

Cambridge Municipal Court
Guernsey County, Ohio

Local Rules of Practice

Judge Stephanie L. Williams

Effective January 1, 2026

**CAMBRIDGE MUNICIPAL COURT RULES OF PRACTICE AND
PROCEDURES
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ADOPTION OF LOCAL COURT RULES

The following Rules are adopted for the governance of the practice and procedures in the Cambridge Municipal Court effective until otherwise provided, pursuant to Article IV, Section 5(B) of the Ohio Constitution and Rule 5 of the Ohio Supreme Court Rules of Superintendence for the Courts of Ohio and have been adopted to provide for the efficient and expeditious management of business before this Court.

The Clerk of Court is ordered forthwith to post this Order and the Rules (attached hereto). The Clerk of Court is further ordered to maintain copies of these Rules for review as requested by litigants and/or their counsel and to provide copies as requested charging only for the cost of copying. The Clerk of Court is further ordered to maintain a copy of these Rules on the Court's website.

IT IS SO ORDERED.

Effective Date: January 1, 2026

/s/ Judge Stephanie L. Williams
Judge Stephanie L. Williams
Administrative & Presiding Judge

GENERAL RULES

RULE NO. 1.01: COURT HOURS

The Clerk of Courts office shall be generally open between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, unless otherwise ordered by the Judge or a legal holiday. Sessions of the Court shall generally be daily Monday through Friday, 8:00 a.m. to 4:00 p.m. The Court shall be in session at such time as the Judge shall prescribe to meet special situations. The Violations Bureau shall close at 4:00 p.m.

RULE NO. 1.02: DECORUM AND CONDUCT

- A. On opening of any Court session, all persons in the courtroom shall stand. All persons in the courtroom shall conduct themselves with decorum and in such manner so as not to interfere with or obstruct judicial activities or proceedings. All persons appearing before the Court shall appear in appropriate dress. Hats and/or sunglasses are not permitted to be worn in the Courtroom.
- B. Litigants and/or spectators are not permitted to smoke, eat or drink in the courtroom, nor shall they bring food or drink into the courtroom without permission of the Judge or Magistrate.
- C. No person shall loiter or conduct himself or herself in an unseemly or disorderly manner, in the courtroom or in any halls, stairways, entryways or parking lot areas adjacent to the Courthouse, or otherwise interfere with or obstruct judicial activities or proceedings.
- D. The Court expects that counsel shall call this rule to the attention of clients and witnesses.

RULE NO. 1.03 USE OF ELECTRONIC AND OTHER DEVICES

- A. Except as may otherwise be permitted by Local Rule or prior order of the Court, all electronic, photographic or video graphic devices (including cell phones and/or any other device capable of recording audio or video) are prohibited from being conveyed into or possessed within the offices of the Cambridge Municipal Court. The owner of the device is encouraged to not bring the device to the courthouse. Any such device brought into the courthouse will be secured in a locker located at the security station at the entrance to the courthouse. The device will be returned when the person leaves the courthouse. The court will not be responsible for any loss, theft, or damage to the device. Courthouse employees, attorneys, victim advocates, public officials and others specifically authorized by the court are exempt from this rule.
- B. In no event shall any device permitted within the courthouse be used to audio or video record court proceedings. If any person is found to be recording within the courthouse, the bailiff of the court shall immediately confiscate the device, which will then be held by security officers and returned to the owner when he/she leaves the courthouse.
- C. Those individuals visiting the court for probation purposes shall place all personal possessions and cell phones into a bin provided at the security checkpoint. The security deputy will provide that bin to probation staff to maintain until the probationer's visit is complete and he/she leaves the courthouse.

- D. Failure to comply with this rule may result in a finding of contempt and imposition of a fine up to \$250.00.

RULE NO. 1.04: PUBLIC USE OF COURTROOMS

- A. Questions of the admission of persons to a courtroom shall be the province of the Judge or Magistrate to whom that courtroom is assigned, within the guidelines of public access to all court proceedings, consistent with the order and dignity of the Court.
- B. Requests for permission to broadcast, record, photograph or televise in the courtroom shall be made in writing to the Judge or Magistrate to whom the case is assigned as far in advance as reasonably practical by a motion form available at the Court, but no later than one-half (1/2) hour prior to the courtroom session unless otherwise permitted by the trial Judge.

RULE NO. 1.05: GIFTS

No Court employee shall accept or permit to be accepted on their behalf a gift, bequest, favor or loan from any person likely to be engaged in a proceeding that ordinarily would come before the Court, from a person likely to do business with the Court or from any other person under circumstances that might reasonably be regarded as influencing or appearing to influence the performance of the employee's official duties.

RULE NO. 1.06: COURT SECURITY

- A. All persons entering the Cambridge Municipal Court are subject to a security screening of their person and property prior to entrance to the building. All persons in the building will follow the directives of Cambridge Municipal Court Security Personnel. Any item deemed to be a weapon by security staff shall be retained by security prior to entrance to the building. That item may be returned to the owner upon exiting the building. Firearms are forbidden in the Cambridge Municipal Court, except for authorized persons (on-duty law enforcement, court security officers, court probation officers).
- A. Law enforcement officer(s) appearing at the Court in their official capacity shall be permitted to retain and carry firearms into the building. Any law enforcement officer present at the Court in any other capacity including as a litigant, spectator or witness shall not be permitted to possess a firearm within the courthouse and, if armed upon entry to the courthouse, shall secure his/her weapon with the security officer.

RULE NO. 1.07: APPEARANCE AND WITHDRAWAL OF COUNSEL

- A. Appearance: Attorneys practicing before this Court (except for pro se litigants) shall designate their capacity as trial counsel on all pleadings, motions, petitions, etc. filed in this Court. A law firm shall not be designated as trial counsel. Upon the entry of appearance of counsel, all documents filed with the Court and all court orders shall be served upon the designated counsel. The first

attorney listed is the primary trial counsel and all communications from the Court will be sent to that attorney. All such documents shall bear, in addition to the original signature of trial counsel, counsel's name, office address, office telephone number, fax and email, as well as the number of counsel's Ohio Supreme Court Certificate of Registration, as provided by Ohio Gov. Bar R. VI, § 4. Civil documents must be signed in compliance with Civil Rule 11.

- B. Pro Hac Vice: Attorneys who wish to appear pro hac vice must comply with Ohio Gov. Bar R. XII regarding pro hac vice certification and familiarize themselves with these local rules.
- C. Withdrawal: Once an appearance is made, an attorney may withdraw from a case only with leave of court or notice of substitution of counsel. Withdrawal shall be permitted only upon written motion filed with the court. The motion shall include (1) the specific reasons for requesting withdrawal; (2) the name and address of a substitute attorney, if any; and (3) proof of notification to the opposing attorney and to the client. Said motion shall be filed at least seven (7) days prior to the next scheduled hearing.

RULE NO. 1.08: MAGISTRATES

The Judge may appoint Magistrates who may hear cases by reference, and in accordance with Traffic Rule 14, Criminal Rule 19, Civil Rule 53, and Rules of Superintendence Rule 19 and 19.1.

RULE NO. 1.09: MUNICIPAL COURT CLERK

- A. The Clerk shall maintain such dockets, book of record and indices as are required by law or practical necessity as public record, utilizing microfilm and computers for storage whenever possible.
- B. The Clerk shall permit any person to make a copy of any papers filed, but original papers filed in any case shall not be removed from the office without prior authority of the Clerk.

RULE NO. 1.10: COURT COSTS

The schedules of court costs for criminal/traffic cases as well as for civil/small claims cases shall be determined by the Administrative Judge and are set by administrative order. The schedules are available at the Clerk of Court's office and are posted on the Court's website at www.cambridgemunicipalcourt.org.

RULE NO. 1.11: MOTIONS

- A. Motion Requirements: All motions, unless made during a hearing or trial, shall be in writing and accompanied by a memorandum stating the grounds for the motion and citing relevant authorities. The motion shall not exceed fifteen (15) pages including any supporting documents/exhibits. The Court may allow additional pages by Judgment Entry upon the filing of a motion and for good cause shown. If a party fails to provide a memorandum or exceeds the 15-page limit without leave

of Court, the Court may overrule the motion without consideration. Excess pages will be destroyed.

- B. All motions shall be accompanied with a proposed entry. Failure to supply a proposed entry may delay the Court ruling on such motion or may result in the motion being denied.
- C. The Court may refuse filing if filed with inaccurate information or filed without proposed entry.

RULE NO. 1.12: INTERPRETERS

- A. The Court will use and pay for certified, provisionally qualified, or language-skilled interpreters in all proceedings in which a party or witness is non-English speaking, deaf, or hard of hearing.
- B. Interpreters shall be used in accordance with the Rules of Superintendence and in accordance with the Court's Language Access Plan.
- C. Any party, or counsel for any party, who is aware that there is a need for interpretive services shall notify the Court of that need in writing no later than seven (7) days following assignment of trial date. Written notice shall include the specific language needed.
- D. The Language Access Plan can be found on the Court's website: <https://cambridgeoh.org/court/>

RULE NO. 1.13: CONTINUANCE OF TRIAL OR HEARING

- A. No case assigned for trial or hearing may be continued except upon written motion and for good cause shown. Such motion shall be filed with the Court not less than seven (7) days prior to the date of the trial or hearing. In the case of unforeseen emergency, this time requirement may be waived. The moving party shall indicate to the Court if opposing counsel/party has no objection to the continuance. The agreement of opposing counsel/party does not guarantee that the continuance will be granted. If counsel is alleging a conflicting trial date as the reason for continuance, the conflicting trial notice MUST be attached to the notice. Failure to attach a copy of the conflicting hearing shall result in a denial of said motion to continue.
- B. Defense counsel is required to contact the Assignment Commissioner to coordinate a new hearing date prior to filing any request for continuance. Coordination of a new hearing date with the Assignment Commissioner does not guarantee the motion will be granted.

RULE NO. 1.14: CONTINUANCE OF PRELIMINARY HEARING

- A. No preliminary hearing may be continued except upon written motion and for good cause shown. Such motion shall be filed with the Court not less than twenty-four (24) hours prior to the scheduled preliminary hearing. In the case of an unforeseen emergency, this time requirement may be waived at the discretion of the Court. Defense counsel must notify the prosecutor's office of the continuance being filed. The moving party shall indicate to the Court whether the prosecutor objects to the continuance. The agreement of the prosecutor does not guarantee that the continuance will be granted.

