MASON MUNICIPAL COURT

Local Court Rules

ARTICLE I. AUTHORITY, SCOPE, AND EFFECTIVE DATE

Section 1.01 AUTHORITY. These rules are adopted as the local Rules of Court governing practice and procedure in the Mason Municipal Court. They are adopted pursuant to Article IV, Section 5(B) of the Ohio Constitution; Rule 5 of the Rules of Superintendence for Courts of Ohio; Rule 83(B) of the Ohio Rules of Civil Procedure; Rule 57(A)(2) of the Ohio Rules of Criminal Procedure. These rules shall be known as the "Mason Municipal Court Rules" and shall be cited as "M.M.C. Rule XX". Where these Rules refer to "Judge," they shall by reference incorporate magistrates where appropriate.

Section 1.02 SCOPE. These Local Rules of the Court shall apply in all proceedings in the Mason Municipal Court unless inconsistent with rules promulgated by the Supreme Court of Ohio, with Ohio law or an order of the Judge specific to the case. These local rules are not to be interpreted in any way which conflicts with the various Ohio rules. Should any conflict exist, the Ohio Rules shall govern. These rules are intended to be supplemental and used in conjunction with:

(a) The Ohio Rules of Civil procedure as amended,

(b) The Ohio Rules of Criminal procedure as amended, and

(c) The Ohio Rules of Superintendence for the courts of Ohio as amended.

Section 1.03 EFFECTIVE DATE. These Rules are effective as of October 26, 2026, and govern all proceedings filed after that date and may be revised periodically as required.

ARTICLE II. COURT ADMINISTRATION

Section 2.01 OFFICE HOURS. The Clerk of Court's office shall be open Monday through Thursday, 7:30 a.m. to 4:00 p.m., Friday 7:30 a.m. to 12:30 p.m. with designated holidays, unless otherwise ordered by the Judge presiding at the session.

Section 2.02 COURT SCHEDULE. The Court Schedule shall be as follows:

(a) MONDAY

10:00 a.m. – Video Arraignments of Prisoners, Pre-Trial Diversion Reviews

10:30/11:00 a.m. – Bench Trials

(b) TUESDAY

8:00 a.m. - Traffic and Criminal Arraignments

9:00 a.m. – Bench Trials

10:00 a.m. - Video Arraignments of Prisoners; Motion Hearings, Review and Disposition Hearings

11:00 a.m. - Pretrials

1:00 p.m. - Pre Trials and Probation Violations of Prisoners

2:00 p.m. – Pretrials, Pleas, Sentencing and Preliminary Hearings

2:30 p.m. – Bench Trials of Prisoners

3:00 p.m. – Bench Trials, Motion to Suppress

4:00 p.m. - Motion Hearings

(c) WEDNESDAY
Reserved for Jury Trials

(d) THURSDAY - SAME AS TUESDAY

(e) FRIDAY

8:15am - Case Management Conference, Pre Trials

8:30am - Evictions

9:15am - Motion hearings, Garnishments, and Judgment Debtor Exams

9:30am - Small Claims Trials

10:30am - Civil Trials

10:00am - Video Arraignments of Prisoners (Criminal/Traffic)

(f) CRIMINAL JURY TRIALS. Jury trials shall take place on Wednesdays of each month as needed. Final pretrial conference will be held two (2) Tuesdays prior to the Wednesday Jury Trial of each month at 12:30 pm. The Defendant must appear at the final pretrial conference.

(g) CIVIL JURY TRIALS. Scheduled as needed.

Section 2.03 HOLIDAYS. The following days shall be scheduled holidays. If any holiday falls on a Saturday, it will be observed the preceding Friday. If any holiday falls on Sunday, it will be observed the following Monday.

i. New Years Day	January 1
ii. Martin Luther King Day	Third Monday in January
iii. President's Day	Third Monday in February
iv. Good Friday	Friday before Easter Sunday
v. Juneteenth	June 19
vi. Memorial Day	Fourth Monday in May
vii. Independence Day	July 4
viii. Labor Day	First Monday in September
ix. Columbus Day	Second Monday in October
x. Veteran's Day	November 11
xi. Thanksgiving Day	Fourth Thursday in November
xii. Day after Thanksgiving	Fourth Friday in November
xiii. Christmas Eve	December 24 (determined yearly)
xiv. Christmas Day	December 25
xv. New Years Eve	December 31

ARTICLE III. RECORD OF THE PROCEEDINGS

Section 3.01 RECORDING OF PROCEEDINGS. The video and audio of all proceedings before the Court shall be recorded via digital recording equipment. Copies of all such recordings will be retained for five years after the final disposition of the case is made by the Court. No photography, audio or video recording of any Court proceeding is permitted without the express written permission of the Judge or Magistrate presiding over the session of Court.

Section 3.02 COURT REPORTER. The Court does not employ a court reporter or stenographer pursuant to RC §1901.32. Parties who wish a court reporter for purposes of Objections and Appeals will be required to supply and pay for such service.

Section 3.03 COPIES. A copy of the digitally recorded audio and video of the proceedings, or a portion thereof may be requested by written Praecipe filed with the Clerk. Once the required cost deposit is made, the copy shall be provided within seven (7) business days, or sooner upon order of the Court.

Section 3.04 EXPENSE OF ELECTRONICALLY RECORDED TRANSCRIPTS OF PROCEEDINGS. The expense of copies of electronically recorded audio and video or such portions as are considered necessary by a party shall be borne by the requesting party or as provided by law. If a party is indigent, the party shall file a motion demonstrating that a valid affidavit of indigency has been filed with the Clerk's office or that the party otherwise qualifies as indigent pursuant to indigency guidelines and request that the transcript be produced at the Court's cost.

ARTICLE IV. COURT RECORDS

Section 4.01 DOCKETS AND RECORDS. The Clerk shall prepare and maintain the case files, an alphabetical index to the docket, a docket, and such other records as the Court, by rule, may require.

(a) CASE FILES. Except for minor misdemeanor traffic citations, the clerk shall keep all pleadings, documents, and filings together in 8 ½ x 11-inch folders in the order in which the cases are numbered on the Docket.

(i) The Case File shall contain all pleadings, reports, entries, orders and other filings, which shall be public records of the Court, unless excluded by law.

(b) VIDEO ARRAIGNMENT DOCKET. For each Monday, Tuesday, Thursday, and Friday during which the Court is in session, the Clerk shall prepare a list of defendants to appear for Video Arraignment.

(i) Defendants who are in the Warren County Jail and/or otherwise in the custody of the Warren County Sheriff who have not yet been arraigned or appeared following issuance of an arrest or bench warrant shall appear before the Court

at the first court date following his/her arrest. The Clerk shall review the daily list of inmates provided by the jail to ensure compliance with this section.

(ii) This list shall be provided to the Judge, Prosecutor, Assignment Commissioner, Court Bailiff, Clerk and other individuals designated by the Court.

Section 4.02 ORIGINAL RECORDS. No papers, dockets, or books on file in the Clerk's office shall be removed therefrom for purposes other than use in court. The Clerk shall permit any party to an action, their counsel or agent to make copies of any pleading or other papers in the file, but without removing the original papers from the office of the Clerk.

Section 4.03 ORIGINAL PAPERS FILED WITH THE COURT. All papers offered for filling with the Court shall be typewritten or printed and shall be 8-1/2 by 11 inches in size with a two-inch margin on the first page. Paperclips are preferred for multi-page filings. Documents that are excessively stapled will not be accepted for filing and will be returned. Original documents attached or offered as exhibits and official court forms supplied by the Clerk are exempt from the requirements of this Rule.

Section 4.04 REQUIRED FILING INFORMATION. All papers offered for filing with the Court shall be identified by including:

(a) Case number (Except Complaint)

(b) The names of the parties

(c) The last name of the judge, if already assigned, shall appear below the case number.

(d) Title, containing the name and party designation of the party filing it, nature of the document (i.e., Answer, Motion, Interrogatories, etc.)

(e) The typed name, signature, office address, telephone number, facsimile number, email address and Supreme Court Number of the designated Trial Attorney or party pro se.

Section 4.05 FILING BY FACSIMILE OR EMAIL. Except Complaints, all pleadings, motions, memoranda notices or other documents intended for the official court record may be filed by facsimile or as attachments to an Email and will be accepted by the Court effectively as an original. The original with original signatures must be maintained by the sender and be available upon demand by the Court until such time as the case is closed. The sender bears the risks of transmitting a document by facsimile or email.

(a) Anyone using facsimile or email filing is urged to verify receipt and filing by the Clerk.

