

**PORTAGE COUNTY MUNICIPAL COURT**

**RULES OF COURT**

**JUDGE MARK K. FANKHAUSER**

**JUDGE KEVIN T. POLAND**

**JUDGE MELISSA R. ROUBIC**

**EFFECTIVE NOVEMBER 1, 2022**

PORTAGE COUNTY MUNICIPAL COURT

STATE OF OHIO )  
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 PORTAGE COUNTY )

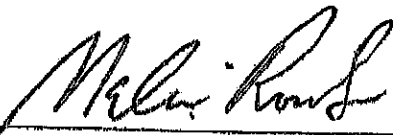
FILED  
PORTAGE COUNTY MUNICIPAL COURT  
OCT 31 2022  
JILL FANKHAUSER, Clerk  
RAVENNA, OH

IN THE MATTER OF THE )  
 )  
 LOCAL RULES )

JOURNAL ENTRY

The attached Local Rules of Court are to be adopted for use in the Portage County Municipal Court in all criminal, traffic, civil and small claim cases effective November 1, 2022. It is further ordered that all previous rules are hereby rescinded as of November 1, 2022, and the Clerk of Courts shall journalize this entry and the attached Local Rules of Court.

**IT IS SO ORDERED.**

  
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Melissa R. Roubic  
Administrative and Presiding Judge

2022 JE 148

## CONTENTS

	<u>RULE</u>	<u>PAGE</u>
1	HOURS OF SESSION	1
2	COURTROOM CONDUCT	1
3	PRESIDING/ADMINISTRATIVE JUDGE	1
4	ASSIGNMENT OF CASES FOR GENERAL SESSIONS	1-2
5	REASSIGNMENT OF CASES	2
6	WITHDRAWAL OF COUNSEL	2
7	PLEADINGS AND CORRESPONDENCE	2
8	COURT COSTS	2-3
9	TRANSCRIPT OF PROCEEDINGS	3
10	RETENTION OF COURT RECORDS	3
11	DISQUALIFICATION OF SURETY	3
12	CASE MANAGEMENT IN CIVIL CASES	3-6
13	CASE MANAGEMENT IN CRIMINAL CASES	6-7
14	CASE MANAGEMENT IN SPECIAL PROCEEDINGS	7-8
15	SMALL CLAIMS COURT	8-9
16	FORCIBLE ENTRY AND DETAINER	9-10
17	MAGISTRATES	10
18	ARBITRATION	10-11
19	COURT STATISTICAL REPORTS, CASE INVENTORY AND ANNUAL REPORTS	11
20	JURY TRIALS	11-12
21	MISDEMEANOR VIOLATIONS BUREAU	12
22	TRAFFIC VIOLATIONS BUREAU	12
23	TRUSTEESHIP	13
24	BROADCASTING AND PHOTOGRAPHING PROCEEDINGS	14
25	LEGAL NEWS	15
26	COURT SECURITY	15
27	LOCAL RULE FOR ELECTRONIC TRANSMISSIONS	15-16
28	ISSUANCE OF ARREST WARRANTS	16
29	INSTALLMENT PAYMENT OF FINE AND COSTS	16
30	COMMUNITY SERVICE PROGRAM	16
31	CRIMINAL/TRAFFIC BOND SCHEDULE	16
32	PROCEEDINGS THROUGH VIDEO TRANSMISSIONS	16
33	ACTING JUDGES	16-17
34	PROCESS SERVERS - APPOINTMENTS AND PRACTICES	17-18
35	SPECIAL DOCKETS AND PROGRAMS	18-24
36	RESTRICTING PUBLIC ACCESS TO A CASE DOCUMENT	24-27
37	COURT TECHNOLOGY PLAN	28-30

## APPENDICES

APPENDIX A	Civil Court Costs
APPENDIX B	Criminal Court Costs
APPENDIX C	Small Claims form and information sheet
APPENDIX D	Common Pleas Rule on Arbitration
APPENDIX E	Jury Management Plan
APPENDIX F	Criminal Jury Demand
APPENDIX G	Closure of Courthouse
APPENDIX H	Bond Waiver Schedule
APPENDIX I	Civil Motion to Restrict Public Access
APPENDIX J	Court Technology Plan
APPENDIX K	Procedure, Application and Affidavit for Civil Process Servers

## RULE 1. HOURS OF SESSION

The hours for holding the regular session of the Court shall be from 8:00 a.m. to 4:00 p.m., Monday through Friday of each week, except on those days designated by law as legal holidays, or by journal entry.

## RULE 2. COURTROOM CONDUCT

Upon the opening of any Court session, all persons in the courtroom shall stand. Children must be monitored by an adult and shall be removed from the courtroom if their behavior does not comply with the requirements of the Court. All persons in the courtroom shall conduct themselves with decorum and in such a manner so as not to interfere with or obstruct judicial activities or proceedings. All persons appearing before the Court shall appear in appropriate dress. No smoking, eating or drinking is permitted in the courtroom, nor shall anyone bring food or drink into the courtroom. No animals shall be permitted in the courtroom, unless the animal is specifically trained to assist a handicapped individual, and the animal's presence does not disrupt the Court. All cell phones, pagers, palm pilots and any other electronic devices must be turned off before entering the courtroom.

## RULE 3. PRESIDING/ADMINISTRATIVE JUDGE

The Judges shall, by majority vote, elect annually one of their members to serve as the Presiding/Administrative Judge, hereinafter referred to as the Presiding Judge. The Presiding Judge may call and chair one meeting per month. The Presiding Judge or the Judge's representative may represent the Court at all public or civic functions occurring during the Presiding Judge's term of office. In the absence of the Presiding Judge, the previous Presiding Judge shall assume the role of Presiding Judge. In all matters pertaining to the Court, the Presiding Judge will have an equal vote with the other two (2) Judges. This includes hiring of new employees, salaries, budgets, job descriptions and all other matters pertaining to the effective operation of the Court.

## RULE 4. ASSIGNMENT OF CASES FOR GENERAL SESSIONS

The Judge assigned to a case shall be responsible for the determination of every issue and proceeding in that case until termination. All motions, orders, journal entries and requests for continuance shall be submitted to the Judge to whom the case is assigned. If the assigned Judge is not available, the matter may be submitted to and determined by the Presiding Judge. Subject to Ohio Revised Code Section 2945.71, priority of normal assignments shall be as follows:

1. Jury trials
  - a. Criminal
  - b. Civil
2. Criminal trials
3. Traffic trials

4. Evictions
5. Other civil trials
6. Motions

#### RULE 5. REASSIGNMENT OF CASES

The Presiding Judge may reassign any case in the furtherance of justice. A Judge appointed or elected to succeed another shall handle the cases assigned to said Judge's predecessor. When a case is transferred, the case file and all records shall be changed to reflect the reassignment to the receiving Judge.

#### RULE 6. WITHDRAWAL OF COUNSEL

Only attorneys of record shall be considered as representatives of any party in a case. Withdrawal of such counsel shall be only upon application to the Judge no later than ten (10) days before trial, with a statement or affidavit explaining the reason for withdrawal and a journal entry approved by the Court. Upon allowance of withdrawal by the Court, such withdrawn counsel shall serve a copy of said journal entry upon the client.

#### RULE 7. PLEADINGS AND CORRESPONDENCE

Any pleading or correspondence filed with the Court by an attorney must have the attorney's name, address, telephone number and Supreme Court registration number. Letters of representation must be filed with the clerk's office and become part of the file. If a letter of representation is not filed in a timely manner, the Court is not responsible for any lack of notification of hearings.

#### RULE 7.01. PROPOSED ENTRY SHALL ACCOMPANY MOTION

Each motion filed with the Court shall be accompanied by a proposed entry.

#### RULE 8. COURT COSTS

All court costs shall be set by journal entry. A copy of the journal entry setting forth the current court costs is attached hereto.

#### RULE 8.01 POVERTY AFFIDAVITS

A poverty affidavit filed in place of a cash deposit must state the reasons for the inability to prepay costs and must be approved by a Municipal Court Judge prior to the processing of the Civil action and is subject to Court review at any stage of the proceedings.

This rule shall be subject to the provisions of O.R.C. section 1901.26.

Any advanced deposits for costs shall be waived for those cases brought by the Portage County Prosecuting Attorney on behalf of himself, the Portage County Board of Commissioners, the Portage Combined General Health District, any board or agency with Portage County, or a board of trustees of a township, located within Portage County, or for any child support enforcement agency.

#### RULE 9. TRANSCRIPT OF PROCEEDINGS

All requests for transcripts shall be made in writing and directed to the court reporter or to the bailiff if the court reporter is not available. The court reporter shall determine the order of preparation and the rate. The court reporter may require an advance deposit based on the estimated cost of the transcript. Priority shall be given to appeals and preliminary hearings.

#### RULE 10. RETENTION OF COURT RECORDS

Audio tapes shall be erased three (3) years after the last day recorded on that tape. Exhibits, transcripts and depositions may be destroyed at the conclusion of litigation, including times for direct appeal, providing all conditions of Rule 26.05 of the Rules of Superintendence are met.

#### RULE 11. DISQUALIFICATION OF SURETY

No attorney or other officer of the Court shall be accepted as bail or surety, nor shall any bond be approved having the name of such person thereon as surety.

#### RULE 12. CASE MANAGEMENT IN CIVIL CASES

(A) Purpose: The purpose of this rule is to establish a system for civil case management that will achieve the prompt and fair disposal of civil cases.

(B) Scheduling of Events: The scheduling of a civil case begins when the case is filed. The case is then managed in five (5) clerical steps and four (4) judicial steps.

(C) Clerical Steps:

1. Summons shall be served in accordance with the Ohio Rules of Civil Procedure. The Clerk of this Court shall accept service of process methods outlined in Rule 4.1 of the Ohio Rules of Civil Procedure, which methods shall include "virtual" service of process utilizing advanced postal technology for service by certified mail, which technology does not modify said Rule, but merely provides for advanced electronic and website technology in the sending of certified mail and receipt of confirmation utilizing the Court website to show the recipient of the mail, the date of delivery and address to which it was delivered, all in accordance with the Ohio Rules of Civil Procedure. All service of process of complaints or other documents with "virtual" service of process are subject to review and/or challenge as further outlined in the above-mentioned Rule, with confirmation of service or process data being made available through the Clerk of this Court.

2. In the event that there is failure of service, the clerk shall notify plaintiff/counsel immediately. If plaintiff/counsel fails to obtain service of summons within six (6) months from the original filing date, the clerk shall notify plaintiff/counsel that the case will be dismissed in ten (10) days, unless good cause is shown to the contrary.
3. Upon perfection of service and failure of the defendant to answer or otherwise appear, the clerk shall notify the plaintiff if pro se or counsel of the default and that failure to submit a journal entry within fifteen (15) days may result in the case being dismissed.
4. After any responsive pleading is filed, the clerk shall immediately forward said pleading and file to the Judge so that the matter may be set for hearing.
5. If no action has been taken on a file for a six (6) month period, and the case is not set for trial, then the clerk shall notify the plaintiff/counsel that the case will be dismissed in ten (10) days unless good cause is shown.
6. When a file has been marked "settlement entry to come" and the journal entry has not been received within thirty (30) days, then the clerk shall notify the plaintiff/counsel that the case will be dismissed unless the journal entry is received within ten (10) days.
7. When the clerk receives a judgment from the Court, the clerk shall enter the judgment upon the journal and serve a copy of the judgment within three days of entering the judgment upon the journal in the manner prescribed in Rule 5(B) of the Ohio Rules of Civil Procedure and note in the appearance docket.

(D) Judicial Steps:

1. Pretrial: For the purpose of this Rule, pretrial shall mean a court-supervised conference chiefly designed to produce an amicable settlement. Said pretrial shall be between the parties and/or their attorneys. The term "party" or "parties" used hereinafter shall mean the party or parties to the action and/or their attorneys of record. After an answer is filed, the case will be assigned to a Judge and the clerk will forward the file to said Judge. The Court will then schedule a pretrial hearing. Notice of said hearing shall be given to all counsel of record and pro se parties by regular mail not less than fourteen (14) days prior to the hearing. Any motion for continuance of the pretrial hearing shall be addressed to the Judge to whom the case has been assigned. Counsel requesting the continuance shall seek the approval of the opposing party before forwarding the request to the Judge, if possible. Counsel attending the pretrial hearing must have complete authority to stipulate on items of evidence and to settle the matters in dispute. The Court shall attempt to narrow legal issues, to reach stipulations as to facts in controversy and, in general, to shorten the time and expense of trial. The parties will file a pretrial statement with the Court, to become part of the record of the case, setting forth all stipulations, admissions and other matters considered at the pretrial hearing. In all civil cases assigned for a bench trial (other than those



cases based on “accounts”), counsel for all parties shall furnish to the Court a trial brief filed with the Clerk’s office at least seven (7) days before the scheduled trial date containing the following:

1. A summary of the factual issues to be decided;
2. A list of all lay witnesses to be called;
3. A list of all expert witnesses to be called along with each person’s qualifications as an expert witness and a brief summary of their testimony;
4. A list of all exhibits to be offered as proof.

Said briefs are not to be exchanged with opposing counsel, nor shall they become part of the case file. The brief is solely for the use of the Judge to afford reasonable time to prepare any necessary legal research. The filing of these trial briefs through the Clerk’s office is merely designed to provide proof of compliance with this Rule.

In all civil cases assigned for a jury trial, counsel for all parties shall furnish to the Court a trial brief filed with the Clerk’s office at least fourteen (14) days before the scheduled trial date containing the following;

1. A summary of the factual issues to be decided;
2. The applicable law of the case complete with citations of statutes and cases;
3. A list of all lay witnesses to be called;
4. A list of all expert witnesses to be called along with each person’s qualifications as an expert witness and a brief summary of their testimony;
5. A list of all exhibits to be offered as proof;
6. A complete set of instructions to be given to the jury.

Said briefs are not to be exchanged with opposing counsel, nor shall they become part of the case file. The brief is solely for the use of the Judge to afford the Judge reasonable time to prepare the charge to the jury. The filing of these trial briefs through the Clerk’s office is merely designed to provide proof of compliance with this Rule.

Any Judge presiding at the pretrial hearing or trial shall have the authority to dismiss the action for want of prosecution on motion of defendant or sua sponte upon failure of plaintiff and/or plaintiff’s counsel to appear in person at any pretrial hearing or trial, to order the plaintiff to proceed with the case, to decide and determine all matters ex parte upon failure of the defendant to appear in person or by counsel at any pretrial hearing or trial, and to make such other decisions as the Court may deem appropriate under the circumstances, including: referring the case to the mediation program in the Portage County Common Pleas Court. If the case cannot be settled at pretrial, the case will be set for arbitration, mediation or trial. In certain instances, the court may set the case for a status hearing or another pretrial hearing if settlement or narrowing the issues appears to be possible.