- B. The Court will rule on the motion to continue at the scheduled date and time of the preliminary hearing or once the prosecutor's office has notified the Court whether or not there is an objection to the continuance, whichever occurs first. This procedure ensures compliance with Marsy's Law by allowing the prosecutor time to notify victims as required by law.
- C. Defense counsel is required to contact the Assignment Commissioner to coordinate a new hearing date prior to filing any request for continuance. Coordination of the new hearing date with the Assignment Commissioner does not guarantee the motion will be granted.

RULE NO. 1.15: SERVICE OF VICTIM RIGHTS PURSUANT TO MARSY'S LAW

- A. This rule is designed to ensure that victims of crime, as defined by Marsy's Law (Ohio Constitution Article 1, Section 10a and House Bill 343), are informed of court proceedings and are afforded their rights under the law.
- B. Cambridge City Law Director's office/Guernsey County Prosecutor's office shall notify victims, as defined by Marsy's Law, of all court proceedings in a timely manner, this includes but is not limited to notification of arraignment, pretrial, motion, probation violation, restitution hearings and motion to seal hearings. Such notifications shall include the date, time, and location of the proceeding, as well as the defendant's name and the charges against him or her.
- C. It shall be the duty of the Cambridge City Law Director's office/Guernsey County Prosecutor's office to determine whether an individual is a victim under Marsy's Law and to notify such individuals accordingly. The Cambridge City Law Director's office/Guernsey County Prosecutor's office shall maintain a record of all victims who are notified pursuant to this rule.
- D. All information regarding victims shall be treated as confidential by the court and the Cambridge City Law Director's office/Guernsey County Prosecutor's office, except as required by law or as necessary to carry out the purposes of this rule.
- E. Failure to comply with this rule may result in appropriate sanctions, including but not limited to a continuance of the proceeding, a finding of contempt, or other appropriate action as determined by the Court.

RULE NO. 1.16: ASSIGNED JUDGE/ACTING JUDGE/RECUSAL

- A. Should a judge recuse himself or herself from hearing any individually assigned case, said judge shall cause a Journal Entry to be made setting forth the recusal and the reason therefore. The case shall thereafter be referred to an Assigned Judge or Visiting Judge so designated by the Supreme Court of Ohio.
- B. Acting Judges shall be appointed pursuant to Revised Code Section 1901.10 and shall serve at all times when the incumbent Judge is temporarily absent or incapacitated.

RULE NO. 1.17: FACSIMILE FILINGS

This rule implements the Model Facsimile Filing Rule issued by the Supreme Court of Ohio.

A. Applicability: These rules apply to all proceedings in the Cambridge Municipal Court, except cognovit promissory note actions which must be filed as the original document.

B. Definitions: As used in these rules, unless the context requires otherwise:

1. A “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.
2. A “facsimile machine” means a machine that can send and receive a facsimile transmission.
3. A “source document” means the document transmitted to the Court by a facsimile machine.
4. A “fax” is an abbreviation for “facsimile” and refers, as indicated by the context, to facsimile transmission or to a document so transmitted.
5. An “effective original document” means the facsimile copy of the source document received by the Clerk of Court and maintained as the original document in the court’s file.
6. An “effective date and time of filing” means the date and time that a facsimile document is accepted by the Clerk of Court for filing.

C. Procedure:

1. Pleadings and other documents may be filed with the Clerk of Court by facsimile transmission to 740-439-5666.
2. A document filed by fax shall be accepted as the effective original filing.
3. The original (source) document and cover sheet filed by facsimile shall be maintained by the person making the filing and made available for inspection by the Court upon request. The document and cover sheet shall be maintained until the case is closed and all opportunities for post judgement relief are exhausted.
4. Facsimile filings shall not exceed fifteen (15) pages in length, excluding the cover sheet. Service copies shall not be transmitted by facsimile.
5. Facsimile filings may NOT be sent directly to the Court for filing but may only be transmitted directly to the dedicated facsimile equipment operated by the Clerk of Court.
6. The Clerk of Court may, but need not, acknowledge receipt of the facsimile transmission.
7. The risks of transmitting a document by facsimile 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.

- D. Fax Cover Page:** The person filing a document by fax shall also include a cover page containing all the following information:
1. The case caption;
 2. The case number;
 3. The title of the document being filed (e.g. Defendant Jones Answer to Amended Complaint; Plaintiff Smith’s Response to Defendant’s Motion to Dismiss);
 4. The date of the fax transmission;
 5. The transmitting facsimile number;
 6. The name of the judge to whom the case is assigned, if any;
 7. The number of pages included in the transmission, including the cover page;
 8. The name, address, telephone number, fax number, Supreme Court registration number, if applicable, and e-mail address of the person filing the document, if available.
- E.** A sample cover page is available under “Forms” on the Court’s website or from the Clerk of Court. <http://cambridgeoh.org/court/>.
- F.** If a document is sent by fax to the Clerk without the cover page information listed above, the Clerk may, at its discretion,
1. Enter the document in the Case Docket and file the document; or
 2. Deposit the document in a file of failed faxed documents with a notation of the reason for the failure, and the document **shall not** be considered filed with the Clerk of Court.
- G. Failed Fax Submission:** The Clerk of Court may, but is not required to, send any form of notice to the sending party of a failed fax filing. However, if practicable, the Clerk of Court may inform the sending party of a failed fax filing.
- H. Signature:** A party who wishes to file a signed source document by fax shall either:
1. Fax a copy of the signed source document; or
 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.
- I.** A party who files a signed document by fax or email represents that the physically signed source document is in his/her possession or control.
- J.** Exhibits:

1. Each exhibit to a facsimile that cannot be accurately transmitted via facsimile for any reason must be replaced by an insert page describing the exhibit and why it is missing. Unless the court otherwise orders, the missing exhibit shall be filed with the court, as a separate document, not later than five (5) court days following the filing of the facsimile document. Failure to file the missing exhibits as required by this paragraph may result in the court striking the document and/or exhibit.
2. Any exhibit filed in this manner shall be attached to a cover sheet containing the caption of the case which sets forth the name of the court, caption 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" with Plaintiff Smith's Response to Defendants Motion to Dismiss), and shall be signed and served in conformance with the rules governing the signing and service of pleadings in this Court.

K. Time of Filing:

1. Subject to the provisions of these rules, all documents sent by fax and accepted by the Clerk shall be considered filed with the Clerk of Court as of the date and time the Clerk time-stamps the document received as opposed to the date and time of the fax transmission. The Clerk of Court office will be deemed open to receive facsimile transmission of documents on the same days and at the same time the court is regularly open for business. However, the fax machine will be available to receive facsimile transmission of documents 24 hours per day, seven days a week, including holidays.
2. Documents received outside of normal business hours of the Clerk of Court will be queued in the order of their receipt as documented by the date and time imprinted by the receiving facsimile machine and time-stamped accordingly.

L. Fees and Costs:

1. No document shall be accepted by the Clerk of Court for facsimile filing if it requires a filing fee or service by the Clerk of Court.
2. No additional fee shall be assessed for facsimile filings.

RULE NO. 1.18: FILING BY ELECTRONIC TRANSMISSION

A. Filing Pleadings, Motions

1. Documents may be filed by electronic transmission only to the following addresses:
 - a. Traffic/Criminal Clerk: tcfilings@cambridgemunicipalcourt.com
 - b. Civil Clerk: civilfilings@cambridgemunicipalcourt.com
2. Documents submitted to any other e-mail address will be rejected and not considered properly filed.

3. Documents must be submitted by 3:50 p.m. local observed time in Cambridge, Ohio on or before the date they are due.
4. Documents submitted after 3:50 p.m. will not be reviewed by the Clerk's office until the next business day.
5. Documents that do not comply with the Local Rules of Practice cannot be accepted for filing.
6. A copy of any documents filed electronically via email shall be served upon all opposing parties or counsel as required by Ohio Rules of Procedure.

B. Documents

1. All documents submitted for filing, with the exception of proposed orders and entries (or other documents requiring a Judge's signature) shall be filed in Portable Document Format (PDF). Such documents may either be signed by hand or scanned or they may be signed electronically as set forth in this Rule.
2. Proposed orders and entries (or other documents requiring a Judge's signature) shall reference the specific motion to which they apply, and shall be filed in Microsoft Word document format, and shall not contain any mail merge fields or macros embedded in the documents.
3. The Clerk will print order/entries and notices of attachments and submit them to the Judge or Magistrate.

C. Acceptance of Documents

1. Submission: Documents may be submitted to the Clerk of e-filing 24 hours per day, 7 days per week. The filing is considered filed when accepted by the Clerk and "time-stamped". The Clerk will process e-filing throughout normal business hours, except on holidays per Court Holiday Schedule.
2. Receipt: Upon receipt, the Clerk will send the "time-stamped" copy to the filer as confirmation of submission. However, if the filer is a pro se litigant requesting a continuance, the Clerk will instead respond with the Judge's decision.
3. Judge Review: After the Judge reviews the filing, the filer will receive notification from the Clerk that the submission has been accepted or rejected by the Court.
 - a. If the submission is rejected, the document shall not become part of the Court record and the filer shall be required to re-submit the document after correcting deficiencies. By way of examples, notification of deficiencies may be given for reasons including, but not limited to, incorrect case docketing codes, the use of incorrect electronic file format; failure to pay correct filings fees; incomplete or inaccurate party information; and incorrect case number.
 - b. If the submission is accepted, the document shall be docketed and filed.

4. System Errors: If a submission is not received by the Court because of a system error, the Court may, upon satisfactory proof, enter an order permitting the document to be filed nunc pro tunc to the date it was submitted.

D. Filing of Initial Proceedings

1. When any complaint or third-party complaint is submitted for electronic filing, the filing party shall file a case designation sheet. Consistent with the Ohio Rules of Civil Procedure, the filing party shall also file instructions for service and the Clerk shall issue a summons and serve the complaint or third-party complaint according to such instructions. The Clerk shall produce paper copies of these initial pleadings and may charge a fee of .10 cents per page for production of service copies, which shall be assessed as costs.

E. Documents Filed Subsequent to Complaint or Indictment

1. In accordance with Civil Rule 5(B)(2) and Criminal Rule 49, the filer, **not the Clerk**, shall be responsible for serving all documents filed subsequent to the original complaint on all parties and/or their attorneys.
2. After the Judgment Entry has been signed and filed, the Clerk of Courts shall serve copies upon the parties in the case.