(b) No additional fee shall be assessed for facsimile and email filings; however, filings are subject to the fee schedule. If not paid upon filing, the fee will be added to the costs of the case.

(c) Facsimile and email filings shall not exceed ten (10) pages in length not including cover sheet. The filer shall not transmit service copies by facsimile.

Section 4.06 ELECTRONIC FILING. Beginning July 1, 2025, the Court will accept all pleadings through electronic filing. Attorneys are encouraged to file all pleadings through the electronic filing portal.

(a) All users must create an account, through the link found on the court's website at: www.masonmunicipalcourt.org.

(b) All e-filed documents must be uploaded in a .pdf format.

(c) The filer should not send a hard copy to the Court; but the filer shall keep the original hard copy in his or her records and have it available for production upon request by the Court.

(a) All e-filed documents must be signed by an attorney admitted to practice in the State of Ohio, or by the party filing the document, if unrepresented by an attorney. The signature on the scanned document will have the same effect as the signature on the original document.

(d) Most filings will include a filing fee. Payment must be made at the time of e-filing.

(e) Date and Time of E-filing

(i) Documents may be submitted through the portal for e-filing 24 hours a day, 7 days a week.

(ii) Upon the e-filing of a document, the portal will issue confirmation that the filing was received.

(iii) The filing will then go to the Clerk's office for review.

(iv) If approved, the filing will then go into the case management system and will receive a timestamp. This is the effective date and time of filing with the Court.

(v) If rejected, the filer will receive electronic communication providing the reason for the rejection.

(vi) Reasons for rejection, include but are not limited to, the following: Inaccurate caption (case number, party names), lack of filing fee, untimely, no signature,

incorrect docketing code, and filing more than one document in the same upload.

Section 4.07 PROOF OF SERVICE. All documents, except the Complaint, required to be served on other parties shall contain proof of service in the form provided by Civil Rule 5 (D).

Section 4.08 FILING AND COPIES OF THE COMPLAINT. If filing via Ordinary U.S. Mail, the Plaintiff(s) shall tender along with the original complaint enough service copies for all defendants to be served.

Section 4.09 CLERK'S DUTY. The Clerk, upon receiving papers for filing, shall docket same and place the original of said papers in the file jacket without delay. Upon the filing of a complaint, summons shall be forthwith issued, signed by the Clerk or Deputy Clerk, and shall bear the seal of the Court.

Section 4.10 LEGIBLE COPIES. All documents filed with the Court shall be sufficiently legible. The Court may order stricken any filed paper which does not comply with legibility.

Section 4.11 COMPUTER REPORTS AND COPY FEES. Upon any written request for copies, the Court will provide, as required by the Public Records Act, copies of anything considered public record when the appropriate fee of $.10 per page accompanies such request. Certified copies are $3.00 a page. When a governmental unit in connection with official business such as police agencies, a prosecutor's office or another court makes such a request, the fee is waived.

Section 4.12 RETENTION OF RECORDS. The Court will retain all records as provided by Rules 26 and 26.05 of the Ohio Rules of Superintendence.

ARTICLE V. COUNSEL OF RECORD

Section 5.01 DESIGNATION OF COUNSEL / PRO SE LITIGANT. Attorneys engaged in civil or criminal practice before the Court shall be registered with the Clerk of Court. Said registrations shall be kept in permanent volumes and shall include counsel's name, office address, zip code, telephone number, email address, and Supreme Court of Ohio Bar Registration Number. Attorneys are requested to provide the Clerk of Court with any changes of address or telephone number.

Section 5.02 INITIAL APPEARANCE. An attorney making an initial appearance on behalf of a criminal defendant before any judge or magistrate of the Court shall provide his or her name and Supreme Court of Ohio Bar Registration Number for the record and inclusion in the case file.

Section 5.03 SUBSTITUTION OF COUNSEL. Once counsel has been designated, such designation shall remain until termination of the case. A request to substitute counsel must be made by written motion and submitted to the Court accompanied by an entry containing the designation of new counsel, and where possible, the agreement of retiring counsel. Substitution of counsel may be permitted only by the Judge upon good cause shown.

Section 5.04 WITHDRAWAL OF COUNSEL. Counsel shall be allowed to withdraw from the case with the consent of the Judge assigned to the case. No such application shall be considered unless:

(a) a written motion is presented stating the reasons for the application.

(b) the motion contains certification of service on opposing counsel and on the client.

(c) the motion states the date and time of the next scheduled court action (pretrial, motion hearing, trial, etc.) if any has been set.

(d) the motion contains counsel's statement that if the request is allowed, a copy of the journal entry granting the request will be mailed immediately to the last known address of the client.

(e) The motion is filed seven (7) calendar days prior to the next hearing date or such shorter period as the Court may allow.

ARTICLE VI. BEHAVIOR AND CONDUCT

Section 6.01 PROPER ATTIRE. All individuals using the Court, including but not limited to Court employees, attorneys, prosecutors, defendants, jurors, media, or observers will be properly attired. No shorts, tank tops, clothing exposing midriffs or undergarments, or clothing depicting profanity, drug/alcohol use, violent or sexual behavior shall be permitted.

Section 6.02 BEHAVIOR. It shall be the duty of every person in the courtroom to give respectful attention to the Court at all times when the Court is in session. Any individual maybe held in contempt of court and subject to the reproof or punishment by the Court should such individual, by conversation or otherwise, disturb the attention of the court or Jury while Court is in session.

Section 6.03 ELECTRONIC DEVICES. Cell phones are not permitted in the courtroom. This does not apply to Attorneys, Court Personnel, or another given permission by the Judge; however, the cell phone must remain on silent mode. Individuals entering the courtroom shall turn off all electronic devices. No cellular telephone calls shall be initiated or received while in the courtroom while Court is in session. No photography, audio or video recording in the courtroom shall be permitted.

Section 6.04 CONDUCT OF ATTORNEYS. Attorneys in proceedings before the Court shall refrain from manifesting, by words or conduct, bias or prejudice based upon race, gender, religion, national origin, disability, age, sexual orientation, or socioeconomic status, against parties, witnesses, counsel or others. This prohibition does not preclude legitimate advocacy when race, gender, religion, national origin, disability, age, sexual orientation, or socioeconomic status, or other similar factors, are issues in the proceeding.

Section 6.05 CONDUCT OF PRO SE LITIGANTS. Attorneys and Pro Se Litigants alike shall conduct themselves at all times in conformity with the Ohio Rules of Professional Conduct.

Section 6.06 FIREARMS OR DANGEROUS WEAPONS IN THE COURT FACILITY. No person shall carry any firearms or dangerous weapons onto the property of Mason Municipal Court.

(a) Mason Municipal Court property includes the space defined by the perimeter walls that fall within the domain of the security force and includes but limited to any and all adjacent sidewalks to the facility. Furthermore, this order will extend to any other facilities that the Court may deem, from time to time, necessary for its efficient operation.

(b) Weapons include but are not limited to handguns, firearms, explosives, knives or ordinances, or any item that can be used as a weapon.

(c) If employees or visitors have questions regarding whether items are prohibited by this policy, they should contact the on-duty security officer before bringing the items onto or into the Court facility.

(d) On duty law enforcement officers, or those appearing in court in their official capacity, are permitted to carry their service weapon in the courthouse.

Section 6.07 SANCTIONS. Failure to comply with the required behavior and conduct may result in contempt of court.

Section 6.08 CONTEMPT OF COURT. To ensure that decorum and dignity which should characterize the practice of the law and to aid the Court at all times in the discharge of its duties, it could be contempt of the Court for any person to use insulting, vulgar, or profane language in the presence of the Court while Court is in session. See Chapter 2705 of the Ohio Revised Code.

ARTICLE VII. APPOINTED COUNSEL

Section 7.01 APPLICATION. All attorneys interested in taking court-appointed cases shall contact the Court Administrator for an application. Upon receipt of the completed application, the Judge will review it for approval.

Section 7.02 QUALIFICATIONS. Qualified applicants must meet all the following:

(a) Licensed Attorney in Good Standing in the State of Ohio.

(b) Minimum two (2) years of experience as an attorney working in criminal defense cases.

(c) Have experience as lead counsel on at least three (3) misdemeanor cases.

(d) In two years prior to appointment, must have at least six (6) hours of continuing legal education in criminal practice or procedure approved by the Ohio Supreme Court.

(e) In two years prior to appointment, must have at least six (6) hours of continuing legal education in OVI practice and procedure approved by the Ohio Supreme Court.

(f) Maintain adequate professional liability insurance or other form of adequate financial responsibility for any liability arising from the acts or omissions in connection with rendering legal services.

(g) Have an office in Warren County, or within 10 miles of Mason Municipal Court, where Counsel can meet with Clients

Section 7.03 APPOINTMENT PROCESS. The Clerk of Courts is responsible for contacting court-appointed counsel to schedule cases. The Clerk of Courts will make every effort to rotate the appointments amongst counsel on the list to ensure equitable distribution of the cases.

Section 7.04 COMPENSATION. Upon conclusion of the case, Counsel shall submit the following on the Court Appointed Billing System (CABS):

(a) Itemized Fees

(b) Financial Disclosure Form

(c) Entry Appointing Counsel After Finding of Indigency.

This information must be submitted to the Court, via CABS, within 30 days after the final entry in the case. Failure to submit a timely motion may result in a 50% reduction in compensation.

Compensation shall be given in accordance with the schedule of fees established and approved by the Warren County Commissioners.

Section 7.05 REMOVAL. Counsel may be removed from the Court Appointed list by the Judge for the following reasons: failure to meet professional standards of representation, excessive tardiness, and any pending disciplinary action by the Ohio Supreme Court.

ARTICLE VIII. CASE MANAGEMENT IN CRIMINAL CASES

Section 8.01 FILING OF CRIMINAL COMPLAINT. The Clerk of Court may make a probable cause determination for charges filed by duly authorized law enforcement officers. No process, either by way of warrant or summons, shall be issued until such probable cause determination has been made and probable cause to believe that an offense was committed has been found.

Section 8.02 CONTENTS OF A CRIMINAL COMPLAINT. The Complaint shall contain specific facts that adequately inform the accused and the Court of the nature of the offense charged, the date and time of the offense, and the identity of the victim(s) of the offense, if any, except where protected by law. It shall not be merely a recitation of the statute or ordinance upon which it is based. Each criminal complaint shall contain or be accompanied by a concise, written summary of the events which form the basis of the offense charged prepared either by the Prosecutor, law enforcement officer or private complainant.

Section 8.03 ISSUANCE OF PROCESS (SUMMONS OR WARRANT). In misdemeanor cases other than crimes of violence and violation of protection orders, a summons as opposed to a warrant shall be the preferred method of original process. This policy shall in no way prohibit the Clerk or other issuing authority from the issuance of a warrant, if in the discretion of the issuing authority, a warrant is deemed necessary.

Section 8.04 SERVICE OF PLEADINGS. Service of pleadings shall be accomplished by following the applicable Rules of Criminal Procedure. No pleadings shall be deemed served by leaving a copy with the Clerk or any Court personnel. Neither the Clerk nor any other personnel of the Court have an obligation to forward pleadings left by counsel for the opposing party.

Section 8.05 WRITTEN NOT GUILTY PLEAS. On misdemeanor cases, a plea of Not Guilty may be entered in writing prior to the date of arraignment. Once the written plea of Not Guilty has been filed, neither counsel nor the defendant need appear unless any of the following apply:

(a) The written plea of Not Guilty does not contain an unlimited time waiver.

(b) The offense is child endangering, domestic violence, violation of a protection order, an offense of violence, a sexually oriented offense, or an OVI second or higher in ten (10) years.

(c) The judge requires a personal appearance by the defendant.

If the Defendant requires an interpreter to be present at the next hearing, a request must be included in the written not guilty plea paperwork.

Section 8.06 GUILTY AND NO CONTEST PLEAS. Pleas of guilty and no contest shall be received only by personal appearance of the defendant in open court. Upon a showing of exceptional circumstances, a defendant may enter a plea of guilty by written motion with the approval of the Court pursuant to Ohio Traffic Rule 12.

(a) The following shall be considered "exceptional circumstances" in all minor misdemeanor traffic cases where the defendant has previously appeared personally or through counsel:

(i) The defendant does not reside within fifty (50) miles of the Mason Municipal Court.

(ii) The defendant does reside within fifty (50) miles of the Mason Municipal Court, but defendant's personal appearance in court would cause the defendant to lose one half (1/2) day or more of gainful employment.

(b) A Written Guilty Plea shall be signed by the Defendant and contain:

(i) An acknowledgement the Defendant understands and waives his constitutional rights to a trial, to confront witnesses, to compulsory process and to remain silent.

(ii) An acknowledgement the Defendant understands the maximum penalties.

(iii) An attorney's trust check, money order, certified check or bank check covering the total amount of the unsuspended portion of any fine and the court costs.

(iv) Proof that defendant's operation of the vehicle was covered by insurance or other proof of financial responsibility.

Section 8.07 DISCOVERY. A defendant shall make his motion for discovery within twenty-one days after arraignment or seven days before the date of trial, whichever is earlier.

(a) All discovery disputes shall be brought to the attention of the Court by written motion within seven (7) days after the pretrial conference, or seven (7) days before trial, whichever is earlier.

(b) The Court encourages liberal, ongoing, and reciprocal discovery between the parties.

Section 8.08 EXHIBITS. All exhibits shall be marked prior to trial. Plaintiff or State of Ohio shall use numbers; Defendant shall use letters.

Section 8.09 PRETRIAL CONFERENCE. In cases where the defendant is represented by an attorney, a pretrial conference may be conducted in criminal cases prior to being scheduled for trial. The purpose of a pretrial shall be for the exchange of discovery, discussion of trial issues and possible resolution of the case by negotiated plea agreement.

Section 8.10 FINAL PRETRIAL. Upon request of the Defendant or counsel, the case may be scheduled for Final Pretrial with the Judge to whom the case is assigned. Final Pretrials with unrepresented parties shall be conducted in the courtroom and on the record.

Section 8.11 PRETRIAL MOTIONS. Prior to trial, any party may raise by motion any defense, objection, evidentiary issue, or request that is capable of determination without the trial of the general issue. The following must be raised before trial:

(a) Defenses and objections based on defects in the institution of the prosecution.

(b) Defenses and objections based on defects in the indictment, information, or complaint.

(c) Motions to suppress evidence, including but not limited to statements and identification testimony, on the grounds that it was illegally obtained.

(d) Requests for severance of charges or defendants.

Section 8.12 TIME FOR PRETRIAL MOTIONS. All pretrial motions except for requests for discovery and/or bill of particulars shall be made within thirty-five days after arraignment or seven days before trial, whichever is earlier. The Court in the interest of justice may extend the time for making pretrial motions.

Section 8.13 SUBPOENA. A praecipe for subpoena of witnesses shall be filed with the Clerk no later than ten (10) days (excluding intervening Saturdays, Sundays, and holidays) before the date of trial. The failure to appear of a witness for whom the praecipe was not filed in accordance with this rule will not be grounds for a continuance of the case.

Section 8.14 CRIMINAL JURY TRIAL. In accordance with Rule 5(B)(2) of the Rules of Superintendence, the Court adopts the following rules to ensure the effective use and management of jury resources. In all misdemeanor cases, the defendant shall be tried by the Court unless he or she demands a jury trial. (See Exhibit 4 for Jury Trial Matters)

(a) A demand for trial by jury must be filed in writing with the clerk of court not less than ten days prior to the date set for trial, or on or before the third day following receipt of notice of the date set for trial, whichever is later.

(b) Failure to demand a jury trial as provided herein is a complete waiver of the right thereto.

(c) The jury shall be selected and summoned using voter registration records for residents of the City of Mason and Deerfield Township, Warren County, Ohio.

(d) Eight (8) jurors and one (1) alternate are to be selected.

(e) After a jury demand has been filed, should the defendant determine that a jury is not desirable, the defendant must waive the jury demand in writing signed by the defendant.

(f) If a jury is canceled after it has been summoned into Court and the Clerk of Courts is unable to notify all jurors of said cancellation, the Court may assess costs so incurred to the party canceling the jury demand.

Section 8.15 CONTINUANCES IN CRIMINAL CASE. No party shall be granted a continuance of a trial or hearing without a written motion from the party or counsel stating the reason for the continuance, endorsed in writing by the party as well as counsel, provided that the trial judge may waive this requirement upon a showing of good cause.

(a) All requests for continuances must be filed seven (7) days prior to the trial or hearing date (excluding holidays and weekends), except for circumstances which by reasonable diligence could not be determined and the request is made as soon as possible after the circumstances are known.

(b) All requests for continuance shall certify opposing counsel or party, and any victim or victim's representative, has been notified of the continuance and state the opposing party's position on the continuance.

(c) Entries shall accompany the motions with blanks for the new trial time and date.

(d) If a continuance is granted, the Court shall set a new date for the trial or hearing.

(e) When a continuance is requested due to a conflict in counsel's schedule, the prior trial conflict shall be cited with specificity including the court, case name and case number of the conflict. In the event of conflict, Ohio Sup. R. 41 shall control which case is to be continued.