2. Motions: All motions not made in open Court shall be submitted in writing alleging sufficient facts in support of the ruling sought and supported by a memorandum of law. Citations to sections of constitutions, statutes and/or cases alone will not be deemed in compliance with this Rule. Opposing counsel may file a response to said motion within fourteen (14) days from service of the motion, and must also file a statement of facts, if alleged different from that of

movant, and a memorandum of law in support of respondent's position contra. Citations to sections of constitutions, statutes and/or cases alone will not be deemed in compliance with this Rule. Affidavits may be submitted by either the movant or respondent as exhibits to said motions and responses. Unless either party requests an oral hearing, or the Court determines an oral hearing should be held to determine disputed questions of fact, the matter will be deemed to have been submitted and the Court will rule on the motion without oral hearing. Issues not raised shall be deemed waived. The Court shall, however, schedule a summary judgment motion for a non-oral hearing pursuant to Rule 56 of the Ohio Rules of Civil Procedure, unless either party requests an oral hearing at the time of filing of the motion or the response to the motion.

3. Continuances: No party shall be granted a continuance of a trial or other hearing without a written motion from said party or counsel stating the reason for the continuance. When a continuance is requested for the reason that counsel is scheduled to appear in another case assigned for trial on the same date in the same or another trial court of this state, the case which was first set for trial shall have priority and shall be tried on the date assigned. Criminal cases assigned for trial have priority over civil cases assigned for trial. The granting of any other request for continuance of a scheduled trial is a matter within the discretion of the trial court. If a designated trial attorney has such a number of cases assigned for trial in courts of this state so as to cause undue delay in the disposition of such cases, the Presiding Judge may require the trial attorney to provide a substitute trial attorney. If the trial attorney was appointed by the Court, the Court shall appoint a substitute attorney.
4. Judgment entries: Counsel for the party in whose favor an order or judgment is rendered shall prepare a journal entry. The journal entry shall be submitted to opposing counsel within five (5) days of the decision. Opposing counsel shall approve or reject the journal entry within five (5) days after receipt thereof. Within fifteen (15) days of the decision, the journal entry shall be submitted to the Judge. The Court may, in the alternative, prepare its own journal entry. Journal entries of settlement may be filed at any time. The avoidance of trial by settlement shall be allowed without the filing of a journal entry, but such journal entry shall be filed within thirty (30) days or the case will be dismissed for want of prosecution. The journal entry shall state which party will pay the court costs. Upon notification from the clerk that the case has defaulted, plaintiff/counsel shall submit an application for default judgment within fifteen (15) days or the case will be dismissed for want of prosecution.

### RULE 13. CASE MANAGEMENT IN CRIMINAL CASES

- (A) Purpose: The purpose of this Rule is to establish a system for criminal case management that will achieve the fair and impartial administration of criminal cases. This Rule shall be construed and applied to eliminate unnecessary delay and expense for all parties involved in the court system.

(B) Scheduling of Events: The scheduling begins after arraignment when a “not guilty” plea has been entered and a Judge is assigned to the case. The case is then managed in four (4) judicial steps.

1. Pretrial: When the defendant is not in jail, all first degree and second degree misdemeanors shall be scheduled for pretrial by the assignment commissioner. All other misdemeanors shall be scheduled for trial unless time is waived and a pretrial is requested. The pretrial shall be conducted in accordance with Rule 17.1 of the Ohio Rules of Criminal Procedure and a memorandum of the matters agreed upon shall be filed in each case. Any counsel who fails to appear for pretrial without just cause being shown may be punished for contempt of court. If the parties cannot resolve the case, the case shall then continue in accordance with paragraph 3 below.
2. Motions: All motions not made in open Court shall be submitted in writing alleging sufficient facts in support of the ruling sought and supported by a memorandum of law. Citations to sections of constitutions, statutes and/or cases alone will not be deemed in compliance with this Rule. Opposing counsel may file a response to said motion within fourteen (14) days from service of the motion, and must also file a statement of facts, if alleged different from that of movant, and a memorandum of law in support of respondent’s position contra. Citations to sections of constitutions, statutes and/or cases alone will not be deemed in compliance with this Rule. Affidavits may be submitted by either the movant or respondent as exhibits to said motions and responses. Unless either party requests an oral hearing or the Court determines that an oral hearing should be held to determine disputed questions of fact, the matter will be deemed to have been submitted and the Court will rule on the motion without oral hearing. Issues not raised shall be deemed waived.
3. Trials: Each case not resolved at pretrial shall be scheduled for trial to Court. If a jury demand is timely filed, in writing, then the case will be moved to the jury trial schedule, in accordance with Rule 20(B) below.
4. Sentencing: If a pre-sentence report is requested, the sentencing hearing shall be scheduled as soon after the receipt of the report as the Court schedule allows. If a pre-sentence report is not requested, the sentencing hearing shall be scheduled as soon after trial as the Court schedule allows.

#### RULE 14. CASE MANAGEMENT IN SPECIAL PROCEEDINGS

(A) Purpose: The purpose of this Rule is to establish a case management system for special proceedings to achieve a prompt and fair disposition of these matters. The following civil matters are considered special proceedings and may be heard by a Judge or Magistrate, to wit: small claims, forcible entry and detainer,

default hearings, rent escrow, replevin, motions to cite, garnishment hearings and debtor's exams. The following criminal matters are considered special proceedings to be heard by a Judge, to wit: preliminary hearings, extradition hearings and B.M.V. appeal hearings.

- (B) Scheduling of Events: Cases which have time limitations established by the Ohio Revised Code shall be scheduled within those time limits for hearing. In all other special proceedings, cases shall be scheduled for hearing within a reasonable time not to exceed ninety (90) days.
- (C) Clerical steps: In all new cases, if plaintiff/counsel fails to obtain service of summons within six (6) months, the clerk shall notify counsel that the case will be dismissed in ten (10) days unless good cause is shown to the contrary. Upon perfection of service, the clerk shall notify plaintiff/counsel of any default in answer or appearance and that failure to submit a journal entry within fifteen (15) days may result in the case being dismissed. After any responsive pleading is filed, the clerk shall immediately forward said pleading and file to the Judge so the matter may be scheduled for a hearing. If no action has been taken on a file for a six (6) month period and the case is not set for trial, then the clerk shall notify the plaintiff/counsel that the case will be dismissed within seven (7) days unless good cause is shown. When a file has been marked "settlement entry to come" and the journal entry has not been received within thirty (30) days, then the clerk shall notify plaintiff/counsel that the case will be dismissed unless the journal entry is received within ten (10) days.

#### RULE 15. SMALL CLAIMS COURT

- (A) A small claims action is commenced by the filing of a small claims complaint and information sheet pursuant to Ohio Revised Code Section 1925.04. The forms are attached hereto. The defendant is not required to file an answer or statement of defense. If the defendant fails to appear for the hearing, after being duly served, then a default judgment may be entered against the defendant. All pleadings will be construed to accomplish substantial justice.
- (B) Upon filing of a motion and affidavit, as required by Ohio Revised Code Section 1925.10, and upon payment of the required cost, which motion and affidavit shall be filed at least five (5) days prior to the scheduled trial date, the small claim case will be transferred to the regular docket. No transfer will be granted until the required cost is paid.
- (C) The hearing in Small Claims Court shall be conducted by the Magistrate. The Magistrate shall place all parties who plan to offer evidence under oath, then allow the plaintiff and defendant to state their cases. The plaintiff and defendant may subpoena and call witnesses. The Ohio Rules of Evidence and the Ohio Rules of Civil Procedure will not apply to hearings in small claims court.

- (D) After the hearing is concluded, the Magistrate shall make a decision forthwith or take the case under advisement. In either case, after the magistrate files with the clerk a decision in the case, and a Judge enters an order based on said decision, a copy of the decision and order will be sent by the clerk to each of the parties. The Magistrate's Decision may be general unless findings of fact and conclusions of law are timely requested by a party, or otherwise required by law. A request for findings of fact and conclusions of law shall be made before the entry of a Magistrate's Decision or within seven (7) days after the filing of a Magistrate's Decision. The Magistrate's Decision shall indicate conspicuously that a party shall not assign as error on appeal the Court's adoption of any factual finding or legal conclusion, whether or not specifically designated as a finding of fact or conclusion of law under Rule 53(D)(3)(a)(ii) of the Ohio Rules of Civil Procedure, unless the party timely and specifically objects to that factual finding or legal conclusion as required by Rule 53(D)(3)(b) of the Ohio Rules of Civil Procedure. Objections to the Magistrate's Decision shall be considered, and the case decided in accordance with the provisions of Rule 53(D)(3)(b) and 53(D)(4) of the Ohio Rules of Civil Procedure.
- (E) The employees of the Court shall assist prevailing parties in collecting their judgments pursuant to Ohio Revised Code Section 1925.13.

#### RULE 16. FORCIBLE ENTRY AND DETAINER

- (A) Hearing: All forcible entry and detainer cases shall be set for hearing before the Magistrate, pursuant to the time limits set forth in the Ohio Revised Code. At that hearing, the Ohio Rules of Evidence and the applicable Ohio Rules of Civil Procedure will be applied. The Magistrate shall, at the conclusion of the hearing, file a written decision within seven (7) days, copies of which will be sent to the parties by the clerk.
- (B) Judgment Entries: The Court shall review the decisions of the Magistrate at least weekly and enter the appropriate judgment entries.
- (C) Objections to Magistrate's Decision: Objections to the Magistrate's Decision shall be considered and the case decided in accordance with the provisions of Rules 53(D)(3)(b) and 53(D)(4) of the Ohio Rules of Civil Procedure.
- (D) If a jury demand is filed in a forcible entry and detainer case, the clerk shall assign and forward the case to a Judge so the case may be scheduled for the appropriate hearing.
- (E) When a plaintiff/attorney files a drug eviction under Ohio Revised Code Section 1923.05.1, the words drug eviction must be displayed prominently in the caption of the case. Failure to do so may result in improper service to the defendant or untimely hearing dates. Upon receiving a drug eviction, the Clerk shall cause both of the following to occur:

- (1) The service and return of the summons in the case in accordance with the Ohio Rules of Civil Procedure, which service shall be made, if possible, within three (3) working days after the filing of the Complaint; and
- (2) The case is to be set for trial not later than the 30<sup>th</sup> calendar day after the date that the tenant is served with a copy of the summons in accordance with paragraph (E)(1) above.

#### RULE 17. MAGISTRATES

- (A) Appointment and Use: The Court shall appoint one or more Magistrates to hear the following proceedings:
- (1) Default proceedings under Rule 55 of the Ohio Rules of Civil Procedure;
  - (2) Forcible entry and detainer proceedings under Chapter 1923 of the Ohio Revised Code in which a jury trial is not demanded;
  - (3) Small claims proceedings under Chapter 1925 of the Ohio Revised Code;
  - (4) Traffic proceedings in which there is a guilty plea or written waiver by the defendant of the right to a trial by a Judge;
  - (5) Automatic reference without limitation is hereby made to duly appointed Magistrates of this Court pursuant to Rule 53 of the Ohio Rules of Civil Procedure, Rule 19 of the Ohio Rules of Criminal Procedure and Rule 14 of the Ohio Traffic Rules. Duly appointed Magistrates are authorized to preside over all actions and proceedings described in the above Rules and as otherwise allowed by law and any other rules of procedure, and reference of each such action is hereby made by adoption of this Rule.
- (B) Qualification and Procedure: Magistrates shall have the qualifications specified in the Rules mentioned in the preceding paragraph, each of which Rules shall govern the Magistrate's conduct of civil cases, criminal cases and traffic cases.

#### RULE 18. ARBITRATION

To expedite the administration of justice, the following procedures for arbitration shall be followed in all civil cases:

- (A) In civil cases in which it has been determined at pretrial by the assigned Judge that the case shall be submitted to compulsory arbitration pursuant to this Rule.
- (B) In any civil case, without limit, the parties may stipulate in writing that the case will be submitted to arbitration in accordance with this Rule. Upon filing of the

stipulation together with a pretrial statement from each party, the case shall be submitted to arbitration.

- (C) In all cases subject to arbitration, the arbitrator shall be appointed by the Court from a list of members of the Bar of Portage County.
- (D) Rule 42 of the Rules of the Court of Common Pleas of Portage County shall be followed in all cases assigned for arbitration in this Court, and that Rule is attached hereto, except that the amounts of compensation allowed are increased to the following: Rule 13.12(A) - \$150.00; Rule 13.12(B) - \$150.00; Rule 13.12(D) - \$125.00 per non-chairperson arbitrator.

#### RULE 19. COURT STATISTICAL REPORTS, CASE INVENTORY AND ANNUAL REPORTS

- (A) Judges of this Court shall submit monthly to the Court Statistical Reporting Section of the Supreme Court the following report forms in the manner specified:
  - (1) Each Administrative Judge shall submit a complete Administrative Judge Report, which shall be a report of all cases not individually assigned.
  - (2) Each Judge shall submit a complete Individual Judge Report, which shall be a report of all cases assigned to the individual Judge. The report shall be submitted through the Administrative Judge and shall contain the signatures of the reporting Judge, the Administrative Judge and the preparer, if other than the reporting Judge, attesting to the accuracy of the report.
- (B) Each Judge, on or before the first day of October, shall complete an annual physical inventory of all cases reported as pending. A Judge, when initially elected or appointed, shall complete a physical case inventory within three (3) months of the date on which the Judge takes office. Subsequent annual physical inventories shall be completed on or before the first day of October of each ensuing year.
- (C) On or before the last day of March of each year, the Court shall render a complete report of its operation during the preceding calendar year to the legislative authority and the Board of Commissioners. The report shall show the work performed by the Court; a statement of receipts and expenditures for the civil and criminal branches; number of cases heard, decided and settled, and any other data that the Supreme Court, the Secretary of State, the legislative authority and the Board of County Commissioners require.

#### RULE 20. JURY TRIALS

- (A) Civil: A demand for trial by jury shall be made in accordance with Rule 3

of the Ohio Rules of Civil Procedure. To obtain a jury in a civil case, a written jury demand shall be filed with the clerk, together with a jury deposit. If no number is specified on the jury demand, the number of jurors shall be eight (8). To be effective, a jury demand requires both a written request and a deposit. The jury deposit may be waived if the party files an affidavit of indigency and the assigned Judge determines that the party making the jury demand is indigent. The nonprevailing side shall be responsible for jury costs unless the Court directs otherwise. Said jury demand and deposit must be paid by the pretrial date or the Court will set the matter for trial to Court.

- (B) Criminal/Traffic: Where there is a right of jury trial, the jury demand shall be made in accordance with Rule 23 of the Ohio Rules of Criminal Procedure, on the form contained in the Appendix hereto, within the statutory time constraints. In criminal and traffic cases, the defendant, if found guilty, shall be responsible for the jury costs.
- (C) General: In all civil, criminal and traffic cases, when a jury is demanded and not used, the jury costs shall be assessed against the party making the demand, unless the demand is withdrawn in writing by Friday at noon during the week prior to the trial. If that Friday is a holiday, then the withdrawal shall be filed on Thursday by noon of that same week. The Court must be notified on the Friday prior to jury week if a jury trial is going forward. Failure to do so may result in an assessment of jury costs.
- (D) Jury Use and Management Plan: The jury use and management plan, effective August 1, 1999 with an Amendment January 23, 2009, is contained in the appendix of these Rules and is incorporated by reference.