F. Exceptions to e-Filing

1. Deposition transcripts and transcripts from court proceedings shall be filed in physical form with the Court and are not subject to public record. Only the Notice of Filing/Mailing may be e-Filed.
2. All documents related to Civil Protection Orders, Certificates of Judgments and Executions of Judgment shall be filed in paper form with the Clerk.
3. Bonds filed in criminal cases shall be filed in paper form with the Clerk.
4. Subpoenas which are to be issued by the Clerk shall be filed in paper form with the Clerk.
5. Criminal case documents filed at arraignment and prior to arraignment.
6. Motion, Entry and Certification for Appointed Counsel Fees.
7. All filings related to and regarding Garnishments and monies received from garnishment orders.
8. Evictions.

G. Collection of Filing Deposits and Fees

1. Any document requiring payment of filing deposit or fee to the Clerk in order to achieve valid filing status shall be filed in the same manner as any other e-Filed document.

RULE NO. 1.19: ELECTRONIC SIGNATURES

A. Electronic signatures and records purpose: Local Rule 1.15 is established to allow the use of electronic signatures in the Court, to address the authenticity of a signature and to address the use of electronic records. If it is established that a document was electronically signed in violation of these rules, then the party shall notify the Court and the opposing party of any suspected violation. If the violation is substantiated, the Judge shall order the Clerk to strike the unauthorized document from the record.

B. Any document submitted electronically with the Clerk that requires an attorney's or a submitter's signature (other than hand-signed documents scanned in PDF format) shall be signed with a conformed signature of "/s/(name)". The correct format for an attorney's signature is as follows:

/s/Attorney Name
Attorney Name, Registration Number

The conformed signature on an electronically submitted document is deemed to constitute a legal signature on a document.

C. Multiple signatures: When a stipulation or other document requires two or more signatures:

1. The submitting party or attorney shall sign the stipulation or document himself or herself as follows: "/s/John Smith".
2. The submitting party or attorney shall then include an affirmation that the contents of the document are acceptable to all persons required to sign the document. The submitter shall indicate the agreement of all other counsel and/or parties at the appropriate place in the document, usually on the signature line.
3. The submitting party or attorney shall then submit the document electronically, identifying all of the other signatories as follows: "/s/ Jane Doe, with written authorization, by John Smith," etc.

D. Third party signatures: A document containing the signature of a third party, who is not a party to the action (i.e., affidavit signed by a doctor, military affidavit signed by a staff member or company representative, etc.), shall be electronically submitted only as a hand-signed, scanned-in PDF document.

E. Signature of Judge or Magistrate: Documents may be signed by a Judge or Magistrate with an electronic signature. All orders, decisions, entries, permits, judgments, and other documents signed in this manner shall have the same force and effect as if the Judge or Magistrate had affixed his or her signature in a conventional manner. To ensure that the electronic signature is authentic, the signer must use a username and password to log into the Court's secured network to access the document to be signed. No Judge or Magistrate shall share these passwords with others except for the Court Administrator and/or Clerk of Court.

F. Signature of Court Personnel: Electronic signatures in case records will be limited to Court personnel. To ensure that the electronic signature is authentic, the signer must use a username and password to log into the Court's secured network to access the document to be signed. No

personnel shall share these passwords with others except the Court Administrator and/or Clerk of Court.

- G. Signature of Attorney or Litigant:** Documents may be signed by an attorney or any litigant while inside the Court building or the Guernsey County Jail with an electronic signature on a signature pad or other device. To ensure that the electronic signature is authentic, the signature must be created in the presence of Court personnel. Then, the signer or the Court personnel that witnessed the signature shall immediately submit the record to the appropriate electronic filing process.

RULE NO. 1.20: TECHNOLOGY PLAN

- A.** In accordance with Ohio Rule of Superintendence 5(E), the Court has adopted and will maintain a Court technology Plan which includes:
- 1.** A comprehensive strategy for implementing and maintaining technology solutions for conducting remote hearings, electronic service, the acceptance of electronic signatures, and any other technology related solution utilized by the Court.
 - 2.** Procedures for notifying and providing instructions to the public on how to use the technology solutions implemented by the Court and how the solutions will comply with any accessibility accommodation requirements, including any applicable requirements of the “Americans with Disabilities Act.”
 - 3.** This plan will be available from the office of the Clerk of Court and posted on the Court’s website.

RULE NO. 1.21: COURT OFFICIAL RECORDING, TRANSCRIPTS AND EXHIBITS

- A.** Pursuant to Rule 11(A) of the Rules of Superintendence for the Courts of Ohio, the official method for recording Court proceedings shall be by audio-electronic recording devices. If counsel or a party desires a Court Reporter, then the counsel or party must make their own arrangements for the presence and payment of a Court Reporter.
- B.** A person may request, in writing, a full or partial transcript of any Court proceeding using the form approved and provided by the Court, or upon written motion. The Court, once the designated fee is paid or waived by order of the Judge or Magistrate, will provide an electronic recording of the proceeding. If the person wishes a typewritten transcript, then payment arrangements are to be made with the Court’s designated Court reporting service who will prepare the typewritten transcript.
- C.** Form can be found under “Forms” on the Court’s website or from the Clerk of Court. <https://cambridgeoh.org/court/>
- D.** All audio recordings of proceedings shall be maintained in the custody of the Clerk for a period of one year.

- E. Copy of Record of Proceeding: All requests for copies of the electronic recording of any court proceeding shall be directed to the Clerk of Court and a copy, produced as a flash drive, which will be provided for a nominal fee. Said flash drive may not be used to create an official transcript of proceedings unless procedures in section (B) of this Rule are followed. All requests shall be made on a form provided by the Clerk's Office or on the Court's website: <https://cambridgeoh.org/court/>.
- F. All exhibits admitted into evidence shall be maintained by the Court Reporter. Periodically, the Court Reporter shall review the files of the Court and, if the time for direct appeal has expired, shall notify the parties and/or counsel of the record that said exhibits shall be released. Parties and/or counsel of record shall make arrangements with the Court Reporter to retrieve any exhibits by appearing in person at the Cambridge Municipal Court within 60 days of said notice. Following the expiration of 60 days, any exhibits not claimed shall be destroyed.

RULE NO. 1.22: PUBLIC ACCESS/PRIVACY

A. Public access to documents through the website of Clerk of Courts

1. Members of the public may obtain copies of or review electronically filed documents at: <https://henschen.cambridgemunicipalcourt.com/recordSearch.php?k=acceptAgreementsearchForm3020>
2. Public access to any electronically filed public document is available on the website of the Clerk of Court as soon as the Clerk has processed the document.
3. If the website is unavailable or if the Clerk of Courts is prohibited by the Court or by law from making the document available via the website, the document will, absent a Court order sealing or expunging it, be available for review during regular business hours at the office of the Clerk of Courts, either by computer terminal, in paper form, or on microfilm.

B. Public access to documents through the Office of the Clerk of Courts

1. Any request for copies of pleadings or other documents from a case file must be made in writing and must be accompanied by the appropriate copying fee.
2. No file, deposition, or transcript may be removed from the office of the Clerk of Courts by any person for any reason, except the Clerk or any employee of the Clerk's office.
3. No file may be taken apart for purposes of copying or for any other reason by any person except the Clerk or any employee of the Clerk's office.

C. Privacy

1. Filing parties must omit or, where inclusion is necessary, partially redact the following personal data identifiers from all pleadings, documents, and exhibits, whether filed electronically or on paper, unless the Judge orders otherwise:
 - a. Social security numbers with the exception of the last four digits;

- b. State of federal tax identification numbers;
 - c. Driver’s license numbers;
 - d. Minors’ names in abuse, neglect, or identification numbers;
 - e. Employer and employee identification numbers;
 - f. Individual financial information; and
 - g. Proprietary or trade-secret information.
2. With leave of Court, a party may file, under seal, a document containing the unredacted personal data identifiers listed above.
 - a. The party seeking to file an unredacted document must file a motion to file the document under seal.
 - b. In granting the motion or application to seal, the Judge may require the party to file a redacted copy for public record.
 3. The responsibility for redacting personal data identifiers rests solely with counsel and the parties. The Clerk’s office will not review the documents for compliance with this rule or redact documents, whether filed electronically or on paper.

RULE NO. 1.23: COURT RECORDS MANAGEMENT AND RETENTION

A. The Cambridge Municipal Court maintains records in accordance with the Ohio Supreme Court Rules of Superintendence, the Ohio Revised Code, and applicable case law concerning record retention. Pursuant to Ohio Superintendence Rule 26(G), a court may establish retention schedules for any records not listed in Sup. R. 26.01 to 26.05. The following schedule shall be followed by the Cambridge Municipal Court:

DOCUMENT	RETENTION PERIOD
Blank Juror Questionnaire Form	Retained permanently.
Jury Information for Criminal Cases that go to Trial (Summons, Verdict, Seating Chart, Jury List, Juror Questionnaires).	Scanned and retained in electronic format for 50 years after the final order of the court, just as the case file is maintained.
Jury Information for Civil Cases that go to Trial (Summons, Verdict, Seating Chart, Jury List, Juror Questionnaires).	Scanned and retained in electronic format for 2 years after the issuance of the audit report by the Auditor of State, just as the case file will be maintained.
Jury Information for Traffic Cases that go to Trial (Summons, Verdict, Seating Chart, Jury List, Juror Questionnaires).	Scanned and retained in electronic format for 25 years after the final order of the court, just as the case file will be maintained.
Jury Information for Cases that Never go to Trial (Summons, Jury List, Juror Questionnaire).	All Electronic

Permanent Juror Excusals	All Electronic
Juror Excusals for Term	Retained for 1 year from the end of the applicable term of service and thereafter may be destroyed.
Probation Files/Records/Pre-Sentence Investigations	Retained for 2 years after probation ends.
Probation Referral Resources (Referrals to community agencies)	May be destroyed in the normal course of business as soon as they are considered to be of no value.
Courthouse Surveillance Video	Retained until recorded over by the system.
Competency/NGRI Evaluations	Retained for 50 years (criminal) or 25 years (traffic) just as the case file is maintained.
Case Exhibits, Depositions, and Transcripts	After the conclusion of litigation, retained for 60 days after notice of destruction to tendering party, unless collected earlier by the tendering party.
Substantiated Internal Employee Investigations	Retained for 10 years after separation from employment.
Search Warrants	Retained for 5 years

- B.** All convictions for Domestic Violence, Violation of a Temporary Protection Order, Cruelty to Animals, Vehicular Manslaughter, and Operating a Vehicle while under the influence of alcohol shall be retained in their original form.

