



RULES OF PRACTICE AND  
PROCEDURE OF THE  
COURT OF COMMON  
PLEAS JUVENILE  
DIVISION

Pickaway County, Ohio

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# **Rules of Practice and Procedure of the Court of Common Pleas, Juvenile Division, Pickaway County, Ohio**

The following rules have been promulgated by the Pickaway County Court of Common Pleas, Juvenile Division pursuant to Article IV, Section 5(B) of the Ohio Constitution and Rule 9 of the Ohio Supreme Court Rules of Superintendence for the Courts of Common Pleas. They are adopted to provide for the efficient and expeditious management of business before this Court.

These rules become effective December 1, 2014 and are subject to review and amendment as necessary.

As used in these rules, “Civ. R.” is a reference to the Ohio Rules of Civil Procedure, and “Juv. R.” is a reference to the Ohio Rules of Juvenile Procedure. These rules shall be known as the Local Rules of the Court of Common Pleas of Pickaway County, Juvenile Division, and may be cited as “Pickaway County Juvenile Rules” or “Pick. Juv. R\_\_.”

Matters not specifically covered by these rules shall be governed by the Civil Rules of the Court of Common Pleas, Pickaway County, Ohio.

## **RULE 1. COMPLIANCE WITH THE OHIO RULES OF CIVIL PROCEDURE.**

These rules are intended to supplement and complement the Ohio Rules of Civil Procedure, the Ohio Supreme Court Rules of Superintendence, the Ohio Rules of Juvenile Procedure and other controlling statutes.

Unless otherwise provided herein, all pleadings, motions, and other filings shall comply in form and content with the Ohio Rules of Civil Procedure and the Local Rules of the Court of Common Pleas of Pickaway County, Ohio, Juvenile Division.

## **RULE 2. CONDUCT IN COURT; COURT DECORUM.**

Proper decorum in the Court is necessary for the administration of the Court’s business.

- (A) Any person entering the Juvenile Court area is subject to search. No person carrying a bag, case or parcel shall be permitted to enter or remain in any courtroom without first, if

requested by the Court, submitting such bag, case, or parcel to security personnel for inspection.

- (B) The general public may be excluded from the courtroom under such circumstances as authorized by law and only those persons who have a direct interest in the case are to be admitted if so ordered.
- (C) In the event that children must be brought to Court, adequate supervision must be provided for them. The Court is not responsible for the care of children during Court proceedings.
- (D) Persons committing any violation of improper conduct shall be removed from the courtroom, hallway or entryway by security personnel charged with the enforcement of this Rule.
- (E) Food, beverages and smoking is prohibited in the courtroom during all hearings.
- (F) All parties and witnesses must be properly attired at all hearings. Tank tops, shorts, sandals, bare feet, etc. are not acceptable. If the parties are not properly attired, the Court may order that the hearing will not go forward. No radio or television transmission, voice recording device (other than the recorder used by the Court), making or taking of pictures, cellular telephone pagers, beepers or other devices shall be permitted, except on consent of the Court and in accordance with Rule 11 of the Rules of Superintendence for the Courts of Ohio.
- (G) No electronic devices, other than Court equipment, shall be permitted to be utilized in any hearing room during hearings unless such devices are silent in operation and the Court expressly consents to their utilization. All persons attending proceedings shall deactivate any and all electronic, cellular, or digital communication devices in their possession prior to entering any courtroom in this facility. Any person failing to do so may be held in contempt of Court. Any such device which is observed being used in violation of this Rule or which emits an audible signal during any proceeding in this court may be confiscated pending proceedings regarding a citation for contempt for the violation of this Rule.
- (H) Hearings shall commence promptly at the designated time on the assigned date. Counsel and parties shall be present and before the Court at the assigned hearing time. If counsel is going to be late for a hearing, counsel must make a reasonable effort to notify the assigned Judge or Magistrate as soon as is practical to explain the reason for his/her tardiness.

If counsel or a party is not present in Court at the assigned time, the case may commence in the absence of counsel or a party, the case may be continued, or the case may be dismissed, as determined by the assigned Judge or Magistrate.

### **RULE 3. SESSIONS OF COURT.**

Sessions of the Court may be held at such places throughout the county as the Judge shall from time to time decide.

### **RULE 4. HOURS OF THE COURT.**

The regular business hours of the Court shall be Monday through Friday from 8:00 A.M. until 4:00 P.M. The Court will be closed on all legal holidays as adopted by the Board of County Commissioners. Court shall be in session at such times as ordered by the Judge and as required to meet special situations or conditions.

### **RULE 5. RECORDS**

#### **I. TYPES OF RECORDS**

##### **(A) Non-Public Records**

1. The following records will not be made available to the public, including any party to the case:
  - (a) Child Abuse, Neglect and Dependency investigative records pursuant to O.R.C. § 5153.17 and 2151.421(H)(1);
  - (b) Confidential law enforcement investigatory records pursuant to O.R.C. § 2151.141(B)(2)(b) and §149.43(A)(1)(h);
  - (c) Victim Impact Statements pursuant to O.R.C. § 2152.19(D)(3);
  - (d) Records relating to parental notification of abortion proceedings pursuant to O.R.C. § 2151.85(F) and §149.43(A)(1)(c);
  - (e) Fingerprints or photographs of a child arrested or taken into custody pursuant to O.R.C. §2151.313;
  - (f) Sealed or Expunged juvenile adjudications or arrests pursuant to O.R.C. §2151.356
  - (g) Names, documentation, and other identifying information regarding foster caregivers pursuant to O.R.C. § 5101.29(D)(1).

##### **(B) Confidential Records**

1. Pursuant to O.R.C. 2151.14 reports and records of the Intake and Probation Departments, including social history or report of a mental or physical examination, or reports from community agencies serving the Court shall be considered confidential and shall not be made public.
2. Psychological reports, guardian ad litem reports, drug/alcohol assessments, victim impact statements, and school reports are confidential information and shall not

be made public. These documents are contained in the unofficial file. Counsel of record may view these reports at the clerk's office. Counsel must sign in and out with the clerk. Inspection by pro se litigants may be permitted only by leave of the Court.

3. All confidential records are maintained in the Court's unofficial file.

(C) Official Records

1. Pursuant to O.R.C. §2151.18 and § 2152.71 the Court maintains an Official file that may be inspected by the parties or their attorney.
2. Exhibits properly introduced and admitted at a trial or hearing shall be maintained separately by the Clerk's Office.

## II. REVIEW OF RECORDS

- (A) The inspection of records, by attorneys and other interested parties, is governed by Rule 32(C) of the Ohio Rules of Juvenile Procedure and O.R.C. § 2151.18 and §2152.71. Upon request, the Clerk of Court shall allow a party, or attorney of record representing a party, to examine but not remove, any original document or case file that is maintained by its office.

1. Any person authorized by the Judge or Magistrate to inspect any confidential records must comply with the following procedure:
  - (a) The authorized person must sign in and out with the Clerk's office;
  - (b) The records must be reviewed in an area to be designated by the clerk during regular business hours;
  - (c) Only written notes may be taken regarding the records;
  - (d) No copies may be made absent a Court Order; and
  - (e) No information contained in any record will be recorded by tape recording, photographic or other electronic device absent a Court Order.

- (B) The release of confidential records is governed by O.R.C. §2151.14 and Juvenile Rule 32(C).

1. No person is permitted to inspect confidential records unless proper authorization is given.

- (C) Attorneys wishing to investigate a matter prior to accepting the case may, upon written limited notice of appearance filed with the clerk, and with Court approval, review the case file or confidential files.

## III. SEALING AND EXPUNGEMENT OF RECORDS

- (A) Immediate Sealing of Records

1. The Court will promptly order the immediate sealing of records pertaining to a juvenile in any of the following circumstances:
  - (a) If the Court receives a record from a public office or agency and no complaint is filed;
  - (b) If the delinquency or unruly case was handled unofficially pursuant to O.R.C. §2151.27;
  - (c) If the juvenile was charged with a violation of O.R.C. §4301.69(E)(1) (Underage Possession or Consumption of Alcohol) and has successfully completed a diversion program pursuant to O.R.C. §4301.69(E)(2)(a);
  - (d) If the complaint is dismissed after a trial and the Court finds the person not to be a delinquent or unruly child or a juvenile traffic offender;
  - (e) If the juvenile has been adjudicated an unruly child, the juvenile is eighteen (18) years old and the juvenile does not have any delinquency charges currently pending before the Court; or
  - (f) If the juvenile has complied with all terms of the protection order and has reached nineteen (19) years of age pursuant to O.R.C. § 2151.358(D).

(B) Application for Sealing Records

1. Any juvenile who has been found to be delinquent, unruly or a juvenile traffic offender, except for those juveniles who have been adjudicated delinquent by reason of any of the following is eligible to apply to have his or her record sealed:
  - (a) Aggravated Murder or Murder;
  - (b) Rape;
  - (c) Sexual Battery; or
  - (d) Gross Sexual Imposition;
2. In order to have a record sealed, the juvenile must file an application with the Court and submit a filing fee.
3. Upon receipt of the juvenile's application to have his or her record sealed, the Court will schedule a hearing to be held within thirty (30) days and notify the juvenile and the prosecuting attorney of the date and time of the hearing to be held to determine whether the juvenile has been rehabilitated and whether it is appropriate to seal his or her record.
4. The Court will consider the following in determining whether the person has been rehabilitated:
  - (a) The age of the person;
  - (b) The nature of the case;
  - (c) Whether the person has had any new delinquent, traffic or criminal offenses;
  - (d) The education and employment history of the person;
  - (e) Whether the person has an active driver's license suspension; and
  - (f) Whether the person has outstanding costs or fines in the Juvenile Court.

(C) Expungement of Records

1. A record can only be expunged if it has first been sealed

2. The Court will expunge all records that are sealed pursuant to O.R.C. §2151.356 either:
  - (a) Five (5) years after the Court issues the sealing order; or
  - (b) Upon the twenty-third (23) birthday of the person who is the subject of the sealing order.
3. Any person who has had their juvenile record sealed pursuant to O.R.C. §2151.56 may apply to have his or her record expunged before the person attains the age of twenty-three (23) or before it has been five (5) years since the court issued the sealing order by filing an application with the Court.
4. Upon receipt of the juvenile's application to have his or her record expunged, the Court will schedule a hearing to be held within thirty (30) days and notify the juvenile and the prosecuting attorney of the date and time of the hearing to be held to determine whether it is appropriate to expunge his or her record at that time.

## **RULE 6. CONTINUANCES AND ADVANCEMENTS.**

- (A) Requests for continuances or advancements will be made in accordance with Supreme Court of Ohio Superintendence Rule 7 and Ohio Rules of Juvenile Procedure Rules 19 and 23. All requests for continuances or advancements shall be submitted to the Judge or Magistrate in writing at the earliest time possible, at least three (3) working days before the day of trial or hearing with a proposed new date intended. The applicant for the request must give notice of such request to all other counsel or parties if not represented by counsel.
- (B) All requests for continuances shall contain the following information:
  1. The date on which the need for the continuance arose;
  2. The reasons for requesting the continuance;
  3. The date on which all other attorneys of record and guardians ad litem on the case were contacted, and whether these attorneys and guardians agree on the need for a continuance; and
  4. The earliest date that all parties will be ready to proceed.
- (C) No case will be continued on the day of trial or hearing except for good cause shown, which cause was not known to the party or counsel. This Rule may not be waived by consent of counsel.
- (D) Attorneys shall make reasonable efforts to have a contested request for continuance heard prior to the hearing date.
- (E) If continuance is requested because counsel is scheduled to appear in another case on the same date and time, the Court will not consider any motion for a continuance unless a copy of the conflicting assignment or an affidavit of counsel is attached.
- (F) The Court may waive these requirements for cause.



## **RULE 7. TRANSCRIPTS/RECORDING OF PROCEEDINGS.**

- (A) In accordance with Juvenile Rule 37, a party's attorney or the party, if the party is not represented by counsel, may request a transcript of any proceeding for the purpose of filing an appeal by filing a praecipe, which has been signed by the Court Reporter, with the Clerk.
- (B) The transcript, not the audio tape(s) or the digital recording, constitutes the official record of the proceeding. A party's attorney or the party, if the party is not represented by an attorney, may request a transcript of any proceeding for the purpose of filing a Motion to Set Aside a Magistrate's Order or an Objection to the Magistrate's Decision by filing a praecipe, which has been signed by the Court Reporter, with the Clerk.
- (C) When a party's attorney, a party, if the party is not represented by counsel, or any other person requests a transcript for a purpose other than the filing of an objection, a motion to set aside, or an appeal, the person will file a motion stating the purpose for which the transcript is requested with a proposed order. Any such transcript requested under this section will be provided only upon order of the Court and upon the deposit of costs for the preparation of the transcript with the Court Reporter.
- (D) A praecipe shall be accompanied by the deposit for the cost of the transcript as determined by the Court Reporter. If, for good cause shown, the deposit for the cost of the transcript is not made at the time of the filing of the praecipe, the deposit for the cost of the transcript must be made within seven (7) days of the filing of the praecipe.
- (E) If the deposit for the cost of the transcript is not made within seven (7) days of the filing of the praecipe, the praecipe will not be considered valid and the Court Reporter will not prepare the transcript. The Court will then rule upon the objection or motion to set aside without the transcript.
- (F) An indigent party may request that the transcript be produced at the Court's cost. Indigency will be determined via a valid affidavit of indigency that has been filed with the Clerk's office or if the party otherwise qualifies as indigent pursuant to indigency guidelines. Requests for transcripts for the benefit of indigent parties, other than those represented by the office of the public defender, shall be submitted to the Court and supported by an order of the Court directing that the transcript be prepared at public expense. This order shall serve in lieu of the deposit otherwise required by this Rule.

## **RULE 8. PHOTOGRAPHING AND BROADCASTING OF COURT PROCEEDINGS.**

The taking of photographs in the courtroom, corridors immediately adjacent thereto or lobby, and the transmitting or sound recording of such proceedings for broadcasting by radio or

television shall not be permitted unless so authorized by the Court. Court authorizations shall be governed by Canon 3(A)(7), Code of Judicial Conduct, Superintendence Rule 11 and Ohio Revised Code Section 2151.35.

- (A) Requests for permission to broadcast, televise, record or photograph in the courtroom shall be made in writing to the Judge as far in advance as reasonably practicable but in any event no later than twenty-four (24) hours prior to the courtroom session to be broadcast, recorded, or photographed, unless otherwise permitted by the Trial Judge for good cause shown. Request forms may be obtained from the Juvenile Clerk's office.
- (B) The Court shall immediately attempt to inform the attorneys for all the parties in the case of the media request. If time does not permit notification by mail then telephonic means or notification in person must be attempted. The intent of this Rule is to allow attorneys for all parties an opportunity to be heard prior to the Trial Judge deciding the media request.
- (C) In the event the Trial Judge approves the media request, the Judge shall prepare and sign a journal entry setting forth the conditions of media broadcasting, televising, recording, or photographing. This entry shall be made a part of the record of the case.
- (D) Arrangements shall be made between or among media for "pooling" equipment and personnel authorized by this Rule to cover the court sessions. Such arrangements are to be made outside the courtroom and without imposing on the Judge or Court personnel to mediate any dispute as to the appropriate media pool representative or equipment authorized to cover a particular session.
- (E) Not more than one (1) portable camera (television, video tape or movie), operated by not more than one (1) person shall be permitted without authorization of the Judge.
- (F) Not more than one (1) still photographer, utilizing not more than two (2) still cameras of professional quality with not more than two (2) lenses for each camera, shall be permitted without authorization of the Judge.
- (G) Not more than one (1) audio system for radio broadcast purposes shall be permitted without authorization of the Judge.
- (H) If audio arrangements cannot be reasonably made in advance, the Judge may permit one (1) audio portable tape recorder at the bench which will be activated prior to the commencement of the courtroom session.
- (I) Visible audio portable tape recorders may not be used by the news media without the permission of the Judge.

- (J) Only professional telephonic, photographic and audio equipment which does not produce distracting sound or light shall be employed to cover courtroom sessions. No motor driven still cameras shall be permitted.
- (K) No artificial lighting device other than that normally used in the courtroom shall be employed. However, if the normal lighting in the courtroom can be improved without becoming obtrusive the Judge may permit modification.
- (L) Audio pick-up by microphone for all media purposes shall be accomplished from the existing audio systems present in the courtroom. Microphones shall be located on the Trial Judge's bench, witness stand and jury rail. Microphones shall be visible, secured but unobtrusive and located in places designated by this Rule, or the Trial Judge, in advance of any session.
- (M) The television broadcast and still camera operators shall position themselves in a location in the courtroom, either standing or sitting, and shall assume a fixed position within that area. Having established themselves in a shooting position, they shall act so as not to call attention to themselves through further movement. Sudden moves, pans, tilts or zooms by television or still camera operators are prohibited. Operators shall not be permitted to move about in order to obtain photographs or broadcast courtroom sessions, except to enter or leave the courtroom.
- (N) Television cameras, microphones and taping equipment shall not be placed in, moved during or removed from the courtroom except prior to commencement or after adjournment of the session or during recess. Neither television film magazines, rolls, lenses, still camera film, nor audio portable tape cassettes shall be changed within a courtroom except during a recess.
- (O) Proper courtroom decorum shall be maintained by all media pool participants, including proper attire in a manner that reflects positively upon the journalistic profession.
- (P) There shall be no audio pick-up or broadcast of conferences conducted in a courtroom between counsel and clients, co-counsel or the Judge and counsel.
- (Q) The Judge shall prohibit photographing or televising by any means victims of sexual assaults or undercover police officers. The Judge shall retain discretion to limit or prohibit photographing or televising any juror, victim, witness, defendant, counsel or his work product upon objection.
- (R) Upon the failure of any media representative to comply with the conditions prescribed by the Judge, the Rules of Superintendence of the Supreme Court, or this Rule, the Judge may revoke permission to broadcast, photograph or record the trial or hearing.

## **RULE 9. CLOSURE OF JUVENILE PROCEEDINGS.**

A party to a proceeding may request that a hearing or hearings be closed to members of the public, the media, or other specified persons through a written or oral motion. Such requests shall be made as far in advance as is reasonably possible to allow the Court to conduct a hearing and rule on the request without unnecessarily delaying the proceedings.

The right of a victim to attend a hearing pursuant to R.C. 2930.09, the right of a foster parent, relative or prospective adoptive parent to attend a hearing pursuant to R.C. 2151.424, the right of a defendant to an open and public hearing in a serious youthful offender proceeding, and the right of any other person who has a lawful right to attend a hearing shall be preserved.

## **RULE 10. ASSIGNMENT OF MAGISTRATES.**

- (A) Pursuant to Rule 40 of the Ohio Rules of Juvenile Procedure, Rule 53 of the Ohio Rules of Civil Procedure, Rule 19 of the Ohio Rules of Criminal Procedure, and the Ohio Revised Code, magistrates are empowered and authorized to hear all cases assigned.
- (B) All further matters shall be heard by the same Magistrate, unless otherwise ordered.

## **RULE 11. COURT COSTS.**

- (A) Filing Fee. The Clerk of Courts shall not accept any action or proceeding for filing without the requisite filing fee set forth on the Schedule of Filing Fees. Child Support Enforcement Agency forms are exempt from this requirement.
- (B) Indigence. The filing fee is met, in the case of indigence, by filing a poverty affidavit swearing that the party is without funds or assets to pay the deposit and a certification by the attorney, if any, that no attorney fees have been paid. The filing of a poverty affidavit does not relieve a party from liability for court costs.
- (C) Subsequent deposit. If, during the course of a proceeding, the Court learns that a party, who has filed a poverty affidavit, is or has become able to pay the applicable filing fee, the Court may order that party to pay the filing fee within a reasonable period of time commensurate with the circumstances.

## **RULE 12. COUNSEL**

- (A) No officer or employee of the court shall recommend attorneys to persons involved in action in the Court, except to assist in obtaining counsel for indigent participants.
- (B) Appearance of counsel. An attorney shall enter an appearance by filing a written notice with the Court or by personally appearing at a Court hearing and informing the Court.

- (C) Withdrawal of counsel. An attorney may withdraw only with the consent of the Court and upon good cause shown.
1. An attorney who has either been appointed by the Court or has been retained by a party may request the Court's permission to withdraw as counsel for a party by filing a Motion to Withdraw, stating with particularity the grounds for the motion accompanied by a proposed Order.
  2. An attorney who requests the Court's permission to withdraw as counsel for a party must do the following:
    - a) Notify the client and opposing counsel of the attorney's request to withdraw as counsel.
    - b) Notify the client of all scheduled hearing dates and that the client's attendance at the hearings is mandatory.
    - c) When appropriate, file a Notice of Appeal, Objection, or Motion to Set Aside a Magistrate's Order on behalf of client to preserve the client's rights.
  3. An attorney is not withdrawn as counsel for a party unless and until the Court grants the attorney's Motion to Withdraw.
- (D) Substitution of Counsel  
If an attorney has been retained to represent a party who was previously represented by another attorney, the current attorney shall file a Notice of Substitution of counsel within seven (7) days of being retained by the client or appointed by the Court.
- (E) Change of Address  
An attorney of record for a party, or a party who is not represented by an attorney, who has a case pending before this Court must notify the Court, in writing, opposing counsel and any party not represented by counsel, of any change of address of the attorney or party as soon as the change is known to the attorney or party.
- (F) Guardian ad litem as counsel. When a guardian ad litem appointed is an attorney admitted to practice in this state, the guardian ad litem may also serve as counsel to the ward.