#### RULE 21. MISDEMEANOR VIOLATIONS BUREAU

The Misdemeanor Violations Bureau is established, and the Clerk of Courts is appointed to be the Violations Clerk, to collect fines, give receipts and render accounts of the Bureau.

#### RULE 22. TRAFFIC VIOLATIONS BUREAU

The Traffic Violations Bureau is established and the Clerk of Courts is appointed to be the Violations Clerk, to collect fines, give receipts and render accounts of the Bureau.

Tickets produced by computer or other electronic means may be filed, provided the ticket conforms in all substantive respects, including layout and content, to the Ohio Uniform Ticket set forth in the Ohio Traffic Rules. If a ticket is issued at the scene of the alleged offense, the issuing officer shall provide the defendant with a paper copy of the ticket as required by the Ohio Traffic Rule 3(E).



## RULE 23. TRUSTEESHIP

Applicants must be qualified under Ohio Revised Code Section 2329.70. At the time of application, applicant shall exhibit to the clerk a legal fifteen (15) day notice received from a creditor listed in the application within thirty (30) days prior to the date of application. The acceptance of the filing by the clerk of the debtor's application for trusteeship will not cause any attachment or garnishment filed prior to application to be dismissed by the Court.

At the time of application, debtor shall disclose to the clerk the debtor's pay and pay period (weekly, bi-weekly, semi-monthly or monthly). At the time of filing, the debtor must make a payment to the clerk of \$25.00 and, upon receipt of the first pay thereafter, must make a full payment before the trusteeship will become effective. At every pay thereafter, the debtor shall appear and show a pay stub to the clerk, as trustee, and pay as set forth in Ohio Revised Code Section 2329.70. Failure to appear after the initial conference shall cause the deposit to be forfeited by the Court. Failure to make regular payments as set forth above will be cause for termination of the trusteeship. The clerk, in the event that debtor shall fail to make any scheduled payment, shall, within ten (10) days after the scheduled payment is due, mail a letter by regular mail to the debtor, at the address contained in the application, requiring debtor to appear on a date not less than five (5) days nor more than ten (10) days from the date of the letter to show cause why the trusteeship shall not be terminated. If debtor appears on that date, a hearing may be held before a Judge or Magistrate at debtor's request. If debtor shall fail to appear, the clerk shall forthwith prepare a journal entry terminating the trusteeship for cause. The clerk shall cause notice of trusteeship to be forwarded to each unsecured creditor by certified mail with request to verify, under oath, the existence of the account and the amount owed on said account. No appointment or distribution shall be made to any creditor until verification of the existence of the account and the amount owed is filed with the clerk.

The clerk shall cause notice to be forwarded to each secured creditor by certified mail with request to verify account and with election to participate or not participate in the trusteeship. Failure to elect within ten (10) days after receipt of notice shall cause the trustee to declare the creditor a participant in the trusteeship in accordance with Ohio Revised Code Section 2329.71. The election to participate shall constitute a waiver of all interest, penalties and late charges claimed by the creditor. If the debtor wishes to make payments to creditors from exempt pay, such payments may be made directly to any secured creditor (holder of mortgage on any property) in an amount of debtor's choice, provided the payment of the required amount has been made to the clerk as trustee, but only if said creditor is not listed as a creditor in debtor's schedule or such creditor has refused to participate in the trusteeship, or an agreement has been filed and approved by the Court, or debtor may make payment of such amount to the clerk for distribution among the listed creditors. Debtor shall not make any payment directly to a listed creditor who is participating in the proceeds of the trusteeship except with the approval of the Court. Any payment in violation of this Rule shall be grounds for termination of the trusteeship and the clerk on final distribution shall omit the account of that creditor in calculating the distribution. The clerk, as trustee, shall pay to the county Treasurer the sum of two percent (2%) of the total payments made to the clerk immediately prior to disbursement to the creditors. The clerk shall not be required to make distribution to creditors more often than once every ninety (90) days, except that the clerk shall disburse all funds, including the two percent (2%) fee to the county Treasurer, within ten (10) days after termination of any trusteeship.

## RULE 24. BROADCASTING AND PHOTOGRAPHING PROCEEDINGS

- (A) The Judge presiding at the trial or other hearing shall permit the broadcasting or recording by electronic means and the taking of photographs of Court proceedings open to the public as provided in Canon 3A (7) of the Code of Judicial Conduct. The Judge, after consultation with the media, shall specify the place or places in the courtroom where the operators and equipment are to be positioned. Requests for permission for broadcasting, televising, recording or taking of photographs in the courtroom shall be in writing and the written permission of the Judge required by Canon 3A (7) shall be made a part of the record of the proceedings.
- (B) Use of more than one (1) portable camera (television, videotape or movie) with one operator shall be allowed only with the permission of the Judge. Not more than one (1) still photographer shall be permitted to photograph trial proceedings without permission of the Judge. Still photographers shall be limited to two (2) cameras with two (2) lenses for each camera.

For radio broadcast purposes, not more than one (1) audio system shall be permitted in Court. Where available and suitable, existing audio pickup systems in the court facility shall be used by the media. If no such systems are available, microphone and other electronic equipment necessary for the audio pickup shall be as inconspicuous as possible, but must be visible. Visible audio recording equipment may be used by news media reporters with the prior permission of the Judge. Arrangements between or among media for "pooling" of equipment shall be the responsibility of the media representatives authorized to cover the proceedings. Such arrangements are to be made outside the courtroom and without imposing on the Judge or court personnel. If disputes arise over such arrangements among media representatives, the Judge shall exclude all contesting representatives from the proceedings. The use of electronic or photographic equipment which produces distracting sound or light shall be prohibited by the Judge. No artificial lighting other than that normally used in the courtroom shall be employed, provided that, if the normal lighting in the courtroom can be improved without becoming obtrusive, the Judge may permit modification.

Still photographers and television and radio representatives shall be afforded a clear view but shall not be permitted to move about in the courtroom during Court proceedings from the places in which they have been positioned by the Judge, except to leave or enter the courtroom. The changing of film or recording tape in the courtroom during court proceedings is prohibited.

There shall be no audio pickup or broadcast of conferences conducted in the court facility among attorneys and clients or co-counsel, or of conferences conducted at the bench between counsel and the Judge. The Judge shall have discretion to limit the photographing of victims, witnesses or jurors.

This Rule shall not be construed to grant media representatives any greater rights than permitted by law wherein public or media access or publication is prohibited, restricted or limited. Media representatives shall not be permitted to transmit or record anything other than the court proceedings from the courtroom while the Court is in session.

Upon the failure of any media representative to comply with the conditions prescribed by the Judge, or the superintendence rules of the Supreme Court, the Judge may revoke the permission to broadcast or photograph the trial or hearing.

#### RULE 25. LEGAL NEWS

In conformity with Ohio Revised Code Section 2701.09, The Portage County Legal News, as published by John L. Burleson, is hereby designated the daily law journal for publication of all calendars of the courts of record. The Clerk shall require a payment for each new case filed, as listed in the civil costs attached.

#### RULE 26. COURT SECURITY

A Crisis Response Plan has been developed in 2008 for the Portage County Common Pleas and Municipal Courts. A copy of the Plan is contained in Appendix G of these Rules and is incorporated herein by reference.

#### RULE 27. LOCAL RULE FOR ELECTRONIC TRANSMISSIONS

Pursuant to Rule 5(E) of the Ohio Rules of Civil Procedure, the Court will allow the filing by electronic transmissions, through the Clerk of Courts office, of motions, pleadings, letters, documents and all other matters which may be filed in person or by mail, subject to the following provisions:

- (A) The Clerk shall maintain a dedicated telephone line to accept electronically transmitted filings;
- (B) The electronically maintained document's filing date is determined by court hours. Any filings sent electronically and received by the Court before 8:00 a.m. or after 4:00 p.m. on a business day or at anytime on a non-business day will be time-stamped the next business day. Documents transmitted electronically may be transmitted 24 hours per day, seven days per week;
- (C) A FAX or an e-mail shall be considered an original document;
- (D) Any signature on an electronically transmitted document shall be considered that of the attorney or party it purports to be for all purposes. If it is established the documents were transmitted without authority, the Court shall order the filing stricken;

- (E) Any document filed electronically that requires a filing fee may be rejected by the Clerk of Court unless the filer has complied with the mechanism for the payment of filing fees.

#### RULE 28. ISSUANCE OF ARREST WARRANTS

All arrest warrants for cases not covered by Ohio Revised Code Section 2935.03 (crimes which do not require a warrant) shall be issued by a Judge of this Court, upon finding of adequate probable cause, during Court hours. During the hours in which the Court is closed, a police officer in need of an arrest warrant for cases not covered by said section may contact a Judge of this Court to request a finding of probable cause for the arrest warrant. Upon such a finding by the Judge, the police officer shall note on the complaint the date of said finding.

#### RULE 29. INSTALLMENT PAYMENT OF FINE AND COSTS

In any criminal or traffic matter, when the assigned Judge gives the defendant time to pay the fine and costs, such payment may be made in installments, unless otherwise stated as a condition of the sentence. Any unclaimed bond money posted by the defendant that has been held for more than one (1) year may be applied to any outstanding fine and costs on that case.

#### RULE 30. COMMUNITY SERVICE PROGRAM

A community service program is established as a sentencing alternative. The sentencing Judge may allow a person convicted of a misdemeanor who qualifies for the community service program to perform community work service as approved by the Probation Department. The Probation Department shall establish the guidelines for the qualification and administration of the community service program. Any violation of the community service program is a violation of a court order and subjects the violator to sanctions provided by law.

#### RULE 31. CRIMINAL/TRAFFIC BOND SCHEDULE

In lieu of bond set by a Judge, the clerk is authorized to release a person charged in the Court with a crime based on the schedule attached to these Rules.

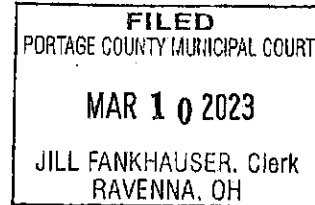
#### RULE 32. PROCEEDINGS THROUGH VIDEO TRANSMISSIONS

Bond hearings, preliminary hearings, arraignments or other Court proceedings may, at the discretion of the Court, be held by means of video transmission from the Portage County Jail where the defendant is being held. The Portage County Jail and each Ravenna courtroom shall be furnished with the necessary equipment for such proceedings.

#### RULE 33. ACTING JUDGES

The Court may appoint Acting Judges, during temporary absences, pursuant to Ohio Revised Code Section 1901.12. Acting Judges must be registered with the Secretary of the Commission on Continuing Legal Education and meet the requirements of the Supreme Court. Acting Judges shall be compensated at the rate of \$300.00 per diem.

**IN THE PORTAGE COUNTY MUNICIPAL COURT  
KENT AND RAVENNA**



**IN RE: Local Rules of Court**

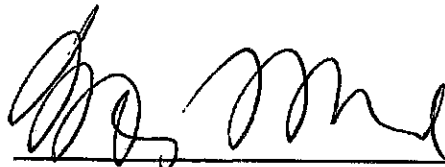
**JUDGMENT ENTRY**

The Court hereby adopts the following amendment of the Rules of Court:

**RULE 33**

**RULE 33. ACTING JUDGES**

The Court may appoint Acting Judges, during temporary absences, pursuant to Ohio Revised Code Section 1901.12. Acting Judges must be registered with the Secretary of the Commission on Continuing Legal Education and meet the requirements of the Supreme Court. Acting Judges shall be compensated at the rate of \$400.00 per diem.



Kevin T. Poland  
Administrative and Presiding Judge



Judge Mark K. Fankhauser

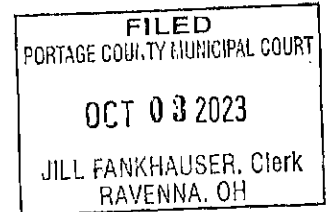


Judge Melissa R. Roubic

2023JE25

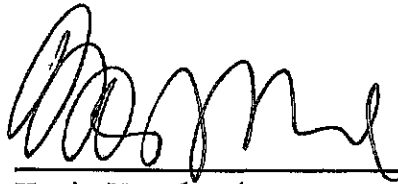
**IN THE PORTAGE COUNTY MUNICIPAL COURT  
KENT AND RAVENNA**

**IN RE:      Local Rules of Court**



**JUDGMENT ENTRY**

The Court hereby adopts the following amendment of the Rules of Court: the Waiver Schedule and Local Rule 34. Process Servers- Appointment and Practices effective October 4, 2023.



\_\_\_\_\_  
Kevin T. Poland  
Administrative and Presiding Judge



\_\_\_\_\_  
Judge Mark K. Fankhauser



\_\_\_\_\_  
Judge Melissa R. Roubic

2023JE163

FILED  
PORTAGE COUNTY MUNICIPAL COURT  
OCT 03 2023  
JILL FANKHAUSER, Clerk  
RAVENNA, OH

RULE 34. PROCESS SERVERS – APPOINTMENTS AND PRACTICES

This Rule governs the appointment and practices of all persons serving process in civil matters pursuant to Civ. R. 4.1 and 4.3, other than a person employed by the Portage County Sheriff, Prosecuting Attorney or Probation Office and discharging such duties as an employee of Portage County. Appointment as a process server under this Rule shall permit only the delivery and return of process and papers contemplated in Civ. R. 4.1 and 4.3, and shall not empower or permit any other service, including, without limitation, service of writs, levies and executions, unless specifically authorized by the Administrative Judge.

- (A) Qualifications: A person having the qualifications in Civ. R. 4.1 and this Rule may be appointed by the Court to serve process in an individual civil case or for a fixed term. A process server seeking appointment to serve process within this State shall have the following qualifications: (i) the qualifications set forth in Civ. R. 4.1; (ii) a high school diploma or equivalent; (iii) permanent residence in the State of Ohio; (iv) a valid Ohio driver's license; (v) no conviction of a felony in the last 10 years, or of any offense of violence as defined in R. C. 2901.01(A)(9), or of any offense involving moral turpitude or dishonesty; and (vi) demonstrate familiarity with the various documents to be served or returned. An out-of-state process server shall meet the following qualifications: (i) those qualifications set forth in Civ. R. 4.3(B)(2); (ii) high school diploma or equivalent; (iii) permanent residence in the state in which process is to be served; (iv) valid driver's license in that state; and (v) no conviction in any state in the last 10 years of an offense substantially similar to those set forth in (v) above.
- (B) Appointment Procedure: Counsel seeking the appointment of a process server for a single case shall file with the Clerk of Courts a motion to appoint a process server in that case, attaching the Court's prescribed application and affidavit completed and signed by the prospective process server, and an entry appointing that person to serve process in that case. The Judge assigned to that case, or the Administrative Judge may approve such appointment.

Appointment for a Term: Any person seeking to serve process in more than two civil cases within this State in any calendar year and any person employed by a business or agency as a process server shall be classified as a process server for a term. Counsel seeking the appointment of a process server for a term shall file with the Clerk of Courts a motion to appoint a process server for a term, attaching the Court's prescribed application and affidavit completed and signed by the proposed process server, and including a non-refundable fee payable to the Clerk of Courts. A copy of the Procedure, Application and Affidavit are contained in Appendix K.

Appointment Out-of State. Counsel seeking the appointment of an out-of state process server for a single case shall file with the Clerk of Courts a motion to appoint a process server in that state, attaching the Court's prescribed application and affidavit completed and signed by the proposed process server, a copy of any appointment or licenser required by that state or court in the county or district in which process is to be served, and an entry appointing that person to serve process in that case.

2023 JE163

Procedure upon Filing: The Administrative Judge shall determine from the motion, application, affidavit, attachments, and any other inquiry or materials as needed whether the applicant meets the qualifications set forth in Civ. R. 4.1 or 4.3 and this Local Rule. If the Administrative Judge determines that the applicant is qualified, then the application may be approved, and an Order of Appointment filed with the Clerk of Courts. If the application is approved, the Clerk of Courts shall provide the process server with a certified copy of the Order of Appointment, which shall be filed on the Miscellaneous Docket. If the Administrative Judge determines that the applicant is not qualified, then the Order of Appointment shall not issue.

Duration, Renewal and Revocation: Appointment of a process server for a term shall not exceed one year. Appointment of a process server for a single case shall continue as long as the case is active. The Administrative Judge may revoke any authority granted under this Rule. The appointing Judge for a single case appointment may revoke that appointment.

Additional Duties of Process Server: All returns of service shall be personally endorsed by the process server and return made using the documents issued by the Clerk of Courts to the process server. Every process server while serving process shall carry a copy of their Order of Appointment and a photo driver's license. Upon request or inquiry of any person, the process server shall present these documents when serving process. While serving process, the process server shall dress and act in a manner that reflects favorably upon the Court. The process server shall update the Court regarding any change of address, e-mail address or telephone number. Any failure of a process server to follow any portion of this Rule may result in revocation of appointment and may subject the process server to the penalties of contempt of court.



## RULE 34. PROCESS SERVERS – APPOINTMENTS AND PRACTICES

This Rule governs the appointment and practices of all persons serving process in civil matters pursuant to Civ. R. 4.1 and 4.3, other than a person employed by the Portage County Sheriff, Prosecuting Attorney or Probation Office and discharging such duties as an employee of Portage County. Appointment as a process server under this Rule shall permit only the delivery and return of process and papers contemplated in Civ. R. 4.1 and 4.3, and shall not empower or permit any other service, including, without limitation, service of writs, levies and executions, unless specifically authorized by the Administrative Judge.

(A) Qualifications: A person having the qualifications in Civ. R. 4.1 and this Rule may be appointed by the Court to serve process in an individual civil case or for a fixed term. A process server seeking appointment to serve process within this State shall have the following qualifications: (i) the qualifications set forth in Civ. R. 4.1; (ii) a high school diploma or equivalent; (iii) permanent residence in the State of Ohio; (iv) a valid Ohio driver's license; (v) no conviction of a felony in the last 10 years, or of any offense of violence as defined in R. C. 2901.01(A)(9), or of any offense involving moral turpitude or dishonesty; and (vi) demonstrate familiarity with the various documents to be served or returned. An out-of-state process server shall meet the following qualifications: (i) those qualifications set forth in Civ. R. 4.3(B)(2); (ii) high school diploma or equivalent; (iii) permanent residence in the state in which process is to be served; (iv) valid driver's license in that state; and (v) no conviction in any state in the last 10 years of an offense substantially similar to those set forth in (v) above.

(B) Appointment Procedure: Counsel seeking the appointment of a process server for a single case shall file with the Clerk of Courts a motion to appoint a process server in that case, attaching the Court's prescribed application and affidavit completed and signed by the prospective process server, and an entry appointing that person to serve process in that case. The Judge assigned to that case or the Administrative Judge may approve such appointment.

Appointment for a Term: Any person seeking to serve process in more than two civil cases within this State in any calendar year and any person employed by business or agency as a process server shall be classified as a process server for a term. Counsel seeking the appointment of a process server for a term shall file with the Clerk of Courts a motion to appoint a process server for a term, attaching the Court's prescribed application and affidavit completed and signed by the proposed process server, and including a non-refundable fee payable to the Clerk of Courts in the amount of \$50.00.

Appointment Out-of State. Counsel seeking the appointment of an out-of state process server for a single case shall file with the Clerk of Courts a motion to appoint a process server in that state, attaching the Court's prescribed application and affidavit completed and signed by the proposed process server, a copy of any appointment or licenser required by that state or court in the county or district in which process is to be served, and an entry appointing that person to serve process in that case.

Procedure upon Filing: The Administrative Judge shall determine from the motion, application, affidavit, attachments, and any other inquiry or materials as needed whether the

applicant meets the qualifications set forth in Civ. R. 4.1 or 4.3 and this Local Rule. If the Administrative Judge determines that the applicant is qualified, then the application may be approved, and an Order of Appointment filed with the Clerk of Courts. If the application is approved, the Clerk of Courts shall provide the process server with a certified copy of the Order of Appointment, which shall be filed on the Miscellaneous Docket. If the Administrative Judge determines that the applicant is not qualified, then the Order of Appointment shall not issue.

Duration, Renewal and Revocation. Appointment of a process server for a term shall not exceed three (3) years. Appointment of a process server for a single case shall continue as long as the case is active. The Administrative Judge may revoke any authority granted under this Rule. The appointing Judge for a single case appointment may revoke that appointment.

Additional Duties of Process Server. All returns of service shall be personally endorsed by the process server and return made using the documents issued by the Clerk of Courts to the process server. Every process server while serving process shall carry a copy of their Order of Appointment and a photo driver's license. Upon request or inquiry of any person, the process server shall present these documents when serving process. While serving process, the process server shall dress and act in a manner that reflects favorably upon the Court. The process server shall update the Court regarding any change of address, e-mail address or telephone number. Any failure of a process server to follow any portion of this Rule may result in revocation of appointment and may subject the process server to the penalties of contempt of court.

## RULE 35. SPECIAL DOCKET(S) AND PROGRAMS

This Rule governs specialized court dockets and programs.

(A) Establishment of Mental Health Docket: Successful Treatment And Recovery (STAR) Court Docket: The Court established a mental health specialized docket in March of 2006. From 2006 to the time of adoption of this rule the docket has been referred to as the "Mental Health Diversion Program". From the adoption of this Rule forward the program will be known as the Successful Treatment And Recovery (hereinafter "STAR") Court Docket. The STAR Court Docket is now governed by Superintendence Rule 36.20 for Specialized Dockets. It is the goal of the STAR Court to reduce the recidivism among individuals with behavioral and/or mental health issues in the criminal justice system; to reduce periods of incarceration for individuals with behavioral and/or mental health issues; and to successfully graduate participants from the STAR Court.

(1) Placement in the STAR Court Docket: To have his/her criminal case placed on the STAR Court docket, a criminal defendant must make an Application for Admission. To qualify for admission, a criminal defendant must meet the following legal criteria: be a resident of Portage County; be charged with a misdemeanor of the third, second, and/or first degree; have a persistent mental illness that would benefit from court monitored treatment; and, voluntarily enter the STAR Court Docket. The first referral shall be made by the original court assigned the case. The referral from the Originating Court may be made upon suggestion or recommendation of the defense counsel, prosecutor, Judge, Defendant's Probation Officer, trained professional or other interested party, subject to the approval by the Judge of the Originating Court, according to the criteria adopted by the Portage County Municipal Court. Persons charged with OVI, sex

crimes (excluding public indecency), crimes involving the use of any weapon, crimes involving children as victims, and minor misdemeanors or fourth degree misdemeanors are ineligible for the STAR Court. The STAR Court is not available if felony charges are pending.

Upon initial hearing in the STAR Court the defendant is ordered to the Adult Probation Department for an Eligibility Investigation (EI) that includes a diagnostic evaluation to confirm he/she meets clinical criteria. Clinical criteria includes: an "Axis One" diagnosis that is consistent with a severe and persistent mental illness; sufficient stability to understand and comply with program requirements; and the criminal defendant must not pose an unacceptable risk to program staff, family, or community. After referral and upon completion of an Eligibility Report, a team meeting will occur resulting in a suggestion to the STAR Court Judge as to whether the individual should be admitted into STAR Court Program. The STAR Court Judge will determine if the defendant qualifies for the STAR Court Docket. If the Defendant is denied acceptance into the STAR Court, he/she shall withdraw their plea, and returned to the originating court for further prosecution.

(2) Case Assignment for STAR Court: Upon admission into the STAR Court, the case is set for future hearings before the STAR Court Judge, and is designated as such; however, the case is not transferred for Supreme Court reporting purposes. The criminal defendant must have entered a "guilty" or "no contest" plea before the Judge of the STAR Court and be sentenced for acceptance into the program docket. Sentence will be suspended subject to terms of probation that will include the STAR Treatment Plan (that may include restitution and court costs). The Judge and the Probation Department shall have the primary responsibility for case management. In the event the defendant is terminated from the STAR Court for any reason (after acceptance), the case shall be returned to the regular docket.

(3) Mental Health Docket Case Management: Defendants accepted in to the STAR Court will participate in counseling for mental health (individual and/or group sessions) and for substance abuse as appropriate. The treatment plan may also include: obtaining stable housing and reliable transportation, completing high school or obtaining a GED, participating in vocational assessment and entering appropriate training, obtaining and maintaining employment (either part of full-time), and completing any program included by the Court related to mental health, including addiction services. The Program Description, Participant Handbook, and Participation Agreement (as amended from time to time) are incorporated herein in their entirety by reference.

(4) Termination from the STAR Court: Upon successful completion of the Treatment Plan, the criminal defendant is graduated from the STAR Court. If the criminal defendant unsuccessfully completes the STAR Court Treatment Plan, he/she will be terminated from the program. In the event the Court finds the probation terms have been violated, any portion of the sentence remaining may be imposed. A defendant may also be neutrally discharged if he/she is no longer capable of completing the STAR Court.

(B) Establishment of Drug Court Docket.

(1) Creation of Specialized Drug Court Docket: Recovery Inspiring Success through Engagement – “RISE”

Recognizing a drug and alcohol dependent offender poses special challenges to the criminal justice system, the Court has created the Recovery Inspiring Success through Engagement (RISE) Specialized Drug Court Docket to protect the community by reducing recidivism of drug and alcohol dependent offenders. Reducing recidivism is to be accomplished by improving and expediting the delivery of services to addicted criminal defendants through intense supervision and treatment.

(2) Eligibility for Admission to RISE Docket.

The Drug Court Docket is a program for individuals who have entered guilty pleas to misdemeanor offenses and are found to be drug or alcohol dependent and amenable to treatment. Individuals must meet the following criteria to be admitted to the docket:

(A) Clinical Eligibility Criteria

- (1) The candidate must be diagnosed as having a moderate to severe substance use disorder according to the DSM-5 (or other accepted diagnostic test scientifically accepted and judicially approved);
- (2) The candidate must have a history or substance use disorder prior to the commission of the crime;
- (3) The substance use disorder must be a contributing factor to the candidate being charged;
- (4) The candidate must be competent, understand, and comply with program requirements; and,
- (5) The candidate must not pose an unacceptable risk to program staff, family, or the community.

(B) Other Eligibility Criteria

- (1) Candidate must admit to the commission of the offense;
- (2) The candidate must be willing and able to participate in the development of a written treatment plan to include all supports and services needed by them to lead a law-abiding life and to recover from the substance use disorder;
- (3) The services needed by the candidate must be available, including transportation;
- (4) The candidate must have the developmental capacity to complete the RISE Court. Candidates with developmental disability issues will be considered on an individual basis to determine capacity to complete the RISE Court.

(5) The candidate must be a resident of Portage County;

(C) Legal Criteria: Three Tracks

Track I: Intervention in Lieu of Conviction;

Individual must meet requirements of Intervention in Lieu of Conviction (ILC) as provided in Ohio Revised Code §2951.041.

Track II: Post Conviction;

Individual must enter a guilty plea to Misdemeanor of the 1st, 2nd, 3rd, or 4th degree in the Municipal Court and not otherwise meet the criteria for Intervention in Lieu of Conviction.

Persons who have entered a plea of “Guilty” to Minor Misdemeanors, sex offenses other than public Indecency, and/or charged in conjunction with an OVI-related death or serious bodily injury are ineligible for the RISE Court Docket. Other Disqualification Factors delineated in Program Description.

Track III: OVI Conviction;

Defendant must be a high risk, repeat offender and enter a plea of “Guilty” to a 2nd or 3rd offense OVI in Municipal Court.

The designated Judge of the RISE Drug Court Docket has sole discretion of admissibility. Meeting the criteria delineated above does not create a right to enter the RISE Court Docket. Additional and/or more detailed criteria are outlined in the Program Description.

(3) Victim Notification.

The victim notification provision of the State of Ohio Constitution and Ohio Revised Code §2930 shall be followed where applicable. Victim notifications shall be completed by individuals or entities and in the manner similar to cases not participating or subject to the RISE Drug Court Docket.

(4) Referral to RISE Drug Court Docket.

The Judge, Defense Counsel, Prosecuting Attorney, Probation Officer, trained professional or other interested party may make a referral to the RISE Drug Court Docket. Referral may be made at any time during the criminal proceedings prior to completion of the sentence. Upon referral the process is as follows:

(A) The Defendant and Defense Counsel review the RISE Court brochure;

(B) The Defendant is referred to the RISE Court Judge to determine eligibility;

- (C) An initial hearing will be set before the RISE Court Judge;
- (D) The Defendant will enter a written plea of guilty to the charge(s); [Intervention in Lieu of Conviction Track (ILC), Post-Conviction Track, or OVI Track];
- (E) The Defendant will receive a court notice to appear for an Eligibility Determination Hearing;
- (F) The Defendant will sign a “Consent and Waiver” while in court at the initial hearing;
- (G) The Defendant will be referred to Adult Probation to meet with RISE Court Coordinator for background investigation;
- (H) The Defendant will be instructed verbally and in writing to contact an approved agency within 48 hours to schedule a substance abuse assessment; the assessment to be completed within 10 calendar days;
- (I) The chemical dependency assessment and preliminary drug screen will be completed;
- (J) The Treatment Team will meet to determine eligibility. The Eligibility Report will be provided to the RISE Court Judge by the Coordinator prior to the Hearing on Eligibility;
- (K) If admitted to the RISE Court, the case remains with the RISE Court judge. Further, if admitted, the Participation Agreement is signed at the Hearing on Eligibility by the defendant, defense counsel, prosecutor, and the RISE Court Judge.  
Candidates will not be denied admission into the RISE Court based solely on financial ability to pay for services. The RISE Court will consider a participant’s ability to pay fees and/or other financial obligations and make reasonable accommodations based on financial ability.

Capacity:

The RISE Court anticipates proper supervision and treatment may be maintained for a maximum of 25 total participants in all phases (1 – 4) combined. This number is subject to court discretion.

(5) Screening and Assessment Process for Recovery Docket.

Upon referral to the RISE Drug Court Docket, Probation Officer will screen defendants and make recommendations on eligibility. Defendants must complete and sign releases of information to facilitate inter-agency communication on behalf of the defendant and Drug Court Docket Team. Upon completion of the eligibility screening and consideration of all applicable criteria and circumstances, the Drug Court Docket Probation Officer will provide a written recommendation to the court. Based upon the recommendation of the Drug Court Docket Probation Officer, and all applicable criteria and circumstances, the Judge shall determine whether defendant is admitted to the Drug Court Docket as (a) a condition of community control, or (b) intervention in lieu of conviction.

(6) Docket Assignment for RISE Drug Court Docket.

Cases shall remain assigned to their original Court. If the defendant is eligible, following sentencing or disposition, the case shall be administered by the RISE Court Judge and may appear on said Judge's docket, but without assignment or transfer from the originating Court. If the defendant is not accepted into the Drug Court Docket, the case remains with the originally assigned Court. If defendant is accepted into the Drug Court Docket, a Judgment Entry Granting Admission and indicating further administration by the RISE Court will be prepared and filed.

(7) Admission to the RISE Drug Court Docket.

The Treatment Team will review each potential candidate and provide a recommendation. The RISE Court Judge will make final determination as to admission.

(8) RISE Docket Case Management.

Upon acceptance in the RISE Court Docket, the participant will enter one of the three (3) possible tracks.

Intervention in Lieu Track: Upon plea, the RISE Court Judge will stay further legal proceedings prior to conviction. The defendant will be placed on community control supervision, ordered to comply with the individual treatment plan, and terms and conditions of RISE Court.

Post-Conviction & OVI Tracks: RISE Court Judge will accept a guilty plea and a conviction will be entered. A sentence will be imposed with any jail time suspended. Defendant will be placed on community control, ordered to comply with the individual treatment plan and the terms and conditions of the RISE Court.

Under each track, the participant is required to report to Adult Probation on the day of hearing. At the conclusion of the hearing admitting the Defendant to the RISE Court Docket, Participant will be provided Notice for the initial Status Hearing prior to leaving the courtroom.

The RISE Court is a 12-month program, divided into four (4) phases: (1) Compliance Phase (Approx. 4 months min. from entrance into program); (2) Program Engagement Phase (4 months minimum); (3) Stabilization Phase (2 months minimum); (4) Maintenance Phase (2 months minimum or until graduation).

Each Phase of the program is detailed in the Program Description.

Defendant will be provided the participant manual and copies of the signed Participant Agreement. The treatment team will continue to monitor the defendant's behavior through treatment team meetings and hold the defendant accountable to the Participation Agreement.

(9) RISE Court Docket Review Hearings (a.k.a. Status Hearings).

Status Hearings will be set at minimum in compliance with the Rules of Superintendence for the Courts of Ohio, Appendix I, Specialized Docket Standards, as may be amended.

The court will schedule regular review hearings to monitor compliance with the original orders, including treatment, in accordance with the client program phases. The Drug Court Docket team is responsible for obtaining and presenting information at the docket hearings regarding defendant's progress. It is the responsibility of the Drug Court Docket team to monitor

compliance through communication with the designated treatment providers, and through direct monitoring and meeting with the defendant.

Various incentives will be used to reward positive behavior and compliance. Generally, graduated sanctions will be individualized to address a participant's non-compliance. Incentives and sanctions are more fully described in the program description but are not exhaustive or intended to limit any appropriate option available to the RISE Court Judge or limit the recommendations from the treatment team.

#### (10) Program Discharge.

Participants may be discharged with a 'Successful Completion', 'Unsuccessful Completion', or 'Neutral Discharge'. The Program Description provides specific criteria for each of the possible types of discharge.

##### Successful Completion

Generally, Participants must demonstrate compliant behavior and successfully complete specific requirements contained in the individuals' treatment plan. The culmination of successful completion will include a written aftercare plan and implementation developed with the Adult Probation Officer.

##### Unsuccessful Completion

Generally, Participants are dismissed from the program and designated an unsuccessful completion when found in non-compliance with term and conditions of the RISE Court. (Includes compliance with treatment plan).

Common behaviors leading to unsuccessful termination include, but are not limited to, the following:

1. On-going noncompliance with treatment plan;
  2. Resistance or refusal to comply with treatment or treatment plan;
  3. Continued alcohol and/or drug use;
  4. New serious criminal conviction;
  5. A serious RISE Court violation or series of violations;
  6. A serious probation violation or series of violations, including Community Control or Intervention in Lieu violation(s);
  7. Any other act for which the Court deems termination appropriate;
- The RISE Court Judge will determine the seriousness of any violation and the appropriateness of discharge from the program resulting in unsuccessful completion.

##### Neutral Discharge

Generally, a Participant will be classified a 'Neutral Discharge' if she or he is no longer able to complete the RISE Court due to serious medical condition including mental health condition, death, or other basis as the Court deems appropriate.



## Inactive Status

As deemed appropriate by the RISE Court Judge, a Participant may remain in the RISE Court Program but be classified 'Inactive' if the Participant is physically unable to participate. Generally, a participant will be placed on 'Inactive Status' when the RISE Court Judge reasonably expects the individual to return to a physically able to participate condition and has complied or otherwise satisfied the judge he/she will work the treatment plan.

### (11) Professional Education.

The court recognizes the crucial role of professional education for all persons affiliated with the RISE Court Docket. Continued and updated training is essential to promote effective planning, implementation, operation and modification (when needed) of the specialized docket. All persons affiliated with the specialized drug court docket are encouraged to maintain current training. Individuals employed by the Municipal Court and involved with the RISE Court

Docket will be afforded reasonable opportunity to attend relevant training as permitted and in accordance with their employment.

## RULE 36. RESTRICTING PUBLIC ACCESS TO A CASE DOCUMENT

A. Presumption of public access. Court records are presumed open to public access.

B. Restricting public access to a case document.

- (1) Any party to a judicial action or proceeding or other person who is the subject of information in a case document, may request by written motion to the Court a restriction of public access to the specific information or the entire document. Additionally, the Court upon its own order may restrict public access to information in a case document or, if appropriate, an entire document. The Court shall give notice of a motion or order to restrict public access to all parties in the case. The Court may schedule a hearing on the motion.
- (2) The Court shall restrict public access to information in a case document or, if appropriate, the entire document, if it finds by clear and convincing evidence the presumption of allowing public access is outweighed by a higher interest to limit public access, after considering each of the following:
  - (a) Whether public policy is served by restricting public access;
  - (b) Whether any state, federal, or common law exempts the document or information from public access;
  - (c) Whether factors supporting restriction of public access exist, including risk of injury to persons, individual privacy rights and interests, proprietary business information, public safety, and fairness of the adjudicatory process;

(d) Any factor the Court deems relevant in weighing the interest in public access to a competing interest.

(3) When restricting public access to a case document or information in a case document pursuant to this division, the Court shall use the least restrictive means available, including, but not limited to, the following:

(a) Redacting the information rather than limiting public access to the entire document;

(b) Restricting remote access to either the document or the information while maintaining its direct access;

(c) Restricting public access to either the document or the information for a specific period of time;

(d) Using a generic title or description for the document or the information in a case management system or register of actions;

(e) Using initials or other identifier for the parties' proper names.

(4) If a Court orders the redaction of information in a case document pursuant to this division, a redacted version of the document shall be filed in the case file along with a copy of the Court's order. If a Court orders the entire case document be restricted from public access, a copy of the Court's order shall be filed in the case file. A journal entry shall reflect the Court's order. Case documents ordered restricted from public access or information in documents ordered redacted shall, not be available for public access and shall be maintained separately in the case file.

C. Obtaining access to a case document subject to Order of restricted public access.

(1) Any person, by written motion to the Court, may request access to a case document or information in a case document subject to an Order restricting public access pursuant to division "B" of this rule. The Court shall give notice of the motion to all parties in the case, and where possible, to any non-party who requested public access be restricted. The Court may schedule a hearing on the motion.

(2) A Court may permit public access to a case document or information in a case document if it finds by clear and convincing evidence the presumption of allowing public access is no longer outweighed by a higher interest.

When making this determination, the Court shall consider whether the original reason(s) for restricting public access to a case document or information in a case document pursuant to division "B" of this rule no longer exists or is no longer applicable; and, whether any new circumstances, as set forth in that division, have arisen which would require the restriction of public access.

D. Motion to Limit Public Access.

A Motion to Limit Public Access shall be in a form substantially similar to Form 96-G1 of the Ohio Rules of Superintendence.

The Clerk of Courts shall make available a form Motion to Limit Public Access substantially similar to Form 96-G1 of the Ohio Rules of Superintendence. The Motion to Limit Public Access is to be made available in printed format and digitally on the Portage County Clerk of Courts website.

RULE 37. COURT TECHNOLOGY PLAN

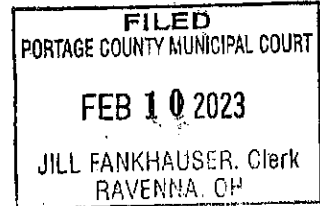
In accordance with Superintendence Rule 5(E), the Court shall adopt and maintain a court technology plan which will include:

- (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 or division; and,
- (2) Procedures for notifying and providing instructions to the public on how to use the technology solutions implemented by the court or division and how the solutions will comply with any accessibility accommodation requirements, including any applicable requirements of the "Americans with Disabilities Act".

This plan will be available at: <https://www.portagecounty-oh.gov/municipal-court>

**IN THE PORTAGE COUNTY MUNICIPAL COURT  
KENT AND RAVENNA**

**IN RE: Local Rules of Court**

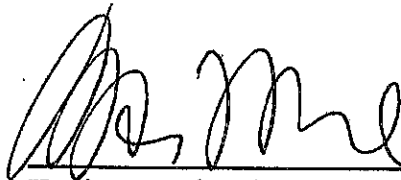


**JUDGMENT ENTRY**

The Court hereby adopts the following amendment of the Rules of Court:

**RULE 37**

RULE 37. Court Technology Plan.



Kevin T. Poland  
Administrative and Presiding Judge



Judge Mark K. Fankhauser



Judge Melissa R. Roubic

2023JE19

# PORTAGE COUNTY MUNICIPAL COURT

RAVENNA AND KENT CIVIL DIVISIONS  
FILING FEES EFFECTIVE 08/08/2022

FILED  
PORTAGE COUNTY MUNICIPAL COURT

AUG 03 2022

JILL FANKHAUSER, Clerk  
RAVENNA, OH

A

ALL FILINGS WILL BE RETURNED WHEN NOT ACCOMPANIED BY PROPER FILING FEES

THERE WILL BE NO REFUNDS ON COURT COSTS NOT PLACED ON DEPOSIT

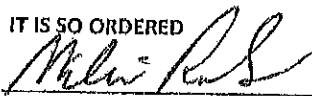
The following schedule of court costs, including fees of the clerk and the bailiff and/or sheriff, shall be deposited and applied in advance, to wit:

1) ALL MOTIONS.....		\$10.00
2) COMPLAINT.....		122.00
a. Each additional defendant.....		10.00
b. Bailiff Personal/residence service.....		22.00
Complaint to be served by process server.....		114.00
a. Each additional defendant.....		2.00
3) SMALL CLAIMS.....		91.00
a. Each additional defendant.....		10.00
b. Bailiff Personal/residence service.....		22.00
c. Process Server service.....		81.00
d. Transfer of small claim to regular civil docket.....		30.00
4) FORCIBLE ENTRY AND DETAINER ACTION WITH 2 <sup>ND</sup> CAUSE.....		157.00
a. Each additional defendant.....		24.00
5) FORCIBLE ENTRY AND DETAINER ACTION NO 2 <sup>ND</sup> CAUSE.....		145.00
a. Each additional defendant.....		12.00
6) FORCIBLE ENTRY AND DETAINER ACTION/PROCESS SERVER.....		
a. With second cause.....		137.00
Each additional defendant.....		24.00
b. Without second cause.....		127.00
Each additional defendant.....		12.00
7) FORCIBLE ENTRY AND DETAINER ACTION/ PUBLICATION.....		115.00
8) FORCIBLE ENTRY AND DETAINER DRUG ACTION/PERSONAL SERVICE.....		140.00
a. Each additional defendant.....		4.00
9) FORCIBLE ENTRY AND DETAINER FOR DECEASED RESIDENCE OF MANUFACTURED HOME.....		235.00
a. Each additional defendant.....		24.00
10) WRIT OF RESTITUTION.....		150.00
11) WRIT OF EXECUTION ON ABANDONED MOBILE HOME.....		190.00
12) OBJECTIONS TO THE MAGISTRATE'S DECISION.....		15.00
13) ALIAS SERVICE.....		
a. Certified mail each defendant.....		10.00
b. Regular mail each defendant.....		6.00
c. Process Server each defendant.....		2.00
d. Bailiff Personal/residence service.....		22.00
- Each additional defendant.....		2.00
14) ADVANCE DEPOSIT FOR FOREIGN SHERIFF SERVICE.....		125.00

15) ADVANCE DEPOSIT FOR THE PORTAGE COUNTY SHERIFF.....	80.00
16) SUPPLEMENT FILINGS REQUIRING SERVICE:	
a. CROSS CLAIM, COUNTER CLAIM, THIRD PARTY COMPLAINT AND AMENDED COMPLAINT .....	35.00
- Each additional defendant .....	10.00
17) REPLEVIN ACTION.....	225.00
a. Each additional defendant.....	12.00
18) COGNOVIT JUDGMENT.....	122.00
a. Each additional defendant.....	10.00
19) REVIVOR .....	39.00
a. Each additional defendant.....	10.00
20) TRANSFER OF JUDGMENT FROM ANOTHER COURT .....	65.00
21) TRANSFER OF CASE TO ANOTHER COURT / CHANGE OF VENUE.....	25.00
22) REQUEST FOR TRANSCRIPT OF COURT PROCEEDING.....	3.00
23) APPLICATION FOR TRUSTEESHIP .....	35.00
24) APPLICATION FOR RENT ESCROW -- 1% of rent deposited to be assessed to filing fee	
25) STATEMENT OF ASSETS.....	10.00
26) DEBTOR'S EXAMINATION/ must provide instructions for service	
a. By Bailiff.....	53.00
- Each additional defendant.....	4.00
b. By Process Server.....	33.00
- Each additional defendant.....	4.00
c. By Foreign Sheriff (INCLUDES ADVANCE DEPOSIT).....	158.00
- Each additional defendant.....	4.00
d. By Certified Mail.....	41.00
- Each additional defendant .....	12.00
27) MOTION TO CITE FOR CONTEMPT/ must provide instructions for service	
a. By Bailiff.....	41.00
- Each additional defendant .....	2.00
b. By Process Server.....	21.00
- Each additional defendant .....	2.00
c. By Foreign Sheriff (INCLUDES ADVANCE DEPOSIT).....	146.00
- Each additional defendant .....	2.00
d. By Certified Mail .....	29.00
- Each additional defendant .....	10.00
28) BENCH WARRANT.....	75.00
29) AID IN EXECUTION (WAGE) .....	60.00
30) DISBURSEMENT (on wage attachment) .....	10.00
31) AID IN EXECUTION (BANK).....	40.00
a. Garnishee fee (made payable to the Bank) .....	1.00
32) SUBPOENAS FILING ONLY .....	2.00
a. Subpoenas by certified mail (instructions required) .....	10.00
b. Subpoenas by bailiff service (instructions required) .....	22.00
33) EXECUTION .....	170.00
34) COPIES PER PAGE .....	.10

35) CERTIFIED COPY .....	1.00
36) CERTIFIED COPY OF JUDGMENT ORDER EXEMPLIFIED.....	5.00
37) CERTIFIED COPY OF JUDGMENT ISSUED TO BMV.....	11.00
38) CERTIFICATE OF JUDGMENT.....	5.00
39) JURY DEMAND.....	200.00
40) SECRETARY OF STATE .....	35.00
a. (Additional check of \$5.00 made payable to Secretary of State If for a corporation only)	
41) NOTICE OF APPEAL .....	175.00
2 checks; 1 <sup>st</sup> check made payable to Clerk of Courts in the amount of \$ 150.00	
2 <sup>nd</sup> check made payable to the Portage County Municipal Court in the amount of \$25.00	
42) ARBITRATION APPEAL.....	170.00
43) NEW CASES FOR FRA, DUS, ALS CASES (FILING OF BMV 2255 FORM) .....	35.00
44) STAY OF ADMINISTRATIVE LICENSE SUSPENSION (ALS) .....	10.00
45) VEHICLE CLUBBED AT RESIDENCE.....	15.00
46) IMMOBILIZATION AND IMPOUNDMENT OF VEHICLES.....	15.00
47) IMMOBILIZATION WAIVER.....	50.00
48) REQUEST AND ORDER FOR DRIVING PRIVILEGES.....	20.00
49) DRIVING PRIVILEGES WITH AN ALCOHOL MONITORING DEVICE.....	22.50
50) UNLIMITED DRIVING PRIVILEGES WITH IGNITION INTERLOCK.....	7.50
51) PETITION FOR LIMITED DRIVING FRA SUSPENSION .....	88.00
52) PETITION FOR REINSTATEMENT FEE PLAN .....	88.00
53) PETITION FOR 12 POINT SUSPENSION APPEAL.....	96.00
54) REQUEST FOR HEARING ON DOG DESIGNATION .....	88.00
55) APPLICATION FOR ONE YEAR TERM APPOINTMENT FOR CIVIL PROCESS SERVER .....	60.00
56) NSF CHECK RETURNED FROM BANK.....	30.00
57) CHARGE BACK ON CREDIT/DEBIT CARDS .....	20.00
58) FAXES (\$1.00 FOR EACH ELECTRONIC TRANSMISSION OF A DOCUMENT, PLUS \$1.00 PER PAGE. THESE FEES ARE TO BE PAID BY THE PARTY SENDING THE ELECTRONIC TRANSMISSION)	
59) All credit card transactions in amounts up to \$50.00 are assessed a \$2.00 fee. All Transactions over \$50.00 will be assessed a 4% processing fee.	

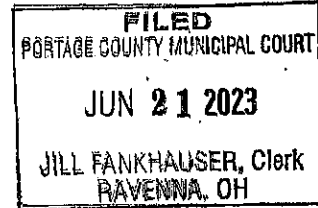
IT IS SO ORDERED



\_\_\_\_\_  
 Judge Melissa R. Roubic  
 Administrative and Presiding Judge

**IN THE PORTAGE COUNTY MUNICIPAL COURT  
KENT AND RAVENNA**

**IN RE: Local Rules of Court**



**JUDGMENT ENTRY**

The Court hereby adopts the following amendment of the Rules of Court: the Criminal Fee Schedule effective July 1, 2023.

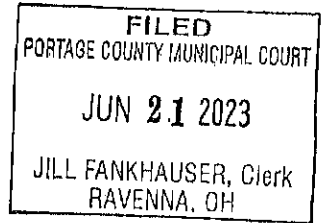
A handwritten signature in black ink, appearing to read "Kevin T. Poland", written over a horizontal line.

Kevin T. Poland  
Administrative and Presiding Judge

2023 JE 79



**PORTAGE COUNTY MUNICIPAL COURT  
RAVENNA AND KENT CRIMINAL DIVISIONS  
FEE SCHEDULE EFFECTIVE 07/01/2023**



B

Summons by Certified Mail	\$ 10.00
Any Supplemental Summons / Compact Notice	\$ 25.00
House Bills, Compact Suspensions and Releases prior to 2004	\$ 15.00
Jury Demand	\$ 1.00
Issuing a Bench Warrant	\$ 50.00
Making a Certificate of Judgment	\$ 5.00
Notice of Appeal - 2 checks 1 <sup>st</sup> check made payable to Clerk of Courts for \$150.00 2 <sup>nd</sup> check made payable to Portage County Municipal Court for \$25.00	\$175.00
Transcript for Appeal	\$ 3.00
Sealing of a conviction includes Application	\$ 50.00
Motion for CWS in Lieu of Fines and Costs	\$ 10.00
Driving Letter	\$ 20.00
Driving Letter with Ignition Interlock, Scram or Scramx	\$ 22.50
Unlimited Driving Privileges with Ignition Interlock	\$ 7.50
Forfeitures / Immobilization of Vehicle	\$ 15.00
Vehicle Club Order at Residence	\$ 15.00
Immobilization Waiver	\$ 50.00

2023 JE 79

**FILED**  
 PORTAGE COUNTY MUNICIPAL COURT  
**JUN 21 2023**  
 JILL FANKHAUSER, Clerk  
 RAVENNA, OH

Witness Fees Paid (Full Day)	\$ 12.00
Witness Fees Paid (1/2 Day)	\$ 6.00
Witness Mileage from Residence per mile	\$ .35

Court Costs	\$117.00
Court Costs (Seat Belts Only)	\$ 88.00

Issuing a subpoena	\$ 2.00
--------------------	---------

Certified Mail	\$ 10.00
Regular Mail	\$ 1.00
Bailiff Service Fee	\$ 20.00

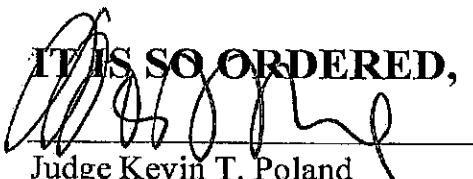
NSF Check - Returned from Bank	\$ 30.00
Chargeback on Credit/Debit Cards	\$ 20.00

Copies (per page)	\$ 0.10
Certified Copies (per page)	\$ 1.00

Commitment to Jail	\$ 5.00
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Faxes... (\$1.00 for each electronic transmission of a document, plus \$ 1.00 per page. These fees are to be paid by the party requesting the electronic transmission).

All credit card transactions in amounts up to \$50.00 are assessed a \$2.00 fee. All transactions over \$50.00 will be assessed a 4% fee processing.

**IT IS SO ORDERED,**  
  
 \_\_\_\_\_  
 Judge Kevin T. Poland  
 Administrative and Presiding Judge

2023 JE 79

PORTAGE COUNTY MUNICIPAL COURT  
KENT BRANCH  
303 EAST MAIN STREET  
KENT OH 44240  
330.678.9170

www.co.portage.oh.us

PORTAGE COUNTY MUNICIPAL COURT  
RAVENNA BRANCH  
203 WEST MAIN STREET PO BOX 958  
RAVENNA OH 44266  
330.297.3635

C

### SMALL CLAIM COMPLAINT AND STATEMENT OF CLAIM

CASE NO. \_\_\_\_\_

Plaintiff \_\_\_\_\_  
Address \_\_\_\_\_

Defendant \_\_\_\_\_  
Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
Email address: \_\_\_\_\_

PhoneNo. \_\_\_\_\_

Plaintiff \_\_\_\_\_  
Address \_\_\_\_\_

-vs-

Defendant \_\_\_\_\_  
Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
Email address: \_\_\_\_\_

PhoneNo. \_\_\_\_\_

Is the DEFENDANT presently in the military or naval service of the United States:  Yes  No

#### STATEMENT OF CLAIM (IF ACCOUNT, COPY ATTACHED)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Wherefore Plaintiff prays judgment against Defendant in the sum of \$ \_\_\_\_\_, plus interest from the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at the rate of \_\_\_\_\_ % and costs

THE STATE OF OHIO )  
COUNTY OF \_\_\_\_\_ )

) ss. **AFFIDAVIT OF COMPLAINANT'S CLAIM**

\_\_\_\_\_ being first duly sworn, on oath states that they are the Plaintiff(s) in the above entitled cause; that the said cause is for the payment of money, that the nature of Plaintiff's demand is as stated, and that there is due to the Plaintiff(s) from the Defendant(s) the amount stated above.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Plaintiff's signature \_\_\_\_\_

\_\_\_\_\_  
Clerk, Deputy Clerk, Notary Public

## RULE 42

## ARBITRATION 42.1

All arbitration cases in which there can be further evidentiary appeal, or a trial de novo, the Court upon objection duly made will exclude the testimony and exhibits, which were not made a part of the record in the arbitration proceedings in any subsequent appeal or trial.

**PORTAGE COUNTY MUNICIPAL COURT  
JURY USE AND MANAGEMENT PLAN  
Amendment – January 23, 2009**

**E**

I. OPPORTUNITY FOR SERVICE

A. The opportunity for jury service shall not be denied or 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.

B. Jury service is an obligation of all qualified citizens of Portage County, Ohio.

II. JURY SOURCE LIST

A. Pursuant to Court Order, the jury source list shall be obtained from the Board of Elections and shall be a list of all registered voters in Portage County. Each year that list shall be given to the Portage County Data Processing Department on a disk to be entered in the computer.

B. The jury source list shall be representative of the adult population in the jurisdiction of Municipal Court.

C. The Court shall periodically review the jury source list for its representativeness and inclusiveness of the adult population of Portage County.

D. If the Court should determine that improvement is needed in the representativeness and inclusiveness of the jury source, the appropriate corrective action shall be taken.

III. RANDOM SELECTION PROCEDURE

A. The Portage County Data Processing Department should enter the jury source list in automated data processing equipment in conformity with 2313.08 and 2313.21. The data processing equipment should randomize the jurors. The names are then pulled at random during a public jury draw.

B. The Portage County Common Pleas Deputy Jury Commissioner shall draw once each year two thousand, three hundred forty (2,340) persons pursuant to the random selection, to be used as petit jurors in the Portage County Municipal Court.

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

#### IV. ELIGIBILITY FOR JURY SERVICE

- A. All persons shall be eligible for jury service except those who:
1. Are less than eighteen year of age;
  2. Are not citizens of the United States;
  3. Are not residents of Portage County;
  4. Are not able to communicate in the English language; or
  5. Have been convicted of a felony and have not had their civil rights restored.

#### V. TERM OF AND AVAILABILITY FOR JURY SERVICE

- A. The time that persons are called upon to perform jury service and to be available should be the shortest period consistent with the needs of justice.
- B. Jurors shall be "on call" for a one-week period. They do not report every day. Jurors call a voice mail message which informs them if they are needed for jury service and if so, where to report.

#### VI. EXEMPTION AND EXCUSE

- A. All automatic excuses or exemptions from jury service, with the exception of statutory exemptions, should be eliminated.
- B. Requests for excuses shall be written or otherwise made or recorded.

#### VII. VOIR DIRE

- A. Voir dire examination shall be limited to matters relevant to determine whether to remove a juror for cause and to determine the juror's fairness and impartiality.
- B. To reduce the time required for voir dire, basic background information regarding panel members should be made available to counsel in writing for each party on the day on which jury selection is to begin.
- C. The trial judge shall conduct a preliminary voir dire examination. Counsel shall then be permitted to question panel members for a reasonable period of time set by the judge.
- D. The judge should ensure that the privacy of prospective jurors is reasonably protected, and the questioning is consistent with the purpose of the voir dire process.
- E. The voir dire process shall be held on the record.
- F. Rules on Voir Dire:
1. The case may not be argued in any way while questioning the jurors.
  2. Counsel may not engage in efforts to indoctrinate jurors.
    3. Jurors may not be questioned concerning anticipated instructions or theories of law. This does not prevent general questions concerning the validity and

philosophy of reasonable doubt or the presumption of innocence.

4. Jurors may not be asked what kind of verdict they might return under any circumstances.
5. Questions are to be asked collectively of the entire panel whenever possible.

#### VIII. REMOVAL FROM JURY PANEL FOR CAUSE

A. If the judge determines during the voir dire process that any individual is unwilling or unable to hear the particular case at issue fairly and impartially, that individual shall be relieved from the panel. Termination may be made on motion of counsel or by the judge.

#### IX. PEREMPTORY CHALLENGES

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

#### X. ADMINISTRATION OF THE JURY SYSTEM

A. The responsibility for the administration of the jury system shall be vested exclusively in the Portage County Municipal Court.

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

#### XI. NOTIFICATION AND SUMMONING PROCEDURES

A. The notice summoning a person to jury service and the questionnaire eliciting essential information regarding that person should be:

1. Phrased so as to be readily understood by an individual unfamiliar with the legal and jury systems; and
2. Delivered by ordinary mail.

B. A summons should clearly explain how and when the recipient must respond.

C. The jury questionnaire should be phrased and organized so as to facilitate quick and accurate screening and should request only that information essential for:

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

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

#### XII. MONITORING THE JURY SYSTEM

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

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

### XIII. JUROR USE

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

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

### XIV. JURY FACILITIES

A. The Court shall provide an adequate and suitable environment for jurors.

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

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

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

E. To the extent feasible, jurors' facilities should be arranged to minimize contact between jurors, parties, counsel and the public.

### XV. JUROR COMPENSATION

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

B. Such fees shall be paid promptly.

C. Employers shall be prohibited from discharging, laying-off, denying advancement opportunities to, or otherwise penalizing employees who miss work because of jury service.

### XVI. JUROR ORIENTATION AND INSTRUCTION

A. The Court shall have an orientation program:



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

B. The Court shall provide some form of orientation or instructions to persons called for jury service.

C. The trial Judge should:

1. Give preliminary instructions to all prospective jurors;
  2. Give instructions directly following empanelling of the jury to explain the jury's role, the trial procedures including note taking and questioning by jurors, the nature of evidence and its evaluation, the issues to be addressed, and the basic relevant legal principles;
  3. Prior to the commencement of deliberations, instruct the jury on law, on the appropriate procedures to be followed during deliberations, and on the appropriate method of reporting the results of its deliberations. Such instructions should be made available to the jurors during deliberations;
  4. Prepare and deliver instructions which are readily understood by individuals unfamiliar with the legal system; and
5. Utilize written instructions.
6. Before dismissing a jury at the conclusion of a case, the trial Judge should:
  - a. Release the jurors from their duty of confidentiality;
  - b. Explain their rights regarding inquiries from counsel or the press;
    - c. Either advise them that they are discharged from service or specify when they are to report next; and
    - d. Express appreciation to the jurors for their service, but not express approval or disapproval of the result of the deliberation.