RULE NO. 1.24: SEALING OF RECORDS

Applications for Sealing of Court Records shall be made on the form approved by the Court. The Clerk shall make the Court form readily available upon request and the form is to be posted on the Court’s website: <https://cambridgeoh.org/court/>.

RULE NO. 1.25: COURT SECURITY PLAN

Pursuant to Rule 9(B) of the Ohio Rules of Superintendence, the Cambridge Municipal Court has determined the entire Security Plan be maintained as confidential and not a matter of public record.

RULE NO. 1.26: REMOTE APPEARANCES

- A.** Remote appearances may be permitted at the discretion of the Court for non-evidentiary hearings. Remote appearances will not be permitted for evidentiary hearings, motions involving contested facts, or trials.
- B.** To request permission for remote appearance, parties must submit a completed Remote Appearance Request Form, available on the Court’s website: <https://cambridgeoh.org/court/>. The completed form must be submitted to videoappearances@cambridgemunicipalcourt.com.

- C. Requests must be submitted no later than 48 hours before the scheduled hearing. Failure to submit the Remote Appearance Request Form within the 48-hour period may result in a denial of the request and the party may be required to appear in person.
- D. Approval of the remote appearance is at the discretion of the Court and may depend on factors including, but not limited to, the nature of the hearing, the technology available, and other considerations the Court deems relevant.
- E. If approved, the party will be provided with the necessary instructions and technical requirements for appearing remotely.

RULE NO. 1.27: USE OF ARTIFICIAL INTELLIGENCE

- A. Definition: Artificial Intelligence (AI) is any computerized or automated system substituting for human-generated content. For purposes of this rule, it does not include basic legal research tools or grammar assistance.
- B. Transparency and accountability are required in the use of all AI to ensure the integrity of the court process. Attorneys are reminded of their obligations to safeguard confidential client information and to affirm all pleadings to the court are well-grounded in fact and warranted by existing law.
- C. Attorneys and parties must disclose the use of any AI-assisted technology in the creation or editing of all documents, pleadings, and motions submitted to the court. A certificate shall be provided when the document is submitted, notifying the court that a portion or all of the document was drafted by generative AI (such as ChatGPT, Harvey.AI, or Google Bard). The certification shall include a general description of the AI technology used and its role in the preparation of the materials, together with an attestation that all language drafted by generative artificial intelligence has been checked for accuracy using traditional legal resources by a human being.

All parties and their counsel have a duty to immediately inform the Court if they discover the use of undisclosed AI in any document filed in their case.

- D. Failure by any party to disclose the use of AI may result in sanctions, including, but not limited to Civil Rules 11 and 37 and the Model Rules of Professional Responsibility.

CRIMINAL / TRAFFIC CASE MANAGEMENT

RULE NO. 2.01: VIOLATIONS BUREAU

- A. A Traffic Violations Bureau is hereby established in accordance with Ohio Traffic Rule 13, with authority to process and dispose of those traffic offenses for which no court appearance is required.
- B. In accordance with Rule 18 of the Rules of Superintendence for the Court of Ohio and Ohio Rules of Criminal Procedure Rule 4.1, there is hereby established a Minor Misdemeanors Violations Bureau, with authority to process and dispose of minor misdemeanors for which no court

appearance is required. A schedule of fines and costs shall be prominently displayed in the Clerk's office and available on the Court's website: <https://cambridgeoh.org/court/>.

RULE NO. 2.02: ARRAIGNMENT

- A.** The Clerk of Court shall require the filing of a written complaint, E-ticket, or Uniform Traffic Ticket before placing an individual's name on the traffic/criminal docket. If the E-ticket is not filed by the arraignment date and time, the case will be dismissed. If a paper ticket is filed after the arraignment date, the ticket will be returned.
- B.** Use of Electronically Produced Traffic Tickets (E-Tickets): The use and filing of tickets produced by computer or other electronic means, which conform to the requirements of Ohio Traffic Rule 3 are hereby authorized.
- C.** Use of Electronically Produced Criminal Complaint and Summons: The use and filing of criminal complaints and summons by computer or other electronic means, must conform in all substantive respects to the Ohio Rules of Criminal Procedure and Ohio Crim. R. 4(G).
1. If a criminal complaint and summons is issued at the scene of an alleged offense, the issuing officer shall serve the defendant with the defendant's paper copy of the criminal complaint and summons as required by Ohio Crim. R. 4(D).
 2. A law enforcement officer who files a criminal complaint and summons pursuant to this rule and electronically affixes the officer's signature thereto, shall also have his/her signature attested to by either a peace officer, judge, clerk, or deputy clerk after which the complaint and summons shall be considered to have been certified and shall have the same rights, responsibilities, and liabilities as with all other criminal complaints and summons issued.
- D.** Plea by Personal Appearance: The defendant, either on his own behalf, or by and through counsel, may enter one of the following pleas at arraignment:
1. Guilty,
 2. Not guilty,
 3. No contest, or
 4. Not guilty by reason of insanity (except in traffic cases where a not guilty plea by reason of insanity is not applicable).
- E.** Written Not Guilty Plea: A defendant may enter a written plea of not guilty prior to defendant's scheduled arraignment provided that the written not guilty plea is sent by counsel for offenses other than those listed in Section F of this rule. The written not guilty may demand or waive the defendant's right to a speedy trial, demand or waive the defendant's right to a jury trial if the offense is one that provides a right to a jury trial and indicate if the defendant is willing to have his case heard by a magistrate. If the right to a speedy trial is not addressed, the Court will presume that the right to speedy trial is not waived and schedule accordingly.

1. Prior approval from the City Law Director is required.
2. Conditions of bond shall be submitted with the plea.
3. A Written Plea of Not Guilty is subject to approval by the Judge.

F. Written Not Guilty Plea Prohibited: The defendant must personally appear before the Court for arraignment if charged with any of the offenses listed below. The Court will not accept a written Not Guilty Plea filed by or on behalf of a defendant when a victim may be eligible to obtain a Criminal Domestic Violence Temporary Protection Order pursuant to O.R.C. 2919.26 or a Criminal Protection Order pursuant to O.R.C. 2903.213.

The following crimes, when the victim is a family or household member (O.R.C. 2919.26):	Other Criminal offenses (O.R.C. 2903.213):
Domestic Violence (R.C. 2919.25)	Assault (R.C. 2903.13)
Aggravated Trespass (R.C. 2911.211)	Aggravated Menacing (R.C. 2903.21)
Criminal Mischief (R.C. 2909.07)	Menacing by Stalking (R.C. 2903.211)
Criminal Damaging (R.C. 2909.06)	Menacing (R.C. 2903.22)
Any offense of violence as defined in R.C. 2901(9)(a) through (d), or a violation of a substantially similar municipal ordinance.	Any sexually oriented offense as defined in R.C. 2950.01(A)(1) through (13), or a violation of a substantially similar municipal ordinance.
	Aggravated Trespass (R.C. 2911.211)

G. Request for Continuance: Defendant may request a reasonable continuance of initial arraignment by filing a written motion or defendant may appear in Court at arraignment to request a continuance. Supporting documentation shall be attached to any motions to continue the hearing date. The Court may deny the continuance if there is no time waiver.

RULE NO. 2.03: INCARCERATED ARRAIGNMENT AND INITIAL APPEARANCE

- A. Considerations:** This rule is intended to provide an efficient process for the arraignment or initial appearance of incarcerated defendants which complies in all respects with the Pretrial Release and Detention requirements of Ohio Revised Code Section 2937.011.
- B. Hearings Shall be Conducted by Video:** All incarcerated defendants shall appear for arraignment or initial appearance by video from the jail unless the Court, upon motion of either party, for good cause shown, or upon the Court’s own motion, orders the defendant to appear in Court.
- C. Prosecutor’s Duties:** The State, through the appropriate Prosecutor or Assistant Prosecutor, shall attend incarcerated arraignment and initial appearance hearings. Prosecutors representing any of the Court’s jurisdictions shall comply with Marsy’s Law, Ohio Constitution Article I, Section 10(a) and all applicable provisions of Chapter 2930 of the Ohio Revised Code (Victims’ Rights).

The State shall be prepared to make recommendations to the Court which address all statutory, constitutional, and criminal rule pretrial release or detention considerations, including those listed in Ohio Revised Code Section 2937.011. The State shall specifically address the issues of victim protection and public safety in all cases alleging offenses of violence or sexually oriented offenses.

The State may file recommendations in writing prior to the times of the hearing and in lieu of appearance, provided that those recommendations address all the above-mentioned considerations. The Court may order the Prosecutor to appear at any hearing, even if written recommendations have been filed.

- D. Designated Court-Appointed Attorney:** An attorney from the Court's Court-Appointed Attorney list shall attend all arraignment and initial appearance hearings for incarcerated defendants and shall be appointed for that purpose by the Court. During the hearing, the Court will determine whether counsel shall be appointed for future proceedings. If private counsel appears at the hearing on behalf of the defendant, the appointment will be withdrawn.

The Court-Appointed Attorney shall appear remotely from the jail with the incarcerated defendant. The Court-Appointed Attorney shall be prepared to respond to any pretrial release or detention recommendations of the State and to present all other relevant information in support of pretrial release on behalf of the defendant.

The Court-Appointed Attorney should make every reasonable effort to consult with incarcerated defendants at the jails prior to hearing.

RULE NO. 2.04: PRETRIAL RELEASE AND SUPERVISION

If the defendant is placed on pretrial supervision, the defendant must report to the courthouse immediately upon release from the jail. The defendant will review and sign pretrial supervision agreement setting forth all requirements of supervision. If the defendant fails to abide by any terms of pretrial supervision, the probation staff may file an affidavit with the Court requesting a warrant for the arrest of the defendant.

RULE NO. 2.05: DISCOVERY IN CRIMINAL CASES

- A.** Pursuant to Ohio Criminal Rule 16(L)(1), discovery in criminal cases shall be conducted as follows:
1. All discovery shall be conducted between parties/counsel pursuant to Criminal Rule 16 and completed not less than seven (7) days prior to the date of pretrial or date of trial if no pretrial has been set. No written demand for discovery, notice of response to demand, or demand for reciprocal discovery shall be filed with the Court.
 2. A motion to compel discovery may be filed in accordance with Criminal Rule 16(M).