### **RULE 13. GUARDIANS AD LITEM.**

- (A) Applicability. This Rule shall implement the provisions contained in Rule 48 of the Rules of Superintendence for Court of Ohio as it relates to a guardian ad litem appointed in cases in the Juvenile Division of the Pickaway County Court of Common Pleas.
- (B) Definitions. "Final Report" means: (1) in cases involving dependency, neglect or abuse, a written report that is prepared for a Final Disposition; (2) in cases involving private custody or visitation matters, a written report that is prepared for a hearing on the merits

of the complaint or motion on custody or visitation. “Interim Report” means any other report than a Final Report.

- (C) Appointment. In order to superintend the best interest of minor children in any action over which this Court has jurisdiction, the Court may appoint a guardian ad litem upon its own motion or the motion of either party. When necessary, the Court may also appoint an attorney to represent the child, or may appoint an attorney in the dual capacity of attorney and guardian ad litem for the child, so long as those roles do not conflict.

It shall be the responsibility of counsel in the case to copy the guardian ad litem with all pleadings, notices of hearings and depositions, entries and any other necessary documents. Any additional expenses incurred by the guardian ad litem as a result of counsel’s failure to notify, including the costs of transcripts, shall be charged to the party or parties responsible for such failure.

In cases not involving a CASA guardian ad litem, the Court shall require the parties to post a deposit to secure the fees of the guardian ad litem and shall apportion additional fees incurred for the services of the guardian ad litem between the respective parties. If any party has filed an affidavit of indigency, the Court may, in its discretion, not require that party to pay an initial deposit. The Court shall retain jurisdiction to reallocate the guardian ad litem fees along with all costs of the proceedings, upon motion and at the conclusion of the case. No later than seven (7) days after final hearing in the matter on which the guardian ad litem has been appointed, the attorney/guardian ad litem shall submit an affidavit of fees to the Court. If approved by the Court, said fees shall be made a part of the final entry. Nothing herein shall delay the filing of said entries, and they shall be filed in accordance with the Rules of the Supreme Court as to Civil Procedure and Superintendence. In order to protect the fee for the services of the attorney/guardian ad litem, the Court shall have the discretion to issue a lump sum judgment against the party or parties for the attorney or guardian ad litem fees due and owing at the time of the final adjudication.

- (D) Responsibilities of the guardian ad litem. If a non-attorney guardian ad litem determines that the assistance of legal counsel is necessary in order to perform the duties of a guardian ad litem, then the guardian ad litem shall timely submit a written request to the Court for appointment of counsel by the Court or for authority to employ counsel.
- (E) Training and Eligibility Requirements. A guardian ad litem may be removed from the Court appointment list by the Juvenile Judge. After losing eligibility for any reason, a guardian ad litem may not seek reinstatement of eligibility for six (6) months and thereafter must submit a new application requesting reinstatement.
- (F) Reports of a guardian ad litem. Any written report shall be filed with the Clerk and maintained with the pleadings, unless otherwise ordered by the Court. If a guardian ad litem believes that the entire report or portions thereof should be filed as “confidential,”

the guardian ad litem shall submit a written request, with supporting reasons for recommending such confidentiality, with the Court, providing copies of such request to all counsel and unrepresented parties. Such request shall be submitted to the Court by the guardian ad litem at least one (1) Court day prior to the day that the written report is required to be filed. The Court will thereupon rule upon such a request. The decision of the Court shall not affect the right of counsel or the parties to access and view the guardian ad litem written report.

Any written report filed by the guardian ad litem may be viewed by the parties or their counsel personally at the office of the Juvenile Clerk of Courts. Any written reports may be accessed only in person by the parties or their legal representatives. Copies of any written report shall be made available to counsel or to any party if not represented by counsel upon request. A guardian ad litem shall maintain the confidential nature of personal identifiers, as defined in Rule 44 of the Rules of Superintendence, or addresses where there are allegations of domestic violence or risk to a party's or child's safety. A guardian ad litem may recommend that the Court restrict access to the report or a portion of the report to preserve the privacy, confidentiality, or safety of the parties, witnesses, or the person for whom the guardian ad litem was appointed in accordance with Rule 45 of the Rules of Superintendence. Upon such application, the Court, under such conditions as may be necessary to protect from potential harm the witnesses, parties, or person for whom the guardian ad litem was appointed, may restrict access or order disclosure of or access to the information that addresses the need to challenge the truth of the information received from the proposed confidential source. Any written report shall be filed within the time required by Rule 48 of the Rules of Superintendence, unless the guardian ad litem submits a written request for an extension of time and states the reasons for such request. For good cause shown upon such written request, the Court may extend the time for filing the written report. Any costs associated with the reproduction of copies of the report shall be assessed to the requesting party.

- (G) Responsibilities of the Court. In order to serve as a guardian ad litem, an individual shall submit an application to the Court on a form as set forth in Appendix "A-5" and verify compliance with the requirements set forth in Rule 48 of the Rules of Superintendence and by this local Rule. The application shall be accompanied by a certificate of completion of the six (6) hour pre-service training, a resume stating the applicant's training, experience and expertise demonstrating the applicant's ability to successfully perform the duties and responsibilities of the guardian ad litem, and a copy of the applicant's criminal background check. The civil background check will be satisfied by completion of the application form consisting of letters of reference and a check of any records through Pickaway County Jobs and Family Services. Any fee or costs associated with a criminal background check shall be the responsibility of the applicant.

For attorneys who are submitting this application, the attorney is indicating a commitment to the acceptance of an appointment on a pro bono basis at least once a year.

All files for applicants and for individuals approved for appointment as guardians ad litem and all records and information required by Rule 48 of the Rules of Superintendence and this local Rule for the selection and service of guardians ad litem including a certificate or other satisfactory proof of compliance with training requirements shall be maintained by the Director of the CASA program for the Pickaway County Juvenile Court.

Comments or complaints regarding the performance of a guardian ad litem appointed pursuant to this Rule shall be in writing and shall be submitted to the Magistrate for the Pickaway County Juvenile Court. A copy of comments and complaints submitted to the Magistrate shall be provided to the guardian ad litem who is the subject of the complaint or comment. The Magistrate may forward any comments and complaints to the Judge of the Court for consideration and appropriate action. The Magistrate shall maintain a written record in the guardian ad litem's file regarding the nature and disposition of any comment or complaint and shall notify the person making the comment or complaint and the subject guardian ad litem of the disposition of the comment or complaint.

#### **RULE 14. DIVERSION PROGRAM.**

- (A) Pursuant to Juvenile Rule 9(A), if the best interests of the child and of the public require, a matter may be referred to unofficial status and the child subject to the complaint referred to diversion, in lieu of formal Court action.
- (B) Unofficial cases considered by the Court shall not be subject to the other provisions of these rules.
- (C) Unofficial cases shall not be part of the permanent record of the child and shall be removed from the child's file when he/she is no longer subject to the jurisdiction of the Juvenile Court.
- (C) No person, except for Court staff, shall have access to records of unofficial matters, without the consent of the Court.
- (D) Cases that might otherwise qualify for diversion may remain in an official status where there are multiple offenders not all of whom are eligible for diversion or where family or other circumstances indicate that the best interests of the child and the public are not served by a referral to diversion and unofficial status.

#### **RULE 15. DETENTION/SHELTER CARE HEARINGS.**

All juveniles received into detention or shelter care before 8:00 A.M. shall be entitled to a detention/shelter care hearing on that same day. All juveniles received into detention after 2:00 p.m. shall be entitled to a detention hearing on the next Court day, unless otherwise ordered by the Court.



**RULE 16. JUVENILE TRAFFIC OFFENSES/DIVERSION OF CERTAIN OFFENSES.**

- (A) There is hereby created the Pickaway County Juvenile Court Traffic Diversion Program.
- (B) The following offenses are eligible for referral to the SAFETEENS program:
1. All non-moving traffic violations
  2. First time speeding offenses, not in excess of sixteen (16) miles per hour over the posted speed limit, except speeding in a school zone, which is not eligible for this program and requires a Court appearance.
  3. First time minor misdemeanor traffic offenses which do not involve an accident.
- (C) The following offenses are not eligible for referral to Juvenile Court Traffic Diversion and require a Court appearance:
1. Any traffic offense, moving or non-moving, in which the offender has previously participated in the Traffic Diversion Program.
  2. Second or subsequent moving violations or non-moving violations.
  3. Reckless operation of a motor vehicle.
  4. Leaving the scene of an accident.
  5. Fleeing a police officer.
  6. Operating a vehicle while under the influence of alcohol and/or drugs.
  7. Passing a loading or unloading school bus.
  8. Operating a vehicle without a valid operator's license.
  9. Operating a vehicle while the operator's license is under suspension or revocation.
  10. Speeding in excess of sixteen (16) MPH over the posted speed limit.
  11. Drag racing.
- (D) In order to be eligible for the Juvenile Traffic Offender Program, the juvenile traffic offender must admit to the operative facts of the alleged violation and participate in the Safe Teen program. Upon the successful completion of the Safe Teen program, the Court will dismiss the traffic complaint pursuant to Juvenile Rule 29.

**RULE 17. PRIVATE CUSTODY AND ALLOCATION OF PARENTAL RIGHTS AND RESPONSIBILITIES AND/OR COMPANIONSHIP ACTIONS.**

- (A) After parentage has been established, a parent or other interested party may bring an action in this Court to determine custody, the allocation of parental rights and responsibilities regarding the child, or modification of the allocation of parental rights and responsibilities. The person filing shall allege in the complaint that parentage has

been established and the means by which it has been established, including stipulations of the parents. Any order, affidavits or other documentation establishing parentage shall be attached to the complaint. The plaintiff shall attach a uniform child Custody Jurisdiction Act Affidavit to the complaint. The complaint shall be served pursuant to Civ. R. 4 through 4.6.

- (B) Unless emergency custody orders are sought by Children Services, the Court will not issue any *ex parte* custody orders.
- (C) The initial hearing on allocation of parental rights and responsibilities shall be handled within twenty-eight (28) days after service of the complaint. In no event shall the defendant be given less than seven (7) days' notice of the initial hearing.
- (D) At the initial hearing, the Court may rule upon the temporary allocation of parental rights and responsibilities, including child support and visitation.
- (E) At the initial hearing, which is not evidentiary, the court shall determine whether the motion is contested and the basis of the motion. The Court may order an evaluation pursuant to O.R.C. § 3109.04, counseling, psychological evaluation, or appointment of a guardian ad litem. The Court shall determine the payment of costs pursuant to Pick. Juv. Rule 13.
- (F) The Court may set a pre-trial and final hearing date at the initial hearing or by order, unless the case was settled and finalized at the initial hearing by the parties.
- (G) Prior to the final hearing, at the pre-trial, counsel shall review all written reports which shall be made available pursuant to Pick. Juv. Rules and discuss settlement options with their clients.
- (H) Parties as well as counsel are to appear at the pre-trial.
- (I) Parentage cases: request and deposit. A party requesting the appointment of a guardian ad litem in a parentage action shall file a written request no later than thirty (30) days prior to the hearing scheduled to determine custody or visitation issues. Unless otherwise ordered by the Court, the party requesting the appointment shall deposit an amount as designated by the Court in a separate Entry of Appointment.

### **RULE 18. UNCONTESTED CHANGE OF CUSTODY.**

There shall be a hearing on any uncontested motion for a reallocation of parental rights and responsibilities when one of the parties is not represented by counsel. If all parties are represented by counsel, an agreed entry, signed by both counsel, reallocating parental rights and responsibilities may be submitted to the Court for approval. The Court may approve the

submitted agreed entry without a hearing. If the Court determines that a hearing is necessary, then the Clerk shall notify counsel of the hearing.

### **RULE 19. COMPANIONSHIP/VISITATION.**

The Court adopts the standard companionship schedules as set forth in Appendix “A-3” and “A-4”.

### **RULE 20. INACTIVE CASES.**

Cases not served in six (6) months, or where no action has occurred on the part of the movant for six (6) months, will be subject to dismissal for failure to proceed after written notice to the parties.

Cases that exceed the timeline requirements of the Supreme Court of Ohio shall be placed on inactive status.

### **RULE 21. ENTRIES.**

Unless the Trial Judge otherwise directs, counsel for the party in whose favor an order, decree, or judgment is rendered shall within five (5) days thereafter prepare the proper journal entry and submit it to the counsel for the adverse party, who shall approve or reject the same within three (3) days after the receipt thereof. Name of counsel, counsel’s Ohio Supreme Court registration number, and the name of the Trial Judge shall be typed or printed upon the entry. When the entry is approved by counsel, it shall be so endorsed and presented to the Judge who made the decision for approval and if signed by the Judge shall be filed with the Clerk. If counsel is unable to agree upon the entry, each counsel shall prepare his/her version. Counsel who prepared the initial entry shall forthwith notify the other counsel of when he/she intends to submit the entry to the Trial Judge, which entry shall be submitted within fourteen (14) days after the decision is rendered. The Trial Judge shall direct which entry shall be filed.

### **RULE 22. SERVICE BY PUBLICATION.**

- (A) Service by publication can be made by newspaper publication or by posting and mail. Service by publication of a Motion for Permanent Custody must be accomplished by newspaper if the address of the party is unknown.
- (B) A request for service by publication must be accompanied by an affidavit executed by the party or the party’s attorney stating that service cannot be made because the residence of the person is unknown and cannot be ascertained with reasonable diligence and providing

what attempts were made to ascertain the address. The affidavit must also state the last known address of the person to be served.

(C) Publication by newspaper:

1. The Clerk will serve notice by publication in a newspaper of general circulation in Pickaway County.
2. A request for service by publication in a newspaper shall include the following information to be included in the notice: the case number, the name of the first party on each side, the name and last known address of the person who is to be served, a summary statement of the allegations made in the complaint and the date, time and place the person is to appear.
3. A request for service by publication by newspaper shall be submitted at least fourteen (14) days before the date and time of the hearing stated in the notice.
4. The publisher or the publisher's agent shall file an affidavit stating that the notice by publication was published and provide a copy of the notice to the Court. This affidavit and the copy of the notice will constitute proof of service.

(D) Publication by posting and mail:

1. The Clerk will serve notice by publication by posting and mail as set forth below.
2. A request for service by publication by posting and mail shall include the following information to be included in the notice: the case number, the name of the first party on each side, the name and last known address of the person who is to be served, a summary statement of the allegations made in the complaint and the date, time and place the person is to appear.
3. A request for service by publication by posting and mail shall be submitted at least fifteen (15) days before the date and time of the hearing stated in the notice.
4. The notice shall be posted on the Pickaway County Juvenile Court web site, in a section designated "Public Notices," for seven (7) consecutive days.
5. In addition to posting the notice, the Clerk shall mail the summons or other pleading to be served, by ordinary mail with a certificate of mailing, address correction requested, to the last known address of the party to be served, if known.
6. If the Clerk is notified of a corrected or forwarding address for the party to be served within the seven (7) day period that the notice is posted pursuant to this rule, the Clerk must mail the summons or other pleading to be served, by ordinary mail with a certificate of mailing, to the corrected or forwarding address.
7. Upon completion of service by posting and mail, the Clerk shall docket where and when the posting was completed and a copy of all certificates of mailing.
8. Service is complete when the notation of posting and mail is docketed by the Clerk.

## **RULE 23. COMPETENCY HEARINGS; STAY OF DELINQUENCY PROCEEDINGS.**

- (A) General purpose. The purpose of these Rules is to expedite proceedings under §§ 2152.51 to 2152.59 of the Revised Code, to ensure that proper notice of competency hearings is provided to the appropriate persons, and to ensure that any proceedings on an underlying complaint are stayed pending the determinations under these sections.
- (B) Expedited hearings. Juvenile competency hearings shall be scheduled and heard on an expedited basis. Hearings in juvenile competency proceedings shall be held in strict compliance with applicable deadlines as established by statute or by this Rule.
- (C) Notice. Upon the conclusion of each hearing, the Court shall provide written notice to the prosecuting attorney, the child's attorney, the child's guardian ad litem, and the child's parents, guardian, or custodian of the date, time and place of the next scheduled hearing. Mailed notice shall not be required for any party or other individual designated in this Rule to whom notice of the next hearing was provided in writing upon conclusion of the immediately preceding hearing.
- (D) Stay of proceedings. Upon the filing of a motion for a determination regarding a child's competency or upon the Court's own motion the Court shall stay all delinquency proceedings pending a determination of competency. If, upon a determination of competency, the Court determines that the child is not competent but could likely attain competency, the Court order staying the delinquency proceedings shall remain in effect until such time as the child attains competency or the proceeding is dismissed.

## **RULE 24. IN CAMERA INTERVIEW OF CHILDREN.**

In all cases where an *in camera* interview of a minor child or children have been requested, the Court shall make a record of said interview. The parents shall have no access to the report of the interview, even if the record has been transcribed for purposes of appeal or objections. The record or transcript shall be sealed, to be opened only by the Court or upon order of the Court. Attorneys may have access to the transcript of the child's interview only upon written motion and judgment entry signed by the Court.

## **RULE 25. FILING BY FACSIMILE.**

Pleadings and other papers may be filed with the clerk of the Pickaway County Juvenile Court by facsimile transmission to (740) 474-8451 as provided in this rule.

- (A) Applicability:
  - 1. This rule applies to proceedings in the Pickaway County Juvenile Court.

2. The following documents will not be accepted for fax filing: Original Delinquent Unruly, Traffic, Abuse, Neglect, Dependency, Parentage, Contempt filings or any filing that requires a filing fee.

(B) Original Filing:

1. A document filed by fax shall be accepted as the effective original filing. The person filing a document by fax is not required to file any source document with the Clerk. The person filing the document shall maintain in his or her records and have available for production on request by the Court the source document filed by fax, with original signatures as otherwise required under the applicable rules, and the source copy of the facsimile cover sheet used for the subject filing.
2. The source document filed by fax shall be maintained by the person making the filing until the case is closed and all opportunities for post judgment relief are exhausted.

(C) Definitions. As used in these rules:

1. “Facsimile transmission” means the transmission of a source document by a facsimile machine that encodes a document into optical or electrical signals, transmits and reconstructs the signals to print a duplicate of the source document at the receiving end. “Facsimile transmission” does not include transmission by email.
2. “Facsimile machine” means a machine that can send and receive a facsimile transmission.
3. “Fax” is an abbreviation for “facsimile” and refers, as indicated by the context, to facsimile transmission or to a document so transmitted.

(D) Cover Page:

The person filing a document by fax shall also include a cover page containing all of the following information:

1. Name of the court;
2. Title of the case;
3. Case number;
4. Name of the judge to whom the case is assigned, if any;
5. Title and or description of the document being filed
6. Date of transmission;
7. Transmitting fax number;
8. Indication of the number of pages included in the transmission, including the cover page;
9. If a judge or case number has not been assigned, state that fact on the cover page;
10. Name, address, telephone number, fax number, Supreme Court registration number, if applicable, and e-mail address of the person filing the fax document if available;

If a document is sent by fax to the Clerk without the cover page information listed above, the Clerk may do either of the following:

1. Enter the document in the case docket and file the document;
2. Deposit the document in a file of failed faxed documents with a notation of the reason for the failure.
3. If the Clerk acts pursuant to division (2) of this section, the document shall not be considered filed with the Clerk.

(E) Signature

A party who wishes to file a signed source document by fax shall do either of the following:

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

A party who files a signed document by fax represents that the physically signed source document is in his or her possession or control. Any signature on electronically transmitted documents shall be considered that of the attorney or party it purports to be for all purposes. If it is established that the documents were transmitted without authority, the Court shall order the filing stricken.

(F) Exhibits

1. Each exhibit to a facsimile produced document that cannot be accurately transmitted via facsimile transmission for any reason shall be replaced by an insert page describing the exhibit and why it is missing. Unless the Court otherwise orders, the missing exhibit shall be filed with the Court, as a separate document, not later than five (5) Court days following the filing of the facsimile document. The Court may strike any document or exhibit, or both, if missing exhibits are not filed as required by this section.
2. Any exhibit filed shall include a cover sheet containing the caption of the case that sets forth the name of the Court, title of the case, the case number, name of the Judge and the title of the exhibit being filed (e.g., Plaintiff Smith’s Notice of Filing Exhibit “G” to Plaintiff Smith’s Response to Defendants’ Motion to Dismiss). The exhibit and cover sheet shall be signed and served in conformance with the rules governing the signing and service of pleadings in this Court.

- (G) Subject to the provisions of these rules, all documents sent by fax and received by the Clerk shall be considered filed with the Clerk of Court as of the date and time automatically imprinted by the fax machine of the Clerk of Court. The fax machine will be available to receive facsimile filings on the basis of 24 hours per day seven (7) days per week including holidays.

- (H) Fax filings may not be sent directly to the Court for filing but may only be transmitted directly through the facsimile equipment operated by the Clerk of Court.
- (I) The Clerk of Court may, but need not, acknowledge receipt of a facsimile transmission.
- (J) The risks of transmitting a document by fax to the Clerk of Court shall be borne entirely by the sending party. Anyone using facsimile filing is urged to verify receipt of such filing by the Clerk of Court through whatever technological means are available.
- (K) No documents filed by facsimile that requires a filing fee shall be accepted by the Clerk for filing until court cost and fees have been paid. Court cost and fees may be paid by credit or debit cards. The forms necessary for the authorization of payment by credit or escrow account shall be available at the Clerk's office during normal business hours. See attached Appendix "A-1" and "A-2". Documents tendered to the Clerk without payment of court cost and fees, or with incomplete information on the charge authorization or request, or which do not conform to applicable rules will not be filed. (See Appendix "A-2" for sample credit/debit card payment form.) INFORMATION FURNISHED FOR AUTHORIZATION OF PAYMENT BY CREDIT/DEBIT CARD SHALL NOT BE PART OF THE CASE FILE.

No additional fee shall be assessed for facsimile filings. An Authorization for Payment form shall accompany each fax transaction for which payment is being authorized.

### **RULE 26. HEARING NOTICE VIA ELECTRONIC MAIL.**

Upon the written consent of a party or counsel if represented, the Court may send all hearing notices via electronic mail.

### **RULE 27. RECORDS SUBPOENAED FROM CHILDREN SERVICES**

- (A) In the event a party subpoenas or otherwise requests copies of records from a children services agency, and the agency files an objection to the disclosure, the agency shall provide copies of the records to the court for an in camera review as to their discoverability along with their objection. The identity of a referent of child abuse/neglect and identifying information regarding the foster parents shall be redacted. The agency will also file a statement with the Court indicating which portions of the records in question should not be provided to the parties and the reasons for their objection to the disclosure.
- (B) Agency records submitted for in camera review shall be maintained as non-public records in the Court's unofficial file. The inspection of the records by counsel, if authorized by the Judge or Magistrate, shall proceed under the direction of the Clerk's Office as set out in Pick. Juv. R. 5. No copies of the records shall be made absent a Court Order.
- (C) If authorized by the Court, counsel may make copies of select records for use at trial only, and if entered into evidence the records shall be retained only so long as they are needed for the purposes of trial or possible appeal. They shall thereafter be destroyed. To the extent the records are to be retained by the Court, they shall be kept in a sealed record



and not re-disclosed to third parties. Agency records released to the counsel for use at trial shall be designated as “counsel only” materials, which may not be reproduced, copied or disseminated in any way. Counsel may orally communicate the content of the “counsel only” material to the parties they represent, but not provide those parties with copies of the records. The Court may specifically regulate the time, place and manner of a pro se party’s access to any discoverable material, not to exceed the scope of this rule. If not entered into evidence, counsel shall return any copies of agency records to the Juvenile Court at the conclusion of the trial.

### **RULE 28. INCONSISTENT ORDERS FROM OTHER COURTS**

- (A) In the event that a temporary protection order, civil protection order, restraining order or other no contact order is issued by a Court with jurisdiction that prohibits contact between persons who are parties in the proceedings in the Juvenile Division, that temporary protection order, civil protection order, restraining order or no contact order will take precedence over any visitation orders issued by this Court until such time as the issue is specifically addressed by this Court. A temporary protection order, civil protection order, restraining order or other no contact order does not, however, excuse a party from appearing in Court.

### **RULE 29. NOTICE TO FOSTER CAREGIVER/RELATIVE PLACEMENT PROVIDER OF HEARINGS**

- (A) In accordance with O.R.C. §2151.424 the Court will provide notice to foster caregivers and relative placement providers of their right to attend hearings and present evidence concerning the child in their care.
- (B) To facilitate the Court in fulfilling its duty to provide proper notice of hearings to foster caregivers and relative placement providers a Child Placement Form (Appendix) must be completed and filed with the clerk the next business day following the initial placement and any change in placement.
- (C) Information provided regarding foster caregivers to assist the Court in fulfilling its duties under this rule is non-public and will not be available to the public, including any party to a case. The Court shall maintain this information in the unofficial file.

### **RULE 30. OMISSION OF PERSONAL IDENTIFIERS PRIOR TO SUBMISSION OR FILING**

Personal identifiers must be omitted prior to submission or filing. A personal identifier is a social security number except for the last four digits; financial account numbers, including but not limited to debit card, charge card and credit card numbers; and a minor child’s name when the minor child is a victim in any kind of case.

- (A) When submitting a case document to the Court or filing a case document with the Clerk of Courts, a party to a judicial action or proceeding shall omit personal identifiers from the document.
- (B) When personal identifiers are omitted from a case document submitted to the Court or filed with the Clerk of Courts, the party shall submit or file that information on a Pickaway County Juvenile Court Information Sheet. All Information Sheet information must be typed. A separate Information Sheet must be submitted for each case number.
- (C) All Information Sheets shall be retained by the Clerk of Courts and are not subject to service on the parties.
- (D) Redacted or omitted personal identifiers shall be provided to the Court or Clerk upon request, or to a party to the judicial action or proceeding upon Motion.
- (E) The responsibility for omitting personal identifiers from a case document submitted to a Court or filed with the Clerk of Courts shall rest solely with the party. The Court or Clerk is not required to review the case document to confirm that the party has omitted personal identifiers, and shall not refuse to accept or file the document on that basis.
- (F) Failure to follow these mandatory rules may result in sanctions.

### **RULE 31. USE OF RESTRAINTS**

- (A) Instrument of restraint, including, but not limited to handcuffs, chains or shackles shall not be used on a juvenile during a court proceeding unless both of the following apply:
  - 1. The necessity of using restraints is demonstrated to the satisfaction of the judge or magistrate by the presence of one or more of the following factors:
    - (a) The child represents a current and significant threat to the safety of the child's self or other persons in the courtroom; or
    - (b) There is a significant risk that the child will flee the courtroom; and
  - 2. The court determines that there are no less restrictive alternatives to restraints that will prevent flight or physical harm to the child or another person, including, but not limited to, the presence of court personnel, law enforcement officers or bailiffs.
- (B) When used, restraints should allow the juvenile limited movement of the hands to read and handle documents and writings necessary to the hearing unless there is a demonstrated need for more restricted movement.
- (C) This rule shall not limit the ability of law enforcement, security personnel or other court staff from restraining a juvenile if necessary to ensure the courtroom is properly

functioning and/or to maintain the safety and security of court facilities. This Rule shall not apply to duly adopted policies of law enforcement agencies in their custodial transportation of juveniles outside of the courtroom.

- (D) Upon written or verbal request of any party, the prosecuting attorney, court security staff, the probation department, or the victim advocate, the court may order any child who is brought before the court to be restrained. If such an order is issued, the order and the reasons for the order shall be communicated to the child, the child's parents, and the child's attorney. The parties shall be advised of the right to be heard on the use of physical restraints as provided in Ohio Sup. R. 5.1(B).
- (E) In order to assist the Court in its determination of whether and to what extent the use of physical restraints may be appropriate pursuant to this Rule, the Court shall utilize the "Court Security Determination" form contained in the Appendix herein, as may periodically be amended.

## **RULE 32. COURT APPOINTMENTS**

### **(A) Definitions**

1. "Appointment" means the selection by the Court of any person or entity designated pursuant to constitutional or statutory authority, Rule of Court, or inherent authority of the Court to represent, act on behalf or in the interest of another, or perform any services in a court proceeding.
2. "Appointee" means any person, other than a court employee, receiving a court appointment that is selected by the Court. "Appointee" does not include an arbitrator, mediator, investigator, psychologist, interpreter, or other expert in a case following independent formal or informal recommendations to the court or judicial officer by litigants; any individual who is appointed by any court pursuant to the Revised Code or the inherent authority of the court to serve in a non-judicial public office for a full or unexpired term or to perform any function of an elected or appointed public official for a specific matter as set forth in the entry of appointment; a guardian ad litem; or the appointment of counsel pursuant to the Public Defender contract for assignment of counsel to indigent parties involving delinquency, unruly, dependency, neglect, abuse or adult criminal cases.

### **(B) Court Appointments**

1. Persons appointed by the Court may be selected from lists maintained by the Court. Such lists will be located in miscellaneous case file. Persons desiring appointments and seeking to be added to the list should provide to the Court in writing a brief summary describing their qualifications, skills, and any special expertise, along with the position(s) sought to be considered for appointment.

2. Appointments will be made from such lists taking into consideration the qualifications, skills, and expertise of the appointee in addition to the type, complexity, and requirements of the case.
3. Court appointees will be paid a reasonable fee with consideration given to the factors contained in DR-2-106 of the Code of Professional Responsibility, the Ohio Revised Code, and the Local Rules of Court relating to fees.
4. The Court will review Court appointment lists in December and June of each year to ensure the equitable distribution of appointments and to determine whether to continue or remove the person on the appointment list. If the person is removed, the court will inform the person in writing. If a complaint is made with the court about the performance of the appointee or the court, on its own, may review such performance and remove the appointee from the list.

APPENDIX A-1

**FACSIMILE FILING COVER PAGE**

**RECIPIENT INFORMATION**

Name of Court: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**SENDING PARTY INFORMATION**

Name: \_\_\_\_\_

Supreme Court Registration Number (If Applicable): \_\_\_\_\_

Office/Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address (If Available): \_\_\_\_\_

**CASE INFORMATION**

Title of Case: \_\_\_\_\_

Case No: \_\_\_\_\_

Title of the Document: \_\_\_\_\_

Judge\*: \_\_\_\_\_

**FILING INFORMATION**

Date of Fax Transmission: \_\_\_\_\_

Number of Pages: \_\_\_\_\_

Statement Explaining How Costs Are Being Submitted, If Applicable: \_\_\_\_\_

\_\_\_\_\_

\*If a Judge or Case Number Has Not Been Assigned, Please State That Fact in the Space Provided.

APPENDIX A-2

**CREDIT/DEBIT CARD AUTHORIZATION FORM**

**To: Clerk, Pickaway County Common Pleas, Juvenile Division**

Fax Number: \_\_\_\_\_

**REGARDING**

Case Name: \_\_\_\_\_

Case No: \_\_\_\_\_

**Dear Clerk's Office Representative:**

Please charge my debit/credit card in the amount of \$ \_\_\_\_\_ in payment of fees for the following Court costs/service(s): (Identify document to be filed or other service to be performed by the Clerk's Office for which a fee is assessed): \_\_\_\_\_

\_\_\_\_\_

Circle One:    MasterCard                      Visa

Credit/Debit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name & Telephone Number of Person Submitting this Form: \_\_\_\_\_

\_\_\_\_\_

APPENDIX A-3  
RULE 19  
PARENTING SCHEDULE  
UNDER 150 MILES ONE WAY  
PICKAWAY COUNTY COURT OF COMMON PLEAS, JUVENILE DIVISION

Liberal parenting arrangements are encouraged, as extensive contact with both parents is important to the children. Specific items in the judgment entry may take precedence over this schedule. Changes or modifications can be made by the Court, if the need for such is shown. This schedule does not affect support payments, nor does it apply to parents living more than 150 miles apart, as the Long-Distance Parenting Schedule (Rule 19) shall apply.

- I. **PARENTING TIME:** Parenting time between the child(ren) and the non-residential parent shall take place at such times and places as the parties may agree, but in the absence of agreement, will not be less than:
- A. **INFANTS UP TO 12 MONTHS:** Every Sunday from 12:00 P.M. until 6:00 P.M. and two weekday evenings from 5:30 P.M. until 8:30 P.M. If the parents cannot agree, the weekdays shall be Tuesday and Thursday. The non-residential parent shall also have holiday parenting time on Easter, The Fourth of July and Christmas Day from 12:00 P.M. until 6:00 P.M. The child(ren) shall be with the mother on Mother's Day from 12:00 P.M. until 6:00 P.M. and with the father on Father's Day from 12:00 P.M. until 6:00 P.M. If the non-residential parent misses Sunday parenting time due to the other parent's Mother's Day/Father's Day parenting time, the non-residential parent shall exercise his or her Sunday parenting time on Saturday on that particular weekend from 12:00 P.M. until 6:00 P.M. If the non-residential parent misses his or her weekday parenting time due to the residential parents' exercise of holiday parenting time; the missed parenting time shall be made up on the day immediately following the holiday. Said parenting time shall be modified so as not to interfere with breastfeeding in the event the mother is nursing the child.
- B. **AFTER 12 MONTHS OF AGE:**
1. **Weekends:** Alternate weekends from Friday at 6:00 P.M. until Sunday at 6:00 P.M.
  2. **Weekdays:** Two weekday evenings per week from 5:30 P.M. until 8:30 P.M. If the parents cannot agree, the weekdays shall be Tuesday and Thursday.
  3. **Holidays and School Vacations:** In the odd-numbered years, Mother shall have parenting time on Martin Luther King Day, Easter, Fourth of July, Trick-or-Treat night, Thanksgiving, Christmas Day and the second half of the Christmas vacation (if applicable). Father shall have parenting time on President's Day, Spring Break (if applicable), Memorial Day, Labor Day, Christmas Eve, and the first half of Christmas vacation (if applicable). In the even-numbered years the schedules are reversed.  
The following are general rules for holiday and birthday parenting time:
    - (a) Holiday and birthday parenting time shall take precedence over regularly scheduled parenting time. Any regularly scheduled parenting time missed due to the exercise of holiday or birthday parenting time shall not be made up.
    - (b) A holiday which falls on a weekend should be spent with the parent who is supposed to have the child(ren) for that holiday. The rest of the weekend is spent with the parent who would normally have that weekend.
    - (c) Mother's Day and Father's Day shall be spent with the appropriate parent. The times are from 6:00 P.M. the night proceeding until 6:00 P.M. on the day of the holiday.
    - (d) Other days of special meaning such as religious holidays shall be decided together, written into the Court order, and alternated as above.
    - (e) Spring Break shall be applicable for all children when one or more is of school age and receives a Spring Break from school. It shall commence at 6:00 P.M. on the day school is out until 6:00 P.M. on the day before school recommences.
    - (f) Easter shall be from 6:00 P.M. the night before until 6:00 P.M. Easter day, unless at least one child is entitled to a Spring Break from school and Easter is during that time in which case subsection (e) hereinabove shall apply.

- (g) Fourth of July shall be from 9:00 A.M. on July 4 until 9:00 A.M. on July 5.
  - (h) Thanksgiving shall be from 6:00 P.M. on the day before Thanksgiving until 6:00 P.M. the Sunday after Thanksgiving.
  - (i) Christmas Eve shall be from 12:00 P.M. on December 24 until 12:00 P.M. on December 25.
  - (j) Christmas Day shall be from 12:00 P.M. on December 25 until 12:00 P.M. on December 26.
  - (k) At such time as one or more of the children is of school age and entitled to a Christmas vacation, then the Christmas holiday shall consist of the entire school vacation, with the first half of Christmas vacation commencing at 6:00 P.M. on the day school is out until 12:00 P.M. on December 25, and the second half commencing at 12:00 P.M. on December 25 through 6:00 P.M. on the day before school recommences.
  - (l) Memorial Day, President's Day, Labor Day, and Martin Luther King Day shall be from 9:00 A.M. until 6:00 P.M. on the day of the holiday.
  - (m) 48 hours notice shall be given by the parent with whom the holiday is being spent for any arrangements for out of town travel on the holidays or change in pick-up/return times.
4. **Birthdays:** The children's birthdays shall be alternated between the parents on an annual basis, with mother to have the children in all odd-numbered years and father to have the children in all even-numbered years. The parenting time shall be from 10:00 A.M. until 6:00 P.M. unless the birthday falls on a school day, in which case it shall be from 5:30 P.M. until 8:30 P.M. Siblings shall attend the birthday event. Birthday parenting time shall take precedence over regular weekend time and all holidays excepting Christmas Day.
5. **Summer:** Four weeks of parenting time each year to be arranged with 45 days advance notice by the non-residential parent. The residential parent must give the non-residential parent 60 days notice of vacations or special plans for the child(ren) to avoid planning conflicts. In the event the child(ren) must attend summer school in order to pass to the next grade, school must be attended. **Mandatory** camps or tryouts attached to a school-sanctioned extracurricular activity shall also be attended. If proper notice has been given and a scheduling conflict still exists, Mother's choice shall take precedence in odd-numbered years and Father's choice shall take precedence in even-numbered years. Said parenting time shall be exercised in one-week non-consecutive periods for children under three years of age and in one or two week non-consecutive periods for children three years of age and over, or for families wherein at least one child is three years of age or over. During the summer months, the residential parent shall have weekday parenting time two weekday evenings per week from 5:30 P.M. to 8:30 P.M. if the non-residential parent is not traveling pursuant to paragraph 6 below. If the parents cannot agree, the weekdays shall be Tuesday and Thursday.
6. **Vacations:** Each parent may arrange an uninterrupted vacation of not more than two weeks with the child(ren). The non-residential parent shall schedule this during his or her four-week summer parenting time, and the residential parent shall schedule this at a time other than the non-residential parent's four-week summer parenting time. A general itinerary shall be provided to the other parent, including dates, locations, addresses and telephone numbers. Holiday and birthday celebrations with either parent shall not be missed. Scheduling of the vacation around these events shall be required or the missed occasion be made up if the parties so agree. Alternate weekends which are missed during vacation are not required to be made up. A vacation is defined as a parent's time off from work where that parent spends time with the child(ren).

II. **TRANSPORTATION:** Unless otherwise agreed upon or ordered by the Court, and subject to paragraph XI, the parties shall be equally responsible for all transportation involving exchanges of children for parenting time, excluding mid-week parenting time which shall be the responsibility of the non-residential parent. The parent providing transportation may employ another responsible adult known well and trusted by the child(ren) when necessary.



- III. **SPECIAL ACTIVITIES:** The residential parent shall not unilaterally schedule activities for the child(ren) which necessarily conflict with or limit the parenting time of the non-residential parent. However, activities of a continuing nature which are important to the child(ren) and an integral part of the responsibility of the residential parent, such as regular or compulsory church attendance or religious training, regular extracurricular activities including academic clubs, sports, cheerleading, and musical and dramatic organizations, and summer recreation programs such as a little league baseball, should be encouraged. In such instances, the non-residential parent shall be responsible for good faith efforts to help the child(ren) participate when activities occur during scheduled parenting time.
- IV. **CHILDREN RESIDING WITH DIFFERENT PARENTS:** Whenever the children are “split” between the parents, that is one or more residing with the mother and one or more residing with the father, all parenting time under this Schedule shall be coordinated so that the children are together on all weekends, holidays and during the summer.
- V. **PARENTING TIME SHALL NOT CONFLICT WITH SCHOOL ATTENDANCE:** If any one of the holidays listed above is not a school holiday, there shall be no special parenting time on said holiday.
- VI. **RELATIONSHIP WITH CHILD(REN):** No overnight parenting time shall commence at any age unless the non-residential has exercised regular, consistent parenting at least during the sixty (60) days preceding the overnight. The purpose of this section is to prevent undue emotional distress for the child(ren) who has had little or no contact with the non-residential parent. In such circumstances, the non-residential parent should exercise parenting time pursuant to Section I (A) for at least sixty (60) days before beginning overnight parenting time.
- VII. **CANCELLATION:** The non-residential parent shall give twenty-four (24) hours notice to cancel. Time cancelled or not exercised by the non-residential parent is forfeited.
- VIII. **ILLNESS:** If a child is ill, the residential parent should give twenty-four (24) hours notice if possible, so appropriate plans can be made. However, if more than one day of any weekend, holiday, or vacation is missed due to a non-emergency or non-critical illness, then any missed parenting time shall be made up as soon as practicable.
- IX. **MAKE-UP PARENTING TIME:** Any make-up parenting time required by this Schedule shall occur the first weekend allocated to the other parent immediately following the missed parenting time, and shall continue during the other parent’s weekends until made up in full, including partial weekends.
- X. **WAITING:** The children and residential parent have no duty to await the visiting parent more than thirty (30) minutes past the scheduled parenting time. A parent who is more than thirty minutes late forfeits parenting time for that period, unless the delay is reasonable, advance notice is given, and other arrangements are made, which do not work a hardship on the child(ren) or residential parent.
- XI. **MOVING:** Upon either parent learning that he or she will be moving, he or she shall immediately notify the other parent and provide the other parent with the moving date, new residence address and telephone number, and such other pertinent information necessary to effectuate a smooth move for the child(ren). The parents shall attempt in good faith to renegotiate an appropriate and beneficial new parenting schedule. If they are unable to do so, the non-residential parent shall, at a minimum, enjoy the existing parenting schedule for distances under 150 miles or the long-distance parenting schedule for distances farther than 150 miles. If the residential parent moves farther than fifty (50) miles from his/her current residence, then he/she shall bear the expense and responsibility of transportation until a Court order modifying parenting time is entered. In the event the residential parent learns or determines that he or she will be moving, he or she shall file a Notice of Intent to Relocate with this Court, as provided by law.
- XII. **MEDICAL CONCERNS:** Each parent shall timely notify the other of any health problems of the child(ren) and shall provide necessary instructions for the administration of prescription or over-the-counter medications.
- XIII. **SCHOOL:** 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 notices of such events shall notify the other of the details of said events within three (3) days of receipt, or sooner if applicable. Both parents are equally entitled to receive grade cards for the children and shall individually notify the school to make arrangements to directly receive the information. The parent completing the required contact/information form and/or emergency contact information form for the child(ren) SHALL provide contact information for the other parent.

- XIV. **TELEPHONE ACCESS:** Unless otherwise excused by the Court, each parent shall disclose to the other her/his telephone number(s). The child(ren) must be allowed to communicate by telephone two times per week with both parents, regardless of with whom the child(ren) is/are currently residing. Telephone conversations shall be no less than fifteen (15) minutes in length. The calling party shall bear the expense. The child(ren) may call either parent collect at any and all reasonable times as he or she wishes/ Telephone communication shall not be monitored or censored.
- XV. **CURRENT ADDRESS AND TELEPHONE NUMBER(S):** Each parent must keep the other informed of his or her current address and telephone at all times.
- XVI. **SCHEDULE TO BE FURNISHED PARTIES:** Attorneys representing parties in domestic relations actions in this Court where there are minor children shall furnish their clients with a copy of this Schedule when applicable.

APPENDIX A-4  
RULE 19  
PARENTING SCHEDULE FOR LONG DISTANCE TRAVEL  
OVER 150 MILES ONE WAY  
PICKAWAY COUNTY COURT OF COMMON PLEAS, JUVENILE DIVISION

Liberal parenting arrangements are encouraged, as extensive contact with both parents is important to the children. Specific items in the judgment entry may take precedence over this schedule. Changes or modifications can be made by the Court, if the need for such is shown. This Long Distance Parenting Schedule shall apply to parents living more than 150 miles apart, and is intended to limit the time a child must travel for short term visitation to four hours or less.

- I. **PARENTING TIME:** The non-residential parent who wishes to travel to the residence of the child shall be entitled to exercise the same rights of parenting time as set forth in the Parenting Schedule for parent who live within 150 miles of each other (Local Rule 19) as long as the travel associated with said parenting time does not create an undue burden on the minor child(ren). In such circumstances, however, the non-residential parent shall notify the residential parent of the intent to follow the regular schedule.

The non-residential parent who is unable to visit regularly due to distances between residences shall have parenting time with the children at such times and places as the parties may agree, but in the absence of an agreement, or a specific Court order, will not be less than:

- A. **INFANTS UP TO 12 MONTHS:** Any time said parent travels to the general area of the child's residence with said parenting time to be on a daily basis for a period of up to seven (7) consecutive days, not to exceed 28 days per year. The daily parenting time shall be from 12:00 P.M. until 6:00 P.M. Said parenting time shall not be exercised on any holiday except Easter, the Fourth of July, and Christmas Day and Father's Day if the non-residential parent is the father, or Mother's Day if the non-residential parent is the mother. Said parenting time shall be modified so as not to interfere with breastfeeding in the event the mother is nursing the child.

B. **AFTER 12 MONTHS OF AGE:**

1. **Weekends:** One weekend per month from Thursday at 4:00 P.M. until Sunday at 6:00 P.M. or from Friday at 4:00 P.M. until Monday at 6:00 P.M. at the option of the non-residential parent, as long as the parenting time does not interfere with school or with holidays, vacations or birthdays assigned to the residential parent as set forth hereinbelow. The non-residential shall give the residential parent at least seven (7) days' notice of his or her intention to exercise the one weekend per month
2. **Holidays and School Vacations:** In the odd-numbered years, Mother shall have parenting time on Martin Luther King Day, Easter, Fourth of July, Trick-or-treat night, Thanksgiving, Christmas Day and the second half of the Christmas vacation (if applicable). Father shall have parenting time on President's Day, Spring Break (if applicable), Memorial Day, Labor Day, Christmas Eve, and the first half of Christmas vacation (if applicable). In the even-numbered years the schedules are reversed.

The following are general rules for holiday and birthday parenting time:

- a. The non-residential parent must give at least seven (7) days' notice of the intent to exercise holiday and/or birthday parenting time.
- b. Holiday and birthday parenting time shall take precedence over regularly scheduled parenting time. Any regularly scheduled parenting time missed due to the exercise of holiday or birthday parenting time shall not be made up.
- c. A holiday which falls on a weekend should be spent with the parent who is supposed to have the child(ren) for that holiday. The rest of the weekend is spent with the parent who would normally have that weekend.
- d. Mother's Day and Father's Day shall be spent with the appropriate parent. The times are from 6:00 P.M. the night preceding until 6:00 P.M. on the day of the holiday.

- e. Other days of special meaning such as religious holidays shall be decided together, written into the Court order, and alternated as above.
  - f. Spring Break shall be applicable for all children when one or more is of school age and receives a Spring Break from school. It shall commence at 6:00 P.M. on the day school is out until 6:00 P.M. on the day before school recommences.
  - g. Easter shall be from 6:00 P.M. the night before until 6:00 P.M. Easter day, unless at least one child is entitled to a Spring Break from school and Easter is during that time in which case subsection (f) hereinabove shall apply.
  - h. Fourth of July shall be from 9:00 A.M. on July 4 until 9:00 A.M. on July 5.
  - i. Thanksgiving shall be from 6:00 P.M. on the day before Thanksgiving until 6:00 P.M. the Sunday after Thanksgiving.
  - j. Christmas Eve shall be from 12:00 P.M. on December 24 until 12:00 P.M. on December 25.
  - k. Christmas Day shall be from 12:00 P.M. on December 25 until 12:00 P.M. on December 26.
  - l. At such time as one or more of the children is of school age and entitled to a Christmas vacation, then the Christmas holiday shall consist of the entire school vacation, with the first half of the Christmas vacation commencing at 6:00 P.M. on the day school is out until 12:00 P.M. on December 25, and the second half commencing at 12:00 P.M. on December 25 through 6:00 P.M. on the day before school recommences.
  - m. Memorial Day, President's Day, Labor Day and Martin Luther King Day shall be from 9:00 A.M. until 6:00 P.M. on the day of the holiday.
  - n. 48 hours notice shall be given by the parent with whom the holiday is being spent for any arrangements for out of town travel on the holidays or change in pick-up/return times.
  - o. Should the non-residential parent have parenting time on a weekend immediately following or preceding a holiday to which he or she is also entitled, then said non-residential parent need not return the children until the end of the holiday and visitation weekend.
3. **Birthdays**: The children's birthdays shall be alternated between the parents on an annual basis, with Mother to have the children in all odd-numbered years and Father to have the children in all even-numbered years. The parenting time shall be from 10:00 A.M. until 6:00 P.M. unless the birthday falls on a school day, in which case it shall be from 5:30 P.M. until 8:30 P.M. Siblings shall attend the birthday event. Birthday parenting time shall take precedence over regular weekend time and all holidays except Christmas Day. The non-residential parent shall give at least seven (7) days notice of the intent to exercise birthday parenting time.
4. **Summer**: For children under five (5) years of age, but over 12 months, the non-residential parent shall have four (4) weeks of parenting time each year, and for children five (5) years of age and older, the non-residential parent shall have six (6) weeks of parenting time each year, to be arranged with 45 days advance notice by the non-residential parent. The residential parent must give the non-residential parent 60 days notice of vacations or special plans for the child(ren) to avoid planning conflicts. If proper notice has been given and a scheduling conflict still exists, Mother's choice of dates shall take precedence in odd-numbered years and Father's choice of dates shall take precedence in even-numbered years. In the event the child(ren) must attend summer school in order to pass to the next grade, school must be attended. **Mandatory** camps or tryouts attached to a school-sanctioned extra-curricular activity shall also be attend. Said parenting time shall be exercised in one or two week non-consecutive periods for children under five (5) years of age.

5. **Vacations:** Each parent may arrange an uninterrupted vacation of not more than two (2) weeks with the child(ren). The non-residential parent shall schedule this during his or her summer parenting time, and the residential parent shall schedule this at a time other than the non-residential parent's summer parenting time. A general itinerary shall be provided to the other parent, including dates, locations, addresses and telephone numbers. Holiday and birthday celebrations with either parent shall not be missed. Scheduling of the vacation around these events shall be required of the missed occasion be made up if the parties so agree. Alternate weekends which are missed during vacation are not required to be made up. A vacation is defined as a parent's time off from work where that parent spends time with the child(ren).
- II. **TRANSPORTATION:** Unless otherwise agreed upon or ordered by the Court, and subject to paragraph XI, the parties shall be equally responsible for all transportation involving exchanges of child(ren) for parenting time. The parent providing transportation may employ another responsible adult known well and trusted by the child(ren) when necessary.
- III. **SPECIAL ACTIVITIES:** The residential parent shall not unilaterally schedule special activities for the child(ren) which necessarily conflicts with or limits the parenting time of the non-residential parent. However, activities of a continuing nature which are important to the child(ren) and an integral part of the responsibility of the residential parent, such as regular or compulsory church attendance or religious training, regular extracurricular activities including academic clubs, sports, cheerleading and musical and dramatic organizations, and summer recreation programs such as little league baseball, should be encouraged. In such instances, the non-residential parent shall be responsible for good faith efforts to help the child(ren) participate when activities occur during scheduled parenting time.
- IV. **CHILDREN RESIDING WITH DIFFERENT PARENTS:** Whenever the children are "split" between the parents, that is one or more residing with the mother and one or more residing with the father, all parenting time under this Schedule shall be coordinated so that the children are together on all weekend, holidays and at least one-half of the summer.
- V. **PARENTING TIME SHALL NOT CONFLICT WITH SCHOOL ATTENDANCE:** If any one of the holidays listed above is not a school holiday, there shall be no special parenting time on said holiday.
- VI. **RELATIONSHIP WITH CHILD(REN):** No overnight parenting time shall commence at any age unless the non-residential parent has exercised regular, consistent parenting time at least during the sixty (60) days preceding the overnight. The purpose of this section is to prevent undue emotional distress for the child(ren) who has/have had little or no contact with the non-residential parent. In such circumstances, the non-residential parent should exercise parenting time pursuant to Section I(A) for at least sixty (60) days before the beginning overnight parenting time.
- VII. **CANCELLATION:** The non-residential parent shall give at least twenty-four (24) hours' notice to cancel. Time cancelled or not exercised by the non-residential parent is forfeited.
- VIII. **ILLNESS:** If a child is ill, the residential parent should give twenty-four hours notice if possible, so appropriate plans can be made. However, if more than one (1) day of any weekend, holiday or vacation is missed due to a non-emergency or non-critical illness, then any missed parenting time shall be made up as soon as practicable.
- IX. **MAKE-UP PARENTING TIME:** Any make-up parenting time required by this Schedule shall occur the first weekend allocated to the other parent immediately following the missed parenting time, and shall continue during the other parent's weekend until made up in full, including partial weekends.
- X. **WAITING:** The children and residential parent have no duty to await the visiting parent more than two (2) hours past the scheduled parenting time. A parent who is more than two (2) hours late forfeits parenting time for that period, unless the delay is reasonable, advanced notice is given, and other arrangements are made, which do not work a hardship on the child(ren) or residential parent.

- XI. **MOVING:** Upon either parent learning that he or she will be moving, he or she shall immediately notify the other parent and provide the other parent with the moving date, new residence address and telephone number, and such other pertinent information necessary to effectuate a smooth move for the child(ren). The parents shall attempt in good faith to renegotiate and appropriate and beneficial new parenting schedule. If they are unable to do so, the non-residential parent shall, at a minimum, enjoy the existing parenting schedule for distances under 150 miles or the long-distance parenting schedule for distances farther than 150 miles. If the residential parent moves farther than fifty (50) miles from his/her current residence, then he/she shall bear the expenses and responsibility of transportation until a Court order modifying parenting time is entered. In the event the residential parent learns or determines that he or she will be moving, he or she shall file a Notice of Intent to Relocate with this Court, as provided by law.
- XII. **MEDICAL CONCERNS:** Each parent shall promptly notify the other of any health/medical problems of the child(ren) and shall provide necessary instructions for the administration of prescription or over-the-counter medications.
- XIII. **SCHOOL:** 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 notices of such events shall notify the other of the details of said events within three days of receipt, or sooner if applicable. Both parents are equally entitled to receive grade cards for the children and shall individually notify the school to make arrangements to directly receive the information. The parent completing the required contact/information form and/or emergency contact information form for the child(ren) SHALL provide contact information for the other parent.
- XIV. **TELEPHONE ACCESS:** Unless otherwise excused by the Court, each parent shall disclose to the other his/her telephone number(s). The child(ren) must be allowed to communicate by telephone two (2) times per week with both parents, regardless of with whom the child(ren) is/are currently residing. Telephone conversations shall be no less than fifteen (15) minutes in length. The calling party shall bear the expense. The child(ren) may call either parent collect at any and all reasonable times as he or she wishes. Telephone communication shall not be monitored or censored.
- XV. **CURRENT ADDRESS AND TELEPHONE NUMBER(S):** Each parent must keep the other informed of his or her current address and telephone number(s) at all times.
- XVI. **SCHEDULE TO BE FURNISHED PARTIES:** Attorneys representing parties in domestic relations actions in this Court where there are minor children shall furnish their clients with a copy of this Schedule when applicable. A copy of the applicable parenting schedule shall be attached to the Decree of Dissolution or Divorce and incorporated therein.



**Pickaway and Hocking County CASA Program**  
**Division of Pickaway Co. Juvenile Court**  
207 South Court Street  
Circleville, Ohio 43113  
740-420-2906 800-474-TEEN #239  
Fax 740-474-8451  
E-mail: [pickawaycasa@yahoo.com](mailto:pickawaycasa@yahoo.com)

**For Office Use Only:**

Date Rec'd \_\_\_\_\_ PCDJFS Check \_\_\_\_\_  
Date Refs Sent \_\_\_\_\_ BCI CHECK \_\_\_\_\_  
Refs Rec'd 1 2 3  
Sheriff Check \_\_\_\_\_ Interview Date \_\_\_\_\_

**PLEASE RETURN THE COMPLETED APPLICATION AND SIGNED RELEASE OF INFORMATION TO THE CASA OFFICE.**

**CASA VOLUNTEER APPLICATION FORM**

**PLEASE PRINT OR TYPE**

**TODAY'S DATE** \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_

Home or Mailing Address \_\_\_\_\_  
Street City Zip

Prior addresses for last 5 years & dates at each address: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Phone (Work) \_\_\_\_\_ Phone (Cell) \_\_\_\_\_  
E-Mail (Home) \_\_\_\_\_ E-Mail (Work) \_\_\_\_\_ I don't have E-Mail \_\_\_\_\_

May we call you at work? \_\_\_\_\_ May we e-mail you at work? \_\_\_\_\_

Employer \_\_\_\_\_ How Long? \_\_\_\_\_

Brief Description of Work \_\_\_\_\_

May we phone you at work? Yes \_\_\_\_\_ No \_\_\_\_\_

Education Completed: \_\_\_High School \_\_\_Some College \_\_\_2 Yr. Degree \_\_\_4 Yr. Degree \_\_\_Post Grad

Education (Include all education, including Major & Minor Fields of Study) \_\_\_\_\_

Do you currently volunteer in any capacity? Yes \_\_\_\_\_ No \_\_\_\_\_

<b>Your Children</b>	<b>Name</b>	<b>Age</b>
----------------------	-------------	------------

_____	_____
_____	_____
_____	_____
_____	_____

Personal Interests & Hobbies \_\_\_\_\_

Past Volunteer/Paid Experience \_\_\_\_\_

Was this experience with youth Yes \_\_\_\_\_ No \_\_\_\_\_

With Juvenile Justice System Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever applied to or volunteered for another CASA program? If yes, what county?

\_\_\_\_\_

Do you currently volunteer in any capacity? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, indicate position, agency and days/hours per week: \_\_\_\_\_

List any specific skills/qualifications you have which would be of value to the program \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please check if you have any training or experience in any of the following:

- |   |                                   |
|---|-----------------------------------|
| _____ Mental Health/Medical                   | _____ Education                   |
| _____ Counseling/Psychology                   | _____ Drug/Alcohol Abuse Programs |
| _____ Child Development/Child Welfare         | _____ Social Work                 |
| _____ Support Group/Facilitation              | _____ Criminology/Law Enforcement |
| _____ Public Speaking                         | _____ Art or Graphics             |
| _____ Grant Writing/Fund Raising              | _____ Child Care                  |
| _____ Advertising/Public Relations/News Media |                                   |



**Emergency Contact**

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Telephone No. \_\_\_\_\_

List any health problems or handicaps you have which should be taken into account \_\_\_\_\_

Do you have access to a computer? Yes \_\_\_\_ No \_\_\_\_

Have you ever been convicted of a crime Yes \_\_\_\_ No \_\_\_\_  
(A conviction will not necessarily bar you from acceptance into this program)

Do you hold a valid driver's license Yes \_\_\_\_ No \_\_\_\_

Do you have access to a car Yes \_\_\_\_ No \_\_\_\_

Are you willing to travel Yes \_\_\_\_ No \_\_\_\_

Do you have Auto Liability Insurance Yes \_\_\_\_ No \_\_\_\_

If yes, with which company \_\_\_\_\_

How did you learn about CASA?  
\_\_\_\_\_

**PLEASE LIST THREE REFERENCES:**

*Please submit professional references only. Do not include family members as references.*

PLEASE ALERT REFERENCES WE WILL BE CONTACTING THEM SOON AND NEED A PROMPT REPLY

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

**RELEASE OF INFORMATION**

I hereby give my informed consent to the Pickaway County Juvenile Court, Court Appointed Special Advocate/Guardian Ad Litem (CASA/GAL) to complete a thorough investigation of my character and fitness to be a CASA/GAL Volunteer. I understand that by signing this release, I authorize inquiries to be made concerning my suitability as a volunteer to references that I have provided, which include my past and present employers. I further authorize police checks, Bureau of Criminal Investigation checks, National Background Checks, and child(ren) protective services agencies history checks. I understand that information requested in this application and other information that may otherwise be obtained will be used only for the purpose of deciding my fitness and suitability to serve as a CASA/GAL Volunteer and may be shared with other CASA programs, if appropriate. I further understand that Ohio law may require additional background checks on me in the future to remain a CASA/GAL Volunteer. I hereby agree to cooperate with such required checks and/or investigations and to sign all necessary releases or resign as a CASA/GAL Volunteer.

This release is good until revoked by me, in writing, at any time before it has been acted upon.

Criteria used in the selection of CASA/GAL volunteer will be such as to ensure that each accepted applicant is able to meet the responsibilities of a CASA/GAL volunteer. No individual will be rejected because of ethnicity, gender, handicap, nationality, race, religion, sexual orientation, age, if at least 21 years of age, or marital status.

I understand that Pickaway County Juvenile Court reserves the sole right to determine which individuals are suitable to become CASA/GAL Volunteers. Individuals who have been convicted of a felony, who have been convicted of any criminal act involving drugs or alcohol within the past five (5) years and/or who have a history with a child protective service agency may not be accepted as a CASA/GAL Volunteer. An individual who has been adjudicated to have abused or neglected a child including, but not limited to, any sexual offense, abuse, child endangerment, neglect or who has been involved in related acts that would pose a risk to children or to the program's credibility will not be accepted as a CASA/GAL Volunteer.

Print Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Date of Birth \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

APPENDIX A-6

**CHANGE IN PLACEMENT FORM**

**NON-PUBLIC**

**COURT PERSONNEL ONLY!**

Information contained in this form must not be made available to the public or any party.

**CHILD PLACEMENT FORM**

In re: \_\_\_\_\_ Case No: \_\_\_\_\_  
(Full Name)

DOB: \_\_\_\_\_

Magistrate/Judge: \_\_\_\_\_

The above captioned child has been placed with the Foster Caregiver or Relative Placement Provider listed below and this provider should be provided with notice of future hearings in compliance with O.R.C. 2151.424. Any previous Foster Caregiver or Relative Placement Provider should no longer be provided with notice of future hearings in compliance with O.R.C. 2151.424.

The above captioned child is no longer placed with a Foster Caregiver or Relative Placement Provider and therefore any previous Foster Caregiver or Relative Placement Provider should no longer be provided with notice of future hearings in compliance with O.R.C. 2151.424.

Placement Caregiver Name: \_\_\_\_\_

Foster       Kinship

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Placement Information Provided By: \_\_\_\_\_

Date Information Provided: \_\_\_\_\_

*\*This form must be up-dated and submitted to the Clerk's Office the next business day following the initial placement or any change in placement for above captioned youth.*