D. All communications between the Judge and members of the jury panel from the time of reporting to the courtroom for voir dire until dismissal shall be in writing or on the record in open court. Counsel for each party shall be informed of such communication and given the opportunity to be heard.

## XVII. JURY SIZE AND UNANIMITY OF VERDICT

A. Jury size and unanimity in civil and criminal cases shall conform with existing Ohio law.

## XVIII. JURY DELIBERATIONS

A. Jury deliberations should take place under conditions and pursuant to procedures that are designed to ensure impartiality and enhance rational decision making and shall conform with existing Ohio law.

B. The judge should instruct the jury concerning appropriate procedures to be followed during deliberations.

C. A jury should not be required to deliberate after a reasonable hour unless the trial Judge

determines that evening or weekend deliberations would not impose an undue hardship upon the jurors and are required in the interest of justice.

- D. Training should be provided to personnel who escort and assist jurors during deliberation.

**F**

STATE OF OHIO )  
COUNTY OF PORTAGE)

PORTAGE COUNTY  
MUNICIPAL COURT

CASE NO. \_\_\_\_\_

STATE OF OHIO  
VILLAGE OF \_\_\_\_\_  
CITY OF \_\_\_\_\_

DEMAND FOR TRIAL  
BY JURY  
CRIM. RULE 23

-VS-

\_\_\_\_\_  
DEFENDANT

Upon examination of the Complaint made  
against me on the charge of \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I hereby demand a Trial by Jury.

Dated this \_\_\_\_\_ day of \_\_\_\_\_,

20 \_\_\_\_.

\_\_\_\_\_  
DEFENDANT

\_\_\_\_\_  
ATTORNEY FOR DEFENDANT

**Closing Courthouse**

The Administrative Judge of the Common Pleas Court has the authority to close the courthouse for any emergency. If the Administrative Judge is unavailable, the Presiding Judge of the Common Pleas Court shall have the authority to close the courthouse.

PORTAGE COUNTY MUNICIPAL COURT  
KENT AND RAVENNA

H

STATE OF OHIO     )  
                              : SS  
PORTAGE COUNTY    )

IN THE MATTER OF  
BOND SCHEDULE

)  
)

JOURNAL ENTRY

Effective: May 1, 2022

BOND SCHEDULE

FILED  
PORTAGE COUNTY MUNICIPAL COURT  
APR 15 2022  
JILL FANKHAUSER, Clerk  
RAVENNA, OH

The intent of this Journal Entry is to ensure that persons charged with criminal offenses not be incarcerated pre-conviction without just cause. Criminal 46(G) and Superintendence Rule 5.02 mandates the Portage County Municipal Court set a reasonable bond.

This Journal Entry applies to persons accused of Felony or Misdemeanor crimes prior to conviction and prior to the person's initial appearance in Court.

MISDEMEANOR CHARGES

There shall be a presumption of release for persons charged with non-violent Misdemeanor crimes. There is no presumption of release for a person charged with offenses of violence as defined in Section 2901.01(A)(9) of the Ohio Revised Code and listed in Exhibit A attached hereto\*. The person charged with an offense of violence Misdemeanor shall be held without bond and shall be brought before the Court at the next business/ regular Court session. The person charged with a non-violent offense shall be released upon arrest after booking and fingerprints (as may be required) on a \$500.00 personal bond. The arresting/booking agency shall issue a Summons to the person with a specific Court date for the person's appearance UNLESS one of the following exceptions apply:

2022 JE 54

(1)The person charged is unable to provide for his/her own safety or requires medical care.

(2)The person cannot or refuses to offer satisfactory proof of his/her identity.

(3)The person refuses to sign for a personal bond acknowledging their upcoming Court date.

(4)The person refuses to be booked and processed as required by law.

(5)The person has an outstanding warrant or warrants for failure to appear for Court appearances.

(6)The person has a history of warrants being issued for not appearing in Court.

(7)The person resisted, fled, or placed or attempted to place a person or officer at risk of harm.

(8)The Arresting Officer or the booking agency has reason to believe that the Defendant should not be immediately released in the interest of the safety for the community. The Officer/Agency shall provide written reasons for not setting a bond prior to Defendant's first Court appearance.

If any of the above-described exceptions apply, bond shall be set from the following schedule:

1st Degree Misdemeanor	\$5,000.00	10% cash/surety
2nd Degree Misdemeanor	\$4,500.00	10% cash/surety
3rd Degree Misdemeanor	\$4,000.00	10% cash/surety
4th Degree Misdemeanor	\$3,500.00	10% cash/surety

If the person is not a resident of Portage County, Ohio, and the arresting law enforcement officer believes the person will not or may not voluntarily appear in Court to answer the charge, the following bond schedule shall apply:

1st Degree Misdemeanor	\$5,000.00	10%cash/surety
2nd Degree Misdemeanor	\$4,500.00	10%cash/surety
3rd Degree Misdemeanor	\$4,000.00	10%cash/surety
4th Degree Misdemeanor	\$3,500.00	10%cash/surety

*All minor misdemeanors and unclassified misdemeanors that do not have a potential Jail penalty should be citations unless one of the exceptions listed above apply.*

### PERSONS CHARGED WITH FELONIES

#### FELONY ARRESTS

Pursuant to Criminal Rule 46(H), a person who has been arrested, either pursuant to a warrant or without a warrant, shall be brought before a judicial officer for an initial bail hearing no later than the next business/ regular Court session. The bail hearing may be combined with the initial appearance provided for in Criminal Rule 5(A).

#### FELONIES

Aggravated Murder or Murder	No Bond/Hold until brought before Judge
1st Degree Felony	No Bond/Hold until brought before Judge
2nd Degree Felony	No Bond/Hold until brought before Judge
3rd Degree Felony	No Bond/Hold until brought before Judge
4th Degree Felony	No Bond/Hold until brought before Judge
5th Degree Felony	No Bond/Hold until brought before Judge

## DEVIATION FROM THE BOND SCHEDULE

The Arresting Agency may provide in writing any reason a Bond different from the Bond Schedule or No Bond was offered to the Defendant. Reasons would include, but not limited to:

- (1) The person charged is unable to provide for his/her own safety, requires medical care, or is a threat to him/herself.
- (2) The person cannot or refuses to offer satisfactory proof of his/her identity.
- (3) The person refuses to be booked and processed as required by law.
- (4) The person has an outstanding warrant or warrants for failure to appear for Court appearances.
- (5) The person has a history of warrants being issued for not appearing in Court.
- (6) The Arresting Officer or the booking agency has reason to believe that the Defendant should not be immediately released in the interest of the safety for the community. The Officer/Agency shall provide written reasons for not setting a bond prior to Defendant's first Court appearance.

## DNA SAMPLE CONDITION OF ALL BONDS IN FELONY ARRESTS

Pursuant to Section 2901.07(8)(1) of the Ohio Revised Code, the Accused shall submit to a collection of a DNA sample by the arresting agency as a condition of all bonds set in Felony cases.

### OVI CHARGES- IN STATE RESIDENTS

First Offense: There shall be a presumption of release on Personal Bond.

Second Offense: There shall be a presumption of release on Personal Bond.

#### Third Offense IN 10 YEARS:

Bond shall be \$10,000.00/10% cash or surety.

Felony OVI: No Bond/hold until brought before a Judge. Would include a 4th offense in 10 years and 6th offense in 20 years or a prior Felony OVI conviction.



## OVI CHARGES- OUT OF STATE RESIDENTS

If the Defendant is from out of State or produces an out-of-state driver's license, Bonds shall be set on the following schedule:

First Offense: Bond shall be set at \$2,000.00 cash/surety/10%

Second Offense: Bond shall be set at \$3,250.00 cash/surety/10%

Third Offense IN 10 YEARS:

Bond shall be set at \$20,000.00 cash/surety/10%

Felony OVI: This would include a 4th offense in 10 years, a 6th offense in 20 years, or a prior Felony OVI conviction. Defendant shall be held without Bond until brought before a Judge at the earliest time available.

## DOMESTIC VIOLENCE

Pursuant to Criminal Rule 46(H), a person who has been arrested shall be brought before a judicial officer for an initial bail hearing no later than the next business/ regular Court following the arrest. The bail hearing may be combined with the initial appearance provided for in Criminal Rule 5(A)

Domestic Violence	No Bond/Hold until brought before Judge
Menacing By Stalking	No Bond/Hold until brought before Judge
Violating a TPO	No Bond/Hold until brought before Judge

Defendants will be brought before the Court at the next business/ regular Court session at which time bond shall be considered pursuant to Section 2919.251 of the Ohio Revised Code.

CHARGES INVOLVING FIREARMS

Any charge involving the use of a firearm      No Bond  
Hold until brought before a Judge

Does not include CCW - Bond shall be set according to the regular Misdemeanor Bond Schedule.

EXTRAORDINARY CIRCUMSTANCES

Any time the County Jail or arresting agency has a question about bond due to the extraordinary circumstance of the case, the Officer may call a Judge from the Court with jurisdiction of the case.

There is a 4% service fee when using a credit or debit card.

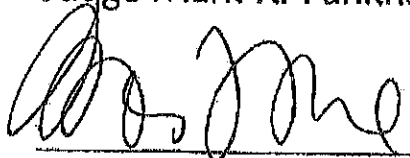
IT IS SO ORDERED.



\_\_\_\_\_  
Judge Melissa R. Roubic  
Administrative and Presiding

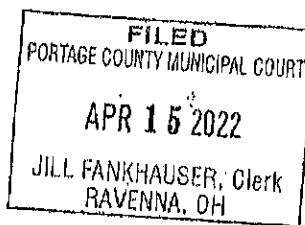


\_\_\_\_\_  
Judge Mark K. Fankhauser



\_\_\_\_\_  
Judge Kevin T. Poland

Offenses of Violence 2901.01 (A)(9)

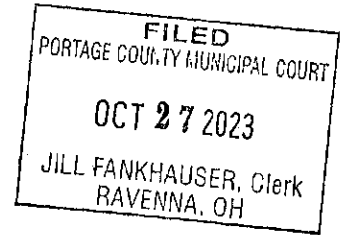


- |                                  |  |
|----------------------------------|--|
| 2903.01 Aggravated Murder        | 2909.24 Terrorism  |
| 2903.02 Murder                   | 2911.01 Aggravated Robbery   |
| 2903.03 Voluntary Manslaughter   | 2911.02 Robbery  |
| 2904.04 Involuntary Manslaughter | 2911.11 Aggravated Burglary  |
| 2903.11 Felonious Assault        | 2917.01 Inciting to Violence   |
| 2903.12 Aggravated Assault       | 2917.02 Aggravated Riot  |
| 2903.13 Assault                  | 2917.03 Riot   |
| 2903.15 Permitting Child Abuse   | 2917.31 Inducing Panic   |
| 2903.21 Aggravated Menacing      | 2919.25 Domestic Violence  |
| 2903.22 Menacing                 | 2921.03 Intimidation   |
| 2903.211 Menacing by Stalking    | 2921.04 Intimidation of attorney,<br>victim or witness in criminal case or<br>delinquent child action proceeding   |
| 2905.01 Kidnapping               | 2921.34 Escape   |
| 2905.02 Abduction                | 2923.161 Improperly discharging a<br>firearm at or into a habitation, in a<br>school safety zone or with intent to<br>cause harm or panic to persons in a<br>school building or at a school function |
| 2905.11 Extortion                | 2903.34 Patient Abuse or Neglect   |
| 2905.32 Trafficking in Persons   | 2919.22 Endangering Children   |
| 2907.02 Rape                     | 2907.12 Felonious Sexual Penetration   |
| 2907.03 Sexual Battery           |  |
| 2909.02 Aggravated Arson         |  |
| 2909.03 Arson                    |  |

Please include: some codes listed above also include Misdemeanor offenses and would be subject to the Misdemeanor Bond Schedule and any exceptions contained herein.

**IN THE PORTAGE COUNTY MUNICIPAL COURT  
KENT AND RAVENNA**

**IN RE: Local Rules of Court**



**JUDGMENT ENTRY**

The Court hereby adopts the following amendment of the Rules of Court: the Waiver Schedule effective October 30, 2023.

A handwritten signature in black ink, appearing to read "Kevin T. Poland", written over a horizontal line.

Kevin T. Poland  
Administrative and Presiding Judge

A handwritten signature in black ink, appearing to read "Mark K. Fankhauser", written over a horizontal line.

Judge Mark K. Fankhauser

A handwritten signature in black ink, appearing to read "Melissa R. Roubic", written over a horizontal line.

Judge Melissa R. Roubic

2023 JE 175

**PORTAGE COUNTY MUNICIPAL COURT  
KENT AND RAVENNA**

STATE OF OHIO     )  
                              : SS  
PORTAGE COUNTY    )

FILED PORTAGE COUNTY MUNICIPAL COURT
OCT 27 2023
JILL FANKHAUSER, Clerk RAVENNA, OH

IN THE MATTER OF                                     )             JOURNAL ENTRY  
WAIVER SCHEDULE                                    )

Effective: October 30, 2023

**Waiver Fee Schedule**

All Waiver Fees include court cost of \$117.00 unless otherwise indicated.

**I. Overload cases WAIVER FEE AMOUNTS AS FOLLOWS:  
FINE:**

5,000 lbs. overweight or less	\$150.00	17,001 - 18,000 lbs	\$ 700.00
5,001 - 6,000 lbs	\$250.00	18,001 - 19,000 lbs	\$ 730.00
6,001 - 7,000 lbs	\$270.00	19,001 - 20,000 lbs	\$ 760.00
7,001 - 8,000 lbs	\$290.00	20,001 - 21,000 lbs	\$ 790.00
8,001 - 9,000 lbs	\$310.00	21,001 - 22,000 lbs	\$ 820.00
9,001 - 10,000 lbs	\$330.00	22,001 - 23,000 lbs	\$ 850.00
10,001 -11,000 lbs	\$490.00	23,001 - 24,000 lbs	\$ 880.00
11,001 - 12,000 lbs	\$520.00	24,001 - 25,000 lbs	\$ 910.00
12,001 -13,000 lbs	\$550.00	25,001 - 26,000 lbs	\$ 940.00
13,001 -14,000 lbs	\$580.00	26,001 - 27,000 lbs	\$ 970.00
14,001 -15,000 lbs	\$610.00	27,001 - 28,000 lbs	\$1000.00
15,001 -16,000 lbs	\$640.00	28,001 - 29,000 lbs	\$1030.00
16,001 -17,000 lbs	\$670.00	29,001 lbs or more	\$1060.00

Plus additional court cost of \$117.00

**VIII. Waiverable Offenses** all amounts below include court costs  
See Traffic Rule 13 and Criminal Rule 4.1 for waiverable offenses.