RULE NO. 2.06: JURY PRACTICE IN TRAFFIC/CRIMINAL CASES

- A.** Any party desiring a jury trial in a criminal/traffic case shall demand the same in accordance with Criminal Rule 23. The jury demand must be in writing by separate instrument. The procedure of the Court has permitted the jury demand to be filed outside of the time frame set forth in the applicable Rule. However, any demand made outside of that time frame may result in a time delay in bringing the case to trial. Any delay in scheduling a jury trial necessitated by the demand for a jury trial made outside of the time frame set forth within Criminal Rule 23 shall be charged to the Defendant.
- B.** When a jury demand is filed, the Court will preserve that right by written demand. Counsel for the defendant is required to schedule a pretrial conference directly with the City Law Director's office prior to the Court setting the date for a jury trial.
- C.** Counsel for the Defendant shall notify the Court, in writing, the results of the pretrial. If no negotiated resolution is met, the Court will set the case for trial by jury. A Scheduling Order will be entered by the Court. All pretrial motions, including motions in limine, shall be filed at least fourteen (14 days) before the final pretrial.
- D.** Motions will be considered without a hearing on the date of the final pretrial unless an oral hearing is requested in the original motion. If an oral hearing is requested, a date will be selected at the final pretrial. Proposed jury instructions shall be filed at least seven (7 days) before the final pretrial.
- E.** Voir dire will be conducted by the questioning of all prospective jurors collectively. Counsel will have the opportunity to question the prospective jurors pursuant to Criminal Rule 24(B) and Ohio Revised Code Section 2945.27. All challenges, for cause and peremptory, will be made at the bench. After all challenges are exercised or waived, the eight jurors and one alternate juror remaining in numerical order will be seated in the jury box to be sworn. Written objections to this procedure shall be filed with the Court prior to the final pretrial.
- F.** Electronic Media Evidence (DVD/flash drive) shall be brought to the final pretrial so that compatibility with court equipment can be determined. Any questions should be directed to the Court Reporter.
- G.** Counsel may pick up copies of Jurors' Questionnaires at the Clerk's Office on the business day before trial. Questionnaires may be faxed or emailed to counsel upon request received by noon on the business day before trial. Please contact the Assignment Commissioner.

RULE NO. 2.07: COURT APPOINTED COUNSEL

- A.** Appointments and Qualifications: The Court maintains a list of private attorneys who wish to serve on the appointed counsel list. Appointment of defense counsel shall be made by the Court from said list.
 - 1.** The Court Administrator and/or Clerk of Court will conduct a periodic review to ensure an equitable distribution of appointments among attorneys on the list and utilize a rotary system

from a graduated list that pairs the seriousness and complexity of the case with the qualifications and experience of the attorney to be appointed.

2. The qualifications of appointed counsel shall conform to Ohio Administrative Code 120-1-10.
- B. Process for Inclusion on Appointed Counsel List: Attorneys who desire to be on the appointed counsel list shall contact the Court Administrator and provide all information necessary. Attorneys desiring to be removed from the appointed counsel list shall notify the Court Administrator in writing. Attorneys on the appointed counsel list are required to notify the Court of any changes in contact information or attorney status.
 - C. Affidavit of Indigency: Appointed counsel shall obtain from each alleged indigent defendant an affidavit of indigency setting forth the facts in support. Ohio Public Defender form OPD-206R shall be utilized.
 - D. Compensation and Expenses: All requests for compensation for payment shall be made by accurately completing the prescribed Ohio Public Defender forms and submitting them to the Court within thirty (30) days after withdrawal by counsel or termination of the case, whichever is sooner.
 - E. The rate of compensation shall be commensurate with the applicable Ohio Public Defender Guidelines.

RULE NO. 2.08: PAYMENT PLAN PROGRAM FOR FINES AND COSTS

- A. The Cambridge Municipal Court utilizes the Payment Plan Program to promote payment compliance among offenders who owe the Court money as a result of financial sanctions and/or court costs issued by the Court. The Program will allow offenders who owe the Court money to enter into a payment plan with the Court. The Court will review compliance with payment plans on a regular basis. Pursuant to R.C. 2929.28(F)(3), the Court may “charge a reasonable fee to an offender who elects a payment plan rather than a lump sum payment of any financial sanction.”
- B. Failure to comply with Payment Plan Program will result in account being sent to collection.

RULE NO. 2.09: WAIVERS FOR VIOLATION OF CODIFIED ORDINANCES AND OHIO REVISED CODE

Pursuant to the requirements of Criminal Rule 4.1(E), and Traffic Rule 13, the Court has established a waiver schedule by Administrative Order. The schedule is available at the counter in the Clerk's Office and on the Court's website at <https://cambridgeoh.org/court/>.

RULE NO. 2.10: METHOD OF ASSIGNING PAYMENTS

- A. Pursuant to ORC 2949.111(C), the Clerk of Court shall assign payments as defined in Ohio Revised Code Section 2949.111 as follows:

1. If the Court ordered the offender to pay any restitution and if all court costs and reimbursements that the Court ordered the offender to pay have been paid, the remainder of the offender's payment shall be assigned toward the satisfaction of the restitution until it has been entirely paid.
2. If the Court ordered the offender to pay any reimbursement and if all of the court costs that the Court ordered the offender to pay have been paid, the remainder of the offender's payment shall be assigned toward the satisfaction of the reimbursements until they have been entirely paid.
3. If the Court ordered the offender to pay any court costs, the offender's payment shall be assigned toward the satisfaction of those court costs until they have been entirely paid.
4. If the Court ordered the offender to pay any fine and if all court costs and reimbursements, and restitution that the Court ordered the offender to pay have been paid, the remainder of the offender's payment shall be assigned toward the satisfaction of fine until it has been entirely paid.
5. If the Court ordered the offender to pay any state fine or costs and if all court costs and reimbursements, restitution and any fine that the Court ordered the offender to pay have been paid, the remainder of the offender's payment shall be assigned toward the satisfaction of fine until it has been entirely paid.
6. If a person who is charged with a misdemeanor is convicted of or pleads to that offense and if the Court orders the offender to pay any combination of court costs, reimbursements, restitution, fines and state fines or costs, the Court, at the time it orders the offender to make those payments, may prescribe an order of payments that differs from the order set forth in sections 1 through 5 of this Rule by entering in the record of the case the order so prescribed. If a different order is entered in the record, on receipt of payment, the Clerk of Court shall assign the payment in the matter prescribed by this Court.

CIVIL AND SMALL CLAIMS CASE MANAGEMENT

RULE NO. 3.01: CIVIL CASE MANAGEMENT

- A. Costs:** No action, proceeding, motion or other document shall be accepted for filing by the Clerk of Court unless there first shall be deposited the sum of not less than the amount specified in the civil costs section as security for costs, unless otherwise ordered by the Court or otherwise exempted by law. The schedule of court costs in the civil division is set by administrative order. The schedule is available at the Clerk of Court's Office or at the Court's web site. Those persons unable to post the required security for costs may be excused from the same upon filing of an appropriate affidavit, when approved by the Judge or Magistrate.

Each complaint shall be accompanied by a separate check.

- B. Summons:** The summons shall be served in accordance with the Ohio Rules of Civil Procedure. In the event there is a failure of service, the Clerk of Court shall notify counsel or pro se party.

- C. If counsel/pro se party fails to obtain service of the summons and complaint or any post-judgment proceeding within six (6) months from the date the case already has been filed and the party on whose behalf such service was required cannot show good cause why such service was not made, the action shall be dismissed as to that defendant without prejudice upon the Court's own initiative with notice to such party or upon motion.
- D. Assignment of Cases: If an answer or other responsive pleading is filed, the Clerk of Court shall assign a date for a scheduling pretrial.

RULE NO. 3.02: SERVICE OF PROCESS

- A. The Clerk of Court shall accept service of process methods as outlined in Civil Rule 4.1 which methods shall include "virtual" service of process utilizing advanced postal technology for service by eCertified mail. This advanced postal technology does not modify Civil Rule 4.1(1), but merely provides for advanced electronic and website technology in the sending of certified mail and receipt of confirmation utilizing the court's website to show to whom the mail was delivered, the date of delivery, address where delivered, and the electronic signature of the recipient, all in accordance with the now-existing Civil Rules.
- B. All service of process of complaints or other documents served with virtual services of process are subject to review and/or challenge as further outlined in Civil Rule 4.1, with confirmation of service of process data being made available through the Clerk's Office.

RULE NO. 3.03: PLEADINGS AND MOTIONS

- A. All motions, unless made during a hearing or trial, shall be in writing and accompanied by a memorandum stating the grounds for the motion and citing relevant authorities. The motion shall not exceed fifteen (15) pages including any supporting documents/exhibits. The Court may allow additional pages by Judgment Entry upon the filing of a motion and for good cause shown. If a party fails to provide a brief or memorandum or exceeds the 15-page limit without leave of Court, the Court may overrule the motion without consideration. Excess pages will be destroyed.
- B. Motions and responses must be filed within the time guidelines set forth in the Ohio Rules of Civil Procedure.
- C. Motions may be ruled on without a hearing unless otherwise requested in writing, at the court's discretion.
- D. Motion to Compel/Discovery Sanctions: No party shall file a motion to compel discovery or a motion for sanctions regarding alleged discovery violations until the parties have contacted the presiding Judge or Magistrate either by telephone conference or in open court to discuss and narrow the issues.
- E. All motions shall be accompanied with a proposed entry. Failure to supply a proposed entry may delay the Court ruling on such motion or may result in the motion being denied.

- F. The Court may refuse filing if filed with inaccurate information or filed without proposed entry.

RULE NO. 3.04: SCHEDULING PRETRIAL AND SETTLEMENT CONFERENCE

- A. The Court may set a scheduling pretrial with counsel to establish a case management plan. The Court may also set a settlement conference to narrow and clarify issues, agree to stipulations, and attempt to reach a settlement.
- B. Attorneys and parties are required to appear at the settlement conference and failure to appear may result in sanctions. Counsel attending a settlement conference must have full settlement authority. Insurance adjusters shall be available by telephone

RULE NO. 3.05: JURY DEMAND IN CIVIL CASES

- A. Any party desiring a jury trial in a civil case must demand the same in accordance with Rule 38 of the Ohio Rules of Civil Procedure. The jury demand must be in writing by separate instrument. The jury demand must be filed in compliance with the time frame set forth in the applicable Rule.
- B. The party demanding the jury in a civil case shall pay the Civil Jury Cost at the time of the request. The cost requirement may be waived upon the presentation of evidence which establishes the indigency of the party demanding the jury, and upon approval of the Judge.
- C. Each party shall file a complete set of instructions suitable for charging the jury in the captioned matter no later than the day of the scheduled Final Pretrial.
- D. Failure to comply with these requirements may result in a jury waiver or other appropriate sanctions.