(f) Continuance will only be granted upon a showing of good cause.

(g) If the Defendant requires an interpreter, any request for continuance received later than 72 hours before the court date will be denied, barring extremely unusual circumstances.

(h) In minor misdemeanor traffic cases set for arraignment, the Clerk's office may grant one continuance of one week to defendants making requests by telephone with a written Time Waiver.

Section 8.16 PRETRIAL DIVERSION PROGRAM.

(a) PURPOSE. The Court's pre-trial diversion program is intended to provide a period of supervision and education to those persons who (1) have been charged with certain misdemeanor offenses and (2) are willing to accept responsibility for their misconduct. The program is aimed at first-time offenders. Those who successfully complete the program will not have a criminal conviction on their records. The goal of the diversion program is to encourage first-time offenders to learn from their mistakes, and to discourage them from further misconduct in the community.

(b) ELIGIBILITY. The program is open to first-time offenders (persons who have not already participated in the diversion program and who have not been convicted as an adult in this or other courts for any other criminal activity or any alcohol-related traffic offenses) whose pending charges do not include any of the following: 1) Offenses of violence (unless R.C. § 2935.36(A)(2) exceptions apply); 2) Violations of Chapter 2925 or 3719 of the Revised Code or a violation of any substantially similar municipal ordinance; 3) Violations of section 4511.19 of the Revised Code or a violation of any substantially similar municipal ordinance.

(c) ADMISSION TO THE PROGRAM. If the prosecutor (1) confirms that a defendant is eligible for the program and (2) recommends that the defendant participate in it, the Court will then ask the defendant if he or she wishes to participate in the program. Before making the recommendation, the prosecutor must consult any victim of the alleged crime(s) and must consider any victim's views. Admission to the program is not automatic, and the judge retains the discretion to reject the proposed participation of any given defendant.

(d) INITIAL REQUIREMENTS. If the prosecutor recommends that the defendant participate in the diversion program, if the defendant wishes to do so, and if the judge approves the defendant's participation, the defendant must–at an arraignment or a pretrial hearing–do all of the following:

i. Waive the right to a trial by the court or jury; waive the right to confront witnesses against him; waive the right to subpoena witnesses to testify on their behalf; waive the right to have the State prove each and every element of the alleged crime beyond a reasonable doubt; waive the right to a reasonable continuance and bail; and waive the right to remain silent; and.

ii. Agree to the tolling while in the program of all periods of limitation established by statute or rules of court that are applicable to the offense charged.

iii. To furnish the Probation Officer with the correct address and phone number of the accused and to notify the Probation Officer immediately if either of the foregoing should change.

iv. Agree to complete any other programs or satisfy any other conditions recommended by the Prosecutor and/or Probation Department.

v. To pay a diversion fee of $300, plus any court cost, prior to the end date of my diversion. If I am ordered to random drug screens, agree to pay $15.00 per test plus any additional lab fees.

vi. Enter a plea of Guilty to the charges in the above captioned case.

vii. The accused also agrees to the following conditions:

Upon satisfactory completion of the program, the Prosecuting attorney shall recommend to the trial court that the charges against the accused be dismissed, and the Court shall, upon such recommendation, dismiss the charges. The accused understands and agrees that a violation of the foregoing standards or conditions shall cause the accused to be sentenced on the charges.

(e) ADDITIONAL STEPS DURING THE PROGRAM. Within 180 days after signing the Pretrial Diversion Agreement, the defendant must:

i. Complete any programs or satisfy any conditions recommended by the Prosecutor and/or Probation Department.

ii. Report to the Probation Department as scheduled and notify the Probation Department about any address changes and any events that affect the participant's ability to complete the program.

iii. Refrain from committing any other criminal offense or any drug-related or alcohol-related offense while participating in the program.

Section 8.17 DRIVING PRIVILEGES. No Driving Letter shall be issued, except were granted by the Judge following a written request or motion.

(a) No Driving Letter shall be issued unless proof of financial responsibility is shown. Depending upon the type of privileges sought, proof in writing of the type of privilege sought must be provided before driving letters will be issued. For example, where driving privileges have been granted for work, proof of employment must be shown; or for education purposes, a school schedule must be shown.

(b) When the Defendant has paid all fines and/or costs in full, the Clerk shall issue a Driving Letter for privileges consistent with the Judge's Order until the end of the court-imposed suspension or until the expiration of valid automobile insurance, whichever occurs first. Upon expiration of automobile insurance, the Defendant must provide proof of renewed valid insurance, whereupon the Driving Letter shall be reissued.

(c) When the Defendant has not paid his/her fines and/or costs, the Clerk shall issue a Driving Letter for privileges consistent with the Judge's Order that shall expire on the date and time set for the Fines and Costs Review Hearing. If there is no date and time set for the Fines and Costs Review Hearing, the Driving Letter shall expire in 30 days. The Defendant is required to make a minimum of $50.00 or amount set in order to issue a new driving letter. Once the Defendant has paid his/her fines and costs in full, a Driving Letter shall be issued until end of suspension or until expiration of valid automobile insurance whichever occurs first.

Section 8.18 FAILURE TO APPEAR. The Court may order a Bench Warrant for any Defendant who fails to appear for his/her Court date.

Section 8.19 COLLECTIONS OF FINES AND COST IN CRIMINAL CASE

(a) Costs shall be determined from time to time by the Court as appended by these Rules. (See Exhibit 1 and Exhibit 2)

(b) Collection of Fines and Costs. All fines and costs must be paid on the date of sentencing, unless otherwise specified by the Judge.

Section 8.20 THIRD PARTY COLLECTION SERVICES AUTHORIZED. The clerk of the court is hereby authorized to contract with an outside service provider for the collection of delinquent fines and court costs.

(a) Court costs shall be assessed in such cases in an amount equal to the actual cost of collection, up to, but not in excess of, thirty percent of the amount actually recovered (not including the collection costs).

(b) Files shall be referred to the service provider only after the payment of the sum due is delinquent. Costs for collection shall be assessed upon referral of the matter to the service provider. The total sum due for fines and costs shall be recovered by the service provider. If the service provider ceases collection efforts and returns the file to the clerk, collection costs herein shall be remitted.

ARTICLE IX. CASE MANAGEMENT IN CIVIL CASES

Section 9.01 COURT COSTS DEPOSIT: Any person filing a civil action or proceeding shall deposit with his or her Complaint the corresponding court cost deposit set forth in attached Exhibit 2 unless an affidavit or other evidence of such party's

inability to pay required deposit is filed with the Complaint and later approved by the Court. The clerk shall refuse to accept the filing of any Complaint if the required deposit is not paid or and evidence of inability to pay is not filed with the Complaint. In any case where the filing fee is not paid with the Complaint, the issue of a litigant's inability to pay will be set for a hearing at the first hearing.

Section 9.02 COSTS DEPOSIT FOR JURY TRIALS IN CIVIL CASES: Any party demanding trial by jury in a civil case shall deposit, in addition to the usual court cost deposited at the time an action is filed, the sum of $400.00 with the party's written jury demand or within ten days after the pretrial conference is held. The cost for a jury demand may be waived by the court if an affidavit or other evidence of such party's inability to pay for a jury demand is approved by the Court. A party shall state with its written jury demand the number of Jurors requested consistent with Civil Rule 48.

Section 9.03 SERVICE OF SUMMONS. Upon the filing of each new civil action, the Clerk of Courts shall prepare a Summons, which shall be served in accordance with the Ohio Rules of Civil Procedure and consistent with the praecipe for service, if any, contained on the complaint. In the event no other method of service is specified, the Clerk shall serve all defendants by certified mail. Should service upon any defendant fail, the clerk shall notify Plaintiff as soon as is practicable.

Section 9.04 PLEADINGS AND MOTIONS. All motions shall be filed in accordance with Ohio Rules of Civil Procedure and these local rules.

(a) Motions will be supported by Memoranda of Law containing applicable statutory and case law citations.

(b) Pretrial motions shall not be set for oral hearing unless ordered by the court or requested by a party in writing.

(c) All motions not heard or decided prior to trial will be disposed of at trial.

(d) All motions shall be accompanied by a proposed entry.

(e) All motions shall be accompanied by the appropriate filing fee (Exhibit 2) and will not be accepted for filing without payment.

Section 9.05 CONTINUANCES IN CIVIL CASE. No party shall be granted a continuance of a trial or hearing without a written motion stating the reason for the continuance and the length of continuance requested. The trial judge or magistrate may waive this requirement upon a showing of good cause.

(a) All requests for a continuance must be filed seven (7) calendar days prior to the trial or hearing date, except for circumstances which by reasonable diligence a Party could not have been anticipated, and the request is made as soon as the circumstances are known.

(b) All written requests for continuance shall certify that the opposing counsel or party has been notified of the continuance request and state the opponent's position on the continuance.

(c) Entries shall accompany the motions with blank spaces allowing for the new trial time and date to be inserted by the Court.

(d) If a continuance is granted, the Court shall set a new date for the trial or hearing.

(e) When a continuance is requested due to a conflict in counsel's schedule, the prior trial conflict shall be cited with specificity including the court, case name and case number of the conflict. In the event of conflict, Ohio Sup. R. 41 shall control which case is to be continued.

(f) Continuance will only be granted upon a showing of good cause.

Section 9.06 PRETRIAL CONFERENCES. All civil cases, except Forcible Entry and Detainer and Small Claims actions, shall be set first for a case management conference and later for a pretrial conference.

(a) If ordered by the Court, the Pretrial Conference shall be attended by the attorney who will try the case and who is authorized to act and negotiate on behalf of the party.

(b) If ordered in advance by the Court, Parties or representatives of liability insurance carriers shall be present or available for immediate telephone conference. A corporate party may appear by an officer or employee having knowledge of the subject matter of the case and authority to settle the case. A party who is insured concerning the claim may appear by a claim representative from his liability carrier.

(c) Telephone conferences are disfavored but may be arranged in civil cases with prior approval of the Judge or Magistrate. Any party or attorney requesting a telephone conference in lieu of appearing must file the request in writing no less than seven (7) days in advance of the hearing date and will bear the responsibility of coordinating and initiating the call to the court at the appointed time with all other parties on the line. Unless desired by the court, telephone conferences are not on the record.

(d) Trial counsel and pro se parties have a duty to make a full and fair disclosure of their views on the issues during the pretrial conference.

Section 9.07 PRETRIAL STATEMENT. If ordered by the Judge or Magistrate, trial counsel for each party and every pro se litigant shall file a pretrial statement at least seven (7) days prior to the pre-trial conference. Pretrial statements are never required for small claims cases. Each pretrial statement shall contain a statement from the trial counsel covering each of the following items as are appropriate to the litigation:

(a) Discovery. Counsel shall advise the Court of the status discovery and, if not completed, the nature of additional discovery required, and the time anticipated as necessary to complete.

(b) List of Witnesses. Counsel shall list all lay and expert witnesses who will testify at trial. Failure to list a witness in the pretrial statement shall result in the witness being excluded from testifying at trial, unless such failure is excused by the trial judge or magistrate for good cause shown.

(c) Settlement Negotiations. Status of settlement negotiations.

(d) Exchange of Medical and/or Expert Reports. A copy of each expert's written report or summary of the expert's report. When no written report of an expert is available to counsel prior to the pretrial, it shall be furnished to all counsel and the Court on terms ordered by the Court.

(e) Special Damages. Where appropriate, trial counsel shall list all special damages and furnish opposing counsel verification of those damages.

(f) Exhibits. Trial counsel shall disclose those exhibits that he/she expects to introduce into trial. All exhibits shall be marked and exchanged by the parties prior to trial. Plaintiff shall use numbers; Defendant shall use letters.

(g) Unusual Issues of Fact or Law. Trial counsel shall explain any unusual issues of fact or law he/she expects to arise at trial, and which are not made apparent by the pleadings (e.g., Request view scene, possible delays, amendments).

(h) In addition to those sanctions provided in Rule 37, the Court may order the dismissal of an action or the granting of all or part of the relief sought in the complaint, or such other orders as the Court deems appropriate, for failure of a party to comply with the pre-trial order. Sanctions may include the exclusion of certain evidence or the disallowance of the testimony of any witness.

Section 9.08 SUBPOENA. A praecipe for subpoena of witnesses shall be filed with the Clerk no later than seven (7) days (excluding intervening Saturdays, Sundays, and holidays) before the date of trial. The failure to appear of a witness for whom the praecipe was not filed in accordance with this rule will not be grounds for a continuance of the case.

Section 9.09 VIEW OF THE SCENE. A request for a view by the Judge or Jury will be made at the time of the pretrial conference. It is at the discretion of the Judge whether or not to permit a view.

Section 9.10 JUDGMENT ENTRIES. Counsel for the party or parties in whose favor an order or judgment is rendered shall prepare a judgment entry unless the Court agrees to prepare the judgment entry. Any entry prepared by a party shall be submitted to the opposing counsel (party) within five (5) days of the decision. Opposing counsel shall approve nor reject the entry within five (5) days. Within fifteen (15) days of the decision,

the judgment entry shall be submitted to the Judge, or the Court will prepare the judgment entry. It is understood that the approval of a party or counsel to an adverse entry is not a waiver of any argument or issue presented during the trial.

Section 9.11 SETTLEMENT ENTRIES. Entries of settlement may be filed at any time. Any such entry should state that the parties have settled the dispute without trial and which party or parties have agreed to bear court costs. The postponement of trial a date by settlement shall be allowed without the filing of an entry, but such entry shall be filed within thirty (30) days, or the case may be dismissed for want of prosecution.

Section 9.12 DEFAULT JUDGMENT. Where appropriate under the Rules of Civil Procedure, counsel shall submit an application for default judgment within thirty (30) days of the default date or the case may be dismissed for want of prosecution. All motions for default judgment based upon an opposing party's failure to file an answer shall be in writing and clearly state the date the complaint was filed, how service was made, proof of service and answer date. The motion must be accompanied by a proposed entry and an affidavit addressing issues of the defaulting party's age, competence, and military status. An oral hearing may be required at the discretion of the Judge or Magistrate, or in cases where the defaulting party has previously appeared.

Section 9.13 COURT COSTS. All judgments and/or entries which represent the final appealable order of the Court shall state which party will pay the court costs. If any entry fails to address Court cost, the parties shall bear their own cost.

Section 9.14 INACTIVE CASES. In cases involving failure of service or evidence of default, when no action has been taken by the appearing party for a three (3) month period, and if the case is not set for trial, then the clerk shall notify the party that the case will be dismissed within twenty-one (21) days unless good cause for further delay is shown.

Section 9.15 TRIAL BRIEFS AND JURY INSTRUCTIONS. Trial Briefs and Jury Instructions shall be filed with the Clerk of Court for all jury cases at least seven (7) days prior to trial. Jury instructions shall include the text of, and citations of authority for any instructions requested by counsel. If the party that demanded a jury trial fails to comply with this rule, the jury will be deemed waived. Trial Briefs may also be required for non-jury cases at the Court's discretion when there are disputed or complex issues of law.

ARTICLE X. CASE MANAGEMENT IN SMALL CLAIMS CASES

Section 10.01 INITIAL PROCEDURE UPON FILING. Upon the filing of a small claim complaint, the Clerk of Court will serve a copy of the complaint by certified mail upon the defendant. The notice will be sent after the filing of the complaint that will include the date and time of the small claim hearing. If there is a failure of service, the hearing will not go forward until service is affected in accordance with the Civil Rules.

Section 10.02 MEDIATION OF SMALL CLAIMS CASES. Any contested small claim case may be referred to mediation prior to being heard by the court, unless the Judge or

Magistrate determines that such a referral would be inappropriate. If both parties appear at the initial small claims hearing and indicate to the Judge or Magistrate that the underlying issues are in dispute, the Court may refer the parties to mediation with a trained mediator. To the extent possible, the case may be mediated on the date of the originally assigned small claims hearing. If the case, after good faith effort by the parties, is not resolved at mediation, the matter may be re-scheduled on a different date for hearing on the small claims docket. No subpoenas will be issued for the original small claims hearing date. The mediator shall submit a report to the Court at the conclusion of mediation. The content of the discussions at mediation may not be disclosed but the cooperation of the parties to the mediation process may be disclosed. The mediation may be conducted in accordance with Rule 16 [the mediator shall ensure compliance with Rule 16(B)(1)] of the Supreme Court of Ohio's Rules of Superintendence for the Courts of Ohio.

Section 10.03 SMALL CLAIM TRIALS. If mediation is unsuccessful, the case shall be set for trial. The parties to a small claim case should appear for trial prepared to present all relevant evidence and witnesses. The Court's subpoena power can be invoked to compel witnesses to appear. Parties should bring to the trial the original and two copies of any documents they want to offer to support their claims or defenses. A Defendant is not required to file a written answer to a small claim complaint. However, if a defendant has been served and fails to appear for trial a default judgment may be entered in favor of the plaintiff, or the trial may proceed on the merits in the Defendant's absence.

Section 10.04 PRO SE LITIGANTS AND CORPORATIONS. Any individual who is a party to a small claims case is entitled to represent himself or herself. Any pro se litigant will be expected to be prepared for trial and to comply with all court rules. Corporations who are parties to a small claims case may appear at trial through a corporate officer or agent but will be constrained at trial by the Supreme Court's rules against the unauthorized practice of law.

ARTICLE XI. CASE MANAGEMENT IN FORCIBLE ENTRY AND DETAINER CASES

Section 11.01 APPEARANCE. Plaintiff's failure to appear may result in the case being dismissed without prejudice. Defendant's failure to appear after service is complete will likely result in a Writ of Restitution for the premises so long as Plaintiff meets the burden of proving the elements required for an eviction.

Section 11.02 WRIT OF RESTITUTION. As soon as possible after a trial to the Judge, or after the entry of a Magistrate's Decision in cases tried to a magistrate, the Court will issue a writ of restitution entitling the landlord to possession of the premises. However, a writ will not be issued until the Plaintiff pays the fee required for the issuance of the writ.

Section 11.03 WRIT OF EXECUTION. Upon the Issuance of a Writ of Restitution, the Clerk shall issue to the Bailiff a Writ of Execution for the premises and the Bailiff shall execute the writ within ten days unless a written motion for stay has been filed.

Section 11.04 SET-OUT PROCEDURE. Should actual physical eviction of property be required pursuant to a Writ of Restitution of premises, plaintiff shall arrange for sufficient workers to be present to accomplish the set out, under the supervision of the Bailiff.

ARTICLE XII. CASE MANAGEMENT IN SPECIAL CASES

Section 12.01 DEBTORS EXAM. Upon the filing of a Motion and order for a debtor's exam, the Clerks office shall issue by ordinary mail to the defendant/debtor An *Order Requiring Defendant to List Assets, Earnings & Liabilities and Return Information to the Court*. The Order shall include a date for a show cause hearing, by which date the defendant/debtor must comply with the order by completing and returning the form to the court. Failure to comply will result in a show cause hearing on the appointed date, after which a bench warrant for contempt will be issued if the defendant/debtor has not appeared. The plaintiff (or other party requesting the debtor's exam) should also appear for the show cause hearing.

Section 12.02 If prior to the hearing date the Clerk's office receives the completed list of Assets, Earnings & Liabilities from the defendant/debtor, the Clerk shall forward a copy of it to the plaintiff for use in collection of the judgment. In such an event, and if the defendant appears for the show cause hearing, the plaintiff may use the show cause hearing to conduct a debtor's exam with or without the supervision of the Court.

If the plaintiff is satisfied prior to the date set for the show cause hearing with the written information provided by the defendant/debtor, the plaintiff should file a written notice with the Clerk of Court stating that the show cause hearing is unnecessary so the Court may so notify the defendant/debtor.

Section 12.03 FAILURE TO APPEAR. Should the plaintiff or his attorney fail to appear at the time for examination set forth on the order, the presence of anyone summoned to appear shall be noted on the docket and the party excused. In such an event, the costs of the proceedings shall be assessed to the party who filed the proceedings and be so reflected on the docket, and counsel may be subject to appropriate action by the Court.

Section 12.04 PROCEEDINGS IN AID OF EXECUTION. Proceedings in aid of execution shall be filed and shall consist of the original, to be retained by the Clerk, as many copies thereof as there are parties to be served in the proceedings, and one copy for the Return of Service. The name of the attorney filing the proceedings shall appear at the place provided on the original and upon all copies. In all cases in which an Order of Attachment or An Order in Aid Of Execution is filed against personal earnings, a copy of the written demand and proof of service thereof, as required by Section 2716.02 O.R.C., shall be attached to the original copy of the proceedings to be filed with and retained by the Clerk.

ARTICLE XIII. COURT COSTS

Section 13.01 COMPUTERIZATION. The Court has made a determination that for the efficient operation of the Court, additional funds are required to make available computerized records of all cases in the clerk's office, for purposes of docketing, notices, Supreme Court reports, Bureau of Motor Vehicle reports, various monthly reports, and financial distribution, etc., and for computerized legal research services. The Clerk is hereby authorized and directed to charge an additional fee of $11.00 on the filing of each criminal, traffic, civil and small claims action. All money collected under rule for this purpose shall be paid to the City of Mason to be disbursed upon an order of the Court for the costs of such computerization and maintenance.

Section 13.02 COMPUTERIZED LEGAL RESEARCH. The Clerk is hereby authorized and directed to charge a fee of $4.00 on the filing of each criminal, traffic, civil and small claims action for computerized research. All moneys collected for this purpose shall be paid to the City of Mason to be disbursed upon an order of the Court in an amount no greater than the actual cost of such services to the Court in procuring and maintaining computerized legal research hardware, software, and expenses of maintenance.

Section 13.03 SPECIAL PROJECTS COSTS. The Court has determined that, for the efficient operation of the Court, additional funds are necessary to acquire and pay for special projects of the court pursuant to O.R.C. 1901.26(B). The Court will assess an additional $35.00 in costs to each traffic and criminal case, civil action or proceeding, or judgment by confession. All money collected shall be paid to the City of Mason for deposit into a general special projects fund or a fund established for a specific project shall be disbursed upon and order of the Court.

ARTICLE XIV. BAIL

Section 14.01 BOND SCHEDULE. The Court has adopted a County wide bond schedule for the purpose of setting bonds prior to arraignment. (See Exhibit 3)

Section 14.02 Officers in charge shall release any person arrested and charged with any of the offenses listed, who give bail or executes bond according to law and satisfactory to the Clerk in the amount indicated after each offense in the Bond Schedule, (Exhibit 3 attached), for appearance in the Mason Municipal Court. Those persons shall be given an arraignment date in accordance with the normal procedure where an arrest is not made.

Section 14.03 In all misdemeanor cases any police officer, deputy sheriff, or trooper on duty shall have the power to admit the defendant to bail and fix the amount of bond in accordance with a court approved bond schedule (Exhibit 3 attached), except that the Judge, Clerk, or in the absence of the Clerk, the Chief Deputy Clerk shall have the sole authority to approve the proposed sureties if not previously on file.

Section 14.04 No attorney, officer, or employee of the Court or member of his/her immediate family shall be accepted as principal or as agent for bail or surety.

ARTICLE XV. ELECTRONICALLY PRODUCED TICKETS

Section 15.01 The use and filing of a ticket that is produced by computer or other electronic means is hereby authorized in the Mason Municipal Court. The electronically produced ticket shall conform in all substantive respects to the Uniform Traffic Ticket. If an electronically produced ticket is issued at the scene of an alleged offense, the issuing officer shall provide the defendant with a paper copy of the ticket.

ARTICLE XVI. USE OF ARTIFICIAL INTELLIGENCE

Section 16.01 This rule is established to govern the use of artificial intelligence (AI) technology by attorneys and parties in the preparation of documents or materials presented to the Mason Municipal Court.

Section 16.02 Artificial Intelligence ("AI") is defined as any technology that utilizes machine learning, natural language processing, or other mechanisms to mimic human intelligence.

Section 16.03. Attorneys and/or parties must disclose to the Court if they used the assistance of AI in the preparation of any pleadings or other materials submitted to the Court. This disclosure shall be made by a certification attached to the submission. Failure to disclose may result in the Court striking the pleading from the record.

Section 16.04 All parties have the responsibility to ensure the accuracy of the materials they use in preparation of pleadings and other court materials. The use of AI does not change attorneys' ethical duties of competence and diligence as required by the Ohio Rules of Professional Conduct.

ARTICLE XVII. REPORTING TO LAW ENFORCEMENT AND COMPLIANCE PLAN

Section 17.01 DUTY TO REPORT. The Court has a duty to ensure complete, accurate, and timely submission of information into the State's computerized criminal history repository at the Bureau of Criminal Investigation (BCI), the Ohio Law Enforcement Automated Data System (LEADS), and other law enforcement databases.

Section 17.02 THE REPORTING TO LAW ENFOREMENT COMPLIANCE PLAN. The Court, in collaboration with the clerk of court, law enforcement agencies, and any other applicable justice system partners, will develop a Reporting to Law Enforcement Compliance Plan. The plan will identify procedures and timelines for:

(a) Obtaining and reporting fingerprints as prescribed by the Ohio Revised Code and Supreme Court of Ohio rules, including R.C. sections 109.57(A)(2), 109.60(A), 2923.14, 2929.44(B), and 2945402(E)(1), Sup.R. 95(C) and Crim.R. 9(A);

(b) Reporting information regarding protection orders as prescribed by the Ohio Revised Code and Supreme Court rules, including R.C. sections 2903.213, 2919.26, and Sup.R. 10(A);

(c) Reporting information regarding traffic violations to the Ohio Bureau of Motor Vehicles (BMV) as prescribed by R.C. sections 4510.03, 4513.37, and 5502.10 and Supreme Court rules;

(d) Maintaining compete and accurate records in accordance with 18 U.S.C. 922(g), the Ohio Revised Code, including R.C. section 2923.13, and Supreme Court rules in the event of an audit by the Federal Bureau of Investigation, BCI, or state or local auditors; and

(e) Reporting sealed and expunged records to BCI, LEADS, and other law enforcement databases pursuant to the Ohio Revised Code, including Chapter 2953 and sections 2903.213 and 2930.171.

Section 17.03 REVIEW OF PLAN. The Court will Review the Reporting to Law Enforcement and Compliance Plan every three years from its adoption date.

DATED: 10-26-2026

Judge D. Andrew Batsche

EXHIBIT 1	**CRIMINAL/TRAFFIC COURT COSTS AND FEES**	
DOCKET CODE		**AMOUNT**
	Court Costs	$135.00
NTA	Notice to appear/Summons	$15.00
SHRG	Supplemental Summons	$50.00
CONT	Continuance Fee	$10.00
BWI/WI	Bench Warrant / Warrant Issued	$30.00
WB	Warrant Block	$15.00
SS	State Suspension	$50.00
NRN	Non-Resident Suspension	$50.00
BFOR	Bail/Bond Forfeiture	$35.00
MOT	Motions	$10.00
MSU	Motion to Suppress	$25.00
DLFE	Driving Letter	$15.00
DLAL	Driving Letter under ALS	$75.00
IWFC	Immobilization	$100.00
ILL/ILU	Ignition Interlock/with or without	$5.00
PA	Plea in Absentia	$25.00
PTD	Pretrial Diversion	$300.00
ISUP	Subpoena	$10.00
SUP	Witness Fees	$6.00 (half day)/$12.00 (full day)
BOJ/BOC	Bind Over	$22.50 + Court Costs
JD	Jury Demand	$50.00
CJUR	Summons of Jurors	$75.00
C&D	Commitment	$15.00
EXPM (Mason) EXPS (State)	Expungement - Dismissal	$50.00 (dismissal)
EXCM (Mason), EXCS (State)	Expungement - Conviction	$100.00 (conviction)
SLM (Mason), SLC (State)	Sealing - Dismissal	$50.00 (dismissal)
SLCM (Mason), SLCC (State)	Sealing - Conviction	$100.00 (conviction)
CPY	Certification	$5.00
CD	Audio CD	$5.00 per CD
PC	Paper copies	$.10 per copy
COAF	12th District Court of Appeals	$35.00
	PLUS A SEPARATE CHECK FOR $225.00 MADE OUT DIRECTLY	
	TO WARREN COUNTY COURT OF APPEALS – 12TH DISTRICT	
PDF	PUBLIC DEFENDER FEE	$25.00
IDFC	BOND FEE IF GUILTY	$25.00
10%	10% FEE ON POSTED BOND	
	JUROR FEES	
	Jurors are paid at the following rates:	
JFH	$20.00 per half day	
JFS	$40.00 per full day	
JJF	$10.00 for appearance	

Effective 8/29/25

EXHIBIT 2

CIVIL DIVISION - COURT COST

NO ACTION OR PROCEEDING SHALL BE ACCEPTED UNLESS THE FILING FEE HAS BEEN SUBMITTED.
WHEN FILING (NOT E-FILE) DOCUMENTS A SELF-ADDRESSED, STAMPED ENVELOPE MUST BE INCLUDED FOR RETURNED COPIES. A SEPARATE SELF-ADDRESSED ENVELOPE FOR **EACH** TYPE OF DOCUMENT OR PLEADING BEING FILED MUST BE SUBMITTED.

CIVIL COMPLAINT	$125.00	CVC1
E-FILE FEE	$10.00	EFF
ADDITIONAL DEFENDANTS	$12.50	ADD
ADDITIONAL MAILINGS (CERTIFIED OR ORDINARY)	$15.00	AM
PERSONAL SERVICE	$30.00	PS
SMALL CLAIM	$75.00	SMC
ADDITIONAL DEFENDANTS	$12.50	ADD
ADDITIONAL MAILINGS (CERTIFIED OR ORDINARY)	$15.00	AM
PERSONAL SERVICE	$30.00	PS
DEFAULT JUDGMENT	$25.00	MDJ
MEDIATION	$50.00	MED
AMENDED COMPLAINT	$25.00	AMC
COMPLAINT FORCIBLE ENTRY & DETAINER (1ST CAUSE ONLY)	$100.00	FED1
ADDITIONAL DEFENDANTS	$12.50	ADD
COMPLAINT FORCIBLE ENTRY & DETAINER WITH RENT	$125.00	FEDW
ADDITIONAL DEFENDANTS	$12.50	ADD
WRIT OF RESTITUTION	$50.00	WFED
ADDITIONAL DEFENDANTS	$12.50	ADD
WRIT OF REPLEVIN	$50.00	WREP
WRIT OF EXECUTION	$150.00	WEX
PRAECIPES		
CERTIFIED MAIL	$15.00	REIC
ORDINARY MAIL	$15.00	REIO
PERSONAL SERVICE	$30.00	REIP
APPEAL ON LICENSE, INSURANCE, POINTS & REFUSAL	$100.00	FRA1/TPA1/TTP
AUTHENTICATION / EXEMPLIFIED COPY	$25.00	EXC
CERTIFICATE OF JUDGMENT	$15.00	CJ
CERTIFIED COPY	$5.00	CEC
CROSS COMPLAINT / COUNTERCLAIM / THIRD PARTY		
CIVIL	$50.00	CRC1
SMALL CLAIM	$50.00	CRC1
SHOW CAUSE	$30.00	SCM
OBJECTION TO MAGISTRATE'S DECISION	$15.00	OBJ
SUBPOENA	$25.00	SUB
JUDGMENT DEBTOR EXAM		
CERTIFIED MAIL	$12.50	JDEC
PERSONAL SERVICE	$30.00	JDEP
GARNISHMENT / WAGE	$125.00	WGF
GARNISHMENT / BANK - PLUS $1.00 CHECK MADE OUT TO BANK	$50.00	BGF
RELEASE OF GARNISHMENT	$5.00	WGRE/BGRE
JURY DEMAND DEPOSIT	$400.00	JDC
TRUSTEESHIP	$50.00	TAP
TRANSFER OF JUDGMENT FROM ANOTHER COURT		
CIVIL	$100.00	TRNC
SMALL CLAIM	$50.00	TRNS
SATISFACTION	$5.00	SAT
NOTICE OF APPEAL	$50.00	COAC
PLUS A SEPARATE CHECK FOR $225.00 MADE OUT DIRECTLY TO WARREN COUNTY COURT OF APPEALS - 12TH DISTRICT		
PERSONAL SERVICE		
COPIES OF AUDIO CD	$5.00	CDR
COPIES OF DOCUMENTS	$0.10	PC
CONTINUANCES / MOTIONS		
BEFORE CASE IS CLOSED	$25.00	MB
AFTER CASE IS CLOSED	$50.00	MA

Exhibit 3

WARREN COUNTY COURT AND MUNICIPAL COURTS OF WARREN COUNTY, OHIO

Uniform Bond Schedule

Effective April 1, 2026

This uniform bond schedule is established pursuant to Rule 5.02(B) of the Rules of Superintendence for the Courts of Ohio. This uniform bond schedule supersedes the bond amounts for the offenses listed on any previous bond schedules. For offenses not listed in this uniform bond schedule, refer to the bond schedule for each court's jurisdiction.

HOLD FOR COURT

MURDER
RAPE
MAJOR DRUG OFFENDERS
DOMESTIC VIOLENCE
VIOLATION OF TPO

OVI OFFENSES

ANY FELONY OVI	$ 50,000.00 (NO 10% with TAD MONITOR)
OVI 1st in 10 years	$12,500.00
OVI 2nd in 10 years	$15,000.00
OVI 3rd in 10 years	$ 50,000.00(with SCRAM/TAD)

FELONY OFFENSES

F-1 Offenses	$ 200,000.00 (NO 10% PERMITTED) w/GPS
F-2 Offenses	$ 100,000.00 (NO 10% PERMITTED) w/GPS
F-3 Offenses	$ 50,000.00 (NO 10% PERMITTED)
F3 Offense- FLEE AND ELUDE	$50,000.00(NO 10% PERMITTED) w/GPS
F-4 Offenses	$ 25,000.00 (10% PERMITTED)
F-5 Offenses	$ 15,000.00 (10% PERMITTED)

MISDEMEANOR OFFENSES

M-1 Offense	$ 12,500.00
M-2 Offense	$ 10,000.00
M-3 Offenses	$ 7,500.00
M-4 Offenses	$ 5,000.00

WILDLIFE LAWS

M-1 Offenses (Required Appearance)	$12,500.00
M-2 Offenses (Required Appearance)	$10,000.00
M-3 Offenses (Required Appearance*)	$ 275.00
M-4 Fishing Violations (Required Appearance*)	$ 175.00
M-4 Offenses (Required Appearance*)	$ 225.00
M-M Offenses (Appearance Not Required*)	$ 195.00
Hunting Without License (Required Appearance*)	$ 275.00

*Upon requirement of the citing officer, or if serious injuries or death occurred, the Defendant must appear

SPEEDING OFFENSES

30 or more MPH over posted speed limit.....Required Appearance
Any speeding offense M-3 or M-4.....Required Appearance

WATERCRAFT LAWS

M-1 Offenses (Required Appearance)	$12,500.00
M-2 Offenses (Required Appearance)	$10,000.00
M-3 Offenses (Required Appearance)	$7,500.00
M-4 Offenses	$ 225.00
M-M Offenses (Appearance Not Required*)	$ 195.00

*Upon requirement of the citing officer, or if serious injuries or death occurred, the Defendant must appear.

PARKS & RECREATION

M-1 Offenses (Required Appearance)	$12,500.00
M-2 Offenses (Required Appearance)	$10,000.00
M-3 Offenses (Required Appearance)	$7,500.00
M-4 Offenses (Required Appearance)	$5,000.00
M-M Offenses (Appearance Not Required*)	$ 195.00
M-M Parking Violations (Appearance Not Required*)	$ 135.00

*Upon requirement of the citing officer, or if serious injuries or death occurred, the Defendant must appear.

Approved:

Warren County Court:

Judge Gary A. Loxley — 3/30/2026 Date

Judge Robert S. Fischer — 3/30/26 Date

Franklin Municipal Court:

Judge Ronald W. Ruppert — 3-30-2026 Date

Lebanon Municipal Court:

Judge Martin E. Hubbell — 3/25/26 Date

Mason Municipal Court:

Judge D. Andrew Batsche — 3-30-26 Date

EXHIBIT 4

MASON MUNICIPAL COURT
JURY TRIAL MATTERS

FINAL PRETRIAL

- Final Pretrials will occur two Tuesdays prior to the date of the Jury Trial at 12:30 p.m. in court and on the record.
- The defendant and trial counsel[1] must be present at the final pretrial.
- Cases not resolved or continued at final pretrial will be set for jury trial on the Wednesday of the following week, unless good cause is shown.
- *To make best use of both the juror's time and court resources, the court will not accept negotiated pleas after the final pretrial, unless exigent circumstances exist.*
- Additionally, a waiver of the right to a trial by jury will not be accepted unless signed by the defendant.

Motions in Limine

- Motions in Limine shall be filed and served at least five (5) days before final pretrial. Opposing party shall furnish any response to the Court at least two (2) days before final pretrial.
- A copy of the motion and response shall be delivered to the Judge in chambers.
- Motions as to issues that could not be reasonably foreseen prior to trial may be submitted during trial.

Jury instructions

- Requests for jury instructions and jury interrogatories must be submitted to the Court and opposing counsel at least one (1) week prior to trial. Requests upon issues that could not reasonably be foreseen in advance may be submitted at least twenty-four (24) hours prior to final argument.
- Each requested instruction or interrogatory must be numbered and presented on flash drive or by e-mail (bbennett@masoncourtoh.gov) in a format compatible with Microsoft Word.

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[1] The attorney trying the case SHALL be present at the final pretrial, associates/colleagues cannot substitute for trial counsel at this hearing.

- Instructions must contain a citation of authority upon which counsel relies.

- Standard OJI instructions do not have to be submitted.

JURY TRIAL

- Counsel shall be present in Court one half hour before the time of commencement of the trial for setup and any pretrial discussions with opposing counsel and the Court at 8:00 a.m.

- Jury selection shall start promptly at 8:30 a.m. unless otherwise directed by the Court. The morning session will end at approximately noon with a 15-minute recess at 10:30 a.m. Afternoon session will start at 1:00 p.m. and continue to the conclusion of the trial with a recess at 2:45pm. The Court does use the noon recess for consultation with counsel. Brown bagging is suggested. We have a refrigerator for your use.

- Attorneys are required to always exhibit professional demeanor during the trial.

    - Attorneys shall not approach the jury, witnesses, or the bench without first asking permission from the Court.

    - Excessive movement about the courtroom by Counsel may be limited by the Court if it is deemed distracting or as an attempt to influence the jury.

Voir Dire

- Jury questionnaires will be provided to you at least 48 hours prior to the trial date. Any additional questionnaires turned in after that time will be distributed the morning of trial.

- Questions answered on the questionnaire should not be repeated unless asked as a predicate to further inquiry on the juror's answer.

- Further rules on *voir dire*:

    - The case may not be argued in any way while questioning jurors.

    - Counsel may not engage in efforts to indoctrinate jurors.

    - Jurors may not be questioned concerning anticipated instructions or theories of law. This does not prevent general questions concerning burden of proof.

    - Jurors may not be asked what kind of verdict they might return under any circumstances.

    - Questions are to be asked collectively of the entire panel whenever possible.

- Challenges for cause and peremptory challenges shall be made outside the presence of a jury after a panel of a sufficient number of potential jurors has been examined by the attorneys.

- This initial examination shall be limited to twenty (20) minutes for each side.

- Substitutions for jurors excused from the jury box shall be made from amongst those who have already been examined, and further questioning shall be limited to five minutes per substitution.

- Jurors are not permitted to take notes. Jurors are not permitted to ask questions.

- The Jury Charge will be submitted to the jury both verbally and in writing.

Exhibits & Evidence

- All exhibits are to be marked before trial and a list of exhibits prepared.

- Two copies of the complete list of exhibits shall be placed in custody of the bailiff. (Exhibit forms and stickers are available from the bailiff.)

- Plaintiff's exhibits are marked with numbers. Defendant's exhibits are marked with letters. Joint exhibits are marked with Roman numerals.

- Parties shall exchange all exhibits to be used in their respective cases in chief no later than two (2) days before. Any exhibit not exchanged will be excluded unless the exhibit was furnished to the proponent by the opposing party in discovery. Any exhibit not exchanged will not be admitted as an exhibit in the proponent's case in chief.

- Photographs, sketches, models, diagrams or demonstrative evidence of any kind to be used during trial, must be exhibited to opposing counsel at least two (2) days prior to trial.

    - This restriction does not refer to writings or sketches (on paper or markerboard, etc.) made by a witness during testimony or counsel during argument.

- Objections to such exhibits must be submitted to the Court for decision prior to trial.

- Any demonstrative evidence used in conjunction with testimony must be of adequate size to be easily viewed by jurors from the jury box.

- Counsel tables are equipped to allow use of the television for presenting video, photos, diagrams, et cetera. The Court suggests counsel visit the courtroom in advance of trial to

become familiar with the devices available and obtain any training or support necessary to properly and efficiently use audio/video equipment.

- If counsel intends to use all of part of depositions, interrogatories or admissions as substantive evidence, he/she will specify to opposing counsel and the Court at the final pretrial conference those portions that will be used.
    - Opposing counsel must make objections to the use of any portion of the interrogatory, deposition or admission prior to trial. The Court will rule on such objection before the document is read or viewed.
    - Where a necessity for the use of a deposition develops unavoidably after the final pretrial conference, leave to use such deposition will be granted. Counsel will advise the Court and counsel as soon as the necessity to read a deposition becomes apparent.
- **Stipulations made at the pretrial conference or prior to trial shall be made a matter of record immediately after opening statements.**

The Trial Record

- The Mason Municipal Court uses a digital recording device to make a record of proceedings.
- We do not use live stenographers, and we do not have the capacity to provide transcripts.
- Copies of the audio recording are available upon written request and a $1 fee for the CD.

***The time limits imposed in this Order may not be extended except with leave of the Court**

THE PROVISIONS OF THIS TRIAL ORDER WILL PREVAIL OVER ANY CONFLICTED PROVISIONS OF THE LOCAL RULES OF COURT