*2023 JE175*

**(A) Speeding Violations:**

- (1) 1 to 9 miles an hour over the speed limit: \$160.00
- (2) 10 to 19 miles an hour over the speed limit: \$180.00
- (3) 20 to 29 miles an hour over the speed limit: \$200.00
- (4) 30 miles per hour or over the speed limit must appear in court, is not waivable.

**(B) All Violations In a Construction Zone Waiver Fee: \$270.00**

Violations in a Construction Zone No Workers Present:  
follow Waiver Fee Schedule.

**(C) Approaching Stationary Public Safety Vehicles displaying emergency lights  
Waiver Fee: \$270.00**

**(D) All School Zone Violations personal appearance is required.**

**(E) "Distracted Driving" pursuant to ORC §4511.204 or substantially similar local ordinance cited as an Unclassified Misdemeanor or Minor Misdemeanor and not punishable by incarceration, & Enhancement of Waiverable Offense pursuant to ORC §4511.991.**

- (1) Operating a motor vehicle while using an electronic wireless communication device ORC §4511.204 Unclassified Misdemeanor or substantially similar local ordinance cited as an Unclassified Misdemeanor or Minor Misdemeanor and not punishable by incarceration.

First offense within 2 years. Waiver Fee: \$185.00

- (2) Enhancement pursuant to ORC §4511.991. A waivable offense (other than §4511.204) may be enhanced if the Defendant was distracted while committing the violation and the distracted activity was a contributing factor to the violation. The enhancement requires Defendant to pay an additional \$100.00 fine. Enhancement of a waivable misdemeanor under §4511.991 shall not be imposed if Defendant charged with §4511.204 arising from the same incident.

**(F) All other Waiverable Minor Misdemeanor Traffic Offenses; all amounts below include court costs.**

- (1) All Moving Violations and Non-moving Violation:  
Except Seatbelt \$160.00

- (2) Driver Seatbelt and Pedestrian Violations: \$118.00 (includes \$88.00 court cost)  
Passenger Seatbelt Violation: \$108.00 (includes \$88.00 court cost)  
MM/ UM

- |  |          |
|--|----------|
| (3) Parking in a handicapped zone:   | \$338.00 |
| (4) Child restraint Violations:  | \$160.00 |
| <b>(G) Other Minor Misdemeanors:</b>   |          |
| (1) Disorderly Conduct   | \$185.00 |
| (2) Open Container   | \$185.00 |
| (3) Failure to Confine Dog/ Dog at large   | \$155.00 |
| (4) Failure to Register Dog  | \$155.00 |
| (5) Public Gaming  | \$185.00 |
| (6) Littering  | \$185.00 |
| (7) Expired License-less than 6 months<br>ORC 4510.12 (C)(2)                                 | \$185.00 |
| (8) City of Aurora 751.02 Peddling, Soliciting or Canvassing                                 | \$160.00 |
| (9) City of Aurora 751.03 Organizational Liability   | \$160.00 |
| (10) City of Aurora 751.04 Display of Registration Card                                      | \$160.00 |
| (11) City of Aurora 751.05 Sales on Public Ground  | \$160.00 |
| (12) Marijuana Drug Possession is not Waiverable, you must appear in Court.                  |          |
| (13) Carrying Concealed Weapon is not Waiverable, you must appear in Court.                  |          |
| (14) Possession of Marijuana Drug Paraphernalia is not Waiverable, you must appear in Court. |          |

**After the court date for all minor misdemeanor offenses the Waiver Fee shall be increased by \$25.00.**

**All Waiverable traffic offenses:** If 2 or more Waiverable traffic offenses out of the same incident; Defendant must appear in Court, except if 1 Violation plus Seatbelt or Child restraint violation, Defendant may still pay the Waiver fee.

## **II. WILDLIFE & WATERCRAFT WAIVER FEE SCHEDULE**

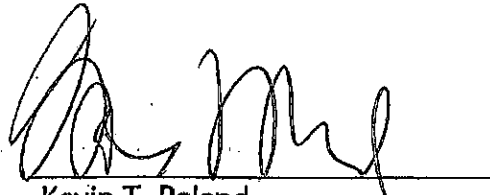
- (A) The following will not be Waiverable under any circumstances:**
- (1) 1533.17- Hunting without permission
  - (2) 1533.66-Trespassing on fishponds
  - (3) 1547.07-Reckless Operation (M3 with injury)
  - (4) 1547.12- Incapacitated Operation (M3 with injury)
- (B) The following are Waiverable unless the officer marks "Must Appear in Court":**
- (1) All wildlife and watercraft 4<sup>th</sup> Degree Misdemeanor waiver fee \$205.00.
  - (2) All wildlife and watercraft 3<sup>rd</sup> Degree Misdemeanor waiver fee \$245.00.
- (C) All first and second degree misdemeanors will follow the regular bond schedule.**
- (D) All minor misdemeanors under ORC Section 1547 shall be waiverable the waiver fee of \$160.00 shall apply unless the officer marks "must appear in Court".**

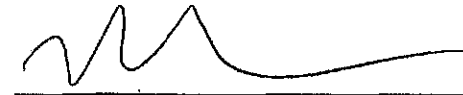
III. The following Traffic Offenses are not Waiverable under any circumstances:

- (A) Operating a motor vehicle while under the influence of alcohol or any drug of abuse.
- (B) Leaving the scene of an accident.
- (C) Driving while under suspension or revocation of a driver's or commercial driver's license.
- (D) No operator's license.
- (E) A third moving violation within a twelve-month period.
- (F) Failure to stop for school bus violation.
- (G) Willfully eluding or fleeing a police officer.
- (H) Drag racing.
- (I) Reckless Operation.

There is a 4% service fee when using a credit or debit card.

**IT IS SO ORDERED.**

  
\_\_\_\_\_  
Kevin T. Poland  
Administrative and Presiding Judge

  
\_\_\_\_\_  
Judge Mark, K Fankhauser

  
\_\_\_\_\_  
Judge Melissa R. Roubic



IN THE PORTAGE COUNTY MUNICIPAL COURT  
PORTAGE COUNTY, OHIO

I

Case No(s) \_\_\_\_\_

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Motion to Restrict public Access to Civil  
Case Document Pursuant to Sup.R. 45(E)**

The Applicant moves the Court to restrict public access to a case document or information in a case document pursuant to Sup.R. 45(E). The presumption of allowing public access to the case document or information in the case document is outweighed by a higher interest based upon the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Applicant hereby certifies all requirements are met for restricting access to the case document of information in the case document.

**NOTICE TO APPLICANT:** Restricting public access to a case document or information in the case document pursuant to Sup.R. 45(E) means the public will generally no longer have the right to see or copy the case document or information. Restricting public access *does not* have the same effect as the sealing or expungement of a case document. Sealing the document generally prevents anyone from seeing it without receiving a court order while expunging a case document means it is destroyed.

*To restrict public access the Court must find by clear and convincing evidence the presumption of allowing public access is outweighed by a higher interest.*

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Name of Attorney (if applicable)

\_\_\_\_\_  
Signature of Applicant (if pro se)

\_\_\_\_\_  
Signature of Attorney (if applicable)

\_\_\_\_\_  
Street Address of Applicant

\_\_\_\_\_  
Attorney Registration (if applicable)

\_\_\_\_\_  
City, State, and Zip Code of Applicant

\_\_\_\_\_  
Street Address of Attorney (if applicable)

\_\_\_\_\_  
Driver's License No. Applicant (if applicable)

\_\_\_\_\_  
City, State, Zip Code of Attorney (if applicable)

\_\_\_\_\_  
Telephone No. of Applicant (if unrepresented)

\_\_\_\_\_  
E-mail Address of Attorney (if applicable)

\_\_\_\_\_  
Tele. No. of Attorney (if applicable)

# Portage County Municipal Court

## Technology Plan

In accordance with Local Rule 37, this Technology Plan provides an overview of the Portage County Municipal Court's utilization of technology in the delivery of court services and maintenance of judicial operations. The application outlined in this Plan include both public facing technologies servicing litigants, attorneys, members of the public, and other justice system stakeholders, as well as internal technology systems utilized by judicial officers and court staff. IT infrastructure information is not included in this list for safety and security reasons, including firewall, storage systems, backup, antivirus, disaster recovery and cyber security.

The purpose of this Plan is to:

- Define how the Court uses technology to support attorneys, parties, and the public to be aware these services are available for case management, case filing, record keeping, efficient communications, and administrative functions.
- Provide a list of the Court's IT functions and applications that support serving the public.
- Assist the Court in more readily identifying opportunities that support serving the public using technological solutions.
- Promote the alignment of IT initiatives with the goal of the Court.

Application	Purpose	How Users Receive Instructions	Dept/ Role Responsible
AdGator	Scheduling displays monitors	Vendor training material	Court Administrator and County IT
Ascentis	Human Resources ERP	Vendor training materials	Human Resources
BIS Digital Recording	Digitally recoding of Court proceedings	Vendor training materials and instructions for transcripts can be found in the Local Rules	Court Administrator, Judicial Assistant, Court Reporters and County IT

<b>CivicPlus</b>	Website Hosting	Vendor training materials	County IT, Court Administrator and Judicial Assistant
<b>Courtview</b>	Case management software.	Vendor training materials	Clerk of Courts IT Coordinator
<b>Doc U Sign</b>	Electronic signatures	Vendor provided training materials and website	Judicial Assistant, Court Administrator and Court staff
<b>Juryview</b>	Jury management software system.	Vendor training materials	Court Administrator and Clerk of Courts IT coordinator
<b>Languageline</b>	Interpreting telephone service	Vendor training materials	Interpreting Service Office from Supreme Court of Ohio and Municipal Court staff
<b>Munis</b>	Accounting software	Vendor training materials	County Auditor
<b>Polycom</b>	Video Conferencing system used to conduct remote hearing with the jails.	Vendor training materials	County IT and Court Administrator
<b>Zoom</b>	Video conferencing software used to conduct remote hearings	Instructions can be found: scheduling order and hearing notice	Court Administrator, Judicial Assistant and Court staff

The Municipal Court Judges and Magistrate schedules are viewable on the Portage County Website. <https://www.portagecounty-oh.gov/municipal-court/pages/municipal-court-schedules>

Court searches, dockets, and payment online options available on the Portage County website under the Clerk of Courts tab. <https://www.portagecounty-oh.gov/portage-county-clerk-courts>

BIS Digital Recording is an application used by the Courts. When requested, the official court reporter will prepare written transcripts of the court proceedings. When ordering a transcript for objections, a praecipe must be filed. To request information on transcripts, please contact the Court Reporters for Municipal Court. <https://www.portagecounty-oh.gov/municipal-court/pages/administrative-staff>

## PROCEDURE FOR APPOINTMENT OF PROCESS SERVER

TO OBTAIN AUTHORITY FOR A PRIVATE PROCESS SERVER TO SERVE SUMMONS AND COMPLAINT PURSUANT TO LOCAL RULE 34, THE ATTORNEY MUST DO THE FOLLOWING:

1. File with the Clerk of Courts a motion to appoint a private process server, either for a single case or for a term.
2. **If appointment is sought for a single case**, attach to the motion the following: (i) the Court's prescribed application and affidavit completed and signed by the proposed process server, and (ii) a journal entry granting authority to the named person to serve summons and complaint in that case.

**If appointment is sought for a term**, attach to the motion the following: (i) the Court's prescribed application and affidavit completed and signed by the proposed process server, and (ii) a non-refundable fee made payable to the Clerk of Courts.

**The application and affidavit issued by the Clerk shall be used by all applicants. No copies shall be accepted by the Clerk.**

3. After review by the appropriate Judge, if the application is approved, an Order of Appointment shall be filed by the Court. After the Order of Appointment is filed, upon request of the Attorney, the Clerk of Courts shall issue a certified copy of the Order of Appointment to be carried at all times by the process server.

**APPLICATION AND AFFIDAVIT  
FOR CIVIL PROCESS SERVERS**

\_\_\_\_\_  
Name (Print) Address

\_\_\_\_\_  
Employing or contracting agency, if any Telephone Number

Are you seeking to serve process (check one)  
\_\_\_\_\_ For a single case or \_\_\_\_\_ For a term of 1 year

Number of process served in the last 52 weeks \_\_\_\_\_

**THE APPLICANT MUST INITIAL EACH ITEM AFFIRMING:**

\_\_\_\_\_ I am not less than 18 years old and shall not be a party to or have an interest in any case in which I serve process.

\_\_\_\_\_ I am a permanent resident of Ohio; a high school graduate or have a GED; have a valid Ohio driver's license; not convicted in the last ten years of any felony, any offense of violence as defined in R.C. 2901.01(A)(9), or any offense involving moral turpitude or dishonesty; and am not currently subject to a civil stalking protection order.

\_\_\_\_\_ I am a permanent resident of another state.

\_\_\_\_\_ I am familiar with the documents to be served and the procedure to serve and return process.

\_\_\_\_\_ I shall update the Court with any change of address, e-mail address or telephone number.

\_\_\_\_\_ My appointment permits only the delivery and return of process under Civ.R. 4.1 or 4.3, and not service of writs, levies, executions or other documents.

\_\_\_\_\_ I shall personally endorse all process and make return using only the documents issued by the Clerk of Courts.

\_\_\_\_\_ I shall carry a copy of the Order of Appointment and a photo driver's license and shall, upon request or inquiry of any person, show these at the time service is made or attempted.

\_\_\_\_\_ I shall dress and conduct myself in a manner that will reflect favorably upon myself and the Court.

\_\_\_\_\_ My failure to follow the Ohio Civil Rules or the Portage County Municipal Court Rule 34 may result in revocation of appointment and subject me to the penalties of contempt of court.

\_\_\_\_\_ My appointment to serve process may be revoked at any time at the sole discretion of the Judge making the appointment or the Administrative Judge.

**AFFIDAVIT**

By signing this Affidavit, I either swear or affirm that I have personally completed and signed this Application with my own hand, that I have completed this Application truthfully and accurately and shall follow and perform all that is required of a process server by the Ohio Rules of Civil Procedure, the Rules of Practice in the Portage County Municipal Court and all applicable Ohio statutes, as I shall answer under the penalties of perjury and contempt of court.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Applicant Name -- Print

STATE OF OHIO )

) SS:

COUNTY OF PORTAGE )

The foregoing Application was acknowledged and signed before me, a Notary Public, this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or produced a government issued identification containing their photograph.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal, at \_\_\_\_\_, Portage County, Ohio, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name:  
Notary Public

My commission expires: \_\_\_\_\_

IN THE MUNICIPAL COURT  
PORTAGE COUNTY, OHIO

IN RE: THE APPOINTMENT OF  
STANDING SPECIAL  
PROCESS SERVER

JOURNAL ENTRY  
APPOINTING PROCESS SERVER

It appearing to the Court that the Applicant has provided all the required information in the affidavit;

The Court appoints \_\_\_\_\_ as a standing special process server. This Order expires one year from the date it is filed unless modified by the Court.

**IT IS SO ORDERED.**

\_\_\_\_\_  
ADMINISTRATIVE JUDGE