RULE NO. 3.06: JOURNAL ENTRIES

The Court shall prepare Journal Entries. However, when ordered by the Court, counsel for the party in whose favor an entry, order, judgment, or decree is entered, shall prepare a proper Journal Entry and submit it to the Court within fourteen (14) days of the order.

RULE NO. 3.07: DEFAULT JUDGMENTS

Motions for default judgement shall be supported by an affidavit of proof of damages. For cases based on an account, the account statement must be submitted, along with proof by affidavit that no subsequent payments have been made on the account and proof of all assignments/transfers of the account. Upon notice to the plaintiff, failure to file a motion for default shall result in dismissal of the complaint for want of prosecution.

RULE NO. 3.08: FORCIBLE ENTRY AND DETAINER

- A. Complaint:** A complaint in Forcible Entry and Detainer shall be filed and shall set forth the grounds for the eviction and shall be accompanied by a copy of the notice under ORC § 1923.04.

By order of the Ohio Supreme Court, only the legal titled owner of the rental property, or a licensed practicing attorney, may file a complaint for eviction against a tenant. A corporate officer, L.L.C. member, Trustee, building manager or agent designated by the landlord (other than an attorney) may not sign or file a complaint for eviction, or appear on behalf of, the legal owner in any court proceeding. For further information, see Cleveland Bar Association v. Picklo, 96 Ohio St. 3d 195 (2002). Failure to comply with this requirement may be grounds for dismissal of the case at any stage of the proceedings.

- B. Trial:** Defendant shall be served with the summons and complaint at least seven (7) days prior to the date set for trial, unless time constraints require otherwise. Motions shall be heard at the trial, unless the assigned Judge or Magistrate directs otherwise.
- C. Continuance:** A continuance may be granted as provided in Ohio Revised Code § 1923.08 which reads: “No continuance in an action under this chapter shall be granted for a period longer than eight (8) days, unless the plaintiff applies for the continuance and the defendant consents to it, or unless the defendant applies for the continuance and gives a bond to the plaintiff, with good and sufficient surety, that is approved by the court and conditioned for the payment of rent that may accrue, if judgment is rendered against the defendant.”
- D. Enforcement of First Claim Judgment – Writs and Set-Outs:** If judgment is for plaintiff on the complaint for Forcible Entry and Detainer, unless otherwise ordered by the Court, the plaintiff may apply for a Writ of Restitution through the Clerk’s Office. Plaintiff shall remit a fee, established by the most recent cost schedule, with the application for the Writ. Plaintiff may apply for the Writ after the Court ordered move-out date has passed and schedule a set-out date and time with the Bailiff.

Writs must be timely applied for. Timely application is determined according to the following:

1. Within thirty (30) days of the date of the judgment unless the judgment orders otherwise.
 2. Where the judgment is more than thirty (30) days old, but less than sixty (60) days old, plaintiff must file a Motion for Leave to Apply for a Writ and serve a copy of the motion on the defendant(s). The Court may schedule a hearing on the motion or decide the motion on the filings of the parties. Upon the granting of the motion, plaintiff may remit the fee established by the most recent cost schedule for the Writ and schedule a set-out.
 3. Writs must be executed upon (the scheduled set-out must occur) within fifteen (15) business days of issuance by the Clerk’s office. If a set-out is delayed or canceled by the plaintiff, and more than fifteen (15) business days pass after the date the Writ was issued, the plaintiff must apply for a new Writ and pay another fee.
- E. Set-Outs:** Every set-out scheduled pursuant to a Writ of Restitution shall be supervised by the Bailiff. The actual physical set-out of defendant’s belongings shall be conducted by movers obtained by the plaintiff.

On the scheduled date and time, the Bailiff will meet the plaintiff, or his/her agent, at the premises. The Bailiff may inspect the premises to determine if inhabitants need to be lawfully removed. If there are occupants who refuse to vacate the premises, the Bailiff shall contact the appropriate police agency for assistance. The plaintiff's movers may then conduct the actual physical set-out.

RULE NO. 3.09: CHANGE OF VENUE CERTIFICATION OF PROCEEDINGS

- A. Court as Transferor:** The Clerk shall not transfer any case pursuant to venue change in application of Civil Rule 3(C) until all costs are paid. It shall be the responsibility of the plaintiff's attorney to ascertain the filing cost in the transferee court.
- B. Court as Transferee:** The Clerk shall not file and docket any case transferred to this Court pursuant to venue change in application of Civil Rule 3(C) until a sum sufficient to secure costs has been deposited. Failure to comply with this rule within fourteen (14) days from receipt of the file from the transferor court may form the basis for returning the file to the transferor court.
- C. Certification to Common Pleas Court:** It shall be the responsibility of any party filing a counterclaim, crossclaim or third-party complaint exceeding the monetary jurisdiction of the court to also file a motion to certify the case to the Court of Common Pleas. The motion shall be accompanied by a check or money order made payable to the Court of Common Pleas, in a sum of not less than the amount specified as security costs for that court. Failure to comply within thirty (30) days of the filing of such counterclaim, crossclaim or third-party complaint shall be grounds for dismissal under Civil Rule 41(B).

RULE NO. 3.10: SMALL CLAIMS

- A. Complaint:** A small claims action is commenced by filing a small claims complaint pursuant to Ohio Revised Code Section 1925.04. A defendant is not required to file an answer or a statement of defense. A timely counterclaim or crossclaim may be filed. All pleadings will be construed to accomplish substantial justice. Should the defendant fail to appear for the hearing, following proper service, judgment in favor of the plaintiff.
- B. Continuances:** No case scheduled for trial, or hearing may be continued except on written motion accompanied by appropriate deposit and for good cause shown. Such motion shall be filed with the Court not less than seven (7) calendar days prior to the trial or hearing. In the event such continuance is filed by an attorney, a proposed entry MUST accompany the motion. In the case of unforeseen emergency, this time requirement may be waived.
- C. Transfer to the Regular Civil Docket:** Motions to transfer a small claims case to the regular civil docket shall comply with Ohio Revised Code 1925.10 and shall be accompanied by appropriate filing fee.
- D. Request for remote appearances shall be governed by Rule 1.26.**

RULE NO. 3.11: AUTOMATED TRAFFIC ENFORCEMENT CITATIONS

- A.** This rule applies to civil citations pursuant to Ohio Revised Code Sections 4511.096-4511.099 and Cambridge Ordinance No. 71-2024 for automated traffic enforcement violations. Such citations are civil in nature and are not traffic or criminal offenses. Therefore, points are not assessed and the violation is not reported to the Ohio Bureau of Motor Vehicles.
- B.** The Cambridge Municipal Court's involvement is limited solely to contested citations. The Court shall take no action unless and until a timely request for hearing is filed.
- C.** A recipient may contest by filing a written request for a court hearing within thirty (30) days of receipt of the citation. A \$50.00 filing fee is required at the time the request is submitted.
- D.** All matters relating to payment of citation, viewing images and records, late fees, transfer of liability, and/or technical issues shall be directed to the Cambridge Police Department.
- E.** Failure to timely pay the civil penalty or request a hearing constates admission of liability and a waiver of right to contest.

APPENDIX A

JURY MANAGEMENT PLAN

RULE 1: SCOPE

This Jury Management Plan is established in accordance with Rule 5(B)(2) of the Rules of Superintendence for the Courts of Ohio, which mandates the adoption of a Jury Management Plan for all courts. It reflects the guidelines set forth in the Ohio Trial Court Jury Use and Management Standards, the Ohio Revised Code, and the Ohio Rules of Criminal and Civil Procedure.

Additionally, the Plan incorporates the principles outlined in the Report and Recommendations of the Supreme Court of Ohio Task Force on Jury Service (February 2004), as well as the amendments to the Ohio Revised Code effective May 18, 2005, and the changes to the Ohio Rules of Criminal and Civil Procedure effective July 1, 2005.

The primary goal of this Plan is to ensure the efficient and effective assembly, selection, and management of petit juries for the Cambridge Municipal Court, in full compliance with the Supreme Court of Ohio's standards and regulations.

RULE 2: ADMINISTRATION OF THE JURY SYSTEM

The Court Assignment Commissioner shall serve as the jury commissioner for the purpose of random selection of potential jurors and selecting jury panels unless the presiding Judge designates some other person to serve in that position on a regular or temporary basis.

RULE 3: OPPORTUNITY FOR SERVICE

The opportunity for jury service should not be denied, nor limited on the basis of race, national origin, gender, age, religious belief, income, occupation, disability, or any other factor that discriminates against a cognizable group in the jurisdiction. Jury service is an obligation of all qualified citizens.

RULE 4: JURY SOURCE LIST

Potential jurors shall be drawn from a jury source list which shall constitute a list of all registered and current voters residing within the jurisdiction of the Court, including equal, random selection procedures using automated data processing equipment in accordance with these local rules and the provisions of Revised Code Chapter 2313.

The Jury Commissioner shall annually obtain a list of prospective jurors from the Guernsey County Court of Common Pleas. The Guernsey County Court of Common Pleas compiles the full current list of registered voters within Guernsey County from the Guernsey County Board of Elections and provides a subset of 1,200 prospective jurors to the Court for potential jury trials scheduled during the year.

Each time a new list of prospective jurors is received from the Guernsey County Court of Common Pleas and the names are entered into the source list of the Court's electronic jury management system, the previous source list shall be purged from the jury management system.

RULE 5: RANDOM SELECTION PROCEDURES

Random selection processes shall be utilized to select a pool of 300 prospective jurors from the source list. These jurors will be assigned to a specific four (4) month period during which they will be "on-call" to serve as potential trial jurors. The jury commissioner shall mail a cover letter (Attachment A) outlining the dates they may be called to serve, a Frequently Asked Questions (FAQ) page (Attachment B) and a juror questionnaire (Attachment C). The questionnaire must be completed in its entirety and returned to the Court using the self-address envelope provided. The completed questionnaire must be received by the Court within five (5) days of receipt. Departures from random selection shall be permitted only as follows:

1. To exclude persons ineligible for service.
2. To excuse or defer prospective jurors.
3. To remove prospective jurors for cause or if challenged peremptorily.
4. To provide all prospective jurors with an opportunity to be called for jury service and to be assigned to a panel.
5. To assure that a prospective jury panel is representative, diverse and fair.

