical necessity of case plans and services

Case plans and services should be appropriate and clinically necessary to the degree that available resources allow.

(B) Ancillary services

Ancillary services should include all of the following:

- (1) Education;
- (2) Vocational training;
- (3) Employment;
- (4) Transportation;
- (5) Housing;
- (6) Domestic violence programming;
- (7) Physical, mental, and dental health.

Standard 6. Participant Monitoring.

A specialized docket shall monitor each participant's performance and progress and incorporate all of the following:

- (A) Regular treatment team meetings prior to the status review hearings;
- (B) Status review hearings, as established by Standard 7 of these standards;
- (C) Ongoing communication among the treatment team members, including frequent exchanges of timely and accurate information about the participant's overall performance;
- (D) Progression through the specialized docket based upon the participant's performance in the treatment plan and compliance with requirements of the specialized docket phases. A participant's progress through the specialized docket phases is not to be based solely upon preset timelines.
- (E) Explanation to the participant of responses to compliance and noncompliance, including criteria for termination.

Recommended Practices

(A) Appearance at single court session

Having a significant number of specialized docket participants appear at a single court session gives the opportunity to educate the participant as to the benefits of court compliance and consequences for noncompliance.

(B) Sharing of decision making and conflict resolution

Mechanisms for sharing decision making and resolving conflicts among treatment team members should be established, emphasizing professional integrity, confidentiality, and accountability.

Standard 7. Status Review Hearings.

(A) Ongoing judicial interaction

A specialized docket shall incorporate ongoing judicial interaction with each participant as an essential component of the docket.

(B) Appearance before specialized docket judge

(1) At a minimum, a specialized docket participant shall appear before the specialized docket judge at least twice monthly during the initial phase of the specialized docket.

(2) Thereafter, a specialized docket participant shall regularly appear before the specialized docket judge to review the participant's progress through the specialized docket.

Recommended Practices

(A) Appearances before specialized docket judge during initial phase

A specialized docket participant should appear weekly before the specialized docket judge during the initial phase of the specialized docket and, thereafter, at least monthly. Frequent status review hearings establish and reinforce the specialized docket's policies and ensure effective supervision of the participant.

(B) Judicial knowledge of treatment and programming methods

The specialized docket judge should be knowledgeable about treatment and programming methods and their limitations.

(C) Hearings before the same specialized docket judge

Hearings should be before the same specialized docket judge for the length of each participant's time in the specialized docket.

Standard 8. Substance Monitoring.

A specialized docket shall monitor a specialized docket participant's substance use by random, frequent, and observed alcohol and other drug testing protocols which include all of the following:

(A) Written policies and procedures for sample collection, sample analysis, and result reporting. The testing policies and procedures shall address elements that contribute to the reliability and validity of the testing process.

(B) Individualized drug and alcohol testing plans. All testing shall be random, frequent, and observed.

(C) Clearly established plans for addressing a participant who tests positive at intake or who relapses. The plans shall include treatment guidelines and sanctions, when appropriate, that are enforced and reinforced by the specialized docket judge.

(D) Immediate notification of the court when the participant tests positive, fails to submit to testing, submits an adulterated sample or the sample of another individual, or dilutes the sample. Failure to submit to testing, submitting an adulterated sample or the sample of another individual, or diluting the sample shall be treated as positive tests and immediately sanctioned.

(E) Testing sufficient to include the participant's primary substance of dependence, as well as a sufficient range of other common substances.

Recommended Practice

When testing for alcohol, specialized dockets should strongly consider devices worn by the specialized docket participant, portable breath tests, saliva tests, and the use of scientifically validated technology used to detect ethyl alcohol.

Standard 9. Treatment and other Rehabilitation Services.

(A) Prompt access

A specialized docket shall provide prompt access to a continuum of approved treatment and other rehabilitation services.

(B) Treatment plan and activities record

A specialized docket shall maintain a current treatment plan and record of activities.

(C) Licensing and training

All required treatment and programming shall be provided by programs or persons who are appropriately licensed and trained to deliver such services according to the standards of their profession.

Recommended Practices

(A) Treatment team knowledge

Treatment team members should make reasonable efforts to observe all required specialized docket service provider programs to gain confidence in the services provided and to better understand the treatment and programming process.

(B) Separate tracks for specialized docket participants

Whenever possible, service providers should have separate tracks for specialized docket participants.

Standard 10. Incentives and Sanctions.

Immediate, graduated, and individualized incentives and sanctions shall govern the responses of a specialized docket to a specialized docket participant's compliance or noncompliance.

Recommended Practices

(A) Adjustment in treatment services

Adjustment in treatment services, as well as participation in community-based mutual support meetings, should be based upon the clinically informed interests of the participant.

(B) Revision of time between status review hearings

Time between status review hearings should be increased or decreased based upon compliance with treatment protocols and progress observed.

(C) Incentives for compliance

Incentives for a specialized docket participant's compliance vary in intensity and may include, but are not limited to, the following:

- (1) Encouragement and praise from the specialized docket judge;
- (2) Ceremonies and tokens of progress, including advancement in specialized docket phases;
- (3) Reduced supervision contacts;
- (4) Decreased frequency of court appearances;
- (5) Reduced fines or fees;
- (6) Increased or expanded privileges;
- (7) Encouragement to increase participation in positive activities the participant finds pleasurable, such as writing, art work, or other positive hobbies;
- (8) Gifts of inspirational items, including books, pictures, and framed quotes;
- (9) Assistance with purchasing clothing for job interviews;
- (10) Gift cards for restaurants, movie theaters, recreational activities, or personal care services;
- (11) Gifts of small personal care items, hobby or pet supplies, plants, or small household items;
- (12) Dismissal of criminal charges or a reduction in the term of probation;
- (13) Reduced or suspended jail, prison, or juvenile detention days;
- (14) Graduation from the specialized docket.

(D) Sanctions for noncompliance

Sanctions for a specialized docket participant's noncompliance vary in intensity and may include, but are not limited to, the following:

- (1) Warnings and admonishment from the specialized docket judge;

- (2) Demotion to an earlier specialized docket phase;
- (3) Increased frequency of drug or alcohol testing and court appearances;
- (4) Refusal of specific requests, such as permission to travel;
- (5) Denial of additional or expanded privileges or rescinding privileges previously granted;
- (6) Increased supervision contacts and monitoring;
- (7) Individualized sanctions, such as writing essays, reading books, or performing other activities to reflect upon unacceptable behavior;
- (8) Imposition of suspended fines and costs;
- (9) Community service or work programs;
- (10) Jail or out-of-home placement, including detention for juveniles;
- (11) Community control or probation violation;
- (12) Termination from the specialized docket.

Standard 11. Professional Education.

A specialized docket shall assure continuing interdisciplinary education of treatment team members to promote effective specialized docket planning, implementation, and operations.

Recommended Practices

(A) Continuing education plan

A specialized docket should establish and maintain a viable continuing education plan for specialized docket personnel.

(B) Assessments and reviews

At a minimum of once every two years, a specialized docket should assess specialized docket team functionality, review all policies and procedures, and assess the overall functionality of the specialized docket.

(C) Treatment team member transition

A specialized docket should plan for the transition of a treatment team member and provide sufficient training and program documentation for new treatment team members.

(D) Mentor courts

A specialized docket should identify and build a relationship with a mentor court of its specific model.

(E) Observation of other specialized dockets

A specialized docket should regularly observe other specialized dockets.

(F) Ohio Specialized Dockets Practitioner Network

Specialized docket personnel should participate in the Ohio Specialized Dockets Practitioner Network by attending sub-network meetings, trainings, and the annual conference.

Standard 12. Effectiveness Evaluation.

A specialized docket judge shall evaluate the effectiveness of the specialized docket by doing each of the following:

(A) Reporting data as required by the Supreme Court, including information to assess compliance with these standards;

(B) Engaging in on-going data collection in order to evaluate whether the specialized docket is meeting its goals and objectives.

Recommended Practices

To evaluate effectiveness, a specialized docket judge should establish a formal data collection plan. The plan should identify who is collecting the data, how the data is collected, and the time frames for conducting program reviews based on the data. Treatment team members should provide data. The specialized docket should develop policies concerning protection of confidential information and identities when collecting data.

APPENDIX G
Domestic Relations Forms

**COURT OF COMMON PLEAS
COUNTY, OHIO**

Plaintiff/Petitioner 1

v./and

Defendant/Petitioner 2

Case No. _____

Judge _____

Magistrate _____

Instructions: Check local court rules to determine when this form must be filed.

This affidavit is used to make complete disclosure of income, expenses and money owed. It is used to determine child and spousal support amounts. Do not leave any category blank. Write "none" where appropriate. If you do not know exact figures for any item, give your best estimate and put "EST." If you need more space, add additional pages.

AFFIDAVIT OF INCOME AND EXPENSES

Affidavit of _____

(Print Your Name)

Date of marriage _____

Date of separation _____

SECTION I - INCOME

	Your Name	Spouse's Name
Employed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	_____	_____
Payroll address	_____	_____
Payroll city, state, zip	_____	_____
Scheduled paychecks per year	<input type="checkbox"/> 12 <input type="checkbox"/> 24 <input type="checkbox"/> 26 <input type="checkbox"/> 52	<input type="checkbox"/> 12 <input type="checkbox"/> 24 <input type="checkbox"/> 26 <input type="checkbox"/> 52

A. YEARLY INCOME, OVERTIME, COMMISSIONS AND BONUSES FOR PAST THREE YEARS

	Your Name	Spouse's Name
Base yearly income	\$ _____ 3 years ago 20 _____ \$ _____	
	\$ _____ 2 years ago 20 _____ \$ _____	
	\$ _____ Last year 20 _____ \$ _____	
Yearly overtime, commissions and/or bonuses	\$ _____ 3 years ago 20 _____ \$ _____	
	\$ _____ 2 years ago 20 _____ \$ _____	
	\$ _____ Last year 20 _____ \$ _____	

B. COMPUTATION OF CURRENT INCOME

	<u> Your Name </u>	<u> Spouse's Name </u>
Base yearly income	\$ _____	\$ _____
Average yearly overtime, commissions and/or bonuses over last 3 years (from part A)	\$ _____	\$ _____
Unemployment compensation	\$ _____	\$ _____
Disability benefits		
<input type="checkbox"/> Workers' Compensation		
<input type="checkbox"/> Social Security		
<input type="checkbox"/> Other: _____	\$ _____	\$ _____
Retirement benefits		
<input type="checkbox"/> Social Security		
<input type="checkbox"/> Other: _____	\$ _____	\$ _____
Spousal support received	\$ _____	\$ _____
Interest and dividend income (source)		
_____	\$ _____	\$ _____

Other income (type and source)		
_____	\$ _____	\$ _____

TOTAL YEARLY INCOME	\$ _____	\$ _____
Supplemental Security Income (SSI) or public assistance	\$ _____	\$ _____
Court-ordered child support that you receive for minor and/or dependent child(ren) not of the marriage or relationship	\$ _____	\$ _____

SECTION II – CHILDREN AND HOUSEHOLD RESIDENTS

Minor and/or dependent child(ren) who are from this marriage or relationship:

Name	Date of birth	Living with
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

In addition to the above children there is/are in your household:

_____ adult(s)
_____ other minor and/or dependent child(ren).

SECTION III – EXPENSES

List monthly expenses below for your present household.

A. MONTHLY HOUSING EXPENSES

Rent or first mortgage (including taxes and insurance)	\$	_____
Real estate taxes (if not included above)	\$	_____
Real estate/homeowner's insurance (if not included above)	\$	_____
Second mortgage/equity line of credit	\$	_____
Utilities		
o Electric	\$	_____
o Gas, fuel oil, propane	\$	_____
o Water and sewer	\$	_____
o Telephone	\$	_____
o Trash collection	\$	_____
o Cable/satellite television	\$	_____
Cleaning, maintenance, repair	\$	_____
Lawn service, snow removal	\$	_____
Other: _____	\$	_____
_____	\$	_____
TOTAL MONTHLY :		\$ _____

B. OTHER MONTHLY LIVING EXPENSES

Food

o Groceries (including food, paper, cleaning products, toiletries, other)

\$

o Restaurant

\$

Transportation

o Vehicle loans, leases

\$

o Vehicle maintenance (oil, repair, license)

\$

o Gasoline

\$

o Parking, public transportation

\$

Clothing

o Clothes (other than children's)

\$

o Dry cleaning, laundry

\$

Personal grooming

o Hair, nail care

\$

o Other

\$

Cell phone

\$

Internet (if not included elsewhere)

\$

Other

\$

TOTAL MONTHLY

\$

C. MONTHLY CHILD-RELATED EXPENSES

(for children of the marriage or relationship)

Work/education-related child care

\$

Other child care

\$

Unusual parenting time travel

\$

Special and unusual needs of child(ren) (not included elsewhere)

\$

Clothing

\$

School supplies

\$

Child(ren)'s allowances

\$

Extracurricular activities, lessons

\$

School lunches

\$

Other

\$

TOTAL MONTHLY

\$

D. INSURANCE PREMIUMS

Life	\$	
Auto	\$	
Health	\$	
Disability	\$	
Renters/personal property (if not included in part A above)	\$	
Other	\$	
TOTAL MONTHLY		\$

E. MONTHLY EDUCATION EXPENSES

Tuition		
o Self	\$	
o Child(ren)	\$	
Books, fees, other	\$	
College loan repayment	\$	
Other	\$	
	\$	
TOTAL MONTHLY:		\$

F. MONTHLY HEALTH CARE EXPENSES
(not covered by insurance)

Physicians	\$	
Dentists	\$	
Optometrists/opticians	\$	
Prescriptions	\$	
Other	\$	
	\$	
TOTAL MONTHLY:		\$

G. MISCELLANEOUS MONTHLY EXPENSES

Extraordinary obligations for other minor/handicapped child(ren) (not stepchildren)	\$
Child support for children who were not born of this marriage or relationship and were not adopted of this marriage	\$
Spousal support paid to former spouse(s)	\$
Subscriptions, books	\$
Entertainment	\$

OATH

(Do not sign until notary is present.)

I, (print name) _____, swear or affirm that I have read this document and, to the best of my knowledge and belief, the facts and information stated in this document are true, accurate and complete. I understand that if I do not tell the truth, I may be subject to penalties for perjury.

Your Signature

Sworn before me and signed in my presence this _____ day of _____, _____.

Notary Public

My Commission Expires: _____

COURT OF COMMON PLEAS

_____ COUNTY, OHIO

Plaintiff/Petitioner 1

v./and

Case No. _____

Judge _____

Magistrate _____

Respondent/Petitioner 2

Instructions: Check local court rules to determine when this form must be filed.
List ALL OF YOUR PROPERTY AND DEBTS, the property and debts of your spouse, and any joint property or debts. Do not leave any category blank. For each item, if none, put "NONE." If you do not know exact figures for any item, give your best estimate, and put "EST." If more space is needed, add additional pages.

AFFIDAVIT OF PROPERTY

Affidavit of _____

(Print Your Name)

I. REAL ESTATE INTERESTS

<u>Address</u>	<u>Present Fair Market Value</u>	<u>Titled To</u>	<u>Mortgage Balance</u>	<u>Equity (as of date)</u>
1. _____	\$ _____	<input type="checkbox"/> Your Name <input type="checkbox"/> Spouse's Name <input type="checkbox"/> Both	\$ _____	\$ _____
2. _____	\$ _____	<input type="checkbox"/> Your Name <input type="checkbox"/> Spouse's Name <input type="checkbox"/> Both	\$ _____	\$ _____

TOTAL SECTION I: REAL ESTATE INTERESTS \$ _____

II. OTHER ASSETS

Category	Description (List who has possession)	Titled To	Value/Date of Value
A. Vehicles and Other Certificate of Title Property	(Include model and year of automobiles, trucks, motorcycles, boats, motors, motor homes, etc.)	<input type="checkbox"/> Your Name	\$
		<input type="checkbox"/> Spouse's Name	
		<input type="checkbox"/> Both	
		<input type="checkbox"/> Your Name	\$
		<input type="checkbox"/> Spouse's Name	
		<input type="checkbox"/> Both	
1.			
2.			
3.			
4.			
5.			
6.			
B. Financial Accounts	(Include checking, savings, CDs, POD accounts, money market accounts, etc.)	<input type="checkbox"/> Your Name	\$
		<input type="checkbox"/> Spouse's Name	
		<input type="checkbox"/> Both	
		<input type="checkbox"/> Your Name	\$
1.			
2.			
3.			
4.			

Category	Description (List who has possession)	Titled To	Value/Date of Value
C. Pensions & Retirement plans (Include profit-sharing, IRAs, 401k plans, etc.; Describe each type of plan)		<input type="checkbox"/> Your Name	\$
		<input type="checkbox"/> Spouse's Name	
		<input type="checkbox"/> Both	
		<input type="checkbox"/>	
1. _____		<input type="checkbox"/> Your Name	\$
		<input type="checkbox"/> Spouse's Name	
		<input type="checkbox"/> Both	
		<input type="checkbox"/>	
2. _____		<input type="checkbox"/> Your Name	\$
		<input type="checkbox"/> Spouse's Name	
		<input type="checkbox"/> Both	
		<input type="checkbox"/>	
3. _____		<input type="checkbox"/> Your Name	\$
		<input type="checkbox"/> Spouse's Name	
		<input type="checkbox"/> Both	
		<input type="checkbox"/>	
4. _____		<input type="checkbox"/> Your Name	\$
		<input type="checkbox"/> Spouse's Name	
		<input type="checkbox"/> Both	

D. Publicly Held Stocks, Bonds, Securities, & Mutual Funds

		<input type="checkbox"/> Your Name	\$
		<input type="checkbox"/> Spouse's Name	
		<input type="checkbox"/> Both	
		<input type="checkbox"/>	
1. _____		<input type="checkbox"/> Your Name	\$
		<input type="checkbox"/> Spouse's Name	
		<input type="checkbox"/> Both	
		<input type="checkbox"/>	
2. _____		<input type="checkbox"/> Your Name	\$
		<input type="checkbox"/> Spouse's Name	
		<input type="checkbox"/> Both	
		<input type="checkbox"/>	
3. _____		<input type="checkbox"/> Your Name	\$
		<input type="checkbox"/> Spouse's Name	
		<input type="checkbox"/> Both	
		<input type="checkbox"/>	
4. _____		<input type="checkbox"/> Your Name	\$
		<input type="checkbox"/> Spouse's Name	
		<input type="checkbox"/> Both	

Category	Description (List who has possession)	Titled To	Value/Date of Value
E. Closely Held Stocks & Other Business Interests and Name of Company (Type of ownership and number)		<input type="checkbox"/> Your Name	\$
		<input type="checkbox"/> Spouse's Name	
		<input type="checkbox"/> Both	
		<input type="checkbox"/>	
1. _____		<input type="checkbox"/> Your Name	\$
		<input type="checkbox"/> Spouse's Name	
		<input type="checkbox"/> Both	
		<input type="checkbox"/>	
2. _____		<input type="checkbox"/> Your Name	\$
		<input type="checkbox"/> Spouse's Name	
		<input type="checkbox"/> Both	

F. Life Insurance Type
(Term/Whole Life)

(Any cash value or loans)

(Insured party
& value upon death)

1.		<input type="checkbox"/> Your Name	\$	
		<input type="checkbox"/> Spouse's Name		
		<input type="checkbox"/> Both		
2.		<input type="checkbox"/> Your Name	\$	
		<input type="checkbox"/> Spouse's Name		
		<input type="checkbox"/> Both		
3.		<input type="checkbox"/> Your Name	\$	
		<input type="checkbox"/> Spouse's Name		
		<input type="checkbox"/> Both		
4.		<input type="checkbox"/> Your Name	\$	
		<input type="checkbox"/> Spouse's Name		
		<input type="checkbox"/> Both		

CategoryDescriptionWho Has PossessionValue/Date of Value**G. Furniture & Appliances**

(Estimate value of those in your possession and value of those in your spouse's possession)

1.		<input type="checkbox"/> Your Name	\$	
		<input type="checkbox"/> Spouse's Name		
		<input type="checkbox"/> Both		
2.		<input type="checkbox"/> Your Name	\$	
		<input type="checkbox"/> Spouse's Name		
		<input type="checkbox"/> Both		
3.		<input type="checkbox"/> Your Name	\$	
		<input type="checkbox"/> Spouse's Name		
		<input type="checkbox"/> Both		
4.		<input type="checkbox"/> Your Name	\$	
		<input type="checkbox"/> Spouse's Name		
		<input type="checkbox"/> Both		

H. Safe Deposit Box

(Give location and describe contents)

Titled To

1.		<input type="checkbox"/> Your Name	\$	
		<input type="checkbox"/> Spouse's Name		
		<input type="checkbox"/> Both		
2.		<input type="checkbox"/> Your Name	\$	
		<input type="checkbox"/> Spouse's Name		
		<input type="checkbox"/> Both		

I. Transfer of Assets

Explanation: List the name and address of any person (other than creditors listed on your Affidavit) who has received money or property from you exceeding \$300 in value in the past 12 months and the reason for each transfer.

1.		<input type="checkbox"/> Your Name \$ _____ <input type="checkbox"/> Spouse's Name _____ <input type="checkbox"/> Both _____
2.		<input type="checkbox"/> Your Name \$ _____ <input type="checkbox"/> Spouse's Name _____ <input type="checkbox"/> Both _____
3.		<input type="checkbox"/> Your Name \$ _____ <input type="checkbox"/> Spouse's Name _____ <input type="checkbox"/> Both _____
4.		<input type="checkbox"/> Your Name \$ _____ <input type="checkbox"/> Spouse's Name _____ <input type="checkbox"/> Both _____

Category

Description
(Also list who has possession)

Titled To

Value/Date of Value

J. All Other Assets Not Listed Above

Explanation: List any item you have not listed above that is considered an asset.

1.		<input type="checkbox"/> Your Name \$ _____ <input type="checkbox"/> Spouse's Name _____ <input type="checkbox"/> Both _____
2.		<input type="checkbox"/> Your Name \$ _____ <input type="checkbox"/> Spouse's Name _____ <input type="checkbox"/> Both _____

TOTAL SECTION II: OTHER ASSETS \$ _____

III. SEPARATE PROPERTY CLAIMS: Pre-marital assets, gifts to one spouse only, inheritances

If you are making any claims in any of the categories below, explain the nature and amount of your claim. **This includes, but is not limited to, inheritances, property owned before marriage, and any pre-marital agreements.**

<u>Category</u> (Pre-marital Gift, Inheritance, etc., acquired after separation)	<u>Description</u>	<u>Why do you claim this as a separate property?</u>	<u>Present Fair Market Value</u>
1.			\$ _____
2.			\$ _____
3.			\$ _____
4.			\$ _____
5.			\$ _____

TOTAL SECTION III: SEPARATE PROPERTY CLAIMS \$ _____

IV. DEBT

List ALL OF YOUR DEBTS, the debts of your spouse, and any joint debts. Do not leave any category blank. For each item, if none, put "NONE." If you don't know exact figures for any item, give your best estimate, and put "EST." If more space is needed to explain, please attach an additional page with the explanation and identify which question you are answering.

Type	Name of Creditor/Purpose of Debt	Account Name	Name(s) on Account	Total Debt Due	Monthly Payment
A. Secured Debt (Mortgages, Car, etc.)					
1.			<input type="checkbox"/> Your Name <input type="checkbox"/> Spouse's Name <input type="checkbox"/> Joint	\$	\$
2.			<input type="checkbox"/> Your Name <input type="checkbox"/> Spouse's Name <input type="checkbox"/> Joint	\$	\$
3.			<input type="checkbox"/> Your Name <input type="checkbox"/> Spouse's Name <input type="checkbox"/> Joint	\$	\$
4.			<input type="checkbox"/> Your Name <input type="checkbox"/> Spouse's Name <input type="checkbox"/> Joint	\$	\$
5.			<input type="checkbox"/> Your Name <input type="checkbox"/> Spouse's Name <input type="checkbox"/> Joint	\$	\$

B. Unsecured Debt, including credit cards					
1.			<input type="checkbox"/> Your Name <input type="checkbox"/> Spouse's Name <input type="checkbox"/> Joint	\$	\$
2.			<input type="checkbox"/> Your Name <input type="checkbox"/> Spouse's Name <input type="checkbox"/> Joint	\$	\$
3.			<input type="checkbox"/> Your Name <input type="checkbox"/> Spouse's Name <input type="checkbox"/> Joint	\$	\$

4.	<input type="checkbox"/> _____ Your Name	<input type="checkbox"/> _____ Spouse's Name	<input type="checkbox"/> Joint	\$ _____	\$ _____
5.	<input type="checkbox"/> _____ Your Name	<input type="checkbox"/> _____ Spouse's Name	<input type="checkbox"/> Joint	\$ _____	\$ _____

TOTAL SECTION IV: DEBT \$ _____

V. BANKRUPTCY

Filed by:

☐ _____
Your Name

☐ _____
Spouse's Name

☐ Both

Date of Filing:
Case Number

Date of Discharge
or Relief from Stay

Type of Case
(Ch. 7, 11, 12, 13)

Current Monthly
Payments

1.	<input type="checkbox"/> _____ Your Name	<input type="checkbox"/> _____ Spouse's Name	<input type="checkbox"/> Both	\$ _____
2.	<input type="checkbox"/> _____ Your Name	<input type="checkbox"/> _____ Spouse's Name	<input type="checkbox"/> Both	\$ _____

TOTAL SECTION V: BANKRUPTCY \$ _____

OATH

(Do Not Sign Until Notary is Present)

I, (print name) _____ swear or affirm that I have read this document and, to the best of my knowledge and belief, the facts and information stated in this document are true, accurate and complete. I understand that if I do not tell the truth, I may be subject to penalties for perjury.

Your Signature

Sworn before me and signed in my presence this _____ day of _____, _____.

Notary Public

My Commission Expires: _____

COURT OF COMMON PLEAS

COUNTY, OHIO

Plaintiff/Petitioner

Case No.

Judge

v./and

Magistrate

Defendant/Petitioner/Respondent

Instructions: Check local court rules to determine when this form must be filed.
By law, an affidavit must be filed and served with the first pleading filed by each party in every parenting (custody/visitation) proceeding in this Court, including Dissolutions, Divorces and Domestic Violence Petitions. Each party has a continuing duty while this case is pending to inform the Court of any parenting proceeding concerning the child(ren) in any other court in this or any other state. If more space is needed, add additional pages.

PARENTING PROCEEDING AFFIDAVIT (R.C. 3127.23(A))

Affidavit of

(Print Your Name)

Check and complete ALL THAT APPLY:

1. ☐ I request that the court not disclose my current address or that of the child(ren). My address is confidential pursuant to R.C. 3127.23(D) and should be placed under seal to protect the health, safety, or liberty of myself and/or the child(ren).
2. ☐ Minor child(ren) are subject to this case as follows:

Insert the information requested below for all minor or dependent children of this marriage. You must list the residences for all places where the children have lived for the last FIVE years.

a. Child's Name:

Place of Birth:

Date of Birth:

Sex: ☐ Male ☐ Female

Period of Residence

Person(s) With Whom Child Lived
(name & address)

Relationship

Check if
Confidential

to present

☐ Address
Confidential?

to

☐ Address
Confidential?

to

☐ Address
Confidential?

to

☐ Address
Confidential?

b. Child's Name:

Place of Birth:

Date of Birth:

Sex: ☐ Male ☐ Female

☐ Check this box if the information requested below would be the same as in subsection 2a and skip to the next question.

<u>Period of Residence</u>	<u>Check if Confidential</u>	<u>Person(s) With Whom Child Lived</u> (name & address)	<u>Relationship</u>
_____ to present	<input type="checkbox"/> Address Confidential?	_____	_____
_____ to _____	<input type="checkbox"/> Address Confidential?	_____	_____
_____ to _____	<input type="checkbox"/> Address Confidential?	_____	_____
_____ to _____	<input type="checkbox"/> Address Confidential?	_____	_____

c. Child's Name:

Place of Birth:

Date of Birth:

Sex: ☐ Male ☐ Female

☐ Check this box if the information requested below would be the same as in subsection 2a and skip to the next question.

<u>Period of Residence</u>	<u>Check if Confidential</u>	<u>Person(s) With Whom Child Lived</u> (name & address)	<u>Relationship</u>
_____ to present	<input type="checkbox"/> Address Confidential?	_____	_____
_____ to _____	<input type="checkbox"/> Address Confidential?	_____	_____
_____ to _____	<input type="checkbox"/> Address Confidential?	_____	_____
_____ to _____	<input type="checkbox"/> Address Confidential?	_____	_____

IF MORE SPACE IS NEEDED FOR ADDITIONAL CHILDREN, ATTACH A SEPARATE PAGE AND CHECK THIS BOX ☐.

3. Participation in custody case(s): (Check only one box.)

- ☐ I HAVE NOT participated as a party, witness, or in any capacity in any other case, in this or any other state, concerning the custody of, or visitation (parenting time), with any child subject to this case.
- ☐ I HAVE participated as a party, witness, or in any capacity in any other case, in this or any other state, concerning the custody of, or visitation (parenting time), with any child subject to this case. For each case in which you participated, give the following information:

- a. Name of each child: _____
- b. Type of case: _____
- c. Court and State: _____
- d. Date and court order or judgment (if any): _____

IF MORE SPACE IS NEEDED FOR ADDITIONAL CUSTODY CASES, ATTACH A SEPARATE PAGE AND CHECK THIS BOX ☐.

4. **Information about other civil case(s) that could affect this case: (Check only one box.)**

☐ I HAVE NO INFORMATION about any other civil cases that could affect the current case, including any cases relating to custody, domestic violence or protection orders, dependency, neglect or abuse allegations or adoptions concerning any child subject to this case.

☐ I HAVE THE FOLLOWING INFORMATION concerning other civil cases that could affect the current case, including any cases relating to custody, domestic violence or protection orders, dependency, neglect or abuse allegations or adoptions concerning a child subject to this case. Do not repeat cases already listed in Paragraph 3. Explain:

- a. Name of each child: _____
- b. Type of case: _____
- c. Court and State: _____
- d. Date and court order or judgment (if any): _____

IF MORE SPACE IS NEEDED FOR ADDITIONAL CASES, ATTACH A SEPARATE PAGE AND CHECK THIS BOX ☐.

5. **Information about criminal case(s):**

List all of the criminal convictions, including guilty pleas, for you and the members of your household for the following offenses: any criminal offense involving acts that resulted in a child being abused or neglected; any domestic violence offense that is a violation of R.C. 2919.25; any sexually oriented offense as defined in R.C. 2950.01; and any offense involving a victim who was a family or household member at the time of the offense and caused physical harm to the victim during the commission of the offense.

<u>Name</u>	<u>Case Number</u>	<u>Court/State/County</u>	<u>Convicted of What Crime?</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF MORE SPACE IS NEEDED FOR ADDITIONAL CASES, ATTACH A SEPARATE PAGE AND CHECK THIS BOX ☐.

6. **Persons not a party to this case who has physical custody or claims to have custody or visitation rights to children subject to this case: (Check only one box.)**

☐ **I DO NOT KNOW OF ANY PERSON(S)** not a party to this case who has/have physical custody or claim(s) to have custody or visitation rights with respect to any child subject to this case.

☐ **I KNOW THAT THE FOLLOWING NAMED PERSON(S)** not a party to this case has/have physical custody or claim(s) to have custody or visitation rights with respect to any child subject to this case.

a. Name/Address of Person _____

☐ Has physical custody

☐ Claims custody rights

☐ Claims visitation rights

Name of each child: _____

b. Name/Address of Person _____

☐ Has physical custody

☐ Claims custody rights

☐ Claims visitation rights

Name of each child: _____

c. Name/Address of Person _____

☐ Has physical custody

☐ Claims custody rights

☐ Claims visitation rights

Name of each child: _____

OATH

(Do Not Sign Until Notary is Present)

I, (print name) _____, swear or affirm that I have read this document and, to the best of my knowledge and belief, the facts and information stated in this document are true, accurate and complete. I understand that if I do not tell the truth, I may be subject to penalties for perjury.

Your Signature

Sworn before me and signed in my presence this _____ day of _____, _____.

Notary Public

My Commission Expires: _____

**COURT OF COMMON PLEAS
COUNTY, OHIO**

Plaintiff/Petitioner 1

v./and

Case No. _____

Judge _____

Magistrate _____

Defendant/Petitioner 2

Instructions: Check local court rules to determine when this form must be filed.

This affidavit is used to disclose health insurance coverage that is available for children. It is also used to determine child support. It must be filed if there are minor children of the relationship. If more space is needed, add additional pages.

HEALTH INSURANCE AFFIDAVIT

Affidavit of _____

(Print Your Name)

Your Name

Spouse's Name

Are your child(ren) currently enrolled in a low-income government-assisted health care program (Healthy Start/Medicaid)?

☐ Yes ☐ No

☐ Yes ☐ No

Are you enrolled in an individual (non-group or COBRA) health insurance plan?

☐ Yes ☐ No

☐ Yes ☐ No

Are you enrolled in a health insurance plan through a group (employer or other organization)?

☐ Yes ☐ No

☐ Yes ☐ No

If you are not enrolled, do you have health insurance available through a group (employer or other organization)?

☐ Yes ☐ No

☐ Yes ☐ No

Does the available insurance cover primary care services within 30 miles of the child(ren)'s home?

☐ Yes ☐ No

☐ Yes ☐ No

_____ Your Name _____ Spouse's Name

Under the available insurance, what would be the annual premium for a plan covering you and the child(ren) of this relationship (not including a spouse)?

\$ _____

\$ _____

Under the available insurance, what would be the annual premium for a plan covering you alone (not including children or spouse)?

\$ _____

\$ _____

If you are enrolled in a health insurance plan through a group (employer or other organization) or individual insurance plan, which of the following people is/are covered:

Yourself?

☐ Yes ☐ No

☐ Yes ☐ No

Your spouse?

☐ Yes ☐ No

☐ Yes ☐ No

Minor child(ren) of this relationship?

☐ Yes ☐ No

☐ Yes ☐ No

Number _____

Number _____

Other individuals?

☐ Yes ☐ No

☐ Yes ☐ No

Number _____

Number _____

Name of group (employer or organization) that provides health insurance

Address

Phone number

OATH

(Do not sign until notary is present.)

I, (print name) _____, swear or affirm that I have read this document and, to the best of my knowledge and belief, the facts and information stated in this document are true, accurate, and complete. I understand that if I do not tell the truth, I may be subject to penalties for perjury.

Your Signature

Sworn before me and signed in my presence this _____ day of _____, _____.

Notary Public

My Commission Expires: _____

PARENT 1 _____

PARENT 2 _____

The parties shall determine which parent is Parent 1 and which is Parent 2 by filling in the names. If the parties do not make such determination, then the Court will determine the designation.

**SCHEDULE A
PARENTING TIME GUIDELINES
FOR TRAVEL DISTANCES UNDER 150 MILES ONE WAY**

Parents are encouraged to agree on a fair, written parenting schedule that fits their circumstances, their children's lives and what is in their children's best interests. Infants and Toddlers often require different schedules which in its discretion, the Court may order. Go to the Court's website to find Appendix A of this court's rules for sample parenting schedules that are based on children's developmental milestones and best interests. These schedules have been created by experts in the field of child development and are available for your review and consideration to assist you in the creation of your own parenting schedule. Families do best when parents create their own schedules for their children.

The following schedule may serve as the Parenting Schedule when parents cannot agree. However, if parents do not agree on their own schedule, the final decision regarding allocation of parental rights and responsibilities and parenting time will be made by the Court and may not be as set out in this schedule. If this schedule is adopted, parents may change this schedule by agreement in the event of conflicting dates and times. However, parents should carefully review any court orders in their case as specific items in those orders will take precedence over this schedule. The court may make changes or modifications to this schedule as it determines in the best interests of your child(ren).

Each parent has a duty to facilitate and encourage the children to go to the parenting time with the other parent, and to follow the terms of the parenting schedule. Parents should make a firm effort to avoid confrontations or unpleasant scenes in front of the children when talking on the phone with the other parent or when exchanging the children for parenting time.

Parenting time for the parent with whom the child(ren) is/are not-then primarily residing shall be as follows:

1. Weekends: Alternate weekends from Friday at 6 p.m. until Sunday at 6 p.m.
2. Weekdays: One weekday evening per week. If the parties cannot agree as to the day and times, unless otherwise ordered, it shall be Thursday from 6 p.m. until Friday morning when the child(ren) are delivered to school or a child care provider. When it is that parent's weekend with the child(ren), unless otherwise agreed or ordered, the weekend shall extend from 6 p.m. Thursday through 6 p.m. Sunday.

Unless otherwise mutually agreed upon, the parent receiving the child(ren) for parenting time in the paragraph above, shall provide dinner for the child(ren).

If the parent's schedule does not permit that parent to exercise over-night parenting time with child(ren) on Thursday evenings, that parenting time shall be from 5:00 p.m. until 8:00 p.m. on Thursdays.

(This mid-week visit does not apply to the week-on, week-off summer schedule).

3. Holidays: Unless otherwise agreed, the parents shall alternate holidays on a yearly basis in accordance with the following schedule:

<u>Even-Numbered Years</u>		<u>Odd-Numbered Years</u>	
Martin Luther King Day	Parent 1	Parent 2	Sun.6 p.m.-Mon.6 p.m.
President's Day	Parent 2	Parent 1	Sun.6 p.m.-Mon.6 p.m.
Easter	Parent 2	Parent 1	Sat.6 p.m.-Sun.6 p.m.
Memorial Day	Parent 1	Parent 2	Sun.6 p.m.-Mon.6 p.m.
July 4 th	Parent 2	Parent 1	7/4 10 a.m.-7/5 9 a.m.
Labor Day	Parent 1	Parent 2	Sun.6 p.m.-Mon.6 p.m.
Thanksgiving	Parent 2	Parent 1	Wed.6 p.m.-Fri. 6 p.m.
Christmas Eve	Parent 1	Parent 2	12/23 6 p.m.-12/24 9 p.m.
Christmas Day	Parent 2	Parent 1	12/24 9p.m. -12/25 9 p.m.
New Years Eve Day	Parent 1	Parent 2	12/31 6 p.m.-1/1 6 p.m.

A holiday that falls on a weekend should be spent with the parent who is scheduled to have the child(ren) for that holiday. The rest of the weekend is to be spent with the parent who would normally have that weekend pursuant to Paragraph one above.

4. School Breaks

- A. Easter Break/Spring Break: Parent 2 will have spring break in the even numbered years and Parent 1 will have Easter/Spring Break in the odd numbered years. Alternate weekends and mid-week parenting time occurring during Easter Break/Spring Break are forfeited by the other parent and are not required to be made-up.
- B. Christmas/Winter School Break: Parent 1 will have Christmas/Winter School Break until December 24th at 9 p.m. in the even numbered years. Parent 2 will have from December 24th at 9 p.m. until the end of the break in even numbered years. In the odd years, the time periods will reverse. Alternate weekends and mid-week parenting time occurring during Christmas/Winter School Break are forfeited by the other parent and are not required to be made-up.

Breaks begin at 6 p.m. on the last day of school before the break and end at 6 p.m. the night before school resumes.

A holiday that falls during the Easter/Spring Break or Christmas/Winter Break shall be spent with the parent who is scheduled to have the child(ren) for that holiday as provided above. The rest of the break shall be spent with the parent who has that portion of the break for that year as provided above.

5. Other Days:

- A. Mother's Day and Father's Day shall be spent with the appropriate parent. The hours are as agreed, or 9 a.m. to 6 p.m. The rest of the weekend is spent with the parent who would normally have that weekend.
- B. Birthdays: In odd-numbered years, Parent 2 shall have all the children on each child's birthday from 6 to 9 p.m. In even-numbered years, Parent 1 shall have all the children on each child's birthday from 6 to 9 p.m.
- C. Other days of special meaning, such as religious holidays, should be decided together, written into the Court Order, and alternated as above.

6. Summer Vacation:

Parents shall exercise summer parenting time in one week-on, one week-off increments beginning the first Friday after the last day of school. Each week shall begin on Friday at 6 p.m. until the following Friday at 6 p.m. Whichever parent had the children the weekend before school was out, the other parent shall start his or her parenting week on that Friday of the week school is out. This alternate parenting week schedule shall end on the last Friday before the week school starts.

Summer school, if necessary for a child to pass the next grade, must be attended. Each parent will be responsible for making sure the child attends classes during parenting time.

Mid-weekday visits with the other parent shall be suspended during the summer vacation unless otherwise mutually agreed upon by the parents. Child support obligations shall not be modified during summer parenting time.

7. Vacations: Each parent may arrange a vacation of up to two (2) weeks with the child(ren) per year. The two (2) weeks shall be nonconsecutive unless the parties otherwise mutually agree. If the vacation is during the summer when school is out, the vacationing parent shall arrange the vacation on a week when that parent is scheduled to have the child(ren), unless otherwise mutually agreed upon by the parties.

There will be no mid-week visit with the other parent during a vacation week.

Each parent must provide the other parent with destination, times of arrival and departure, method of travel, together with emergency telephone or contact numbers, if any extended vacation will be taken away from that parent's residence.

8. Transportation: The parent receiving the child(ren) for his or her parenting time is responsible for picking up the minor child(ren) from the other parent. If the parents mutually agree, they may meet for exchanges at a location half-way between their homes.
9. Waiting: Either parent shall immediately notify the other parent of any delay, as soon as he/she becomes aware of the delay. Parents are expected to act in good faith and shall consider all reasonable explanations for any delay in the pick-up of the minor child(ren) by the other parent. If a parent has failed to notify the other parent that he/she is going to be

late, the parent with the child(ren) need not wait longer than 30 minutes past the required pick-up time. Under those circumstances, the late parent may, at the discretion of the other parent, forfeit his/her parenting time. All parties are expected to make reasonable efforts to be prompt in the pick-up and return of the child(ren) during parenting time. Being habitually late, and/or not exercising parenting time with the child(ren), may not be in the children's best interests. Should a party be habitually late in either picking up the child(ren) for parenting time, and/or picking up the child(ren) at the end of parenting time, or habitually miss entire parenting time periods, appropriate relief may be granted by the Court as provided by law.

Any person transporting child(ren) must possess a valid driver's license and the child(ren) shall be properly restrained in the manner required by law during transportation.

10. Cancellations and Illnesses: If a child is ill, the parent with whom the child is then residing should give 24-hour notice of the illness, if possible, to the other parent so that appropriate plans can be made. Loss of parenting times because of sickness of a child and/or family emergencies, weather emergencies or similar problems, may be made up upon the request of the parent whose parenting time was cancelled. Said parent should notify the other parent in writing within thirty (30) days after the cancelled parenting time as to proposed arrangements for makeup time. Said makeup time shall be as agreed to by the parties. Each party should cooperate in good faith to assure the makeup time is achieved. All other cancellations result in forfeiture.
11. Extracurricular Activities/Sports: It is in the best interest of the child(ren), that they be encouraged to participate in extracurricular activities and sports. Each parent shall make reasonable efforts to assure that this continues. A parent shall not schedule extracurricular activities for the child(ren) during parenting times of the other parent without first consulting that parent. The final determination as to whether the child(ren) should attend the extracurricular activity during the parenting time shall be left up to the parent scheduled to have parenting time at the time of the activity. Each parent who encourages and enrolls the child(ren) in any extracurricular activity shall provide the other parent with notice of all the activities including schedules, if available, and the names and telephone numbers of the adult persons responsible for the activity, if available. If there is no written schedule, said parent shall orally or electronically provide the other parent with the information concerning the activity.
12. Intent to Relocate: If a parent intends to move, he/she shall immediately file a Notice of Intent to Relocate with the Court. The Court shall send a copy of the notice to the other parent. The Court may on the motion of the non-moving parent schedule a hearing to determine whether it is in the best interest of the minor child(ren) to modify the parenting orders. The non-moving parent shall, at a minimum, be entitled to parenting time in accordance with the Court's parenting time schedules for the applicable distance. Blank forms for Notice to Relocate are available on the Court's website.
13. Access to Records: Unless otherwise ordered, both parents shall have access to all records relating to the minor child(ren), including but not limited to medical and school records.

14. Parental Duties and Rights:

- A. Health Issues: Each parent shall notify each other of any health problems of the child(ren).
- B. Telephone Access: Both parents are encouraged to provide the other parent reasonable and flexible telephone access to the child(ren). The parent with whom the child(ren) are then residing or staying with must provide, at minimum, telephone communication between the child(ren) and other parent at least one time per week. If the parents do not otherwise agree as to that time, then it shall be 6 p.m. each Tuesday night for preschool through third grades and 9 p.m. each Tuesday for all others. Unless otherwise agreed or ordered, the calling party shall alternate (one week the call is initiated through Parent 1's telephone and the next week the call is initiated through Parent 2's telephone). Unless ordered by the Court, the child(ren)'s calls shall NOT be monitored.
- C. Current Address and Telephone Number: Each parent must keep the other parent and the Court informed of his or her current address and telephone number and any changes in said information.
- D. School Activities: Both parents have the right to participate in parent-teacher conferences, school trips, school programs, and other school events in which parents are invited to participate. The parent receiving the grade card shall give a copy to the other parent within three (3) days of receipt.
- E. Use of Illegal Substances: During the parenting time, neither parent shall consume illegal substances.
- F. Cooperation: Each parent shall refrain from voicing criticism of the other parent, either in or out of the presence of the child(ren), and shall further do everything in his or her power to encourage others to refrain from similar conduct. Neither parent shall interrogate the child(ren) during or following the parenting time as a means to gather information regarding the other parent.
- G. Medications: If the child(ren) is/are prescribed medication that is to be administered during parenting time, the parent who has the medication shall provide the medication to the other parent along with clear instructions. That parent shall follow the instructions that are provided.
- H. Communication Between Parents: IT IS THE RESPONSIBILITY OF THE PARENTS, NOT THE CHILD(REN), TO MAKE ALL PARENTING TIME ARRANGEMENTS. Neither parent should communicate with child(ren) about the issue of parenting time, or future events or activities which conflict with the other parent's allotted times. It is not the responsibility of the child(ren) to mediate, or become involved in parental differences over parenting time periods, dates or activities. If parents have temporary difficulty communicating about either parenting time or the

needs of their child(ren), parents should not enlist the child(ren) to resolve the parents' inability to talk to each other.

15. Failure to Comply with a Court Order: Any of the responsibilities or rights outlined in this schedule may be enforced by the court upon the filing of the appropriate motion by either party. A parent may not withhold the rights of parenting time because the other parent does not obey a court order, for instance, to pay support, or medical bills, etc. Penalties for willful denial of parenting time include jail sentence and/or modification of parental rights. A parent may seek enforcement of periodic child support order by calling the Child Support Enforcement Agency.

PARENT 1 _____

PARENT 2 _____

The parties shall determine which parent is Parent 1 and which is Parent 2 by filling in the names. If the parties do not make such determination, then the Court will determine the designation.

SCHEDULE A-1 HOLIDAYS, BREAKS AND VACATIONS

Parents are encouraged to agree on their own holiday schedules that best meet their families' schedules and traditions. However, if the parents cannot agree, then they will alternate holidays on a yearly basis according to the Court's Holiday, Breaks and Vacations Schedule A-1.

When developing a parent plan, parents should indicate which parent is designated as Parent 1 and which is designated as Parent 2. If this is not done, the Court may determine the designation.

1. Holidays: Unless otherwise agreed, the parents shall alternate holidays on a yearly basis in accordance with the following schedule:

	<u>Even-Numbered Years</u>		<u>Odd-Numbered Years</u>
Martin Luther King Day	Parent 1	Parent 2	Sun.6 p.m.-Mon.6 p.m.
President's Day	Parent 2	Parent 1	Sun.6 p.m.-Mon.6 p.m.
Easter	Parent 2	Parent 1	Sat.6 p.m.-Sun.6 p.m.
Memorial Day	Parent 1	Parent 2	Sun.6 p.m.-Mon.6 p.m.
July 4 th	Parent 2	Parent 1	7/4 10 a.m.-7/5 9 a.m.
Labor Day	Parent 1	Parent 2	Sun.6 p.m.-Mon.6 p.m.
Thanksgiving	Parent 2	Parent 1	Wed.6 p.m.-Fri. 6 p.m.
Christmas Eve	Parent 1	Parent 2	12/23 6 p.m.-12/24 9 p.m.
Christmas Day	Parent 2	Parent 1	12/24 9p.m.-12/25 9 p.m.
New Years Eve Day	Parent 1	Parent 2	12/31 6 p.m.-1/1 6 p.m.

A holiday that falls on a weekend should be spent with the parent that is scheduled to have the child(ren) for that holiday. The rest of the weekend is to be spent with the parent who would normally have that weekend pursuant to Paragraph one above.

2. School Breaks

- A. Easter Break/Spring Break: Parent 2 will have spring break in the even numbered years and Parent 1 will have Easter/Spring Break in the odd numbered years. Alternate weekends and mid-week parenting time occurring during Easter Break/Spring Break are forfeited by the other parent and are not required to be made-up.
- B. Christmas/Winter School Break: Parent 1 will have Christmas/Winter School Break until December 24th at 9 p.m. in the even numbered years. Parent 2 will have from December 24th at 9 p.m. until the end of the break in even numbered years. In the odd years, the time periods will reverse. Alternate weekends and mid-week parenting time

occurring during Christmas/Winter School Break are forfeited by the other parent and are not required to be made-up.

Breaks begin at 6 p.m. on the last day of school before the break and end at 6 p.m. the night before school resumes.

A holiday that falls during the Easter/Spring Break or Christmas/Winter Break shall be spent with the parent who is scheduled to have the child(ren) for that holiday as provided above. The rest of the break shall be spent with the parent who has that portion of the break for that year as provided above.

3. Other Days:

A. Mother's Day and Father's Day shall be spent with the appropriate parent. The hours are as agreed, or 9 a.m. to 6 p.m. The rest of the weekend is spent with the parent who would normally have that weekend.

B. Birthdays: In odd-numbered years, Parent 2 shall have all the children on each child's birthday from 6 to 9 p.m. In even-numbered years, Parent 1 shall have all the children on each child's birthday from 6 to 9 p.m.

C. Other days of special meaning, such as religious holidays, should be decided together, written into the Court Order, and alternated as above.

4. Summer Vacation: Parents shall exercise summer parenting time in one week-on, one week-off increments beginning the first Friday after the last day of school. Each week shall begin on Friday at 6 p.m. until the following Friday at 6 p.m. Whichever parent had the children the weekend before school was out, the other parent shall start his or her parenting week on that Friday of the week school is out. This alternate parenting week schedule shall end on the last Friday before the week school starts.

Summer school, if necessary for a child to pass the next grade, must be attended. Each parent will be responsible for making sure the child attends classes during parenting time.

Mid-weekday visits with the other parent shall be suspended during the summer vacation unless otherwise mutually agreed upon by the parents. Child support obligations shall not be modified during summer parenting time.

5. Vacations: Each parent may arrange a vacation of up to two (2) weeks with the child(ren) per year. The two (2) weeks shall be nonconsecutive unless the parties otherwise mutually agree. If the vacation is during the summer when school is out, the vacationing parent shall arrange the vacation on a week when that parent is scheduled to have the child(ren), unless otherwise mutually agreed upon by the parties.

There will be no mid-week visit with the other parent during a vacation week.

Each parent must provide the other parent with destination, times of arrival and departure, method of travel, together with emergency telephone or contact numbers, if any extended vacation will be taken away from that parent's residence.

6. Transportation: The parent receiving the child(ren) for his or her parenting time is responsible for picking up the minor child(ren) from the other parent. If the parents mutually agree, they may meet for exchanges at a location half-way between their homes.
7. Waiting: Either parent shall immediately notify the other parent of any delay, as soon as the parent becomes aware of the delay. Parents are expected to act in good faith and shall consider all reasonable explanations for any delay in the pick-up of the minor child(ren) by the other parent. If a parent has failed to notify the other parent of an anticipated late arrival, the parent with the child(ren) need not wait longer than 30 minutes past the required pick-up time. Under those circumstances, the late parent may, at the discretion of the other parent, forfeit his/her parenting time. All parties are expected to make reasonable efforts to be prompt in the pick-up and return of the children during parenting time. Being habitually late, and/or not exercising parenting time with the children, may not be in the child(ren)'s best interests. Should a party be habitually late in either picking up the child(ren) at the end of parenting time, or habitually miss entire parenting time periods, appropriate relief may be granted by the Court as provided by law.

Any person transporting a child must possess a valid driver's license and the child(ren) shall be properly restrained in the manner required by law during transportation.

8. Cancellations and Illnesses: If a child is ill, the parent with whom the child is then residing should give 24-hour notice of the illness, if possible, to the other parent so that appropriate plans can be made. Loss of parenting times because of sickness of a child and/or family emergencies, weather emergencies or similar problems, may be made up upon the request of the parent whose parenting time was cancelled. Said parent should notify the other parent in writing within thirty (30) days after the cancelled parenting time as to proposed arrangements for makeup time. Said makeup time shall be as agreed to by the parties. Each party should cooperate in good faith to assure the makeup time is achieved. All other cancellations result in forfeiture.
9. Extracurricular Activities/Sports: It is in the best interest of the child(ren), that they be encouraged to participate in extracurricular activities and sports. Each parent shall make reasonable efforts to assure that this continues. Parents shall not schedule extracurricular activities for the child(ren) during parenting times of the other parent without first consulting that parent. The final determination as to whether the child(ren) should attend the extracurricular activity during the parenting time shall be left up to the parent scheduled to have parenting time at the time of the activity. Each parent who encourages and enrolls the child(ren) in any extracurricular activity shall provide the other parent with notice of all the activities including schedules, if available, and the names and telephone numbers of the adult persons responsible for the activity, if available. If there is no written schedule, said parent shall orally or electronically provide the other parent with the information concerning the activity.

10. Intent to Relocate: If a parent intends to move, the moving parent shall immediately file a Notice of Intent to Relocate with the Court. The Court shall send a copy of the notice to the other parent. The Court may or on the motion of the non-moving parent shall schedule a hearing to determine whether it is in the best interest of the minor child(ren) to modify the parenting orders. The non-moving parent shall, at a minimum, be entitled to parenting time in accordance with the Court's parenting time schedules for the applicable distance. Blank forms for Notice to Relocate are available on the Court's website.
11. Access to Records: Unless otherwise ordered, both parents shall have the same access to all records relating to the minor child(ren), including but not limited to medical and school records.
12. Parental Duties and Rights:
 - A. Health Issues: Each parent shall notify each other of any health problems of the child(ren).
 - B. Telephone Access: Each parent is encouraged to provide the other parent reasonable and flexible telephone access to the child(ren). The parent with whom the child(ren) are then residing or staying with must provide, at minimum, telephone communication between the child(ren) and other parent at least one time per week. If the parents do not otherwise agree as to that time, then it shall be 7 p.m. each Tuesday night for preschool through third grades and 9 p.m. each Tuesday for all others. Unless otherwise agreed or ordered, the calling party shall alternate (one week the call is initiated through Parent 1's telephone and the next week the call is initiated through Parent 2's telephone). Unless ordered by the Court, the child(ren)'s calls shall NOT be monitored.
 - C. Current Address and Telephone Number: Each parent must keep the other parent and the Court informed of his or her current address and telephone number and any changes in said information.
 - D. School Activities: Both parents shall have the right to participate in parent-teacher conferences, school trips, school programs, and other school events in which parents are invited to participate. The parent receiving the grade card shall give a copy to the other parent within three (3) days of receipt.
 - E. Use of Illegal Substances: During the parenting time, neither parent shall consume illegal substances.
 - F. Cooperation: Each parent shall refrain from voicing criticism of the other parent, either in or out of the presence of the child(ren), and shall further do everything in his or her power to encourage others to refrain from similar conduct. Neither parent shall interrogate the child(ren) during or following the parenting time as a means to gather information regarding the other parent.

- G. Medications: If the child(ren) is/are prescribed medication that is to be administered during parenting time, the parent who has the medication shall provide the medication to the other parent along with clear instructions. That parent shall follow the instructions that are provided.
- H. Communication Between Parents: IT IS THE RESPONSIBILITY OF THE PARENTS, NOT THE CHILD(REN), TO MAKE ALL PARENTING TIME ARRANGEMENTS. Neither parent should communicate with child(ren) about the issue of parenting time, or future events or activities which conflict with the other parent's allotted times. It is not the responsibility of the child(ren) to mediate, or become involved in parental differences over parenting time periods, dates or activities. If parents have temporary difficulty communicating about either parenting time or the needs of their child(ren), parents should not enlist the child(ren) to resolve the parents' inability to talk to each other.
13. Failure to Comply with a Court Order: Any of the responsibilities or rights outlined in this schedule may be enforced by the court upon the filing of the appropriate motion by either party. A parent may not withhold the rights of parenting time because the other parent does not obey a court order, for instance, to pay support, or medical bills, etc. Penalties for willful denial of parenting time include jail sentence and/or modification of parental rights. A parent may seek enforcement of periodic child support order by calling the Child Support Enforcement Agency.

PARENT 1 _____

PARENT 2 _____

The parties shall determine which parent is Parent 1 and which is Parent 2 by filling in the names. If the parties do not make such determination, then the Court will determine the designation.

**SCHEDULE B
LONG DISTANCE PARENTING TIME GUIDELINES
(OVER 150 MILES ONE WAY)**

Liberal parenting time for both parents with their child(ren) is encouraged. The court recognizes that, if at all possible, parents should create their own schedule for parenting their child(ren). Sample parenting schedules are available for your review and consideration to assist you in the creation of your own parenting schedule. Go to the Court's website to find Appendix A of this court's rules for sample parenting schedules that are based on children's developmental milestones and best interests.

This particular schedule may or may not be appropriate for you and your child(ren). As parents, you are encouraged to review this schedule and the other sample schedules to determine what is in the best interests of your child(ren).

If this schedule is used, specific items in the judgment entry take precedence over this schedule. The court will make changes or modifications to this schedule as it determines in the best interests of your child(ren) and will modify this schedule for infants and as may be necessary for other special circumstances.

If a child(ren) indicates strong opposition to being with the other parent, it is the responsibility of each parent to appropriately deal with the situation, by calmly talking to the child(ren) as to the child(ren)'s reasons, and to work with the other parent to do what is in the child(ren)'s best interests, and particularly to avoid confrontation or unpleasant scenes. If the matter is not settled, either parent should seek the immediate assistance of a counselor/mental health professional or file a motion. As uncomfortable as this issue may be for a parent, this issue should not go unresolved. It is the absolute affirmative duty of the residential parent to make certain that his or her child goes for the parenting time period.

PARENTING TIME FOR THE NON-RESIDENTIAL PARENT IS TO TAKE PLACE AT SUCH TIMES AND PLACES AS THE PARTIES MAY AGREE:

THIS SHALL NOT BE LESS THAN:

1. Christmas/Winter School Break: School vacation in the odd numbered years.
2. Easter/Spring Break: Spring break vacation in odd-numbered years.
3. Alternative Holiday Plan: Those who wish more frequent contact, and who develop a plan to pay for transportation, may have half of spring break vacation, half the summer, alternate year Thanksgiving, and half of Christmas school vacation each year. The holidays themselves may be alternated, as the parties agree, or spring break and Thanksgiving in the odd-numbered years and Christmas school vacation in the even-numbered years for the non-residential parent. Unless otherwise agreed, the Thanksgiving Holiday shall be from 6 p.m. Wednesday to 6 p.m. Sunday.

4. Summer Parenting Time: Summer parenting time for the non-residential parent, unless otherwise agreed, shall start the first Saturday after school is out, at 12 p.m. and end the first Saturday in August, at 12 p.m. Summer school, necessary for the child(ren) to pass the next grade, must be attended. If this occurs, makeup time may be added in August. The residential parent shall notify the non-residential parent by March 15 of when the summer vacation begins and ends. The non-residential parent must notify the residential parent as to his/her intentions by April 15.

Each parent must provide the other parent with destination, times of arrival and departure, and method of travel for the summer parenting time, if said parent takes a vacation and/or a trip with the child(ren) outside of that parent's community.

5. Additional Parenting Time:

- A. Weekend: A once-a-month, weekend visit to the non-residential home will be permitted. The residential parent must be notified at least one week in advance. The non-residential parent must bear the transportation costs.
- B. Father's Day or Mother's Day can always be spent with the appropriate parent subject to the visiting parent bearing travel expenses.
- C. There may be times, not on the parenting time schedule, when the residential parent and child(ren) are traveling and are in the area where the non-residential parent lives; or times when the non-residential parent is traveling and is the area where the child(ren) live. If either is the case, then the traveling parent shall notify the other parent of the dates and times when said traveling parent will be in the area of the other parent. If the parent, who does not have possession of the child(ren), wishes to have parenting time, both parents should attempt to negotiate a reasonable time for said parenting time. If the parents cannot agree, the parenting time shall be the length of time requested by the parent who does not have possession of the child(ren), or a 48-hour period, whichever is less. Unless the parties agree otherwise, however, these parenting opportunities shall be limited to one (1) per month.
6. Transportation: Unless otherwise agreed or ordered by the Court, the cost of transportation shall be shared equally by the parties. The parties are encouraged to decide in advance how the transportation costs shall be allocated and include the provision for sharing of the transportation costs into an Order of the Court.
7. Waiting: Either parent shall immediately notify the other parent of any delay, as soon as he/she becomes aware of the delay. The residential parent is expected to act in good faith and shall consider all reasonable explanations for any delay in the pick-up of the minor child(ren) by the non-residential parent. If the non-residential parent has failed to notify the residential parent that he/she is going to be late, the residential parent need not wait longer than thirty (30) minutes past the required pickup time. Under those circumstances, the non-residential parent may, at the discretion of the residential parent, forfeit his/her parenting time. All parties are expected to make reasonable efforts to be prompt in the pickup and return of the child(ren) during parenting time. Being habitually late, and/or not exercising parenting time with the child(ren), may not be in the child(ren)'s best interest. Should a party be habitually late in either picking up the child(ren) for parenting time, and/or picking up the child(ren) at

the end of parenting time, or habitually miss entire parenting time periods, appropriate relief may be granted by the Court as provided by law.

8. Cancellations and Illnesses: If a child is ill, the parent with whom the child is then residing should give 24-hour notice of the illness, if possible, to the other parent so that appropriate plans can be made. Loss of parenting times because of sickness of a child and/or family emergencies, weather emergencies or similar problems, may be made up upon the request of the visiting party, in writing, to the other parent within thirty (30) days after the cancelled parenting time. Said makeup time shall be as agreed to by the parties. Each party should cooperate in good faith to assure the makeup time is achieved. All other cancellations result in forfeiture.
9. Intent to Relocate: If a parent intends to move, the moving parent shall immediately file a Notice of Intent to Relocate with the Court. The Court shall send a copy of the notice to the other parent. The Court may, on its own motion or on the motion of the non-moving parent, schedule a hearing to determine whether it is in the best interest of the minor child(ren) to modify the parenting orders. The non-moving parent shall, at a minimum, be entitled to parenting time in accordance with the Court's parenting time schedules for the applicable distance. Blank forms for Notice to Relocate are available on the Court's website.
10. Access to Records: Unless otherwise ordered, both parents shall have access to all records relating to the minor child(ren), including but not limited to medical and school records.
11. Parental Duties and Rights:
 - A. Health Issues: Each parent shall notify each other of any health problems of the child(ren).
 - B. Telephone Access: Both parents are encouraged to provide the other parent reasonable and flexible telephone access to the child(ren). The parent with whom the child(ren) are then residing or staying with must provide, at minimum, telephone communication between the child(ren) and other parent at least one time per week. If the parents do not otherwise agree as to that time, then it shall be 6 p.m. each Tuesday night for preschool through third grades and 9 p.m. each Tuesday for all others. Unless otherwise agreed or ordered, the calling party shall alternate (one week the call is initiated through Parent 1's telephone and the next week the call is initiated through Parent 2's telephone). Unless ordered by the Court, the child(ren)'s calls shall NOT be monitored.
 - C. Current Address and Telephone Number: Each parent must keep the other parent and the Court informed of his or her current address and telephone number and any changes in said information.
 - D. School Activities: Both parents have the right to participate in parent-teacher conferences, school trips, school programs, and other school events in which parents are invited to participate. The parent receiving the grade card shall give a copy to the other parent within three (3) days of receipt.
 - E. Use of Illegal Substances: During the parenting time, neither parent shall consume illegal substances.

- F. Cooperation: Each parent shall refrain from voicing criticism of the other parent, either in or out of the presence of the child(ren), and shall further do everything in his or her power to encourage others to refrain from similar conduct. Neither parent shall interrogate the child(ren) during or following the parenting time as a means to gather information regarding the other parent.
- G. Medications: If the child(ren) is/are prescribed medication that is to be administered during parenting time, the parent who has the medication shall provide the medication to the other parent along with clear instructions. That parent shall follow the instructions that are provided.
- H. Communication Between Parents: IT IS THE RESPONSIBILITY OF THE PARENTS, NOT THE CHILD(REN), TO MAKE ALL PARENTING TIME ARRANGEMENTS. Neither parent should communicate with child(ren) about the issue of parenting time, or future events or activities which conflict with the other parent's allotted times. It is not the responsibility of the child(ren) to mediate, or become involved in parental differences over parenting time periods, dates or activities. If parents have temporary difficulty communicating about either parenting time or the needs of their child(ren), parents should not enlist the child(ren) to resolve the parents' inability to talk to each other.
12. Clothing: Unless otherwise agreed, the residential parent is responsible for providing sufficient and appropriate clothing for every parenting time period, based on the lifestyle of the residential parent and child(ren). If the planned activities required special or unusual clothing needs, the non-residential parent must notify the residential parent at least two (2) weeks in advance of the parenting time. If the child(ren) do(es) not have the type of clothing requested, the residential parent is under no obligation to comply with the request. All clothing sent by the residential parent shall be returned at the time the minor child(ren) is returned to the residential parent. Additionally, unless otherwise agreed, any clothing purchased by the non-residential parent, and which the child(ren) are wearing upon their return to the residential parent after parenting time, shall be returned by the residential parent to the non-residential parent at the next parenting time period.
13. Failure to Comply with a Court Order: Any of the responsibilities or rights outlined in this schedule may be enforced by the court upon the filing of the appropriate motion by either party. A parent may not withhold the rights of parenting time because the other parent does not obey a court order, for instance, to pay support, or medical bills, etc. Penalties for willful denial of parenting time include jail sentence and/or modification of parental rights. A parent may seek enforcement of periodic child support order by calling the Child Support Enforcement Agency.

PARENT #1: _____
(name)

PARENT #2: _____
(name)

SCHEDULE C
MAINTENANCE OF INSURANCE AND PAYMENT
OF ORDINARY AND EXTRAORDINARY MEDICAL RELATED EXPENSES FOR MINOR
CHILD(REN)

1. The person checked is ordered to maintain in full force and effect a policy for medical, surgical, and hospital insurance for the minor child(ren).
☐ PARENT 2
☐ PARENT 1
☐ _____

2. Each parent will be responsible for a cash medical support obligation to be applied towards ordinary medical expenses for the child(ren) of the order. The annual cash medical amount is \$388.70 per child, for each child of the order. Ordinary medical expenses include copayments, deductibles, and uninsured medical-related costs for the child(ren) of the order. Any medical expenses over \$388.70 per child per year will be considered an extraordinary medical expense.

Both parents shall share in the payment of extraordinary expenses for the year in accordance with the parents' percentage of income as denoted on Line 17 on the child support worksheet currently in effect. The residential parent or legal custodian shall provide the other parent(s) the original or copies of all medical bills, and explanation of Benefit Forms (EOB) within ninety (90) days of the date on the bill or EOB absent extraordinary circumstances. The other parent(s) shall, within thirty (30) days of receipt of said bill, then either reimburse the residential parent or legal custodian or pay directly to the medical provider, that parent's percentage share of the bill per the child support worksheet.

The person obligated to provide insurance shall promptly provide the other parent or legal custodian the insurance card and all other documentation and/or information necessary to secure coverage available for the benefit of the minor child(ren). Both shall cooperate in the preparation of insurance forms to obtain reimbursement or payment of said expenses.

Should the health insurance coverage be canceled for any reason, the parent ordered to maintain insurance shall immediately notify the other parent and take immediate steps to obtain replacement coverage. Unless the cancellation was intentional, the uncovered expenses shall be paid as provided above. If the cancellation was intentionally caused by the parent or legal custodian ordered to maintain insurance coverage, the parent shall be responsible for all medical expenses that would have been covered had the insurance been in effect.

3. The term "medical" or "medical records" as used above and in parenting schedules A, A1, and B, shall include but not be limited to medical, prescriptive, dental, orthodontic, optical, surgical, hospital, psychological, psychiatric, outpatient, doctor, therapy, counseling, prosthetic, including all deductibles and co-pays of the above, and/or all other expenses/records including preventative medical expenses/records related to the treatment of the human body and mind.
4. The Court expressly reserves jurisdiction to reapportion payment of medical expenses between the parties, which are not covered by insurance, upon the motion of either party. Generally, the Court will not consider such a motion unless the expenses are "extraordinary medical expenses" as defined above.

5. When it is determined that it is necessary for a minor child to incur extraordinary medical expenses not of an emergency nature, the responsible parent shall immediately notify the other parent before authorizing treatment. The other parent has a right to know the necessity for, proposed cost of treatment, and proposed payment schedule, and may also secure an independent evaluation to determine the necessity for treatment of the child at his/her expense, unless court ordered otherwise.

SCHEDULE D

Provisions of Health Insurance for Minor Children

The determination set forth herein is based on information provided to the court or to the child support enforcement agency under section 3119.31 of the Revised Code. Unless otherwise specified by the Court or other legal authority, health insurance shall be considered to be available to a party at a reasonable cost if available to the party through employment, unless the cost of providing insurance to the child(ren) in combination with the party's child support obligation(s), if any, exceeds the maximum amount permitted under the Consumer Credit Protection Act, 15 U.S.C. 1673(b). The parties shall immediately notify the County CSEA of any changes in the status of health insurance coverage available or provided for the benefit of the minor children who are the subject of this order.

The support order entered herein shall include one of the following selected requirements:

(A) The obligor under the child support order shall obtain health insurance coverage for the child (ren), the court finding that coverage is available at a reasonable cost through a group policy, contract, or plan offered by the obligor's employer or through any other group policy, contract, or plan available to the obligor, such as that of a parent or current or future spouse, and is not available for a more reasonable cost through a group policy, contract, or plan available to the obligee;

(B) The obligee under the child support order shall obtain health insurance coverage for the child(ren), the court finding that coverage is available at a reasonable cost through a group-policy, contract, or plan offered by the obligee's employer or through any other group policy, contract, or plan available to the obligee, such as that of a parent or current or future spouse, and is available at a more reasonable cost than coverage is available to the obligor;

(C) Finding that health insurance coverage for the children is not available at a reasonable cost through a group policy, contract, or plan offered by the obligor's or obligee's employer or through any other group policy, contract, or plan available to the obligor or the obligee, the obligor and the obligee shall share liability for the cost of the medical and health care needs of the children, under the following equitable formula established by the court:

If, after the issuance of this order, health insurance coverage for the children becomes available at a reasonable cost through a group policy, contract, or plan offered by the obligor's or obligee's employer or through any other group policy, contract, or plan available to the obligor or obligee, such as that of a current or future spouse, the obligor or obligee to whom the coverage becomes available shall immediately obtain the said insurance and inform the child support enforcement agency, which agency shall inform the court of such availability and of any action required to modify, or otherwise satisfy the requirements of Ohio law and this order;

(D) Both the obligor and the obligee shall obtain health insurance coverage for the children, provided the same becomes and/or remains available at a reasonable cost to both the obligor and the obligee through employment or alternate source, the Court finding that coverage is available for the children at a reasonable cost to both the obligor and the obligee through employment or alternate source, and that dual coverage would provide for coordination of medical benefits without unnecessary duplication of coverage.

SCHEDULE E

_____ (county) CSEA

(CSEA Address)

_____ (applicant name)

(applicant address)

**APPLICATION FOR CHILD SUPPORT SERVICES
NON-PUBLIC ASSISTANCE APPLICANT/RECIPIENT**

IMPORTANT: If you are receiving ADC or Medicaid, do not complete this application because you became eligible for child support services when you signed the ADC/Medicaid application.

I, _____, request child support services from the _____ CSEA (Child Support Enforcement Agency). I understand and agree to the following:

- A. I am a resident of the county in which services are requested and no other Ohio county has jurisdiction over support -- OR -- I am requesting services from the Ohio county of jurisdiction.
- B. The only fee that can be charged for services is a one dollar application fee. Some counties pay this fee for the applicants.
- C. Recipients of child support services shall cooperate to the best of their ability with the CSEA. (See attached rights and responsibility information).
- D. In providing IV-D services, the CSEA and any of its contracted agents (e.g., prosecutors, attorneys, hearing officers, etc.) represent the best interest of the children of the state of Ohio and do not represent any IV-D recipient or the IV-D recipient's personal interest.

The Child Support Enforcement Agency can assist you in providing the following services:

- 1. **Location of Absent Parents.**
The agency can assist in finding where an absent parent is currently living, in what city, town, or state. The applicant can request 'Location Only Services', if the sole need is to find the whereabouts of the absent parent.
- 2. **Establishment or Adjustment of Child Support and Medical Support.**
The CSEA can assist you to obtain an order for support if you are separated, have been deserted, or need to establish paternity (fatherhood). The CSEA can also assist you in changing the amount of support orders (adjustment), and to establish a medical support order.
- 3. **Enforcement of Existing Orders.**
The CSEA can help you collect current and past-due child support.
- 4. **Federal and State Income Tax Refund Offset Submittals for the Collection of Child Support Arrearages.**
The agency can collect past-due support (arrearages) by intercepting a payor's federal and state income tax refunds in some cases.
- 5. **Withholding of Wages and Unearned Income for the Payment of Court Ordered Support.**
The agency can help you get payroll deductions for current and past-due child support and can intercept unemployment compensation to collect child support.
- 6. **Establishment of Paternity.**
The agency can obtain an order for the establishment of paternity (fatherhood), if you were not married to the father of the child. An absent parent may request paternity services.
- 7. **Collection and Disbursement of Payments.**
The CSEA can collect the child support for you, and send you a check for the amount of the payments received. Past-due support collected will be paid to you until all of the past-due support you are owed is paid.
- 8. **Interstate Collection of Child Support.**
The agency can assist you in collecting support if the payor is living in another state or in some foreign countries.

APPLICANT INFORMATION

Name: _____	Date of Birth: _____
Home Address: _____ _____	Mailing Address: _____ _____
Home Phone #: _____	
Social Security #: _____	Sex: _____
Race: _____	<input type="checkbox"/> Single <input type="checkbox"/> Married
Relationship to Children: _____	<input type="checkbox"/> Divorced <input type="checkbox"/> Separated
Military Service _____	Ever been on _____
(Branch, Dates): _____	Public Assistance? _____
	(When and Where) _____

EMPLOYER INFORMATION

Employer Name: _____	Employer Phone #: _____
Employer _____	Is Medical Insurance Available? _____
Address: _____ _____	

	CHILD 1	CHILD 2	CHILD 3
Name:			
Sex:			
Race:			
Social Security #:			
Date of Birth:			
Home Address:			
Location of Birth:			

(Country, State, City)

Has Paternity

(Fatherhood)

been Established?

Name(s) of

Absent Parent(s):

Is there an Order

for Support?

Is the Child

covered by Medical

Insurance?

ABSENT PARENT INFORMATION

PARENT 1

PARENT 2

PARENT 3

Name (and alias):

Home Address:

Mailing Address:

Social Security #:

Date of Birth:

Location of Birth
(Country, State, City):

Race:

Sex:

Height / Weight:

Hair / Eye Color:

Identifying Marks
(Tattoos, scars, etc.):

Names of
Children:

Name and Address of
Employer:

Employer Phone #:			
Medical Insurance Provided?			
Support Order #:			
Date of Support Order:			
Amount of Support:	\$	\$	\$
Order Frequency:	Per	Per	Per
Location where Order was issued:			
Military Service (Branch, Dates):			
Ever Incarcerated? (Location, Dates):			
Arrest Record (Location, Dates):			
Name, Address Current Spouse:			
Father's Name:			
Mother's Name (Maiden):			
Ever been on Public Assistance? (Location, Dates)			

Type(s) of Service(s) Requested:

- ☐ All services listed
- ☐ Location of absent parent only
- ☐ Other (please explain)

I understand that the Child Support Agency within 20 days of receiving this application will contact me by a written notice to inform me if my case has been accepted for child support services (IV-D Services).

Signature of Applicant: _____

Date: _____

FORM #1

CHILD SUPPORT

As required by law, a completed Child Support Worksheet is attached to this document.

The Order for child support and cash medical support is effective _____, 20__.

For purposes of this order:

☐ Plaintiff/Petitioner 1 ☐ Defendant/Petitioner 2 is the child support obligor (*pays support*), and
☐ Plaintiff/Petitioner 1 ☐ Defendant/Petitioner 2 is the child support obligee (*receives support*).

The following information is provided in accordance with §3105.72 and §3121.30 of the Ohio Revised Code:

SUPPORT OBLIGEE (*receives support*):

Name (First, MI, Last): _____

Social Security Number: xxx-xx-_____
(fill in last four digits)

Date of Birth: _____

SUPPORT OBLIGOR (*pays support*):

Name (First, MI, Last): _____

Social Security Number: xxx-xx-_____
(fill in last four digits)

Date of Birth: _____

A. Guideline Child Support Amount

The **guideline** child support obligation, as determined by the Child Support Worksheet, is \$_____ per child, per month for _____ (*number*) child(ren), for a total of \$_____ per month. (*Line 24 Sole/Shared Parenting Child Support Computation Worksheet or Line 25 Split Parenting Child Support Computation Worksheet*)

B. Overnight Parenting Time Deviation

☐ Pursuant to Ohio Revised Code §3119.231 there is extended court-ordered parenting time that:

☐ exceeds 90 overnights but is not more than 146 overnights (_____ overnights).

☐ A deviation is *not* granted.

☐ The annual obligation would be unjust and inappropriate and, therefore, not in the best interest of the minor child(ren). A deviation *is* granted for the following reasons: _____

-OR-

☐ is equal to or exceeds 147 overnights (_____ overnights).

A deviation is ☐ granted ☐ not granted for the following reasons:

C. Other Deviation Factors (*if applicable*)

☐ Pursuant to Ohio Revised Code §3119.22, §3119.23 and/or §3119.24, the annual obligation would be unjust and inappropriate and, therefore, not in the best interest of the minor child(ren) for the following reason(s):

(Check all that apply)

☐ Special and unusual needs of the child(ren), including needs arising from the physical or psychological condition of the child(ren) _____

☐ Other court ordered payments _____

☐ Extended parenting time or extraordinary costs associated with parenting time including extraordinary travel expenses when exchanging the child(ren) or children

☐ Financial resources and the earning ability of the child(ren) _____

☐ Relative financial resources, including the disparity in income between parties or households, other assets, and the needs of each parent _____

☐ Obligor's income, if the obligor's annual income is equal to or less than one hundred percent (100%) of the federal poverty level _____

☐ Benefits either parent receives from remarriage or sharing living expenses with another person _____

☐ Amount of federal, state, and local taxes actually paid or estimated to be paid by a parent or both parents _____

☐ Significant in-kind contributions from a parent, including, but not limited to, direct payment for lessons, sports equipment, schooling, or clothing _____

☐ Extraordinary work-related expenses incurred by either parent _____

☐ Standard of living and circumstances of each parent and the standard of living the child would have enjoyed had the marriage continued or had the parents been married _____

☐ Educational opportunities that would have been available to the child(ren) had the circumstances requiring a child support order not arisen _____

☐ The responsibility of each parent for the support of others, including support of (a) child(ren) with disabilities who are not subject to the support order _____

☐ Post-secondary educational expenses paid for by a parent for the parent's own child(ren), regardless of whether the child(ren) are emancipated _____

☐ Costs incurred or reasonably anticipated to be incurred by the parents in compliance with court-ordered reunification efforts in child abuse, neglect, or dependency cases _____

☐ Extraordinary child care costs required for the child(ren) that exceed the maximum state-wide average cost estimate provided in Ohio Revised Code §3119.05(O)(1)(d) including extraordinary costs associated with caring for a child(ren) with specified physical, psychological, or education needs _____

☐ Other relevant factors (specify): _____

☐ Extraordinary circumstances associated with shared parenting: (Only if Shared Parenting is ordered - check all that apply)

☐ Ability of each parent to maintain adequate housing for the child(ren)

☐ Each parent's expenses, including child care expenses, school tuition, medical expenses, dental expenses, and other relevant expenses

☐ Any other circumstances (specify): _____

D. Monthly Child Support Obligation

The child support obligor (pays support) shall pay child support in the amount \$_____ per child, per month for _____ (number) child(ren), for a total of \$_____ per month, plus 2% processing charge. (If there is no child support deviation, Line 24 Sole/Shared Child Support Computation Worksheet, or Line 25 Split Parenting Child Support Computation Worksheet. If there is a deviation in child support, Line 26 Sole/Shared Child Support Computation Worksheet, or Line 27 Split Parenting Child Support Computation Worksheet.)

E. Arrearages

Child support arrearages for the minor child(ren) herein payable either by temporary or final order accruing during any period of time when either parent assigned support rights and received or receives benefits from any Department of Job & Family Services for said child(ren) shall survive and continue as an enforceable obligation due the Department of Human Services that provided said benefits, until paid in full.

☐ Any temporary child support arrearage and cash medical support arrearage owed to a party will survive this Judgment Entry.

☐ Any temporary child support arrearage and cash medical support arrearage owed to a party will not survive this Judgment Entry.

☐ Other: _____

F. Method to Secure Support Payment(s)

All support under this order shall be withheld or deducted from the income or assets of the support obligor pursuant to a withholding or deduction notice or appropriate order issued in accordance with Chapters 3119., 3121., 3123., and 3125. of the Ohio Revised Code or a withdrawal directive issued pursuant to §§3123.24 to 3123.38 of the Ohio Revised Code and shall be forwarded to the obligee in accordance with Chapters 3119., 3121., 3123., and 3125. of the Ohio Revised Code.

The support obligor shall immediately notify the _____ County Child Support Enforcement Agency, in writing, of any change in employment (including self-employment), receipt of additional income/monies or termination of benefits. The support obligor shall include a description of the nature of the employment and the name, business address and telephone number of any employer.

The specific withholding or deduction requirements to be used to collect the support shall be set forth and determined by reference to the notices that are sent out by the Child Support Enforcement Agency in accordance with Ohio Revised Code §3121.03 and shall be determined without the need for any amendment to the support order. Those notices, plus the notices provided by the Child Support Enforcement Agency that require the child support obligor to notify the Child Support Enforcement Agency of any change in his/her employment status or of any other change in the status of his/her assets, are final and enforceable by the court. Each withholding notice shall be for the current child support, current cash medical support, any arrearage payment, and processing charges.

All support shall be paid through Ohio Child Support Payment Central (OCSPC), P.O. Box 182372, Columbus, Ohio 43218-2372. Checks or money orders shall be made payable to "OCSPC". All payments shall include the following: Obligor's name, Social Security Number, SETS case number and Domestic Relations Court case number. If there is to be a withholding/deduction order, the support obligor shall make payments directly to OCSPC until the income source/financial institution begins withholding/deducting in the appropriate amount.

Pursuant to Ohio Revised Code §3121.45, any payment of money by the child support obligor to the child support obligee that is not made through Ohio Child Support Payment Central or the Child Support Enforcement Agency administering the support order shall not be considered a payment under the support order and, unless the payment is made to discharge an obligation other than support, shall be deemed a gift.

Payments shall be made in the manner ordered by the Court. If payments are to be made other than on a monthly basis, the required monthly administration by the

_____ County Child Support Enforcement Agency does not affect the frequency or the amount of the support payments to be made under the order.

(Check one of the following three boxes below)

☐ The support obligor receives income from an income source or has nonexempt funds on deposit in an account at a financial institution.

A withholding or deduction notice shall issue to:

INCOME SOURCE: _____

ADDRESS: _____

-OR-

☐ The support obligor has nonexempt funds on deposit in an account at a financial institution.

A withholding or deduction notice shall issue to:

FINANCIAL INSTITUTION: _____

ADDRESS: _____

If withholding from a financial account, the support obligor shall immediately notify the _____ County Child Support Enforcement Agency of the number and description of the account from which support shall be deducted, and the name, branch, business address and routing number of the financial institution if not set forth above.

The support obligor shall immediately notify the _____ County Child Support Enforcement Agency of any change in the status of an account from which support is being deducted or the opening of a new account with any financial institution.

-OR-

☐ The support obligor has no attachable income source at this time.

The support obligor shall immediately notify the _____ County Child Support Enforcement Agency, in writing, if the support obligor begins to receive income from a payor. The notice shall include a description of the nature of any new employment, and the name, business address and telephone number of any new employer.

☐ The support obligor shall seek employment, if able to engage in employment. Obligor's employment search must include registration with

Ohio Means Jobs at <https://jobseeker.ohiomeansjobs.monster.com>. Obligor shall immediately notify the _____ County Child Support Enforcement Agency, in writing, upon commencement or change of employment (including self-employment), receipt of additional income/monies, obtaining ownership of asset of value of \$500.00 or more, receipt or termination of benefits or the opening of an account at a financial institution. The support obligor shall include a description of the nature of the employment and the name, business address and telephone number of any employer. The support obligor shall immediately notify the _____ County Child Support Enforcement Agency of any change in the status of an account from which support is being deducted or the opening of a new account with any financial institution.

G. Duration and Termination of Support & Required Notices

The duty of child support and cash medical support for each child shall continue until further order of Court or until the above-named child reaches age 18 unless one of the following circumstances applies:

- The children is/are mentally or physical disabled and is incapable of supporting or maintaining himself or herself.
- The parents have agreed to continue child support beyond the date it would otherwise terminate.
- The child continuously attends a recognized and accredited high school on a full-time basis so long as the child has not, as yet, reached the age of 19 years old. Under this circumstance, child support will end at the time the child graduates or ceases to attend a recognized and accredited high school on a full-time basis or when the child reaches the age of 19, whichever occurs first.

The child support and cash medical support order will remain in effect during seasonal vacation periods until the order terminates.

☐ The parties have agreed that the child support and cash medical support obligation will extend beyond the time when it would otherwise end. The terms and conditions of that agreement are as follows: _____

☐ The parties have (a) child(ren) who is/are mentally or physically disabled and incapable of supporting or maintaining themselves, and child support and cash medical support will extend beyond the time when it would otherwise end. The name of the child(ren) and the nature of the mental or physical disability are as follows: _____

The residential parent and legal custodian of the child(ren) shall immediately notify, and the child support obligor may notify, the _____ County Child Support Enforcement Agency of any reason for which the child support order should terminate, including, but not limited to, the child's death, marriage, emancipation (age 18 or high school completion/termination), enlistment in the Armed Services, deportation, or change of legal custody. A willful failure to notify the _____ County Child Support Enforcement Agency may be contempt of court.

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, DRIVER'S LICENSE, OR RECREATIONAL LICENSE; WITHHOLDING FROM YOUR INCOME; ACCESS RESTRICTION AND DEDUCTION FROM YOUR ACCOUNTS IN FINANCIAL INSTITUTIONS; AND ANY OTHER ACTION PERMITTED BY LAW TO OBTAIN MONEY FROM YOU TO SATISFY YOUR SUPPORT OBLIGATION.

HEALTH INSURANCE COVERAGE

A. Availability of Private Health Insurance Coverage:

(Check one of the following two boxes)

☐ Private Health Insurance is NOT available for the minor child(ren).

Neither parent has accessible private health insurance available at a reasonable cost to cover the minor child(ren) at the time of the issuance of this order.

Plaintiff/Petitioner 1 and Defendant/Petitioner 2 shall notify the Child Support Enforcement Agency if private health insurance becomes available for the (child)ren at a reasonable cost. If private health insurance coverage for the child(ren) named above becomes available at a reasonable cost to the child support obligee, the child support obligee shall obtain the private health insurance coverage for the child(ren) not later than 30 days after it becomes available, and shall inform the _____ County Child Support Enforcement Agency (CSEA) when private health insurance coverage for the child(ren) has been obtained.

If private health insurance becomes available to the obligor at a reasonable cost, the obligor shall inform the Child Support Enforcement Agency and may seek a modification of the child support order with respect to the cost of the health insurance coverage.

-OR-

☐ Private Health Insurance IS available for the minor child(ren).

☐ Plaintiff/Petitioner 1 has ☐ Defendant/Petitioner 2 has ☐ Both parents have health insurance available for the minor child(ren).

The available private health insurance for the minor child(ren) is accessible because: *(Check one of the following three boxes)*

☐ Primary care services are within 30 miles of the child(ren)'s residence.

☐ The Court permits primary care services farther than 30 miles of the child(ren)'s residence because residents in the geographic area customarily travel farther distances.

☐ Primary care services are accessible by public transportation because public transportation is the obligee's only source of transportation.

Reasonableness of cost of private health insurance for the child(ren):

Pursuant to Ohio Revised Code §3119.29(F), "reasonable cost" means that the cost of health insurance coverage to the person required to provide health insurance coverage for the children who are the subject

of the child support order does not exceed an amount equal to five per cent of the annual income of that person.

(Check one of the following two sections)

☐ The cost of the private health insurance available to ☐ Plaintiff/Petitioner 1 and/or ☐ Defendant/Petitioner 2 **does not exceed** that parent's Health Insurance Maximum. *(Line 8 Child Support Computation Worksheet)*

-OR-

☐ The cost of the private health insurance available to ☐ Plaintiff/Petitioner 1 and/or ☐ Defendant/Petitioner 2 **exceeds** that parent's Health Insurance Maximum *(Line 8 Child Support Computation Worksheet)*; and

(Check one of the three sections below):

☐ Both parents agree that ☐ Plaintiff/Petitioner 1 ☐ Defendant/Petitioner 2 ☐ Both parents shall obtain or maintain private health insurance, the cost of which exceeds the Health Insurance Maximum for that parent.

-OR-

☐ Plaintiff/Petitioner 1 ☐ Defendant/Petitioner 2 has requested to obtain or maintain private health insurance, the cost of which exceeds the Health Insurance Maximum for that parent.

-OR-

☐ It is in the best interest of the child(ren) for ☐ Plaintiff/Petitioner 1 ☐ Defendant/Petitioner 2 to obtain or maintain private health insurance for the children even though the cost of which exceeds that parent's Health Insurance Maximum. The cost of this private medical insurance will not impose an undue financial burden because: _____

B. Health Insurance Obligor

☐ Plaintiff/Petitioner 1 is ☐ Defendant/Petitioner 2 is ☐ Both parents are hereby designated as the health insurance obligor(s), and shall secure and maintain private

health insurance for the child(ren) and shall hereafter be referred to as the health insurance obligor(s) until further order of Court for the following reasons:

(Check one of the following five boxes)

☐ The child support obligee is rebuttably presumed to be the appropriate parent to provide health insurance coverage for the child(ren).

☐ The child support obligor already has health insurance coverage available for the child(ren) that is reasonable in cost.

☐ The child support obligor already has health insurance coverage in place for the child(ren) that is not reasonable in cost, but the child support obligor wishes to be named the health insurance obligor and provide coverage.

☐ The child support obligee is a non-parent individual or agency that has no duty to provide medical support.

☐ Both parents wish to be named the health insurance obligor and already have health insurance coverage in place or have health insurance coverage available for the child(ren).

If both parents are maintaining health insurance coverage for the minor child(ren), ☐ Plaintiff/Petitioner 1's ☐ Defendant/Petitioner 2's health insurance plan shall be considered the primary health insurance plan for the child(ren).

Should health insurance coverage be cancelled for any reason, the parent ordered to maintain insurance shall immediately notify the other parent of the cancellation.

C. Health Insurance Coverage Requirements *(Pursuant to Ohio Revised Code §3119.32)*

Within thirty days after the issuance of this support order, the Health Insurance Obligor(s) must designate the child(ren) named in this document as covered dependents under any health insurance policy, contract, or plan for which the Health Insurance Obligor(s) contract(s).

The individual who is designated to be reimbursed for medical expenses for the child(ren) named in this document is:

Name: _____
Address: _____

Within thirty days after the issuance of this order, the Health Insurance Obligor(s) shall provide to the Child Support Enforcement Agency documentation that verifies coverage is being provided as ordered.

The Health Insurance Obligor may be required to pay extraordinary medical expenses for the child(ren).

The Health Insurance Obligor's employer is required to release to the other parent, any person subject to an order issued under Ohio Revised Code §3109.19, 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 Ohio Revised Code §3119.32 and any order or notice issued under Ohio Revised Code §3119.32.

Within thirty days of the date of this support order, the Health Insurance Obligor must provide to the other party information regarding 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.

CASH MEDICAL SUPPORT & CHILDREN'S MEDICAL EXPENSES

A. Liability for Child(ren)'s Medical Care Expenses

Pursuant to Ohio Revised Code §3119.30(A), both parents are liable for the medical care expenses of the child(ren) who is/are not covered by private health insurance.

Cash medical support is an amount paid in a child support order toward the ordinary medical expenses incurred during a calendar year. Ordinary medical expenses include copayments and deductibles, and uninsured medical-related costs.

Extraordinary medical expenses are any uninsured medical expenses incurred for a child during a calendar year that exceed the total cash medical support amount owed by the parents during that year.

Each party shall have access to all medical records of the child(ren) as provided by law, or as otherwise limited in this document.

The term "medical expense" or "medical records" shall include, but not be limited to, medical, dental, orthodontic, optical, pharmaceutical, surgical, hospital, major medical, psychological, psychiatric, outpatient, doctor, therapy, counseling, prosthetic, and/or all other expenses/records including preventative health expenses/records related to the treatment of the human body and mind.

The parent who receives a medical bill, and/or an Explanation of Benefits (EOB), or who incurs a medical expense, shall provide the other parent the original or a copy of the bill, and/or EOB, if available, within 30 days of the date on the bill or EOB, or a receipt, absent extraordinary circumstances. The other parent shall reimburse the parent incurring the

expenses or pay directly to the health care provider, that parent's percentage share of the bill as shown in section D below.

B. Guideline Cash Medical Support Obligation

The parents' combined **annual** cash medical support obligation, as determined by the applicable worksheet, is \$_____. (Line 23a Child Support Computation Worksheet)

The Obligor's (*pays support*) guideline **annual** cash medical support obligation is \$_____. (Line 23b Child Support Computation Worksheet)

The Obligee's (*receives support*) guideline **annual** cash medical support obligation is \$_____ (Line 23b Child Support Computation Worksheet) The Obligee's cash medical support obligation is not subject to collection by the Child Support Enforcement Agency.

C. Deviation in Cash Medical Support (if applicable)

Pursuant to Ohio Revised Code §3119.22, §3119.23 and/or §3119.24, the annual guideline cash medical support obligation would be unjust and inappropriate and, therefore, not in the best interest of the minor child(ren) for the following reason(s):

☐ The same reasons* referenced in this document regarding the child support deviation.

-OR-

☐ _____

The child(ren) of this Order ARE NOT recipients of Medicaid benefits.

D. Cash Medical Support Obligation and Division of Child(ren)'s Medical Expenses

(Check one of the following two boxes)

☐ The cash medical support obligation is not deviated.

Obligor shall pay cash medical support in the amount of \$_____ per child, per month, for _____ (number) child(ren) for a total of \$_____, per month, plus 2% processing charge. (Line 27 Sole/Shared Parenting Child Support Computation Worksheet, or Line 29 Split Parenting Child Support Computation Worksheet)

Plaintiff/Petitioner 1 shall pay _____% and Defendant/Petitioner 2 shall pay _____% of the extraordinary medical expenses of the child(ren) (those calendar year medical expenses in excess of \$_____, the parents' combined **annual** cash medical support obligation, as determined by the applicable worksheet). (Line 23a Child Support Computation Worksheet)

-OR-

☐ The cash medical support obligation is deviated.

Obligor shall pay cash medical support in the amount of \$_____ per child, per month, for _____ (number) child(ren) for a total of \$_____, per month, plus 2% processing charge. (Line 29 Sole/Shared Parenting Child Support Computation Worksheet, or Line 31 Split Parenting Child Support Computation Worksheet)

Obligee's cash medical support obligation is deviated to \$_____ per month. (Line 29, Sole/Shared Parenting Child Support Computation Worksheet or Line 31 Split Parenting Child Support Computation Worksheet) Obligee's cash medical support obligation is not subject to collection by the Child Support Enforcement Agency.

Plaintiff/Petitioner 1 shall pay _____% and the Defendant/Petitioner 2 shall pay _____% of the extraordinary medical expenses of the child(ren) (those calendar year medical expenses in excess of \$_____, the total combined **annual** deviated cash medical support obligation for Obligor and Obligee, as determined by the applicable worksheet). (Line 29 amounts added together and multiplied by twelve Sole/Shared Child Support Computation Worksheet, Line 31 amounts added together and multiplied by twelve Split Parenting Child Support Computation Worksheet)

FORM #2
IN THE COURT OF COMMON PLEAS

COUNTY, OHIO

Division

IN THE MATTER OF:

A Minor

Plaintiff/Petitioner

Case No. _____

Street Address

Judge _____

City, State and Zip

vs.

Magistrate _____

Defendant/Respondent/Petitioner

Street Address

City, State and Zip Code

WAIVER OF SERVICE OF SUMMONS

I, _____ (name), acknowledge that I am the ☐ Petitioner ☐ Plaintiff
☐ Defendant ☐ Respondent (select one) and that I have received a copy of the following documents filed or
to be filed by the other party:

- ☐ Complaint for Parentage
- ☐ Complaint ☐ Motion (select one) for Allocation of Parental Rights and Responsibilities (Custody)
- ☐ Complaint ☐ Motion (select one) for Parenting Time (Companionship and Visitation)
- ☐ Complaint ☐ Motion (select one) for Establishment or Change of Child Support
- ☐ Journal Entry and Findings of Fact Supporting Child Support Deviation
- ☐ Health Insurance Affidavit
- ☐ Complaint for Divorce with Children
- ☐ Complaint for Divorce without Children
- ☐ Separation Agreement
- ☐ Shared Parenting Plan
- ☐ Parenting Plan
- ☐ Petition for Dissolution
- ☐ Agreed Judgment Entry, Magistrate's Decision, Order, and/or Magistrate's Order

- ☐ Affidavit of Income and Expenses
- ☐ Affidavit of Property
- ☐ Parenting Proceeding Affidavit
- ☐ Motion for Contempt and Affidavit
- ☐ Motion and Affidavit or Counter Affidavit for Temporary Orders with Oral Hearing
- ☐ Other (specify): _____

I waive service of summons of said document by the Clerk of Court.

Date

Your Signature

Telephone number at which the Court may reach you
or at which messages may be left for you

FORM #3
IN THE COURT OF COMMON PLEAS

COUNTY, OHIO
Division

IN THE MATTER OF:

A Minor

Plaintiff/Petitioner

vs.

Defendant/Respondent/Petitioner

Case No. _____

Judge _____

Magistrate _____

A contempt action and an order to appear, a copy of which you have previously received, have been filed in this Court, alleging that you are in contempt of court for **FAILURE TO PAY SUPPORT AND/OR FAILURE TO COMPLY WITH A PREVIOUS COURT ORDER.**

The following rights are available to you:

- (1) You have the right to have a court hearing in this matter.
- (2) You have the right to be represented by an attorney in this matter.
- (3) If you believe that you are indigent, you may ask the court to appoint an attorney for you. The court will make the determination as to your eligibility for appointed counsel.
- (4) If you are not indigent, and desire to be represented by an attorney you must contact and retain your own attorney. The court will grant a continuance for a period of not more than thirty (30) days to allow you the opportunity to obtain such counsel.

If you are found guilty of contempt for failure to pay support, the court may impose any of the following penalties:

FIRST OFFENSE: a fine of not more than \$250.00, a definite term of imprisonment of not more than thirty (30) days in jail or both;

SECOND OFFENSE: a fine of not more than \$500.00, a definite term of imprisonment of not more than 60 days in jail, or both;

THIRD OR SUBSEQUENT OFFENSE: a fine of not more than \$1,000.00, a definite term of imprisonment of not more than ninety (90) days in jail or both.

In addition, if you are found to be in contempt of court, if the other party has attorney fees for representation in this matter and/or court costs of these proceedings, you may be required to pay them.

By signing this, you acknowledge that you have been informed of and understand these rights and potential penalties and obligations in contempt of court proceedings.

Date

Signature

Names of child:

Case No.

Instructions: This form is used when you are claiming the other party has not paid health care bills. Use a separate form for each child. A Motion for Contempt and Affidavit (Uniform Domestic Relations Form 21) and a Show Cause Order, Notice and Instructions to the Clerk (Uniform Domestic Relations Form 22) must be filed. You must bring copies of health care bills, Explanation of Benefits forms, and proof of payment to the hearing. Be prepared to indicate the amount owed to you, service providers, collection agencies, or other entities. If more space is needed, add additional pages.

[illegible]

Total Amount of Claim \$ 1

Your Signature

Date _____

Supreme Court of Ohio
Uniform Domestic Relations Form – 26

Uniform Juvenile Form - 8

EXPLANATION OF HEALTH CARE BILLS

Approved under Ohio Civil Rule 84 and Ohio Juvenile Rule 46

Effective Date: 7/1/2013

APPENDIX H

Court Orders

COURT ORDER #1

IN THE COURT OF COMMON PLEAS OF _____ COUNTY, OHIO

vs.

Case No. _____

Plaintiff

Defendant

PRELIMINARY INJUNCTIONS

IT IS ORDERED, PURSUANT TO LOCAL RULE 10.01, EFFECTIVE ON THE DATE A COMPLAINT IS FILED THAT EACH SPOUSE IS ENJOINED FROM COMMITTING ANY OF THE FOLLOWING ACTS:

1. Removing, or causing to be removed, the child(ren) born or adopted by the parties and/or the child(ren) of either or both spouses, if any, from the Court's jurisdiction without leave of Court; and
2. Causing physical abuse, annoying, inflicting bodily injury, attempting to cause or recklessly cause bodily injury, threatening the use of force or imminent physical harm, stalking, harassing, interfering with or imposing any restraint on the personal liberty of the other spouse, committing any act with respect to a child in violation of the Revised Code of Ohio; and
3. Incurring debt in the name of the other spouse except for necessary food, housing, utilities, medical care, and necessary transportation; and
4. Selling, removing, transferring, encumbering, pledging, hypothecating, damaging, hiding, concealing, assigning or disposing of any and all property, real or personal, owned by both or either spouse or a child (including household goods, vehicles, financial accounts, and the personal property of each), without the prior written consent of the spouse or the Court. Excluded is any account now used for the payment of living costs; and
5. Voluntarily changing the terms of, or beneficiary of, terminating coverage of, cashing in, borrowing against, encumbering, transferring, canceling or failing to renew any type of insurance, including health, automobile, life, home, liability, disability, or fire insurance that provides coverage for a spouse or child(ren) born or adopted by the parties; and
6. Voluntarily liquidating, encumbering, borrowing against, cashing in, changing the beneficiary of, terms, or conditions of any retirement or pension plan or program that provides any benefit to a spouse or a child(ren) born or adopted by the parties and/or of either or both spouses; and
7. Voluntarily interrupting or terminating any utility service to the marital residence without prior written consent of the other spouse or the Court.

Nothing in the above restraining orders precludes a spouse from using their property to pay necessary and reasonable attorney fees, litigation and court costs in this action.

Judge

WARNING

This is an official court order. If you disobey any order of court, you may be found in contempt of court, sentenced to jail, fined, and ordered to pay costs and attorney fees, in addition to any other legal remedy available to the spouse, child or other dependent affected. This order is in effect until (1) the court issues an order which modifies or terminates it; (2) a judgment for divorce or legal separation is filed with the Clerk of Court specifically dismissing each injunction.

Court Order 2
IN THE COURT OF COMMON PLEAS OF _____ COUNTY, OHIO
☐ Domestic Relations/General Division ☐ Juvenile Division

In the matter of: _____

JUDGE: _____

CASE NUMBER: _____

**ORDER APPOINTING GUARDIAN
AD LITEM**

It appearing to the Court that the appointment of a Guardian Ad Litem (hereinafter referred to as GAL) is necessary to protect the interest of the following minor child(ren), it is hereby **ORDERED** as follows:

1. _____ is appointed as GAL for the minor child(ren), _____.

This appointment shall remain in effect until the GAL is discharged.

2. Unless the GAL is a volunteer, the GAL shall be compensated at a rate of \$ _____ per hour for reasonable and necessary time spent in this matter and shall be reimbursed for all reasonable and necessary expenses incurred in the course of the GAL's duties.

To secure payment for the costs and fees of the GAL, on or before _____, a deposit in the amount of \$ _____ shall be deposited with the Clerk of this Court by the parties as follows: \$ _____ payable to Plaintiff/Petitioner and \$ _____ payable by Defendant/Respondent.

3. The GAL shall conduct an investigation pursuant to Sup. R. 48.01- 48.07 and the Local Rules of Court and pursuant to the scope of the appointment as follows:

- ☐ This is a full scope appointment.
☐ This is a limited scope appointment. The GAL shall address only the following issues:

If this is a limited scope appointment, the GAL is relieved of the duties set forth in Sup. R. 48.03 (D) that are not applicable to the specific issue or issues outlined herein.

4. Each parent, guardian, or temporary or legal custodian shall sign any and all releases requested by the GAL to obtain records and reports about themselves and/or the child(ren), as may be relevant to the GAL's investigation. Each shall fully cooperate at all times with all requests of the GAL.
5. Upon presentation of a copy of this order to any agency, hospital, physician, chiropractor, optometrist, dentist, nurse or other medical, dental or optical practitioner, psychologists, psychiatrists or other mental health practitioner, organization, school, person or office including, but not limited to, the Clerk of this Court, Job and Family Services Agencies, public children's service agencies, private child placing agencies, health departments, juvenile courts, juvenile probation department, adult probation departments and law enforcement agency, the GAL shall be permitted to inspect and copy any records relating to the child(ren), and/or parent, to confirm with any and all professionals who may provide information relative to said minor child(ren) and/or parent with respect to issues pending before this Court without the consent of the child and/or parents.

6. The GAL shall make no disclosure about a case or investigation, except to the parties and their legal counsel in reports to the Court, as necessary, to perform the duties of the GAL, including as a mandated reporter or as directed by the Court or law permits.
7. The GAL shall be given notice of and shall appear at all hearings or proceedings scheduled in this matter and shall attend any hearing relevant to the responsibilities of the GAL. Further, the GAL shall be provided with copies of all pleadings, motions, notices and other documents filed in this matter by counsel for the parties and/or by unrepresented parties.
8. The GAL shall be given notice of any hearings, reviews, investigations, depositions or other proceedings concerning a child included within this order and shall be entitled to attend the same.
9. The GAL shall be notified prior to any change being made in the child(ren)'s residential placement and/or case plan by any party, except those actions taken to prevent immediate or threatened physical or emotional harm to the child as provided in ORC §2151.412, in which case the GAL shall be notified before the end of the next business day after the change is made.
10. Upon becoming aware that the GAL's recommendations differ from the wishes of the child(ren), if the child(ren) do not have a separate attorney, the GAL shall immediately notify the court in writing with notice to the parties or affected agencies, so as to allow the court to take action as it deems necessary.
11. The GAL shall provide a one page written summary to the Court at least five (5) days prior to the GAL pre-trial conference.
12. Unless the time period is modified by the Court, the GAL shall submit their full written report(s) with recommendations to the court, counsel of record and self-represented parties, in accordance with the following time requirements:
 - In abuse, neglect, dependency, unruly, and delinquency cases, not less than seven days prior to any initial dispositional hearing, permanent custody hearing, and any hearing upon a motion requesting a change in disposition; and
 - In proceedings involving the allocation of parental rights and responsibilities, not less than seven days before the final hearing date.
13. A written GAL report shall affirmatively state that the GAL's 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 GAL in reaching the GAL's recommendations and in accomplishing the duties required by statute, court rule, and in the Order of Appointment. The report shall include the following statement in bold print as required by local rule:

This report is being provided to the Court, unrepresented parties and legal counsel of record. If you are an attorney, you may share its contents with your client. However, any additional disclosure of this report must be approved in advance by the Court. Any person who copies this report, posts on social media or other mediums or discloses all or portions of the report to another person, without prior approval, shall be subject to Court action including penalties for contempt which include incarceration and fines.

In addition, the Guardian *ad Litem*, when providing the report to unrepresented parties and legal counsel of record shall attach a cover sheet entitled **NOTICE** which sets out the language required above in bold print in 22-point font or larger.

14. The GAL shall be available to testify at any relevant hearings and may orally supplement the report at the conclusion of the hearing.
15. Should the case proceed to final contested hearing, this Court will require an additional GAL deposit to be determined at least thirty (30) days prior to the final hearing date.

16. At any time the fees of a guardian ad litem exceed \$2,500.00, the guardian ad litem shall file a motion for interim fees, served upon all parties, which must include a detailed statement and description of rendered services.
17. The GAL shall keep accurate records of the time spent, services rendered, and costs and expenses incurred while performing the responsibilities of a GAL. Unless the GAL is a volunteer, the GAL shall provide a monthly statement of fees and expenses to all parties. Upon the conclusion of his or her responsibilities, the GAL shall provide a motion for payment with an itemized statement and accounting to the Court, with a copy to each party or other entity responsible for payment. In addition, at any time prior to the conclusion of a case, the GAL may submit a motion for payment. The motion for payment shall contain an itemized list of duties performed, time expended, and costs and expenses. The parties or other entity responsible for payment shall pay those fees and expenses as ordered by the Court. The GAL fees and expenses shall be considered in the nature of domestic support orders for purposes of discharge ability in bankruptcy.
18. In addition to all orders set out herein, the GAL shall strictly comply with the requirements of Sup. R. 48 – 48.07 subject to the following: _____

Date Approved

Judge/Magistrate

CERTIFICATION

A copy of this order was hand-delivered, mailed or emailed to counsel of the parties or to the parties without counsel and to the guardian ad litem this _____ day of _____, 20____.

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

CASE NUMBER: _____

JUDGE _____

QUALIFIED MEDICAL SUPPORT ORDER

* * * * *

1. It is intended that this Order constitute a Qualified Medical Support Order as defined in Section 609 of the Employee Retirement and Income Security Act of 1974, as amended, and R.C.3113.217.

2. This Order applies to the _____ (the "Plan") which the court has determined to be the only group health insurance and health care policy, contract, or plan that is available to _____ (hereinafter referred to as the "Obligor") and _____ (hereinafter referred to as the "Obligee"), at reasonable cost. (You would substitute the name of the plan for each instance).

3. The Obligor is a participant in the Plan. The last-known mailing address and telephone number of the Obligor is _____, phone # _____.

4. Pursuant to the terms of a Judgment Entry filed _____, 20____, the Obligor was ordered to maintain his/her minor child(ren) on Obligor's health insurance plan.

5. The minor child(ren) referred to in Section 4, above, hereinafter designated the "Alternate Recipient(s)", is/are _____ (name, address, SS#, DOB). The Obligor is hereby ordered to secure coverage for the Alternate Recipient(s) from the Plan, or, in the event the Obligor is no longer eligible to participate in the Plan, from a health insurance policy, contract, or plan that provides coverage similar to that provided by the Plan. The Obligor shall, within thirty (30) days of the date of the Order, furnish written proof to the Child Support Enforcement Agency that the coverage has been obtained. The Obligor is directed to execute the necessary documents or comply with any directions or instructions issued by the Plan Administrator to facilitate the provision of coverage to the Alternate Recipients.

6. The Obligor shall supply the other parent with the information regarding the benefits, limitations, and exclusions of the health insurance coverage, copies of any insurance forms necessary to receive reimbursement, payment or other benefits under the health insurance coverage, and a copy of any necessary insurance cards. In addition, the Obligor shall submit a copy of this Order to the insurer at the time the Obligor make application to enroll the Alternate Recipient(s) for coverage. The Obligor shall furnish written proof, within thirty (30) days of the issuance of this Order that he has complied with the requirements of this paragraph.

7. The Plan Administrator is directed to provide coverage to the Alternate Recipient(s) as soon as is administratively feasible after it has been determined that the Order satisfies the requirements of Section 609 of ERISA and R.C. § 3113.217.

8. It is the intent of this Order that medical plan coverage for the Alternate Recipient(s) is subject to all terms and conditions of the Plan in the same manner as if the Alternate Recipient(s) qualified as (a) dependent(s) under the terms of the Plan.

9. The Obligor, _____ (name, address, SS# and phone #), shall be reimbursed for out-of-pocket medical, optical, hospital, dental or prescription expenses paid for each child who is subject of the Order. The Plan, or any successor plan, may continue making payment for medical, optical, hospital, dental or prescription expenses paid for each child who is the subject of the Order. The Plan, or any successor plan, may continue making payment for medical, optical, hospital, dental or prescription services directly to any health care provider in accordance with the applicable provisions of the Plan.

10. The Obligor and Obligee shall designate the child(ren) who are the subject of this Order as covered dependents under any health insurance or health care policy, contract or plan for which they contract no later than thirty (30) days after the issuance of the Order.

11. **OPTIONAL PARAGRAPH** – The Obligor and Obligee shall be responsible for any co-payment or deductible costs required under the applicable provisions of the Plan in accordance with the following formula: Obligor ____%; Obligee ____%.

12. If the Obligor fails to comply with the requirements of this Order, the Child Support Enforcement Agency shall comply with the procedures specified in R.C. § 3113.217(F) to obtain a court order requiring the Obligor to obtain the health insurance coverage required under the terms of this Order.

13. During the time that this Order is in effect, the employer of the Obligor is required to release to the other parent or the Child Support Enforcement Agency, upon request, any necessary information on the health insurance coverage, including, but not limited to, the name and address of the insurer and any policy, contract, or plan number, and to otherwise comply with this Order and any Court Order issued under this section.

14. If the person required to obtain health insurance coverage for the child(ren) subject to this child support order obtains new employment and the health insurance coverage for the child(ren) is provided through the previous employer, the Child Support Enforcement Agency shall comply with the requirements of division (B) of R.C. §3113.217 which may result in the issuance of a notice requiring the new employer to take whatever action is necessary to enroll the children in health insurance coverage provided by the new employer.

15. The Obligor and the Obligee shall comply with any requirements set forth in this Order no later than thirty (30) days after the issuance of this Order.

16. The Order shall be binding upon the Obligor and the Obligee, their employers, and any insurer that provides health insurance coverage for either of them or their child(ren).

17. Any employer who receives a copy of this Order shall notify the Child Support Enforcement Agency of any change or the termination of the Obligor's health insurance coverage that is maintained pursuant to this Order.

18. Coverage for the Alternate Recipient(s) shall continue until such times as the Alternate Recipient(s) would no longer be entitled to coverage as dependents under the terms of the Plan, had their parents not divorced.

19. This Medical Child Support Order is not intended to require the Plan to provide any type or form of benefit, or any option, not otherwise provided under the Plan.

20. To the extent necessary, this Court retains jurisdiction to modify this Order for the purpose of satisfying the provisions of Section 609 ERISA and R.C. §3113.217.

IT IS SO ORDERED.

Judge

IN THE COURT OF COMMON PLEAS OF _____ COUNTY, OHIO

In the matter of:

PLAINTIFF, PETITIONER,

JUDGE _____

ORDER

DEFENDANT, PETITIONER, RESPONDENT.

CASE NUMBER: _____

The parties, _____, are hereby **ORDERED** to attend the six-week program "How to Raise the Best Children Possible," commencing Monday, _____, 2_____, and continuing on the next five Mondays (or at such other time as may be indicated), and to each pay the \$30.00 registration fee required. Each party shall contact the Center for Child and Family Advocacy at (419)592-0540 to register for "How to Raise the Best Children Possible" classes at least forty-eight hours prior to the first class.

Failure to register for, pay for and attend the "How to Raise the Best Children Possible" classes (may be used as a factor in determining the allocation of parental rights and responsibilities for the child (ren) who is/are the subject of this case, including designation of residential parent and legal custodian for the child(ren) and allocation of parenting time with the child(ren), and/or may result in a contempt of court finding.

Judge/Magistrate

Certification

The undersigned hereby certifies that on this _____ day of _____, 2_____, copies of this order and the "How to Raise the Best Children Possible" brochure were (hand-delivered) (mailed by ordinary United States mail) to each party.

COURT ORDER #5
IN THE COURT OF COMMON PLEAS
COUNTY, OHIO
Division

IN THE MATTER OF:

A Minor

Plaintiff/Petitioner
vs.

Defendant/Respondent/Petitioner

: Case No. _____

: Judge _____

: Magistrate _____

: **ORDER FOR INVESTIGATION**
: **(HOME STUDY)**

Upon motion of the _____ and for good cause shown, it is hereby
ORDERED that _____ ("Court Investigator") shall
complete an investigation as to the character, family relations, past conduct, earning ability, health, present living
conditions, and financial worth of the following individuals: _____

The Court Investigator has the right to obtain any and all records pertaining to the minor child(ren), including but not limited to, school, medical and counseling records. Upon presentation of a copy of this order to any agency, hospital, physician, chiropractor, optometrist, dentist, nurse or other medical, dental, or optical practitioner, psychologist, psychiatrist, or other mental health practitioner, organization, school, person or office, including, but not limited to the Clerk of this Court, human services agencies, public children services agencies, private child placing agencies, health departments, juvenile courts and juvenile probation departments, the Investigator shall be permitted to inspect and copy any records relating to the child(ren) and the parties to this case and/or to confer with any and all professionals who may provide information relative to said child(ren) or parties without the consent of the child(ren) or parties.

The Court Investigator has the right to interview the child while at school, home or other places where the child may be found. Any and all persons or entities having information shall release it to the Court Investigator, shall speak with the Court Investigator if requested and provide any other requested information. Those individuals being investigated shall sign any requested releases of information so as to allow the investigator to gather the required information

The investigator shall maintain any information received from any such source as confidential and shall not disclose the same except to report to the court or as the court directs or as law permits.

The investigator shall be notified of any hearings, reviews, investigations, depositions or other proceeding that (s)he is required to attend.

A written report of the investigation shall be provided by the Court Investigator to this Court not less than seven (7) days before trial and the Court will forward copies thereof to counsel of record and self-represented litigants. The investigator shall not render an opinion as to the care of children and may only report the investigator's findings on the issues outlined in this Order.

In order to facilitate the completion of the investigation and the report thereof, the parties shall immediately schedule appointments with the Investigator for themselves and the children and shall keep all appointments scheduled. In addition, the parties shall sign and deliver any requested releases for information presented to them by the Investigator and shall cooperate with the Investigator in order to ensure that the investigation and report are completed expeditiously.

The Investigator shall include the following **NOTICE** in **BOLD** print within the body of their report:

This document is being provided to the Court, unrepresented parties and legal counsel of record. If you are an attorney, you may share its contents with your client. However, any additional disclosure of this report must be approved *in advance* by the Court. Any person who copies this report, posts on social media or other mediums or discloses all or portions of the report to another person, without prior approval, shall be subject to Court action including penalties for contempt which include incarceration and fines.

The Court shall impose sanctions of contempt on any person who disseminates the report in whole or in part, to any individual who has not been pre-approved to receive the report. No individual shall be permitted to place the content of the report on any form of social media.

Finally, the costs and the fees for the investigation and the report thereof shall be paid as follows:

Date Approved

Judge/Magistrate

Approved:

CERTIFICATION

A copy of this order was hand-delivered or mailed to counsel of the parties or to the parties without counsel, Court Investigator, and _____ (ie: DJFS, GAL, etc) this _____ day of _____, 20_____. [Receipt of a copy of this order was waived by the parties and/or counsel.]

COURT ORDER #6
IN THE COURT OF COMMON PLEAS OF _____ COUNTY, OHIO
☐ Domestic Relations/General Division ☐ Juvenile Division

In the matter of: _____

JUDGE/MAGISTRATE: _____

CASE NUMBER: _____

**ORDER APPOINTING CUSTODY
EVALUATOR**

The Court finds that it is in the best interest of the minor child(ren) for a custody evaluation to be conducted in this matter relating to the allocation of parental rights and responsibilities and/or parenting time/companionship or visitation.

It is hereby **ORDERED** that:

1. _____, hereinafter referred to as Custody Evaluator, is appointed to conduct a custody evaluation pursuant to Ohio Superintendence Rule 91 and the local rules of this Court.

Business Address: _____

Professional Board Name: _____

Licensure #: _____ Business Phone #: _____

2. The child(ren) subject to the custody evaluation is/are as follows: _____

The parents or other parties to this case subject to the custody evaluation are as follows:

3. Custody Evaluator shall be appointed until the evaluation report is submitted to the court or until the custody evaluator testifies at the final hearing, whichever is later.

4. The type of custody evaluation to be conducted will be:

☐ Allocation of Parental Rights and Responsibilities
[Comprehensive analysis of the family's issues (e.g., mental health, substance abuse, relocation, special needs, domestic violence, reunification)]

☐ Brief Focused Assessment

☐ Update of a previous custody evaluation report

☐ Determination of parenting time schedule for the child(ren)

☐ Determination if supervised parenting time or exchange is appropriate

☐ Identification of school district

- ☐ If child is permitted to relocate, determination of parenting time schedule
- ☐ Other: _____
- ☐ Companionship Dispute
- ☐ Other: _____

5. Upon presentation of a copy of this order to any agency, hospital, physician, chiropractor, optometrist, dentist, nurse, or other medical, dental, or optical practitioner, psychologists, psychiatrists, or other mental health practitioner, organization, school, person, or office, including, but not limited to, the Clerk of this Court, job and family services agencies, public children's services agencies, private child placing agencies, health departments, juvenile courts, juvenile probation department, and adult probation departments, Custody Evaluator shall be permitted to inspect and copy any records related to the child(ren), the parent(s), or other parties to this case, to confer with any and all professionals who may provide information relative to said minor child(ren), parent(s), or other parties to this case with respect to issues pending before this Court without the consent of the child(ren), parent(s), or other parties.
6. Custody Evaluator shall make no disclosure about a case or investigation, except to the parties and their legal counsel in reports to the Court, as necessary, to perform the duties of the custody evaluator or as directed by the Court or law permits.
7. All parties shall participate in and cooperate with all aspects of the custody evaluation. All parties shall promptly provide all information requested by Custody Evaluator.
8. All parties shall attend all scheduled interviews to ensure the evaluation and report are completed expeditiously.
9. The appointed custody evaluator is:
- ☐ Court connected. The fee for the custody evaluation is \$ _____. Orders for payment are as follows:
- ☐ \$ _____ shall be deposited with the Clerk of Courts by each party on or before _____. Said funds to be distributed pursuant to further Order of this Court.
- ☐ Waived – all fees and expenses of the court connected custody evaluator shall be paid utilizing grant funds from the ADAMhs Board and Center for Child and Family Advocacy.
- ☐ Private. All fees and expenses shall be established by the custody evaluator. The parties shall comply with any and all payment arrangements established by the custody evaluator.
10. Custody Evaluator shall submit a full written report to the Court upon completion of the evaluation. In the event a final hearing date has been set, the report must be submitted at least thirty days before that date. If a final hearing date has not, as yet, been set, this matter shall be scheduled for further hearing upon receipt of the evaluation report. Under any circumstances, The Custody Evaluator shall receive at least 30 days' notice of final hearing in which oral

testimony may be required upon subpoena by counsel. Custody Evaluator shall be notified of the final hearing date, of any changes in the hearing date(s) or any additional dates which are established that may require Custody Evaluator's presence.

11. Custody Evaluator shall include the following NOTICE in BOLD print within the body of their report:

This report is being provided to the Court, unrepresented parties and legal counsel of record. If you are an attorney, you may share its contents with your client. However, any additional disclosure of this report must be approved *in advance* by the Court. Any person who copies this report, posts on social media or other mediums or discloses all or portions of the report to another person, without prior approval, shall be subject to Court action including penalties for contempt which include incarceration and fines.

12. The report shall be entered into evidence on the Court's motion as an exhibit in the form of the evaluator's expert direct testimony. A party challenging the report shall subpoena Custody Evaluator to appear not less than 14 days before a hearing or trial. Custody Evaluator shall be available to testify on cross-examination if subpoenaed.
13. Custody Evaluator shall keep accurate records of the time spent, services rendered, and costs and expenses incurred while performing the responsibilities of a custody evaluator. Unless Custody Evaluator is court-connected, Custody Evaluator shall provide a monthly statement of fees and expenses to all parties. Upon the conclusion of their responsibilities, Custody Evaluator shall provide a motion for payment with an itemized statement and accounting to the Court, with a copy to each party or other entity responsible for payment. The motion for payment shall contain an itemized list of duties performed, time expended, and costs and expenses. The parties or other entities responsible for payment shall pay those fees and expenses as ordered by the Court.
14. In addition to all orders set out herein, Custody Evaluator shall strictly comply with the requirements of Sup.R. 91.01-91.09 and the local rules of this Court.

Date Approved

Judge/Magistrate

A copy of this Order was hand-delivered, mailed, or emailed to counsel of the parties or to the parties without counsel, to (If court connected: Custody Evaluator at contact@theccfa.org) and to _____ (ie: DJFS, GAL) on this _____ day of _____, 20____.

COURT ORDER #8
IN THE COURT OF COMMON PLEAS

COUNTY, OHIO
Division

	:	Case No. _____
Plaintiff/Petitioner	:	
	:	Judge _____
vs.	:	Magistrate _____
	:	
	:	<u>JUDGMENT ENTRY REQUIRING</u>
Defendant/Respondent/Petitioner	:	<u>MEDIATION SERVICES</u>

Upon request of the parties or at the Court's discretion, this matter is hereby submitted to mediation and the case is hereby **STAYED**. During the time that this case is stayed for mediation, the Clerk of Courts shall not accept for filing any pleadings/documents except for the following:

1. Motion to Lift Stay
2. Response to a Motion to Lift Stay
3. Motion or Stipulation to dismiss the case; and
4. Notice related to Counsel.

It is therefore **ORDERED, ADJUDGED AND DECREED** that all parties shall forthwith submit the issues in this matter to the Northwest Ohio Mediation Services. This case is referred to mediation at no additional cost to the participants.

It is further **ORDERED, ADJUDGED AND DECREED** that the parties become familiar with and comply fully with Rule 5.11/14.01/20.01 (Juvenile) of this Court's Rules of Court.

It is further **ORDERED, ADJUDGED AND DECREED** that the mediator will notify all the parties and counsel of their scheduled mediation.

It is further **ORDERED, ADJUDGED AND DECREED** that within **fourteen (14) days** after the conclusion of the mediation services the mediator shall file with the Court and make available to counsel for all parties an appropriate mediation report concerning the result of the mediation.

Magistrate

Judge

Copies of this notice were delivered/fax/e-mailed by the Common Pleas Court on the date of filing to counsel listed below.

Attorney for Plaintiff

(address)

(phone)

Plaintiff

(address)

(phone)

Attorney for Defendant

(address)

(phone)

Defendant

(address)

(phone)

Northwest Ohio Mediation Services
(fax: 419-599-5952)