The Questionnaire shall also include the criteria for seeking excusal, postponement, exemption or deferral. Written records shall be kept pursuant to Rule 8 regarding documentation.

RULE 6: NOTIFICATION AND SUMMONING PROCEDURES

Upon notice by the Judge of an upcoming jury trial, the jury commissioner shall mail to each person whose name is drawn from the jury pool a juror summons (Attachment D) at least fourteen (14) days in advance of the scheduled trial date.

Prospective jurors shall be summoned to appear in sufficient numbers to accommodate trial activity. Panels of forty (40) persons per trial shall be summoned for service unless the Court determines that a lesser or greater number is necessary for a particular trial.

Jurors are instructed to call the Clerk's office designated phone number the night before their jury service is scheduled to begin to hear a message which informs them about their jury service requirements. If the trial is cancelled, their jury service is considered complete.

Persons summoned for jury service shall receive compensation in the amount designated in the most recent Administrative Journal Entry/Schedule regarding same. Such fees shall be promptly paid from the County Treasury, as appropriate.

RULE 7: QUALIFICATION

The Court shall determine if the prospective jurors are qualified to serve, or if disabled but otherwise qualified, could serve with reasonable accommodation. In order to qualify as a juror, a person shall state under oath or affirmation that he or she is:

1. A citizen of the United States;
2. At least eighteen (18) years of age;
3. A resident of the summoning territorial jurisdiction of the Cambridge Municipal Court;
4. Able to read, speak and understand the English language;
5. Not suffering from a physical or mental disability that prevents him or her from rendering satisfactory jury service,;
6. Not under a guardianship appointment because of mental incapacity; or
7. Not a person who has had rights to vote revoked by reason of a felony conviction and whose rights to vote have not been restored.

RULE 8: EXEMPTION

Only those exemptions expressly provided by statute, narrowly construed, are permitted. A person who is over seventy-five (75) years of age is exempt if the juror requests to be excused. Eligible persons who are summoned may be excused from service only if it is determined that their ability to receive and evaluate information is so impaired that they are unable to perform their duties as jurors, or that service upon a jury would constitute a significant hardship to them or members of the public. Such individuals must be excused by the judge presiding over the case for which they have been summoned or by the judge's designee, the jury commissioner. Persons excused from service shall be deferred and may be subject to jury service at a later time. All requests for excusal, exemption or deferral must be made in writing. Once a prospective juror has submitted his or her request for exemption or deferral, the prospective juror must report for service unless otherwise notified by the Court.

RULE 9: DEFERRAL

The Judge or judge's designee may authorize deferral of jury service for up to six (6) months upon a showing of hardship, extreme inconvenience, or necessity. All those deferred will remain in the jury source list or pool for the next year.

RULE 10: TERM OF JURY SERVICE

A person who appears for service as a petit juror serves until the conclusion of the first trial in which the juror is sworn, regardless of the length of the trial or the manner in which the trial is disposed. A person who appears for service by reporting to the courthouse and being recorded as present for jury service and not deferred, but is not selected and sworn as a juror, completes the person's service in Cambridge Municipal Court when jury selection is completed.

RULE 11: JUROR SAFETY AND PRIVACY

Personal information relating to a juror or prospective juror not disclosed in open court is confidential, other than for the use of the parties and counsel. The Court shall maintain confidentiality to the extent consistent with constitutional and statutory rights of the parties, and with Ohio's Public Records laws.

RULE 12: RECORD SHALL BE MADE

Jury selection shall be recorded including all sidebar conferences. The parties may waive this process in civil matters, but only if the waiver is on the record.

RULE 13: JURY PANEL – OATH OR AFFIRMATION BY PROSPECTIVE JURORS

The jury panel consists of those prospective jurors who answered their Summons by reporting for jury service. The Judge or judge's bailiff shall administer the following to the prospective jurors of the jury panel:

“Do you solemnly swear or affirm that the answers to the questions which will be propounded to you, by the Court or by Counsel, touching on your qualifications as a juror in the matter now set for hearing, being State of Ohio vs. _____, will be the truth, the whole truth, and nothing but the trust, and this you do, as you shall answer unto God or under penalties of perjury?”

RULE 14: INTRODUCTION TO CASE

After welcoming the jury panel, the Judge shall provide a brief introduction of the case.

RULE 15: EXAMINATION OF PROSPECTIVE JURY PANEL (VOIR DIRE)

Examination of prospective jurors shall be governed by Ohio Rule of Civil Procedure 47(B) and Ohio Rule of Criminal Procedure 24(B).

Examination of prospective jurors shall be limited to matters relevant to determining whether to remove a juror for cause, and to determine the juror's fairness and impartiality.

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

The Judge shall ensure that the privacy of prospective jurors is reasonably protected, and the questioning is consistent with the purpose of the voir dire process. In the event there exists a potential for sensitive or potentially invasive questions, the Court or the parties may request a hearing preceding voir dire to consider their questions.

An examination of a prospective juror may be conducted outside the presence of other jurors in order to protect juror privacy, or to avoid juror embarrassment.

RULE 16: NUMBER OF JURORS

In all *criminal* cases in the Cambridge Municipal Court, the jury shall consist of eight (8) persons. The court shall determine the number of alternate jurors to be seated. The verdict shall be unanimous.

In all *civil* cases in the Cambridge Municipal Court, the jury shall consist of eight (8) persons, unless the parties agree to a lesser number of jurors before the jury is selected. The court shall determine the number of alternate jurors to be seated. The verdict shall conform to existing Ohio law.

RULE 17: CHALLENGE FOR CAUSE

In both civil and criminal cases, the parties shall make all challenges for cause before the jury is sworn to try the case, or upon a showing of good cause for the delay, before the jury retires to deliberate.

If the Judge determines during the voir dire process that any individual is unable or unwilling to hear the particular case at issue fairly and impartially, that individual shall be removed from the panel.

Such a determination may be made on motion of counsel or by the Judge.

RULE 18: NUMBER OF PEREMPTORY CHALLENGES

Peremptory challenges shall be exercised alternatively as presently established by Ohio Revised Code § 2945.21 and § 2945.23, Ohio Civil Rule 47, and Ohio Criminal Rule 24. All challenges shall be made in open court. Peremptory challenges shall be limited to that number as established by the Rules of Civil and Criminal Procedure, and as governed by the Ohio Rules of Civil Procedure 47(C) challenges to prospective jurors, effective 7/1/2019, and Ohio Rule of Criminal Procedure 24(D) peremptory challenges, effective 7/1/2009.

RULE 19: OATH OR AFFIRMATION OF THE JURY

After the jury has been selected, but before commencement of the trial, the Judge shall administer the following oath or affirmation to the jury, including alternate juror(s):

“Do you swear or affirm that you will diligently inquire into and carefully deliberate all matters in the case now set for hearing, being State of Ohio vs. _____ . Do you swear or affirm you will do this to the best of your skill and understanding, without bias or prejudice? So help you God?”

RULE 20: PRELIMINARY INSTRUCTIONS

The Court shall instruct the jury before opening statements by reading the appropriate instructions that shall include at least the following:

1. The issues for trial;
2. The credibility of witnesses and the manner of weighing the testimony to be received;
3. That each juror may take notes during the trial and paper shall be provided, but note taking shall not interfere with the attention to the testimony; Ohio Civil Rule of Procedure 47 (E) and Ohio Criminal Rule of Procedure 24;
4. The personal knowledge procedure under Rule 25;
5. The order in which the case will proceed;
6. That jurors may seek to ask questions of the witnesses by submission of questions in writing. (Ohio Rule of Civil. Pro. 47 (F)); and
7. That jurors are not permitted to discuss the evidence among themselves in the jury room during recesses from trial. The Court shall admonish jurors not to discuss the case with anyone other than fellow jurors in their jury deliberation when all has been presented to them, after the instructions.

RULE 21: OPENING STATEMENT

In *criminal* cases, the prosecution shall state briefly the evidence that supports its case. The defense may then state briefly the evidence in support of the defense, but has the choice to decline to make an opening statement.

In *civil* cases, the party with the burden of going forward may briefly state the evidence that supports its case. The adverse party may then briefly state the evidence in support of its case.

RULE 22: PRESENTATION OF EVIDENCE

Unless the Court otherwise directs, the party with the burden of going forward shall present evidence first, followed by the presentation of evidence by the adverse party.

RULE 23: PROCEDURE FOR JUROR WITH PERSONAL KNOWLEDGE IN CRIMINAL CASES.

If the Court receives information that a juror has personal knowledge about the case, the Court shall examine the juror under oath, concerning that knowledge, in the presence of the parties and outside the presence of the other jurors.

If the Court finds that the juror has personal knowledge of a material fact, the juror shall be excused, and the Court shall replace that juror with an alternate. If there is no alternate juror, then the court shall discharge the jury without prejudice, unless the parties agree to submit the cause to the remaining jurors.

RULE 24: JURY VIEW

When the Court determines it is proper, the Court may order the jury to view:

1. The real or personal property which is the subject of the case; or
2. The place in which a material fact occurred.

The place shall be shown to the jury by a person appointed by the court for that purpose. While the jury is absent for the view, no person, other than the person appointed to show the place to the jury, shall speak to the jury on any subject connected with the trial. Counsel for the parties shall have the right to accompany the jury but shall not speak to the jury.

RULE 25: FINAL INSTRUCTIONS

Upon completion of the evidence and arguments, the Judge shall instruct the jury in accordance with Ohio law.

RULE 26: FINAL ARGUMENTS

When the evidence is concluded, the parties may, by agreement in open court, submit the case without argument to the jury.

If the parties argue the case to the jury, the party with the burden of going forward shall open and close the argument. If the party with the burden of going forward declines to open the argument, the adverse party may then argue its case. In criminal cases, if the defense declines to argue its case after the prosecution has made its closing argument, then that shall be the only argument allowed in the case. In criminal cases, the party with the burden of going forward is the prosecution. In civil cases, the party with the burden of going forward is the plaintiff.

RULE 27: ASSISTING JURORS AT AN IMPASSE

If the jury advises the Court that it has reached an impasse in its deliberations, the Court may, but only in the presence of counsel, and in a criminal case, permit the parties inquire of the jurors to determine whether and how the Court and counsel can assist them in their deliberative process. After receiving the jurors' response, if any, the Court, after consultation with counsel, may direct that further proceedings occur as appropriate.

RULE 28: SEPARATION DURING DELIBERATION

The Court in its discretion may permit the jury in civil and criminal cases to separate during deliberations. However, before the jurors are permitted to separate, the court shall instruct them that while they are separated, they shall:

1. Not discuss the case among themselves or with anyone else;
2. Not talk to the attorneys, parties or witnesses;

3. Not express any opinion about the case; and
4. Not listen to or read any outside or media accounts of the trial.

RULE 29: JUDGE TO READ THE VERDICT

When the jury has agreed upon its verdict, the jurors shall sign the appropriate verdict form in ink. When the jurors return to the courtroom, the judge shall read the verdict. Upon the request of either party, the Court may poll the jury. If a juror dissents from the verdict, the jury shall again be sent out to deliberate.

RULE 30: MONITORING THE JURY SYSTEM

The Court shall collect and analyze information regarding the performance of this Jury Management Plan to evaluate the composition of the jury pool; the effectiveness of the summoning procedures; the responsiveness of individual citizens to jury summons; the efficient use of jurors; the cost effectiveness of this plan; and overall juror satisfaction.

RULE 31: RETENTION OF JUROR QUESTIONNAIRES

All questionnaires completed by jurors, who have not served as a selected juror in a contested case, returned to the Court shall be considered as correspondence retained for a period of one (1) year after the expiration of the juror's term of service. At the expiration of that one-year period, such records shall be disposed in a manner to ensure the protection of the information on such forms.

CAMBRIDGE MUNICIPAL COURT
150 HIGHLAND AVE ST 1
CAMBRIDGE OH 43725
740-439-5585



<date>

Juror ID: <ID Number>
<First Name> <Last Name>
<Street>
<C/S/Z>

Dear <First Name> <Last Name>:

I am writing to inform you that you have been randomly selected to be a potential trial juror for the Cambridge Municipal Court beginning [INSERT START DATE-INSERT END DATE] for a period of four (4) months. **IF** your name is randomly selected to appear for a jury trial, you will receive a separate letter detailing the date and time you must appear for jury duty.

Enclosed with this letter is a juror questionnaire. **PLEASE COMPLETE AND RETURN IT IN THE ENCLOSED ENVELOPE WITHIN FIVE (5) DAYS OF RECEIPT.** All requests to be excused must be in writing. If you are requesting to be excused because of a medical issue, a physician must provide documentation. **ALL** excuses are subject to the Judge's approval.

Although you may feel being called for Jury Duty is an inconvenience, it is an important duty as a citizen, as well as a very important function of our government. The Court greatly appreciates your service and will work hard to make it as pleasant an experience as possible.

If you have any questions, please review the **Frequently Asked Questions** on the back of this letter. If the enclosure does not address your issue, please contact the Jury Commissioner, Kate Knellinger via email jury@cambridgemunicipalcourt.com or via phone at (740) 439-5585 extension 1231 for further assistance.

Thank you in advance for your service,

Stephanie L. Williams, Judge

THE LAW OF THE STATE OF OHIO PROVIDES IN REVISED CODE SECTION 2312.30 AS FOLLOWS:
When a person whose name is drawn and who is notified fails to attend and serve as juror at a term of court of record without having been excused, the Court may assess a fine or impose a sentence of imprisonment or both. FAILURE TO APPEAR AS INSTRUCTED MAY SUBJECT YOU TO A PENALTY AS PROVIDED BY LAW

CAMBRIDGE MUNICIPAL COURT

150 HIGHLAND AVE. ST 1
CAMBRIDGE, OHIO 43725
740-439-5585 ext. 1231



JURY SUMMONS

O.R.C. Sections 1901.14, 1901.25, 2313.13

<First Name> <Last Name>
<Street>
<C/S/Z>

NOTICE AND SUMMONS TO APPEAR FOR JURY DUTY

You are summoned to appear for Petit Jury Service in the Cambridge Municipal Court to serve as a juror on <Served Date> at **8:30 A.M.** If you fail to appear you may be subject to penalties of law.

Important Information:

Call Before Reporting.

You must call the court after 3:30 p.m. the day before each scheduled appearance to determine whether your presence will be required. Many cases scheduled for Jury Trial are resolved prior to the court date. We know your time is valuable and appreciate all who serve, so please call to determine if your appearance is necessary. **Jury Reporting Line: (740) 439-5585, ext. 1250.** This line provides a pre-recorded message with the latest information.

Court address:

150 Highland Avenue, Cambridge, Ohio 43725 Courtroom A

Arrival:

Please arrive by 8:50AM. Arrivals after 9:00A.M. will be considered failure to appear and may be subject to penalties of law.

Photo ID Required:

Please bring a Photo ID for check in.

Work excuses:

The Court will provide proof of your service should you be called to serve.

If you have questions:

Email: jury@cambridgemunicipalcourt.com
Phone: 740-439-5585, ext. 1231

With appreciation,

Kate Knellinger,
Cambridge Municipal Court Jury Commissioner

Internal Use

Panel Name: <Term Code>
Juror ID: PA <ID Number>

Frequently Asked Questions

- 1. What does it mean to have been randomly selected to be a potential trial juror for the Cambridge Municipal Court?**
This means for the time period on your letter (4 months) you have been pooled with 299 other residents of the county. **IF** a Jury Trial is scheduled a smaller pool (30-60) will be randomly selected and those potential jurors will be sent a separate letter with instructions and a date to appear for a jury trial.
- 2. I am no longer a resident of Guernsey County. What do I do?**
Write that on the bottom of the questionnaire with your new address and send the questionnaire back. *If you do not live in Guernsey County you are not eligible to serve and will be excused.*
- 3. The address on the questionnaire is no longer my address. What do I do?**
Please put new/corrected address on the address line and check box provided so we can update it in our system.
- 4. The spelling of my name is incorrect, or my last name has changed. What do I do?**
Write new or corrected name on the name line on the questionnaire. Please put the name the letter was issued to (old or incorrect name) on the line provided on the questionnaire.
- 5. I am 75 years old or older and do not want to serve. What do I do?**
Check the “No” space next to the question, “Do you want to serve?” Once the Court receives your questionnaire, you will be excused.
- 6. My child received a questionnaire, but no longer lives here, is away at college, or is in the military and is stationed out of state. What do I do?**
On the back of the questionnaire, in the additional information section please explain the situation and print and then sign your name at with the relationship that you are to the individual, *i.e. mother or father.*
- 7. My relative has received a questionnaire but has passed away. What do I do?**
At the bottom of the questionnaire write, “deceased” and return in the envelope provided.
- 8. Due to health reasons, I am unable to serve, but my doctor is out of town, and I won’t be able to get a doctor’s excuse within five days. What do I do?**
Describe your health problems at the bottom of the page and write, “doctor excuse to follow.” Please send in a doctor’s excuse as soon as possible. (Remember: most doctors will send an excuse to save you from a trip. Email: jury@cambridgemunicipalcourt.com Please note: **ALL excuses are subject to the Judge’s approval.**
- 9. I am a full-time student, and I am requesting to be excused.**
Please fill out the questionnaire and attach a copy of your school schedule for the Judge to review.
- 10. I have an upcoming vacation, doctor appointment or important work meetings or seminars already scheduled. What do I do?**
Write that information on the back of the questionnaire and attach any documentation you can to verify your plans for the Judge to review. *i.e. flight or hotel confirmation or proof of scheduled appointment*

***** If there is anything else you would like the Court to know, please write it on the back portion of your questionnaire in the space provided. If you need more room to write, please attach an additional page.*****

Jurors: Please remember that juror excuses are good for only the term that we receive them. Thus, if you were excused in the past, we no longer have your doctor’s excuse on file and will require a new one. Sorry for any inconvenience this may cause. Please contact Jury Commissioner, Kate Knellinger via email jury@cambridgemunicipalcourt.com or via phone at (740) 439-5585 extension 1231 for further assistance.

JUROR QUESTIONNAIRE
RETURN WITHIN FIVE DAYS

Name: _____ Date of Birth _____

If over 75, do you wish to serve? Yes No

IF NAME HAS CHANGED, PLEASE PROVIDE PREVIOUS NAME _____

Current Address: _____ check box if address needs to be updated in our system.

Email: _____ Phone: _____

1. Are you a United States citizen? Yes No
2. Are you a resident of Guernsey County? Yes No How long have you been a resident? _____
3. Have you previously served as a juror? Yes No What year and type of case: _____
4. Do you have any charges pending against you for a violation of State or Federal law punishable by imprisonment for more than one year? Yes No (If yes, please explain on back.)
5. Have you ever been convicted of a State or Federal crime for which punishment could have been more than one year in prison? (a felony offense) Yes No If yes, were your civil rights restored? Yes No
6. Have you or a member of your immediate family ever been a victim of a crime? Yes No (If yes, please explain on back.)
7. Are you or a **family member** or **close** friend employed by any of the following?

<input type="checkbox"/> Cambridge City Law Director’s Office	<input type="checkbox"/> Byesville Police Department	<input type="checkbox"/> Guernsey County Sheriff’s Office
<input type="checkbox"/> Ohio State Highway Patrol	<input type="checkbox"/> Cambridge Police Department	<input type="checkbox"/> Ohio Department of Natural Resources

If you checked any of the above agencies, please provide names of the individual(s) on the back of this sheet.
8. Do you have any: Sight Defects? Yes No (other than wearing glasses) Hearing Defects? Yes No
*****IF YOU HAVE A PHYSICAL CONDITION THAT WOULD PREVENT YOU FROM SERVING, YOU MUST SUBMIT A STATEMENT FROM YOUR DOCTOR.*****
9. Do you have vacation(s) scheduled or dates you are unavailable to appear if summoned for Jury duty during the time period you have been randomly selected to serve? Yes No (If yes, please explain on back.)
10. Do you have information that you believe the Court should know? Yes No (If yes, please explain on back.)

I declare **under penalty of perjury** that the information provided in this questionnaire is true and correct to the best of my knowledge and belief.

Signature

Date

Please refer to the frequently asked questions provided on the back of the letter from the Court. See reverse side for additional space to answer questions. Please mail this form back in the envelope provided.

Additional Information (If Applicable)

If you answered “Yes” to any questions on the front of the questionnaire, please use the space below to provide further explanation. Be sure to reference the question number you are responding to. If you need more space, you may attach an additional sheet of paper.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____

Additional information:
