

AMENDMENTS TO THE OHIO RULES OF PRACTICE AND PROCEDURE

The Supreme Court of Ohio filed the following proposed amendments with the General Assembly on March 12, 2020: The Ohio Rules of Civil Procedure (4, 4.1, 4.7, 16, 26, 53, and 73), the Ohio Rules of Criminal Procedure (44 and 46), the Ohio Rules of Evidence (601 and 902), Ohio Rules of Appellate Procedure (3, 19, and 21), and the Ohio Rules of Juvenile Procedure (4 and 42). The Court may file additional amendments to these proposed changes any time before May 1, 2020.

The history of these proposed amendments is as follows:

October 7, 2019	First publication for public comment
December 12, 2019	Second publication for public comment
January 15, 2020	First filing with General Assembly
March 12, 2020	Second filing with General Assembly (Edits since Jan. 15, 2020 filing in RED)

Key to Adopted Amendments:

1. Unaltered language appears in regular type. Example: text
2. Language that has been deleted appears in strikethrough. Example: ~~text~~
3. New language that has been added appears in underline. Example: text

1 **OHIO RULES OF CIVIL PROCEDURE**

2
3
4 **RULE 4. Process: Summons**

5
6 **[Existing language unaffected by the amendments is omitted to conserve space]**

7
8 **(D) Waiver of service of summons.** Service of summons may be waived in writing by
9 any person entitled thereto under Rule 4.2 who is at least eighteen years of age and not under
10 disability. For any civil action filed in a Court of Common Pleas, the plaintiff may request that the
11 defendant waive service of a summons pursuant to the provisions of Civ.R. 4.7.

12
13 **[Existing language unaffected by the amendments is omitted to conserve space]**

14 **Proposed Staff Note (July 2020)**

15
16
17 Civ.R. 4(D) is amended to include a reference to the specific provisions for waiver of service of
18 summons provided for in Civ.R. 4.7.

19
20
21
22
23
24
25
26
27
28
29
30
31

RULE 4.1. Process: Methods of Service

All methods of service within this state, except service by publication as provided in Civ.R. 4.4(A), are described in this rule. Methods of out-of-state service and for service in a foreign country are described in Civ.R. 4.3 and 4.5. Provisions for waiver of service are described in Civ.R. 4.7.

[Existing language unaffected by the amendments is omitted to conserve space]

Proposed Staff Note (July 2020)

Civ.R. 4.1 is amended to include a reference to the specific provisions for waiver of service of summons provided for in Civ.R. 4.7.

32 **RULE 4.7 Process: Waiving Service**

33
34 **(A) Requesting a Waiver.** An individual, corporation, partnership, or association that
35 is subject to service under Civ.R. 4 through 4.6 has a duty to avoid unnecessary expenses of serving
36 the summons. The plaintiff may notify such a defendant that an action has been commenced and
37 request that the defendant waive service of a summons. The notice and request must:

38
39 (1) be in writing and be addressed as required by Civ.R. 4.2;

40
41 (2) name the court where the complaint was filed;

42
43 (3) be accompanied by a copy of the complaint, two copies of the waiver form
44 appended to this Rule 4.7, and a prepaid means for returning the form;

45
46 (4) inform the defendant, using the form appended to this Rule 4.7, of the consequences
47 of waiving and not waiving service;

48
49 (5) state the date when the request is sent;

50
51 (6) give the defendant a reasonable time of at least twenty-eight days after the request
52 was sent - or at least sixty days if sent to the defendant outside of the United States - to return the
53 waiver; and

54
55 (7) be sent by first-class mail or other reliable means.

56
57 **(B) Limited to Courts of Common Pleas.** The waiver of service provisions in this
58 rule are limited to civil actions filed in the Courts of Common Pleas.

59
60 **(C) Failure to Waive.** If a defendant over which the court has personal jurisdiction
61 fails, without good cause, to sign and return a waiver requested by a plaintiff, then the court may
62 impose on the defendant:

63
64 (1) the expenses later incurred in making service; and

65
66 (2) the reasonable expenses, including attorney's fees, of any motion required to collect
67 those service expenses.

68
69 **(D) Time to Answer After a Waiver.** A defendant who, before being served with
70 process, timely returns a waiver need not serve an answer to the complaint until sixty days after
71 the request was sent—or until ninety days after it was sent to the defendant in a foreign country.

72
73 **(E) Results of Filing a Waiver.** When the plaintiff files a waiver, proof of service is
74 not required and these rules apply as if a summons and complaint had been served at the time of
75 filing the waiver.

76

77 (F) Jurisdiction and Venue Not Waived. Waiving service of a summons does not
78 waive any objection to jurisdiction or to venue.
79

80 **[Form] RULE 4.7 NOTICE OF A LAWSUIT AND REQUEST TO WAIVE SERVICE OF SUMMONS.**

81
82 (Caption)
83

84 To (name the defendant or — if the defendant is a corporation, partnership, or association
85 — name an officer or agent authorized to receive service):
86

87 WHY ARE YOU GETTING THIS?
88

89 A lawsuit has been filed against you, or the entity you represent, in this court under the
90 number shown above. A copy of the complaint is attached.
91

92 This is not a summons, or an official notice from the court. It is a request that, to avoid
93 expenses, you waive formal service of a summons by signing and returning the enclosed
94 waiver. To avoid these possible expenses, you must return the signed waiver within (give
95 at least 28 days or at least 60 days if the defendant is outside the United States) from the
96 date shown below, which is the date this notice was sent. Two copies of the waiver form
97 are enclosed, along with a stamped, self-addressed envelope or other prepaid means for
98 returning one copy. You may keep the other copy.
99

100 WHAT HAPPENS NEXT?
101

102 If you return the signed waiver, I will file it with the court. The action will then proceed as
103 if you had been served on the date the waiver is filed, but no summons will be served on
104 you and you will have 60 days from the date this notice is sent (see the date below) to
105 answer the complaint (or 90 days if this notice is sent to you outside the United States).
106

107 If you do not return the signed waiver within the time indicated, I will arrange to have the
108 summons and complaint served on you. And I will ask the court to require you, or the entity
109 you represent, to pay the expenses of making service.
110

111 Please read the enclosed statement about the duty to avoid unnecessary expenses.
112

113 I certify that this request is being sent to you on the date below.
114

115 Date: _____
116

117 (Signature of the attorney or unrepresented party)
118

119 _____
120

121 (Printed name)
122

123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168

(Address)

(E-mail address)

(Telephone number)

[Form] RULE 4.7 WAIVER OF THE SERVICE OF SUMMONS.

(Caption)

To (name the plaintiff's attorney or the unrepresented plaintiff):

I have received your request to waive service of a summons in this action along with a copy of the complaint, two copies of this waiver form, and a prepaid means of returning one signed copy of the form to you.

I, or the entity I represent, agree to save the expense of serving a summons and complaint in this case.

I understand that I, or the entity I represent, will keep all defenses or objections to the lawsuit, the court's jurisdiction, and the venue of the action, but that I waive any objections to the absence of a summons or of service.

I also understand that I, or the entity I represent, must file and serve an answer or a motion under Rule 12 within 60 days from _____, the date when this request was sent (or 90 days if it was sent outside the United States). If I fail to do so, a default judgment could be entered against me or the entity I represent.

Date: _____

(Signature of the attorney or unrepresented party)

(Printed name)

169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203

(Address)

(E-mail address)

(Telephone number)

(Attach the following)

DUTY TO AVOID UNNECESSARY EXPENSES OF SERVING A SUMMONS

Rule 4.7 of the Ohio Rules of Civil Procedure requires certain defendants to cooperate in saving unnecessary expenses of serving a summons and complaint. A defendant who is subject to the court’s personal jurisdiction and who fails to return a signed waiver of service requested by a plaintiff may be required to pay the expenses of service, unless the defendant shows good cause for the failure.

“Good cause” does not include a belief that the lawsuit is groundless, or that it has been brought in an improper venue, or that the court has no jurisdiction over this matter or over the defendant or the defendant’s property.

If the waiver is signed and returned, you can still make these and all other defenses and objections, but you cannot object to the absence of a summons or of service.

If you waive service, then you must, within the time specified on the waiver form, serve an answer or a motion under Rule 12 on the plaintiff and file a copy with the court. By signing and returning the waiver form, you are allowed more time to respond than if a summons had been served.

204 **RULE 16. Pretrial Procedure**

205
206 **(A) Purposes of a Pretrial Conference.** In any action, the court may order the
207 attorneys and any unrepresented parties to appear for one or more pretrial conferences for such
208 purposes as:

209
210 (1) expediting disposition of the action;

211
212 (2) establishing early and continuing control so that the case will not be protracted
213 because of lack of management;

214
215 (3) discouraging wasteful pretrial activities;

216
217 (4) improving the quality of the trial through more thorough preparation; and

218
219 (5) facilitating settlement.

220
221 Attorneys, their clients, and unrepresented parties shall endeavor in good faith to agree on
222 all the schedules contemplated by this rule and courts shall consider such agreements in the
223 establishment of any such schedule.

224
225 **(B) Scheduling.**

226
227 (1) Scheduling Order. Except for matters listed in Civ. R. 1(C), the court shall issue a
228 scheduling order:

229
230 (a) after receiving the parties' report under Civ. R. 26(F);

231
232 (b) after consulting with the parties' attorneys and any unrepresented parties at
233 a scheduling conference; or

234
235 (c) sua sponte by the court.

236
237 (2) Time to Issue. The court shall issue the scheduling order as soon as practicable, but
238 unless the court finds good cause for delay, the court shall issue it within the earlier of 90 days
239 after any defendant has been served with the complaint or 60 days after any defendant has
240 responded to the complaint.

241
242 (3) Contents. The scheduling order may:

243
244 (a) limit the time to join other parties, amend the pleadings, complete
245 discovery, and file motions;

246
247 (b) modify the timing of disclosures under Civ. R. 26(A);

248
249 (c) modify the extent of discovery;

250
251 (d) provide for disclosure, discovery, or preservation of electronically stored
252 information;

253
254 (e) direct that before moving for an order relating to discovery, the movant must
255 request a conference with the court;

256
257 (f) set dates for pretrial conferences and for trial; and

258
259 (g) include other appropriate matters.

260
261 (4) *Modifying a Schedule.* A schedule may be modified only for good cause and with
262 the court's consent.

263
264 **(C) Attendance and Matters for Consideration at a Pretrial Conference.**

265
266 (1) *Attendance.* A represented party must authorize at least one of its attorneys to make
267 stipulations and admissions about all matters that can reasonably be anticipated for discussion at a
268 pretrial conference. If appropriate, the court may require that a party or its representative be present
269 or reasonably available by other means to consider possible settlement.

270
271 (2) *Matters for Consideration.* At any pretrial conference, the court shall consider and
272 take appropriate action on the following matters:

273
274 (a) The possibility of settlement of the action;

275
276 (b) The simplification of the issues;

277
278 (c) Itemizations of expenses and special damages;

279
280 (d) The necessity of amendments to the pleadings;

281
282 (e) The exchange of medical reports and hospital records (The production by
283 any party of medical reports, medical records, hospital records does not constitute
284 a waiver of the privilege granted under section 2317.02 of the Revised Code.);

285
286 (f) The number of expert witnesses;

287
288 (g) The preservation of electronically stored information and other information
289 held by the parties or third parties;

290
291 (h) The timing, methods of search and production, and the limitations, if any,
292 to be applied to the discovery of documents and electronically stored information;

293
294 (i) Disclosure and the exchange of documents obtained through public records
295 requests;

296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341

(j) Any agreements or decisions on the sharing or shifting of costs pursuant to Rule 26(C)(2);

(k) The adoption of any agreements by the parties for asserting claims of privilege or for protecting designated materials after production;

(l) The imposition of sanctions as authorized by Civ. R. 37;

(m) The possibility of obtaining:

(i) Admissions of fact;

(ii) Agreements on admissibility of documents and other evidence to avoid unnecessary testimony or other proof during trial.

(n) Disposing of pending motions;

(o) Determination of the applicable deadline for disposition of the case pursuant to Sup. R. 39 and 42, and a timetable for:

(i) initial disclosures of known and reasonably available non-privileged, non-work product documents and things that support or contradict the specifically pleaded claims and defenses;

(ii) joining parties;

(iii) amending the pleadings;

(iv) mediation or other alternative dispute resolution requested by parties;

(v) exchanging lists of lay witnesses, expert witnesses and reports, and exhibits for trial;

(vi) completing discovery;

(vii) filing of motions, responses, replies and decisions;

(viii) further case management conferences; and

(ix) a trial date, preferably one agreed-upon by the parties.

(p) Facilitating in other ways, the just, speedy, and inexpensive disposition of the action.

342 (D) Pretrial Orders. After any conference under this rule, the court should issue an
343 order reciting the action taken. This order controls the course of the action unless the court modifies
344 it.

346 (E) Final Pretrial Conference and Orders. The court may hold a final pretrial
347 conference to formulate a trial plan, including a plan to facilitate the admission of evidence. The
348 conference must be held as close to the start of trial as is reasonable, and must be attended by at
349 least one attorney who will conduct the trial for each party and by any unrepresented party. The
350 court may modify the order issued after a final pretrial conference only to prevent manifest
351 injustice.

352
353 In any action, the court may schedule one or more conferences before trial to accomplish
354 the following objectives:

- 355
356 (1) The possibility of settlement of the action;
357
358 (2) The simplification of the issues;
359
360 (3) Itemizations of expenses and special damages;
361
362 (4) The necessity of amendments to the pleadings;
363
364 (5) The exchange of reports of expert witnesses expected to be called by each party;
365
366 (6) The exchange of medical reports and hospital records;
367
368 (7) The number of expert witnesses;
369
370 (8) The timing, methods of search and production, and the limitations, if any, to be
371 applied to the discovery of documents and electronically stored information;
372
373 (9) The adoption of any agreements by the parties for asserting claims of privilege or
374 for protecting designated materials after production;
375
376 (10) The imposition of sanctions as authorized by Civ. R. 37;
377
378 (11) The possibility of obtaining:
379
380 (a) Admissions of fact;
381
382 (b) Agreements on admissibility of documents and other evidence to avoid
383 unnecessary testimony or other proof during trial.
384
385 (12) Other matters which may aid in the disposition of the action.

386
387 The production by any party of medical reports or hospital records does not constitute a

388 ~~waiver of the privilege granted under section 2317.02 of the Revised Code.~~

389

390 ~~The court may, and on the request of either party shall, make a written order that recites~~
391 ~~the action taken at the conference. The court shall enter the order and submit copies to the~~
392 ~~parties. Unless modified, the order shall control the subsequent course of action.~~

393

394 ~~Upon reasonable notice to the parties, the court may require that parties, or their~~
395 ~~representatives or insurers, attend a conference or participate in other pretrial proceedings.~~

396

397 **RULE 26. General Provisions Governing Discovery**
398

399 (A) **Policy; discovery methods.** It is the policy of these rules (1) to preserve the right
400 of attorneys to prepare cases for trial with that degree of privacy necessary to encourage them to
401 prepare their cases thoroughly and to investigate not only the favorable but the unfavorable aspects
402 of such cases and (2) to prevent an attorney from taking undue advantage of an adversary's industry
403 or efforts.
404

405 Parties may obtain discovery by one or more of the following methods: deposition upon
406 oral examination or written questions; written interrogatories; production of documents,
407 electronically stored information, or things or permission to enter upon land or other property, for
408 inspection and other purposes; physical and mental examinations; and requests for admission.
409 Unless the court orders otherwise, the frequency of use of these methods is not limited.
410

411 (B) **Scope of discovery.** Unless otherwise ordered by the court in accordance with these
412 rules, the scope of discovery is as follows:
413

414 (1) In General. ~~Parties may obtain discovery regarding any matter, not privileged,~~
415 ~~which is relevant to the subject matter involved in the pending action, whether it relates to the~~
416 ~~claim or defense of the party seeking discovery or to the claim or defense of any other party,~~
417 ~~including the existence, description, nature, custody, condition and location of any books,~~
418 ~~documents, electronically stored information, or other tangible things and the identity and location~~
419 ~~of persons having knowledge of any discoverable matter. It is not ground for objection that the~~
420 ~~information sought will be inadmissible at the trial if the information sought appears reasonably~~
421 ~~calculated to lead to the discovery of admissible evidence. Unless otherwise limited by court order,~~
422 the scope of discovery is as follows: Parties may obtain discovery regarding any nonprivileged
423 matter that is relevant to any party's claim or defense and proportional to the needs of the case,
424 considering the importance of the issues at stake in the action, the amount in controversy, the
425 parties' relative access to relevant information, the parties' access to resources, the importance of
426 the discovery in resolving the issues, and whether the burden or expense of the proposed discovery
427 outweighs its likely benefit. Information within this scope of discovery need not be admissible in
428 evidence to be discoverable.
429

430 (2) Insurance agreements. A party may obtain discovery of the existence and contents
431 of any insurance agreement under which any person carrying on an insurance business may be
432 liable to satisfy part or all of a judgment which may be entered in the action or to indemnify or
433 reimburse for payments made to satisfy the judgment. Information concerning the insurance
434 agreement is not by reason of disclosure subject to comment or admissible in evidence at trial.
435

436 (3) Initial Disclosure by a Party.
437

438 (a) Without awaiting a discovery request, a party must provide to the other
439 parties, except as exempted by Civ. R. 26(B)(3)(b) or as otherwise stipulated, or ordered
440 by the court:
441

442 (i) the name and, if known, the address and telephone number of each

443 individual likely to have discoverable information - along with the subjects
444 of that information - that the disclosing party may use to support its claims
445 or defenses, unless the use would be solely for impeachment;

446
447 (ii) a copy - or a description by category and location - of all documents,
448 electronically stored information, and tangible things that the disclosing
449 party has in its possession, custody, or control and may use to support its
450 claims or defenses, unless the use would be solely for impeachment;

451
452 (iii) a computation of each category of damages claimed by the
453 disclosing party - who must also make available for inspection and copying
454 as under Civ. R. 34 the documents or other evidentiary material, unless
455 privileged or protected from disclosure, on which each computation is
456 based, including materials bearing on the nature and extent of injuries
457 suffered; and

458
459 (iv) for inspection and copying as under Civ. R. 34, any insurance
460 agreement under which an insurance business may be liable to satisfy all or
461 part of a possible judgment in the action or to indemnify or reimburse for
462 payments made to satisfy the judgment.

463
464 (b) The following proceedings are exempt from initial disclosure:

465
466 (i) an action for review on an administrative record;

467
468 (ii) an action brought without an attorney by a person in the custody of
469 the United States, a state, or a state subdivision;

470
471 (iii) an action to enforce or quash an administrative summons or
472 subpoena;

473
474 (iv) a proceeding ancillary to a proceeding in another court; and

475
476 (v) an action to enforce an arbitration award.

477
478 (c) A party must make the initial disclosures no later than the parties' first pre-
479 trial or case management conference, unless a different time is set by stipulation or court
480 order, or unless a party objects. In ruling on the objection, the court must determine what
481 disclosures, if any, are to be made and must set the time for disclosure.

482
483 (d) A party that is first served or otherwise joined after the first pre-trial or case
484 management conference must make the initial disclosures within 30 days after being served
485 or joined, unless a different time is set by stipulation or court order.

486
487 (e) A party must make its initial disclosures based on the information then
488 reasonably available to it. A party is not excused from making its disclosures because it

489 has not fully investigated the case or because it challenges the sufficiency of another party's
490 disclosures or because another party has not made its disclosures.

491
492 ~~(3)~~(4) Trial preparation: materials. Subject to the provisions of subdivision (B)(6) of this
493 rule, a party may obtain discovery of documents, electronically stored information and tangible
494 things prepared in anticipation of litigation or for trial by or for another party or by or for that other
495 party's representative (including his attorney, consultant, surety, indemnitor, insurer, or agent) only
496 upon a showing of good cause therefor. A statement concerning the action or its subject matter
497 previously given by the party seeking the statement may be obtained without showing good cause.
498 A statement of a party is (a) a written statement signed or otherwise adopted or approved by the
499 party, or (b) a stenographic, mechanical, electrical, or other recording, or a transcription thereof,
500 which is a substantially verbatim recital of an oral statement which was made by the party and
501 contemporaneously recorded.

502
503 (5) Specific Limitations on Electronically Stored Information. A party need not
504 provide discovery of electronically stored information from sources that the party identifies as not
505 reasonably accessible because of undue burden or cost. On motion to compel discovery or for a
506 protective order, the party from whom discovery is sought must show that the information is not
507 reasonably accessible because of undue burden or cost. If that showing is made, the court may
508 nonetheless order discovery from such sources if the requesting party shows good cause,
509 considering the limitations of Rule 26(B)(6). The court may specify conditions for the discovery.

510
511 (6) Limitations on Frequency and Extent.

512
513 (a) When Permitted. By order, the court may limit the number of depositions,
514 requests under Rule 36, and interrogatories or the length of depositions.

515
516 (b) When Required. On motion or on its own, the court must limit the frequency
517 or extent of discovery otherwise allowed by these rules or by local rule if it determines
518 that:

519
520 (i) the discovery sought is unreasonably cumulative or duplicative,
521 or can be obtained from some other source that is more convenient, less
522 burdensome, or less expensive;

523
524 (ii) the party seeking discovery has had ample opportunity to obtain the
525 information by discovery in the action; or

526
527 (iii) the proposed discovery is outside the scope permitted by Rule
528 26(B)(1).

529
530 ~~(4) Electronically stored information. A party need not provide discovery of~~
531 ~~electronically stored information when the production imposes undue burden or expense. On~~
532 ~~motion to compel discovery or for a protective order, the party from whom electronically stored~~
533 ~~information is sought must show that the information is not reasonably accessible because of undue~~
534 ~~burden or expense. If a showing of undue burden or expense is made, the court may nonetheless~~

535 order production of electronically stored information if the requesting party shows good cause.
536 The court shall consider the following factors when determining if good cause exists:

537
538 (a) ~~whether the discovery sought is unreasonably cumulative or duplicative;~~

539
540 (b) ~~whether the information sought can be obtained from some other source that~~
541 ~~is less burdensome, or less expensive;~~

542
543 (c) ~~whether the party seeking discovery has had ample opportunity by~~
544 ~~discovery in the action to obtain the information sought; and~~

545
546 (d) ~~whether the burden or expense of the proposed discovery outweighs the~~
547 ~~likely benefit, taking into account the relative importance in the case of the issues on which~~
548 ~~electronic discovery is sought, the amount in controversy, the parties' resources, and the~~
549 ~~importance of the proposed discovery in resolving the issues.~~

550
551 (c) In ordering production of electronically stored information, the court may
552 specify the format, extent, timing, allocation of expenses and other conditions for the
553 discovery of the electronically stored information.

554
555 ~~(5)(7) Trial preparation: experts. Disclosure of Expert Testimony.~~

556
557 (a) ~~Subject to the provisions of division (B)(5)(b) of this rule and Civ.R. 35(B),~~
558 ~~a party may discover facts known or opinions held by an expert retained or specially~~
559 ~~employed by another party in anticipation of litigation or preparation for trial only upon a~~
560 ~~showing that the party seeking discovery is unable without undue hardship to obtain facts~~
561 ~~and opinions on the same subject by other means or upon a showing of other exceptional~~
562 ~~circumstances indicating that denial of discovery would cause manifest injustice.~~

563
564 (b) ~~As an alternative or in addition to obtaining discovery under division~~
565 ~~(B)(5)(a) of this rule, a party by means of interrogatories may require any other party (i) to~~
566 ~~identify each person whom the other party expects to call as an expert witness at trial, and~~
567 ~~(ii) to state the subject matter on which the expert is expected to testify. Thereafter, any~~
568 ~~party may discover from the expert or the other party facts known or opinions held by the~~
569 ~~expert which are relevant to the stated subject matter. Discovery of the expert's opinions~~
570 ~~and the grounds therefor is restricted to those previously given to the other party or those~~
571 ~~to be given on direct examination at trial.~~

572
573 (a) A party must disclose to the other parties the identity of any witness it may
574 use at trial to present evidence under Ohio Rule of Evidence 702, 703, or 705.

575
576 (b) The reports of expert witnesses expected to be called by each party shall be
577 exchanged with all other parties. The parties shall submit expert reports and curricula vitae
578 in accordance with the time schedule established by the Court. The party with the burden
579 of proof as to a particular issue shall be required to first submit expert reports as to that
580 issue. Thereafter, the responding party shall submit opposing expert reports within the

581 schedule established by the Court.

582
583 (c) Other than under subsection (d), a party may not call an expert witness to
584 testify unless a written report has been procured from the witness and provided to opposing
585 counsel. The report of an expert must disclose a complete statement of all opinions and the
586 basis and reasons for them as to each matter on which the expert will testify. It must also
587 state the compensation for the expert's study or testimony. Unless good cause is shown, all
588 reports and, if applicable, supplemental reports must be supplied no later than thirty (30)
589 days prior to trial. An expert will not be permitted to testify or provide opinions on matters
590 not disclosed in his or her report.

591
592 (d) Healthcare Providers. A witness who has provided medical, dental,
593 optometric, chiropractic, or mental health care may testify as an expert and offer opinions
594 as to matters addressed in the healthcare provider's records. Healthcare providers' records
595 relevant to the case shall be provided to opposing counsel in lieu of an expert report in
596 accordance with the time schedule established by the Court.

597
598 (e) A party may take a discovery deposition of their opponent's expert witness
599 only after the mutual exchange of reports has occurred unless the expert is a healthcare
600 provider permitted to testify as an expert under subsection (d). Upon good cause shown,
601 additional time after submission of both sides' expert reports will be provided for these
602 discovery depositions if requested by a party. If a party chooses not to hire an expert in
603 opposition to an issue, that party will be permitted to take the discovery deposition of the
604 proponent's expert.

605
606 ~~(e)~~(f) Drafts of any report provided by any expert, regardless of the form in which
607 the draft is recorded, are protected by division (B)(4) of this rule.

608
609 ~~(d)~~(g) Communications between a party's attorney and any witness identified as
610 an expert witness under division ~~(B)(5)(b)~~ (B)(7) of this rule regardless of the form of the
611 communications, are protected by division ~~(B)(3)~~ (B)(4) of this rule except to the extent
612 that the communications:

- 613
614 (i) relate to compensation for the expert's study or testimony;
615
616 (ii) identify facts or data that the party's attorney provided and that the
617 expert considered in forming the opinions to be expressed; or
618
619 (iii) identify assumptions that the party's attorney provided and that the
620 expert relied on in forming the opinions to be expressed.

621
622 (h) Expert Employed Only for Trial Preparation. Ordinarily, a party may not,
623 by interrogatories or deposition, discover facts known or opinions held by an expert who
624 has been retained or specially employed by another party in anticipation of litigation or to
625 prepare for trial and who is not expected to be called as a witness at trial. But a party may
626 do so only:

627
628
629
630
631
632
633
634
635
636
637
638
639
640
641
642
643
644
645
646
647
648
649
650
651
652
653
654
655
656
657
658
659
660
661
662
663
664
665
666
667
668
669
670
671
672

(i) as provided in Rule 35(b); or

(ii) on showing exceptional circumstances under which, it is impracticable for the party to obtain facts or opinions on the same subject by other means.

~~(e)(iii) The court may require that the party seeking discovery under division (B)(7) of this rule shall pay the expert a reasonable fee for time spent in deposition responding to discovery, and, with respect to discovery permitted under division (B)(5)(a) of this rule, the court may require a party to pay another party a fair portion of the fees and expenses incurred by the latter party in obtaining facts and opinions from the expert.~~

~~(6)~~(8) Claims of Privilege or Protection of Trial-Preparation Materials.

(a) Information Withheld. When information subject to discovery is withheld on a claim that it is privileged or subject to protection as trial preparation materials, the claim shall be made expressly and shall be supported by a description of the nature of the documents, communications, or things not produced that is sufficient to enable the demanding party to contest the claim.

(b) Information Produced. If information is produced in discovery that is subject to a claim of privilege or of protection as trial preparation material, the party making the claim may notify any party that received the information of the claim and the basis for it. After being notified, a receiving party must promptly return, sequester, or destroy the specified information and any copies within the party's possession, custody or control. A party may not use or disclose the information until the claim is resolved. A receiving party may promptly present the information to the court under seal for a determination of the claim of privilege or of protection as trial preparation material. If the receiving party disclosed the information before being notified, it must take reasonable steps to retrieve it. The producing party must preserve the information until the claim is resolved.

(C) **Protective orders.** Upon motion by any party or by the person from whom discovery is sought, and for good cause shown, the court in which the action is pending may make any order that justice requires to protect a party or person from annoyance, embarrassment, oppression, or undue burden or expense, including one or more of the following: (1) that the discovery not be had; (2) that the discovery may be had only on specified terms and conditions, including a designation of the time or place or the allocation of expenses; (3) that the discovery may be had only by a method of discovery other than that selected by the party seeking discovery; (4) that certain matters not be inquired into or that the scope of the discovery be limited to certain matters; (5) that discovery be conducted with no one present except persons designated by the court; (6) that a deposition after being sealed be opened only by order of the court; (7) that a trade secret or other confidential research, development, or commercial information not be disclosed or be disclosed only in a designated way; (8) that the parties simultaneously file specified documents or information enclosed in sealed envelopes to be opened as directed by the court.

673
674
675
676
677
678
679
680
681
682
683
684
685
686
687
688
689
690
691
692
693
694
695
696
697
698
699
700
701
702
703
704
705
706
707
708
709
710
711
712
713
714
715
716
717
718

If the motion for a protective order is denied in whole or in part, the court, on terms and conditions as are just, may order that any party or person provide or permit discovery. The provisions of Civ. R. 37(A)(4) apply to the award of expenses incurred in relation to the motion.

Before any person moves for a protective order under this rule, that person shall make a reasonable effort to resolve the matter through discussion with the attorney or unrepresented party seeking discovery. A motion for a protective order shall be accompanied by a statement reciting the effort made to resolve the matter in accordance with this paragraph.

(D) Sequence and timing of discovery. Unless the court upon motion, for the convenience of parties and witnesses and in the interests of justice, orders otherwise, methods of discovery may be used in any sequence and the fact that a party is conducting discovery, whether by deposition or otherwise, shall not operate to delay any other party's discovery.

(E) Supplementation of responses. A party who has responded to a request for discovery with a response that was complete when made is under no duty to supplement his response to include information thereafter acquired, except as follows:

(1) A party is under a duty seasonably to supplement his response with respect to any question directly addressed to (a) the identity and location of person having knowledge of discoverable matters, and (b) the identity of each person expected to be called as an expert witness as trial and the subject matter on which he is expected to testify.

(2) A party who knows or later learns that his response is incorrect is under a duty seasonably to correct the response.

(3) A duty to supplement responses may be imposed by order of the court, agreement of the parties, or at any time prior to trial through requests for supplementation of prior responses.

(F) Conference of the Parties; Planning for Discovery.

(1) Conference Timing. Except those matters excepted under Civ. R. 1(C), or when the court orders otherwise, the attorneys and unrepresented parties shall confer as soon as practicable - and in any event no later than 21 days before a scheduling conference is to be held.

(2) Conference Content; Parties' Responsibilities. In conferring, the parties must consider the nature and basis of their claims and defenses and the possibilities for promptly settling or resolving the case; make or arrange for the disclosures required by Civ. R. 26(A)(1); discuss any issues about preserving discoverable information; and develop a proposed discovery plan. The attorneys of record and all unrepresented parties that have appeared in the case are jointly responsible for arranging the conference, for attempting in good faith to agree on the proposed discovery plan, and for filing with the court within 14 days after the conference a written report outlining the plan. The court may order the parties or attorneys to attend the conference in person.

(3) Discovery Plan. A discovery plan shall state the parties' views and proposals on:

719
720
721
722
723
724
725
726
727
728
729
730
731
732
733
734
735
736
737
738
739
740
741
742
743
744
745
746
747
748

(a) what changes should be made in the timing, form, or requirement for disclosures under Civ. R. 26(B), including a statement of when initial disclosures were made or will be made;

(b) agreed-upon deadlines for discovery and other items that may be included in a case schedule to be issued under Rule 16, any proposed modifications to a schedule already issued under Civ. R. 16, and compliance with Sup. R 39 and 42.

(c) the subjects on which discovery may be needed, when discovery should be completed, and whether discovery should be conducted in phases or be limited to or focused on particular issues;

(d) any issues about disclosure, discovery, or preservation of electronically stored information, including the form or forms in which it should be produced;

(e) disclosure and the exchange of documents obtained through public records requests;

(f) any issues about claims of privilege or of protection as trial-preparation materials;

(g) what changes should be made in the limitations on discovery imposed under these rules or by local rule, and what other limitations should be imposed;

(h) any other orders that the court should issue under Civ. R. 26(C) or under Civ. R. 16(B) and (C); and

(i) any modifications required or to be requested under any scheduling order issued under Civ. R. 16.

749 **RULE 53. Magistrates.**

750
751 **[Existing language unaffected by the amendments is omitted to conserve space]**

752
753 **(C) Authority.**

754 (1) *Scope.* To assist courts of record and pursuant to reference under Civ. R. 53(D)(1),
755 magistrates are authorized, subject to the terms of the relevant reference, to do any of the following:

756
757 (a) Determine any motion in any case;

758
759 (b) Conduct the trial of any case that will not be tried to a jury;

760
761 (c) Upon unanimous written consent of the parties, preside over the trial of any
762 case that will be tried to a jury;

763
764 (d) Conduct proceedings upon application for the issuance of a temporary
765 protection order as authorized by law;

766
767 (e) Exercise any other authority specifically vested in magistrates by statute and
768 consistent with this rule.
769

770
771 (2) *Jury trials before magistrates.* Notwithstanding any other provision of these rules,
772 in jury trials presided over by magistrates, the factual findings of the jury shall be conclusive as in
773 any trial before a judge. All motions presented following the unanimous written consent of the
774 parties, including those under Civ.R. 26, 37, 50, 51, 56, 59, 60, and 62, shall be heard and decided
775 by the magistrate. No objections shall be entertained to the factual findings of a jury, or to the
776 motion or legal rulings made by the magistrate except on appeal to the appropriate appellate court
777 after entry of a final judgment or final appealable order. The trial judge to whom the matter was
778 originally assigned before the parties consented to trial before a magistrate shall enter judgment
779 consistent with the magistrate's journalized entry pursuant to Civ.R. 58, but shall not otherwise
780 review the magistrate's rulings or a jury's factual findings in a jury trial before a magistrate.

781
782 ~~(2)~~(3) *Regulation of proceedings.* In performing the responsibilities described in Civ. R.
783 53(C)(1), magistrates are authorized, subject to the terms of the relevant reference, to regulate all
784 proceedings as if by the court and to do everything necessary for the efficient performance of those
785 responsibilities, including but not limited to, the following:

786
787 (a) Issuing subpoenas for the attendance of witnesses and the production of
788 evidence;

789
790 (b) Ruling upon the admissibility of evidence;

791
792 (c) Putting witnesses under oath and examining them;

793
794 (d) Calling the parties to the action and examining them under oath;

795 (e) When necessary to obtain the presence of an alleged contemnor in cases
796 involving direct or indirect contempt of court, issuing an attachment for the alleged
797 contemnor and setting the type, amount, and any conditions of bail pursuant to Crim. R.
798 46;

799
800 (f) Imposing, subject to Civ. R. 53(D)(8), appropriate sanctions for civil or
801 criminal contempt committed in the presence of the magistrate.

802
803 **[Existing language unaffected by the amendments is omitted to conserve space]**

804 **RULE 73. Probate Division of the Court of Common Pleas**

805

806 **(A) Applicability.** These Rules of Civil Procedure shall apply to proceedings in the
807 probate division of the court of common pleas as indicated in this rule. Additionally, all of the
808 Rules of Civil Procedure, though not specifically mentioned in this rule, shall apply except to the
809 extent that by their nature they would be clearly inapplicable.

810

811 **(B) Venue.** Civ. R. ~~3(B)~~ 3(C) shall not apply to proceedings in the probate division of
812 the court of common pleas, which shall be venued as provided by law. Proceedings under Chapters
813 2101. through 2131. of the Revised Code, which may be venued in the general division or the
814 probate division of the court of common pleas, shall be venued in the probate division of the
815 appropriate court of common pleas.

816

817 Proceedings that are improperly venued shall be transferred to a proper venue provided by
818 law and division (B) of this rule, and the court may assess costs, including reasonable attorney
819 fees, to the time of transfer against the party who commenced the action in an improper venue.

820

821 **[Existing language unaffected by the amendments is omitted to conserve space]**

822 **OHIO RULES OF CRIMINAL PROCEDURE**

823

824

825 **RULE 44. Assignment of Counsel**

826

827 (A) **Counsel in serious offenses.** Where a defendant charged with a serious offense is
828 unable to obtain counsel, counsel shall be assigned to represent ~~him~~ the defendant at every stage
829 of the proceedings from ~~his~~ their initial appearance before a court through appeal as of right, unless
830 the defendant, after being fully advised of ~~his~~ their right to assigned counsel, knowingly,
831 intelligently, and voluntarily waives ~~his~~ their right to counsel.

832

833 (B) **Counsel in petty offenses.** Where a defendant charged with a petty offense is
834 unable to obtain counsel, the court may assign counsel to represent ~~him~~ the defendant. When a
835 defendant charged with a petty offense is unable to obtain counsel, no sentence of confinement
836 may be imposed upon ~~him~~ the defendant, unless after being fully advised by the court, ~~he~~ the
837 defendant knowingly, intelligently, and voluntarily waives assignment of counsel.

838

839 (C) **Waiver of counsel.** Waiver of counsel shall be in open court and the advice and
840 waiver shall be recorded as provided in Rule 22. In addition, in serious offense cases the waiver
841 shall be in writing.

842

843 (D) **Assignment procedure.** The determination of whether a defendant is able or
844 unable to obtain counsel shall be made in a recorded proceeding in open court.

845 **RULE 46. Bail Pretrial Release and Detention**

846
847 (A) ~~Types and amounts of bail~~ **Pretrial detention.** A defendant may be detained
848 pretrial, pursuant to a motion by the prosecutor or the court's own motion, in accordance with the
849 standards and procedures set forth in the Revised Code.

850
851 **(B) Pretrial release.** Unless the court orders the defendant detained under division (A)
852 of this rule, the court shall release the defendant on the least restrictive conditions that, in the
853 discretion of the court, will reasonably assure the defendant's appearance in court, the protection
854 or safety of any person or the community, and that the defendant will not obstruct the criminal
855 justice process. If the court orders financial conditions of release, those financial conditions shall
856 be related to the defendant's risk of non-appearance, ~~the seriousness of the offense, and the~~
857 previous criminal record of the defendant. Any financial conditions shall be in an amount and type
858 which are least costly to the defendant while also sufficient to reasonably assure the defendant's
859 future appearance in court.

860
861 **(1) Financial conditions of release.** Any person who is entitled to release ~~shall~~ may
862 be released upon one or more of the following types of ~~bail~~ financial conditions in the amount set
863 by the court:

864
865 (1)(a) ~~The personal recognizance of the accused or an~~ An unsecured bail bond;

866
867 (2)(b) A bail bond secured by the deposit of ten percent of the amount of the bond
868 in cash. Ninety percent of the deposit shall be returned upon compliance with all conditions
869 of the bond;

870
871 (3)(c) A surety bond, a bond secured by real estate or securities as allowed by law,
872 or the deposit of cash, at the option of the defendant.

873
874 ~~(B)(2) Non-financial Conditions~~ **conditions of release bail.** The court may impose any
875 of the following conditions of ~~bail~~ release:

876
877 (a) The personal recognizance of the accused;

878
879 (b) Place the person in the custody of a designated person or organization
880 agreeing to supervise the person;

881
882 ~~(b)(c)~~ Place restrictions on the travel, association, or place of abode of the person
883 during the period of release;

884
885 ~~(e)(d)~~ Place the person under a house arrest, electronic monitoring, or work release
886 program;

887
888 ~~(d)(e)~~ Regulate or prohibit the person's contact with the victim;
889

890 (e)(f) Regulate the person's contact with witnesses or others associated with the
891 case upon proof of the likelihood that the person will threaten, harass, cause injury, or seek
892 to intimidate those persons;

893
894 (f)(g) ~~Require a person who is charged with an offense that is alcohol or drug~~
895 ~~related, and who appears to need treatment, to attend treatment while on bail completion~~
896 ~~of a drug and/or alcohol assessment and compliance with treatment recommendations, for~~
897 ~~any person charged with an offense that is alcohol or drug related, or where alcohol or drug~~
898 ~~influence or addiction appears to be a contributing factor in the offense, and who appears~~
899 ~~based upon an evaluation, prior treatment history, or recent alcohol or drug use, to be in~~
900 ~~need of treatment;~~

901
902 (g)(h) Require compliance with alternatives to pretrial detention, including but not
903 limited to diversion programs, day reporting, or comparable alternatives, to ensure the
904 person's appearance at future court proceedings;

905
906 (h)(i) Any other constitutional condition considered reasonably necessary to
907 reasonably assure ~~ensure~~ appearance or public safety.

908
909 (C) **Factors.** ~~In~~ Subject to subsection (G)(2) of this rule, in determining the types,
910 amounts, and conditions of bail, the court shall consider all relevant information, including but not
911 limited to:

912
913 (1) The nature and circumstances of the crime charged, and specifically whether the
914 defendant used or had access to a weapon;

915
916 (2) The weight of the evidence against the defendant;

917
918 (3) The confirmation of the defendant's identity;

919
920 (4) The defendant's family ties, employment, financial resources, character, mental
921 condition, length of residence in the community, jurisdiction of residence, record of convictions,
922 record of appearance at court proceedings or of flight to avoid prosecution;

923
924 (5) Whether the defendant is on probation, a community control sanction, parole, post-
925 release control, bail, or under a court protection order

926
927 (D) **Appearance pursuant to summons.** When summons has been issued and the
928 defendant has appeared pursuant to the summons, absent good cause, there is a presumption of
929 release on personal recognizance ~~a recognizance bond shall be the preferred type of bail.~~

930
931 (E) **Amendments Continuation of Bail.** ~~A court, at any time, may order additional or~~
932 ~~different types, amounts, or conditions of bail. When a judicial officer, either on motion of a party~~
933 ~~or on the court's own motion, determines that the considerations set forth in subsections (B) and~~
934 ~~(C) require a modification of the conditions of release, the judicial officer may order additional or~~
935 ~~different types, amounts or conditions of bail, or may eliminate or lessen conditions of bail~~

936 determined to be no longer necessary. ~~Unless a modification is agreed to by the parties, the court~~
937 ~~shall hold a hearing on the modification of bond as promptly as possible.~~ Unless modified by the
938 judicial officer, or if application is made by a surety for discharge from a bond pursuant to R.C.
939 2937.40, conditions of release shall continue until the return of a verdict or the entry of a guilty
940 plea, ~~or a no-contest plea,~~ and may continue thereafter pending sentence or disposition of the case
941 on review.

942
943 **(F) Information need not be admissible.** Information stated in or offered in
944 connection with any order entered pursuant to this rule need not conform to the rules pertaining to
945 the admissibility of evidence in a court of law. Statements or admissions of the defendant made at
946 a bail proceeding or in the course of compliance with a condition of bail shall not be received as
947 substantive evidence in the trial of the case.

948
949 **(G) Bond schedule.**

950
951 **(1)** In order to expedite the prompt release of a defendant prior to initial appearance,
952 ~~Each~~ ~~each~~ court shall establish a bail bond schedule covering all misdemeanors including traffic
953 offenses, either specifically, by type, by potential penalty, or by some other reasonable method of
954 classification. The court also may include requirements for release in consideration of divisions
955 (B) and (C)(5) of this rule. ~~The sole purpose of a bail schedule is to allow for the consideration of~~
956 release prior to the defendant's initial appearance.

957
958 **(2)** A bond schedule shall not be considered as "relevant information" under division
959 ~~(D)(C)~~ of this rule.

960
961 **(3)** Each municipal or county court shall, by rule, establish a method whereby a person
962 may make bail by use of a credit card. ~~No credit card transaction shall be permitted when a service~~
963 ~~charge is made against the court or clerk unless allowed by law.~~

964
965 **(4)** Each court shall review its bail bond schedule biennially by January 31 of each
966 even numbered year, to ensure an appropriate bail bond schedule that does not result in the
967 unnecessary detention of defendants due to inability to pay.

968
969 ~~**(H) Continuation of bonds.** Unless otherwise ordered by the court pursuant to division~~
970 ~~(E) of this rule, or if application is made by the surety for discharge, the same bond shall continue~~
971 ~~until the return of a verdict or the acceptance of a guilty plea. In the discretion of the court, the~~
972 ~~same bond may also continue pending sentence or disposition of the case on review. Any provision~~
973 ~~of a bond or similar instrument that is contrary to this rule is void.~~

974
975 **(H) Review of Release Conditions.** A person who has been arrested, either pursuant
976 to a warrant or without a warrant, and who has not been released on bail, shall be brought before
977 a judicial officer for an initial bail hearing no later than the second court day following the arrest.
978 That bail hearing may be combined with the initial appearance provided for in Crim. R. 5(A).

979
980 If, at the initial bail hearing before a judicial officer, the defendant was not represented by
981 counsel, and if the defendant has not yet been released on bail, a second bail hearing shall be held

982 on the second court day following the initial bail hearing. An indigent defendant shall be afforded
983 representation by appointed counsel at State's expense at this second bail hearing.
984

985 **(I) Failure to appear; breach of conditions.** Any person who fails to appear before
986 any court as required is subject to the punishment provided by the law, and any bond ~~bail~~ given
987 for the person's release may be forfeited. If there is a breach of condition of release ~~bail~~, the court
988 may amend the bail.
989

990 **(J) Justification of sureties.** Every surety, except a corporate surety licensed as
991 provided by law, shall justify by affidavit, and may be required to describe in the affidavit, the
992 property that the surety proposes as security and the encumbrances on it, the number and amount
993 of other bonds and undertakings for bail entered into by the surety and remaining undischarged,
994 and all of the surety's other liabilities. The surety shall provide other evidence of financial
995 responsibility as the court or clerk may require. No bail bond shall be approved unless the surety
996 or sureties appear, in the opinion of the court or clerk, to be financially responsible in at least the
997 amount of the bond. No licensed attorney at law shall be a surety.

998 OHIO RULES OF APPELLATE PROCEDURE

999
1000 **RULE 3. Appeals as of Right – How Taken**

1001 [Existing language unaffected by the amendments is omitted to conserve space]

1002
1003
1004
1005 **(C) Cross-Appeal.**

1006
1007 **(1) ~~Cross~~ When notice of cross-appeal required.** ~~A person who~~ Whether or not an
1008 appellee intends to defend a judgment or an order on against an appeal taken by an appellant, an
1009 appellee and who also seeks to change the judgment or order or, in the event the judgment or order
1010 is may be reversed or modified, an interlocutory ruling merged into the judgment or order, shall
1011 file a notice of cross-appeal with the clerk of the trial court, and may also file a courtesy copy of
1012 the notice of cross-appeal with the clerk of the appellate court, within the time allowed by App.R.
1013 4. The clerk of the trial court shall process the notice of cross-appeal in the same manner as the
1014 notice of appeal.

1015
1016 **(2) ~~Cross~~ When notice of cross-appeal not required; and cross-assignment of error**
1017 **not never required.** ~~A person who intends to defend a judgment or an order appealed by an~~
1018 ~~appellant on a ground other than that relied on by the trial court but who does not seek to change~~
1019 ~~the judgment or order is not required to file a notice of cross-appeal or to raise a cross-assignment~~
1020 ~~of error.~~

1021
1022 [Existing language unaffected by the amendments is omitted to conserve space]

1023 **RULE 19. Form of Briefs and Other Papers**
1024

1025 **(A) Form of briefs.** Briefs may be typewritten or be produced by standard
1026 typographic printing or by any duplicating or copying process which produces a clear black image
1027 on white paper. Carbon copies of briefs may not be submitted without permission of the court,
1028 except in behalf of parties allowed to proceed in forma pauperis. All printed matter must appear
1029 in at least a twelve point type on opaque, unglazed paper. Briefs produced by standard typographic
1030 process shall be bound in volumes having pages 6 1/8 by 9 1/4 inches and type matter 4 1/6 by 7
1031 1/6 inches. Those produced by any other process shall be bound in volumes having pages not
1032 exceeding 8 1/2 by 11 inches and type matter not exceeding 6 1/2 by 9 1/2 inches, with double
1033 spacing between each line of text except quoted matter which shall be single spaced. Where
1034 necessary, briefs may be of such size as required to utilize copies of pertinent documents.
1035

1036 Without prior leave of court, no initial brief of appellant or cross-appellant and no answer
1037 brief of appellee or cross-appellee shall ~~exceed thirty five pages in length~~ contain more than
1038 15,300 words, and no reply brief shall ~~exceed fifteen pages in length~~ contain more than 6,500
1039 words, exclusive of the cover page, the table of contents, table of cases, statutes and other
1040 authorities cited, statement regarding oral argument, certificates of counsel, signature blocks,
1041 certificate of service, and appendices, if any. A court of appeals, by local rule, may adopt ~~shorter~~
1042 ~~or longer page~~ different word-count limitations, or page limitations, or both. In all proceedings
1043 involving post-conviction review of a capital case, as defined in Crim.R. 42, there shall be no
1044 ~~page limitations or word-count limitations.~~ The signature of the attorney, or an unrepresented
1045 party, constitutes a certification that the document filed complies with the applicable word-count
1046 limitation. The person signing the document may rely on the word count of the word-processing
1047 system used to prepare the document.
1048

1049 The front covers of the briefs, if separately bound, shall contain: (1) the name of the court
1050 and the number of the case; (2) the title of the case [see App. R. 11(A)]; (3) the nature of the
1051 proceeding in the court (e.g., Appeal) and the name of the court below; (4) the title of the
1052 document (e.g., Brief for Appellant); and (5) the names and addresses of counsel representing the
1053 party on whose behalf the document is filed.
1054

1055 **(B) Form of other papers.** Applications for reconsideration shall be produced in a
1056 manner prescribed by subdivision (A). Motions and other papers may be produced in a like
1057 manner, or they may be typewritten upon opaque, unglazed paper 8 1/2 by 11 inches in size.
1058 Lines of typewritten text shall be double spaced except quoted matter which shall be single
1059 spaced. Consecutive sheets shall be attached at the left margin. Carbon copies may be used for
1060 filing and service if they are legible.
1061

1062 A motion or other paper addressed to the court shall contain a caption setting forth the
1063 name of the court, the title of the case, the case number and a brief descriptive title indicating
1064 the purpose of the paper.

1065 **RULE 21. Oral Argument**

1066

1067 (A) **Scheduling and requesting oral argument.** The court shall schedule oral
1068 argument in all cases, whether or not requested by a party, unless the court has adopted a local rule
1069 requiring a party to request oral argument. In the event of such a local rule, the court shall schedule
1070 oral argument at the request of any of the parties. Such a request shall be in the form of the words
1071 “ORAL ARGUMENT REQUESTED” displayed prominently on the cover page of the appellant’s
1072 opening brief or the appellee’s brief; no separate motion or other filing is necessary to secure oral
1073 argument. Notwithstanding any of the foregoing, the court is not required to schedule oral
1074 argument, even if requested, if any of the parties is both incarcerated and proceeding pro se.

1075

1076 (B) **Notice of oral argument and of appellate panel.**

1077

1078 (1) The court shall advise all parties of the time and place at which oral argument will
1079 be heard.

1080

1081 (2) No later than fourteen days prior to the date on which oral argument will be heard,
1082 the court of appeals shall make available to the parties the names of the judges assigned to the
1083 three-judge panel that will hear the case. If the case is submitted on briefs without oral argument,
1084 the court of appeals shall make available to the parties the names of the judges assigned to the
1085 three-judge panel that will hear the case no later than fourteen days prior to the date on which the
1086 case is submitted to the panel. If the membership of the panel changes after the names of the judges
1087 are made available to the parties pursuant to this rule, the court of appeals shall immediately make
1088 the new membership of the panel available to the parties.

1089

1090 (C) **Time allowed for argument.** Unless otherwise ordered, each side will be allowed
1091 ~~thirty fifteen~~ minutes for argument. Either sua sponte or upon motion, the court may vary the time
1092 for oral argument permitted by this rule. Motions to vary the time for oral argument shall be filed
1093 at least fourteen days before the date scheduled for oral argument. A party is not obliged to use
1094 all of the time allowed, and the court may terminate the argument whenever in its judgment further
1095 argument is unnecessary.

1096

1097 (D) **Order and content of argument.** The appellant is entitled to open and conclude
1098 the argument, except in the case of a cross appeal. The opening argument shall include a fair
1099 statement of the case. Counsel will not be permitted to read at length from briefs, records or
1100 authorities.

1101

1102 (E) **Cross and separate appeals.** A cross-appeal or separate appeal shall be argued
1103 with the initial appeal at a single argument, unless the court otherwise directs. ~~If separate~~ Separate
1104 appellants or appellees support the same argument, they shall share the thirty fifteen minutes
1105 allowed to their side for argument unless pursuant to timely request the court grants additional
1106 time. Separate parties supporting the same side of an appeal may agree to divide their time however
1107 they choose.

1108

1109 (F) **Nonappearance of parties.** If the appellee fails to appear to present argument, the
1110 court will hear argument on behalf of the appellant, if present. If the appellant fails to appear, the

1111 court may hear argument on behalf of the appellee, if ~~his~~ appellee's counsel is present. If neither
1112 party appears, the case will be decided on the briefs unless the court shall otherwise order.

1113
1114 (G) **Submission on briefs.** By agreement of the parties, a case may be submitted for
1115 decision on the briefs, but the court may direct that the case be argued.

1116
1117 (H) **Motions.** Oral argument will not be heard upon motions unless ordered by the
1118 court.

1119
1120 (I) **Citation of Additional Authorities.** If counsel on oral argument intends to present
1121 authorities not cited in the brief, counsel shall, at least five days prior to oral argument, present in
1122 writing such authorities to the court and to opposing counsel, unless there is good cause for a later
1123 presentment.

1124 **OHIO RULES OF JUVENILE PROCEDURE**

1125

1126

1127 **RULE 4. Assistance of Counsel; Guardian Ad Litem**

1128

1129 (A) **Assistance of counsel.** Every party shall have the right to be represented by
1130 counsel and every child, parent, custodian, or other person in loco parentis the right to appointed
1131 counsel if indigent. These rights shall arise when a person becomes a party to a juvenile court
1132 proceeding. ~~When the complaint alleges that a child is an abused child, the court must appoint an~~
1133 ~~attorney to represent the interests of the child.~~ This rule shall not be construed to provide for a
1134 right to appointed counsel in cases in which that right is not otherwise provided for by constitution
1135 or statute.

1136

1137 (B) **Guardian ad litem; when appointed.** The court shall appoint a guardian *ad litem*
1138 to protect the interests of a child or incompetent adult in a juvenile court proceeding when:

- 1139
- 1140 (1) The child has no parents, guardian, or legal custodian;
- 1141
- 1142 (2) The interests of the child and the interests of the parent may conflict;
- 1143
- 1144 (3) The parent is under eighteen years of age or appears to be mentally incompetent;
- 1145
- 1146 (4) The court believes that the parent of the child is not capable of representing the best
1147 interest of the child;
- 1148
- 1149 (5) Any proceeding involves allegations of abuse or neglect, or dependency, voluntary
1150 surrender of permanent custody, or termination of parental rights as soon as possible after the
1151 commencement of such proceeding;
- 1152
- 1153 (6) There is an agreement for the voluntary surrender of temporary custody that is made
1154 in accordance with section 5103.15 of the Revised Code, and thereafter there is a request for
1155 extension of the voluntary agreement;
- 1156
- 1157 (7) The proceeding is a removal action;
- 1158
- 1159 (8) Appointment is otherwise necessary to meet the requirements of a fair hearing;
- 1160
- 1161 (9) If a court appoints a person who is not an attorney admitted to the practice of law
1162 in this state to be a guardian ad litem, the court may appoint an attorney admitted to the practice
1163 of law in this state to serve as attorney for the guardian ad litem, child, or ward.

1164

1165 (C) **~~Guardian ad litem as counsel.~~**

1166

1167 (1) ~~When the guardian ad litem is an attorney admitted to practice in this state, the~~
1168 ~~guardian may also serve as counsel to the ward providing no conflict between the roles exist.~~

1169

1170 (2) ~~If a person is serving as guardian ad litem and as attorney for a ward and either that~~
1171 ~~person or the court finds a conflict between the responsibilities of the role of attorney and that of~~
1172 ~~guardian ad litem, the court shall appoint another person as guardian ad litem for the ward.~~
1173

1174 (3) ~~If a court appoints a person who is not an attorney admitted to practice in this state~~
1175 ~~to be a guardian ad litem, the court may appoint an attorney admitted to practice in this state to~~
1176 ~~serve as attorney for the guardian ad litem.~~
1177

1178 If a person is serving as Guardian ad litem for a child or ward, and the court finds a conflict
1179 exists between the role of the Guardian ad litem and the interest or wishes of the child of the ward,
1180 the court shall appoint counsel for the child or ward.
1181

1182 **(D) Appearance of attorneys.** An attorney shall enter appearance by filing a written
1183 notice with the court or by appearing personally at a court hearing and informing the court of said
1184 representation.
1185

1186 **(E) Notice to guardian ad litem.** The guardian ad litem shall be given notice of all
1187 proceedings in the same manner as notice is given to other parties to the action.
1188

1189 **(F) Withdrawal of counsel or guardian ad litem.** An attorney or guardian ad litem
1190 may withdraw only with the consent of the court upon good cause shown.
1191

1192 **(G) Costs.** The court may fix compensation for the services of appointed counsel and
1193 guardians ad litem, tax the same as part of the costs and assess them against the child, the child's
1194 parents, custodian, or other person in loco parentis of such child.

1195 **RULE 42. Consent to Marry**

1196
1197
1198
1199
1200
1201
1202
1203
1204
1205
1206
1207
1208
1209
1210
1211
1212
1213
1214
1215
1216
1217
1218
1219
1220
1221
1222
1223
1224
1225
1226
1227
1228
1229
1230
1231
1232
1233
1234
1235
1236
1237
1238
1239
1240

~~(A) Application where parental consent not required for Juvenile Court consent.~~
~~When a minor desires to contract matrimony and has no parent, guardian, or custodian whose consent to the marriage is required by law, the minor shall file an application under oath in the county where the female resides requesting that the judge of the juvenile court give consent and approbation in the probate court for such marriage.~~

(1) When two persons, both age seventeen, seek to be joined in marriage, both persons shall file an application under oath requesting that the juvenile court give consent and approbation in the probate court for such marriage.

(2) When a person age seventeen desires to be joined in marriage to an adult who is no more than four years older, the minor shall file an application under oath in the county where the minor resides requesting that the juvenile court consent and approbation in the probate court for such marriage.

~~(B) Contents of application~~ Application where both persons are age seventeen.
The application required by division (A)(1) of this rule shall contain all of the following:

(1) The name, and address, and date of birth of the person for whom consent is sought seeking consent;

(2) ~~The age of the person for whom consent is sought~~ An affirmation that the person seeking consent is age seventeen;

(3) ~~The reason why consent of a parent is not required~~ The name and date of birth of the other person to be joined in marriage;

(4) ~~The name and address, if known, of the parent, where the minor alleges that parental consent is unnecessary because the parent has neglected or abandoned the child for at least one year immediately preceding the application~~ An affirmation that the other person to be joined in marriage is also seventeen.

(5) An affirmation that the application is being filed in the juvenile court of the county where the he/she resides, and that a similar application has not been filed in a juvenile court of another county within the state;

(6) An affirmation that the applicant is:

(a) A member of the armed services;

(b) Employed and self-subsisting;

(c) Independent from the care and control of his or her parent, guardian, or custodian.

1241 (7) An affirmation that the applicant who is to marry is free from force or coercion;

1242

1243 (8) The name and address of a parent, legal guardian, or legal custodian of the person
1244 seeking consent with whom the juvenile court shall consult, and;

1245

1246 (9) The Court should find by clear and convincing evidence that the intended marriage
1247 and the emancipation is in the best interest of the applicant.

1248

1249 (C) **Contents of Application application where only one person is age seventeen**
1250 **female pregnant or delivered of child born out of wedlock.** ~~Where a female is pregnant or~~
1251 ~~delivered of a child born out of wedlock and the parents of such child seek to marry even though~~
1252 ~~one or both of them is under the minimum age prescribed by law for persons who may contract~~
1253 ~~marriage, such persons shall file an application under oath in the county where the female resides~~
1254 ~~requesting that the judge of the juvenile court give consent in the probate court to such marriage.~~
1255 The application required by division (A)(2) of this rule shall contain all of the following:

1256

1257 (1) The name, address, and date of birth of the person seeking consent;

1258

1259 (2) An affirmation that the person seeking consent is age seventeen;

1260

1261 (3) The name and date of birth of the other person to be joined in marriage;

1262

1263 (4) An affirmation that the other person to be joined in marriage is no more than four
1264 years older than the person seeking consent;

1265

1266 (5) An affirmation that the application is being filed in the juvenile court of the county
1267 where he or she resides, and that a similar application has not been filed in a juvenile court of
1268 another county within the state;

1269

1270 (6) An affirmation that the applicant is either:

1271

1272 (a) A member of the armed services;

1273

1274 (b) Employed and self-subsisting;

1275

1276 (c) Independent from the care and control of his or her parent, guardian, or custodian.

1277

1278 (7) An affirmation that the applicant who is to marry is free from force or coercion;

1279

1280 (8) The name and address of a parent, legal guardian, or legal custodian of the person
1281 seeking consent with whom the juvenile court shall consult, and;

1282

1283 (9) The Court should find by clear and convincing evidence that the intended marriage
1284 and the emancipation is in the best interest of the applicant.

1285

1286 (D) **Contents of application.** ~~The application required by subdivision (C) shall~~
1287 ~~contain:~~

1288
1289 (1) ~~The name and address of the person or persons for whom consent is sought;~~

1290
1291 (2) ~~The age of such person;~~

1292
1293 (3) ~~An indication of whether the female is pregnant or has already been delivered;~~

1294
1295 (4) ~~An indication of whether or not any applicant under eighteen years of age is already~~
1296 ~~a ward of the court; and~~

1297
1298 (5) ~~Any other facts which may assist the court in determining whether to consent to~~
1299 ~~such marriage.~~

1300

1301 ~~If pregnancy is asserted, a certificate from a physician verifying pregnancy shall be~~
1302 ~~attached to the application. If an illegitimate child has been delivered, the birth certificate of such~~
1303 ~~child shall be attached.~~

1304

1305 ~~The consent to the granting of the application by each parent whose consent to the marriage~~
1306 ~~is required by law shall be indorsed on the application.~~

1307

1308 The Court shall appoint an attorney as guardian ad litem for each party to the intended
1309 marriage who is seventeen years of age.

1310

1311 (E) **Investigation Consultation.** ~~Upon receipt of an application under subdivision (C),~~
1312 ~~the court shall set a date and time for hearing thereon at its earliest convenience and shall direct~~
1313 ~~that an inquiry be made as to the circumstances surrounding the applicants. The court shall consult~~

1314 ~~with the parent, legal guardian or legal custodian of each person age seventeen seeking consent,~~
1315 ~~as well as the guardian ad litem appointed for each person age seventeen seeking consent. The~~

1316 ~~purpose of this consultation is to determine if the intended marriage is in the best interests of each~~
1317 ~~person age seventeen and whether each person age seventeen has the capacity of a person of the~~
1318 ~~age of eighteen years or more as described in R.C. 3109.01.~~

1319

1320 (F) **Notice.** ~~If neglect or abandonment is alleged in an application under subdivision~~
1321 ~~(A) and the address of the parent is known, the The court shall cause notice of the date and time~~

1322 ~~of hearing consultation to be served upon such given to the applicant, guardian ad litem, and parent,~~
1323 ~~legal guardian, or legal custodian of each person age seventeen seeking consent. All proceedings~~

1324 ~~shall be recorded.~~

1325

1326 (G) **Judgment.** ~~If the court finds that the allegations stated in the application are true,~~
1327 ~~and that the granting of the application is in the best interest of the applicants, the court shall grant~~
1328 ~~the consent and shall make the applicant referred to in subdivision (C) a ward of the court. The~~

1329 ~~court shall grant the consent to marry if the court finds:~~

1330

1331 (1) The information stated in the application is true;

1332
1333
1334
1335
1336
1337
1338
1339
1340
1341
1342
1343
1344
1345
1346
1347

(2) The party to the intended marriage, who is seventeen, decision to marry is free from force or coercion;

(3) Granting of the application is in the best interest of each person age seventeen seeking to be joined in marriage, and;

(4) Each person age seventeen has the capacity of a person of the age eighteen years or older, as described in R.C. 3109.01.

(H) Certified copy. A certified copy of the judgment entry shall be transmitted to the probate court in the county where the application was filed or will be filed.

(I) Denial of application. Upon denial of the application, the Clerk is instructed to provide the applicant with the Notice of Appeal form and advise him or her of the right to an appeal.

1348 **OHIO RULES OF EVIDENCE**

1349
1350
1351 **RULE 601. General Rule of Competency**

1352 Every person is competent to be a witness except:

1353
1354
1355 (A) ~~Those of unsound mind, and children under ten years of age, who appear incapable~~
1356 ~~of receiving just impressions of the facts and transactions respecting which they are examined, or~~
1357 ~~of relating them truly.~~ **General rule.** Every person is competent to be a witness except as
1358 otherwise provided in these rules.

1359
1360 (B) **Disqualification of witness in general.** A person is disqualified to testify as a
1361 witness when the court determines that the person is:

1362
1363 (1) Incapable of expressing himself or herself concerning the matter as to be
1364 understood, either directly or through interpretation by one who can understand him or her; or

1365
1366 (2) Incapable of understanding the duty of a witness to tell the truth.

1367
1368 ~~(B)~~(C) A spouse testifying against the other spouse charged with a crime except when
1369 either of the following applies:

1370
1371 (1) a crime against the testifying spouse or a child of either spouse is charged;

1372
1373 (2) the testifying spouse elects to testify.

1374
1375 ~~(C)~~(D) An officer, while on duty for the exclusive or main purpose of enforcing traffic
1376 laws, arresting or assisting in the arrest of a person charged with a traffic violation punishable as
1377 a misdemeanor where the officer at the time of the arrest was not using a properly marked motor
1378 vehicle as defined by statute or was not wearing a legally distinctive uniform as defined by statute.

1379
1380 ~~(D)~~(E) A person giving expert testimony on the issue of liability in any medical claim, as
1381 defined in R.C. 2305.113, asserted in any civil action against a physician, podiatrist, or hospital
1382 arising out of the diagnosis, care, or treatment of any person by a physician or podiatrist, unless:

1383
1384 (1) The person testifying is licensed to practice medicine and surgery, osteopathic
1385 medicine and surgery, or podiatric medicine and surgery by the state medical board or by the
1386 licensing authority of any state;

1387
1388 (2) The person devotes at least one-half of his or her professional time to the active
1389 clinical practice in his or her field of licensure, or to its instruction in an accredited school and

1390
1391 (3) The person practices in the same or a substantially similar specialty as the
1392 defendant. The court shall not permit an expert in one medical specialty to testify against a health
1393 care provider in another medical specialty unless the expert shows both that the standards of care

1394 and practice in the two specialties are similar and that the expert has substantial familiarity between
1395 the specialties.

1396
1397 If the person is certified in a specialty, the person must be certified by a board recognized
1398 by the American board of medical specialties or the American board of osteopathic specialties in
1399 a specialty having acknowledged expertise and training directly related to the particular health care
1400 matter at issue.

1401
1402 Nothing in this division shall be construed to limit the power of the trial court to adjudge
1403 the testimony of any expert witness incompetent on any other ground, or to limit the power of the
1404 trial court to allow the testimony of any other witness, on a matter unrelated to the liability issues
1405 in the medical claim, when that testimony is relevant to the medical claim involved.

1406
1407 This division shall not prohibit other medical professionals who otherwise are competent
1408 to testify under these rules from giving expert testimony on the appropriate standard of care in
1409 their own profession in any claim asserted in any civil action against a physician, podiatrist,
1410 medical professional, or hospital arising out of the diagnosis, care, or treatment of any person.

1411
1412 ~~(E)~~(F) As otherwise provided in these rules.

1413 **RULE 902. Self-Authentication**

1414
1415 Extrinsic evidence of authenticity as a condition precedent to admissibility is not required
1416 with respect to the following:

1417
1418 (1) **Domestic public documents under seal.** A document bearing a seal purporting to
1419 be that of the United States, or of any State, district, Commonwealth, territory, or insular
1420 possession thereof, or the Panama Canal Zone, or the Trust Territory of the Pacific Islands, or of
1421 a political subdivision, department, officer, or agency thereof, and a signature purporting to be an
1422 attestation or execution.

1423
1424 (2) **Domestic public documents not under seal.** A document purporting to bear the
1425 signature in the official capacity of an officer or employee of any entity included in paragraph (1)
1426 hereof, having no seal, if a public officer having a seal and having official duties in the district or
1427 political subdivision of the officer or employee certifies under seal that the signer has the official
1428 capacity and that the signature is genuine.

1429
1430 (3) **Foreign public documents.** A document purporting to be executed or attested in
1431 the official capacity by a person authorized by the laws of a foreign country to make the execution
1432 or attestation, and accompanied by a final certification as to the genuineness of the signature and
1433 official position (a) of the executing or attesting person, or (b) of any foreign official whose
1434 certificate of genuineness of signature and official position relates to the execution or attestation
1435 or is in a chain of certificates of genuineness of signature and official position relating to the
1436 execution or attestation. A final certification may be made by a secretary of embassy or legation,
1437 consul general, consul, vice consul, or consular agent of the United States, or a diplomatic or
1438 consular official of the foreign country assigned or accredited to the United States. If reasonable
1439 opportunity has been given to all parties to investigate the authenticity and accuracy of official
1440 documents, the court may, for good cause shown, order that they be treated as presumptively
1441 authentic without final certification or permit them to be evidenced by an attested summary with
1442 or without final certification.

1443
1444 (4) **Certified copies of public records.** A copy of an official record or report or entry
1445 therein, or of a document authorized by law to be recorded or filed and actually recorded or filed
1446 in a public office, including data compilations in any form, certified as correct by the custodian or
1447 other person authorized to make the certification, by certificate complying with paragraph (1), (2),
1448 or (3) of this rule or complying with any law of a jurisdiction, state or federal, or rule prescribed
1449 by the Supreme Court of Ohio.

1450
1451 (5) **Official publications.** Books, pamphlets, or other publications purporting to be
1452 issued by public authority.

1453
1454 (6) **Newspapers and periodicals.** Printed materials purporting to be newspapers or
1455 periodicals, including notices and advertisements contained therein.

1456
1457 (7) **Trade inscriptions and the like.** Inscriptions, signs, tags, or labels purporting to
1458 have been affixed in the course of business and indicating ownership, control, or origin.

1459
1460
1461
1462
1463
1464
1465
1466
1467
1468
1469
1470
1471
1472
1473
1474
1475
1476
1477
1478
1479
1480
1481
1482
1483
1484
1485
1486
1487
1488
1489
1490
1491
1492
1493
1494
1495

(8) Acknowledged documents. Documents accompanied by a certificate of acknowledgment executed in the manner provided by law by a notary public or other officer authorized by law to take acknowledgments.

(9) Commercial paper and related documents. Commercial paper, signatures thereon, and documents relating thereto to the extent provided by general commercial law.

(10) Presumptions created by law. Any signature, document, or other matter declared by any law of a jurisdiction, state or federal, to be presumptively or prima facie genuine or authentic.

(11) Certified Domestic Records of a Regularly Conducted Activity. The original or a copy of a domestic record that meets the requirements of Evid.R. 803(6), as shown by a certification of the custodian or another qualified person that complies with an Ohio statute or a rule prescribed by the Supreme Court of Ohio. Before the trial or hearing, the proponent must give an adverse party reasonable written notice of the intent to offer the record - and must make the record and certification available for inspection - so that the party has a fair opportunity to challenge them.

(12) Certified Foreign Records of a Regularly Conducted Activity. In a civil case, the original or a copy of a foreign record that meets the requirements of Evid.R. 902(11), modified as follows: the certification, rather than complying with an Ohio statute or Supreme Court of Ohio rule, must be signed in a manner that, if falsely made, would subject the maker to a criminal penalty in the country where the certification is signed. The proponent must also meet the notice requirements of Evid.R. 902(11).

(13) Certified Records Generated by an Electronic Process or System. A record generated by an electronic process or system that produces an accurate result, as shown by a certification of a qualified person that complies with the certification requirements of Evid.R. 902(11) or (12). The proponent must also meet the notice requirements of Evid.R. 902(11).

(14) Certified Data Copied from an Electronic Device, Storage Medium, or File. Data copied from an electronic device, storage medium, or file, if authenticated by a process of digital identification, as shown by a certification of a qualified person that complies with the certification requirements of Evid.R. 902(11) or (12). The proponent also must meet the notice requirements of Evid.R. 902(11).

IN _____

)	CASE NO.
)	
Plaintiff,)	JUDGE
)	
vs.)	
)	<u>FINANCIAL DISCLOSURE / FEE-</u>
)	<u>WAIVER AFFIDAVIT</u>
Defendant.)	<u>AND ORDER</u>

Pursuant to R.C. 2323.311, the below-named Applicant requests that the Court determine that the Applicant is an indigent litigant and be granted a waiver of the prepayment of costs or fees in the above captioned matter. The Applicant submits the following information in support of said request.

Personal Information	
Applicant's First Name	Applicant's Last Name
Applicant's Date of Birth	Last 4 Digits of Applicant's SSN
Applicant's Address	

Other Persons Living in Your Household			
First Name	Last Name	Is this person a child under 18?	Relationship (Spouse or Child)
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Public Benefits
I receive the following public benefits and my gross income, including the cash benefits marked below, does not exceed 187.5% of the federal poverty guidelines. Place an "X" next to any benefits you receive. Ohio Works First ¹ : ___ SSI ² : ___ Medicaid ³ : ___ Veterans Pension Benefit ⁴ : ___ SNAP / Food Stamps ⁵ : ___

Monthly Income			
I am NOT able to access my spouse's income <input type="checkbox"/>			
	Applicant	Spouse (If Living in Household)	Total Monthly Income
Gross Monthly Employment Income, including Self-Employment Income (Before Taxes)	\$	\$	\$
Unemployment, Worker's Compensation, Spousal Support (If Receiving)	\$	\$	\$
TOTAL MONTHLY INCOME			\$

Liquid Assets			
Type of Asset		Estimated Value	
Cash on Hand		\$	
Available Cash in Checking, Savings, Money Market Accounts		\$	
Stocks, Bonds, CDs		\$	
Other Liquid Assets		\$	
Total Liquid Assets		\$	
Monthly Expenses			
Column A		Column B	
Type of Expense	Amount	Type of Expense	Amount
Rent / Mortgage / Property Tax / Insurance	\$	Insurance (Medical, Dental, Auto, etc.)	\$
Food / Paper Products/Cleaning Products/Toiletries	\$	Child or Spousal Support that You Pay	\$
Utilities (Heat, Gas, Electric, Water / Sewer, Trash)	\$	Medical / Dental Expenses or Associated Costs of Caring for a Sick or Disabled Family Member	\$
Transportation / Gas	\$	Credit Card, Other Loans	\$
Phone	\$	Taxes Withheld or Owed	\$
Child Care	\$	Other (e.g. garnishments)	\$
Total Column A Expenses	\$	Total Column B Expenses	\$
TOTAL MONTHLY EXPENSES (Column A + Column B)			

I, _____, hereby certify that the information I have provided on
 (Print Name)
 this financial disclosure form is true to the best of my knowledge and that I am unable to prepay the costs or fees in this case.

 Signature

NOTARY PUBLIC:

Sworn to before me and signed in my presence this _____ day of _____, 20____,
 in _____ County, Ohio.

 Notary Public (Signature)

 Notary Public (Printed)
 My Commission expires: _____

If available, an individual duly authorized to administer this oath at the Clerk of Court's Office will do so at no cost to the Applicant.

ORDER

- Upon the request of the Applicant and the Court's review, the Court finds that the Applicant **IS** an indigent litigant and **GRANTS** a waiver of the prepayment of costs or fees in this matter. **Pursuant to R.C. 2323.311(B)(3)**, upon the filing of a civil action or proceeding and the affidavit of indigency under division (B)(1) of this section, the clerk of the court shall accept the action, motion, or proceeding for filing.

- Upon the request of the Applicant and the Court's review, the Court finds that the Applicant is **NOT** an indigent litigant and **DENIES** a waiver of the prepayment of costs or fees in this matter. **Applicant is granted thirty (30) days from the issuance of this Order to make the required advance deposit or security. Failure to do so within the time allotted may result in dismissal of this action.**

IT IS SO ORDERED

Judge / Magistrate

Date

APPENDIX

2019 FEDERAL POVERTY LIMIT (FPL)

Persons in family/household	100% Poverty	100% Poverty Monthly Gross Income	187.5% Poverty	187.5% Poverty Monthly Gross Income
1	\$12,490	\$1,040.83	\$23,419	\$1,951.58
2	\$16,910	\$1,409.17	\$31,706	\$2,642.17
3	\$21,330	\$1,777.50	\$39,994	\$3,332.83
4	\$25,750	\$2,145.83	\$48,281	\$4,023.42
5	\$30,170	\$2,514.17	\$56,569	\$4,714.08
6	\$34,590	\$2,882.50	\$64,856	\$5,404.67
7	\$39,010	\$3,250.83	\$73,144	\$6,095.33
8	\$43,430	\$3,619.17	\$81,431	\$6,785.92

R.C. 2323.311(B)

(4) A judge or magistrate of the court shall review the affidavit of indigency as filed pursuant to division (B)(2) of this section and shall approve or deny the applicant's application to qualify as an indigent litigant. The judge or magistrate shall approve the application if the applicant's gross income does not exceed one hundred eighty-seven and five-tenths per cent of the federal poverty guidelines as determined by the United States department of health and human services for the state of Ohio and the applicant's monthly expenses are equal to or in excess of the applicant's liquid assets as specified in division (C)(2) of section 120-1-03 of the Administrative Code, as amended, or a substantially similar provision. If the application is approved, the clerk shall waive the advance deposit or security and the court shall proceed with the civil action or proceeding. If the application is denied, the clerk shall retain the filing of the action or proceeding, and the court shall issue an order granting the applicant whose application is denied thirty days to make the required advance deposit or security, prior to any dismissal or other action on the filing of the civil action or proceeding.

(6) Nothing in this section shall prevent a court from approving or affirming an application to qualify as an indigent litigant for an applicant whose gross income exceeds one hundred eighty-seven and five-tenths per cent of the federal poverty guidelines as determined by the United States department of health and human services for the state of Ohio, or whose liquid assets equal or exceed the applicant's monthly expenses as specified in division (C)(2) of section 120-1-03 of the Administrative Code, as amended, or a substantially similar provision.

¹Ohio Works First Income Limit: 50% FPL (R.C. 5107.10(D)(1)(a))

²SSI Income Limit: cannot have countable income that exceeds the Federal Benefit Rate (FBR). 2019 FBR: \$771 monthly for single disabled individual; \$1157 monthly for disabled couple (20 CFR 416.1100)

³Medicaid Income Limit:

Modified Adjusted Gross Income (MAGI):138% FPL (OAC 5160:1-4-01; 42 USC 1396a(a)(10)(A)(i)(VIII))

Aged, Blind or Disabled: \$791 for single person; \$1177 for disabled couple

⁴Veterans Pension Benefit Income Limit: \$13,535 annually / \$1,127 monthly for a single person; \$17,724 annually / \$1,477 monthly for a veteran with one dependent

⁵Supplemental Nutrition Assistance Program (SNAP) Income Limit: 130% FPL for assistance groups with nondisabled/nonelderly member; 165% FPL for elderly and disabled assistance groups (OAC 5101:4-4-11; Food Assistance Change Transmittal No. 61)

To DEFENDANT: SUMMONS YOU ARE SUMMONED AND ORDERED TO APPEAR

ON _____ AT _____ IN _____ COURT
AT _____ COUNTY, OHIO
 CITY VILLAGE TOWNSHIP

PERSONAL APPEARANCE REQUIRED: Yes No **If you fail to appear at this time and place you may be arrested or your license may be cancelled.**

TICKET# _____ CASE# _____ REFERENCE# _____
NAME _____
STREET, CITY _____
COUNTY, STATE, ZIP _____
PHONE# _____ TEXT/PHONE NOTIFICATION APPROVED? Yes No

OPERATOR LICENSE / STATE ID# <input type="checkbox"/> NONE*		BIRTH DATE		ISSUE DATE		STATE	
		/ /		/ /			
* IF NO OL/STATE ID; REQUIRED DOCUMENTATION ATTACHED: <input type="checkbox"/> YES							
CLASS	EXPIRES	ENDORSEMENT(S)/RESTRICTION(S)				SS# (last 4 digits)	
/ /		<input type="checkbox"/> CDL <input type="checkbox"/> MC <input type="checkbox"/> OTHER:					
SEX	HEIGHT	WEIGHT	EYES	HAIR	RACE	FINANCIAL RESPONSIBILITY PROOF?	
						<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

To DEFENDANT: COMPLAINT ON _____ / _____ / _____ AT _____ Am/PM, YOU
Operated/Passenger/Parked/Walked a PASSENGER MOTORCYCLE BICYCLE OTHER: _____
 COMMERCIAL DOT# _____ >26,001 LBS. <16 PASS. BUS >16 PASS. BUS HAZ. MAT.
VEHICLE: YEAR _____ MAKE _____ MODEL _____
COLOR _____ LICENSE # _____ STATE _____
UPON A PUBLIC HIGHWAY, NAMELY _____ DIRECTION _____
AT/NEAR _____ (M.P. _____)
IN THE _____ OF _____ IN _____
COUNTY #: _____ STATE OF OHIO AND COMMITTED THE FOLLOWING OFFENSE(S).

<input type="checkbox"/>	SPEED: _____ MPH IN _____ MPH ZONE <input type="checkbox"/> OVER LIMITS <input type="checkbox"/> UNSAFE FOR CONDITIONS <input type="checkbox"/> ACDA <input type="checkbox"/> RADAR <input type="checkbox"/> AIR <input type="checkbox"/> VASCAR <input type="checkbox"/> PACE <input type="checkbox"/> LASER <input type="checkbox"/> STATIONARY <input type="checkbox"/> MOVING	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
<input type="checkbox"/>	OVI: <input type="checkbox"/> UNDER THE INFLUENCE OF ALCOHOL/DRUG OF ABUSE. <input type="checkbox"/> IN PHYSICAL CONTROL OF VEHICLE. <input type="checkbox"/> PROHIBITED BLOOD ALCOHOL CONCENTRATION. _____ BAC <input type="checkbox"/> BLOOD <input type="checkbox"/> BREATH <input type="checkbox"/> URINE <input type="checkbox"/> REFUSED	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
PRIOR OVIs:	# OF PRIOR OVIs: _____ YEARS OF PRIOR OVIs: _____	
<input type="checkbox"/>	DRIVER LICENSE: <input type="checkbox"/> NONE <input type="checkbox"/> NOT ON PERSON <input type="checkbox"/> REVOKED <input type="checkbox"/> SUSPENDED EXPIRED: <input type="checkbox"/> <6 MONTHS <input type="checkbox"/> >6 MONTHS <input type="checkbox"/> FAILURE TO REINSTATE SUSPENSION TYPE: _____	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
<input type="checkbox"/>	SAFETY BELT: FAILURE TO WEAR <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> CHILD RESTRAINT <input type="checkbox"/> BOOSTER SEAT	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
<input type="checkbox"/>	OTHER OFFENSE: _____	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
<input type="checkbox"/> DRIVER LICENSE HELD <input type="checkbox"/> VEHICLE SEIZED <input type="checkbox"/> JUVENILE TRAFFIC OFFENDER <input type="checkbox"/> DISTRACTED DRIVING PENALTY ENHANCEMENT APPLIES (REMARKS REQUIRED)		
PAVEMENT: <input type="checkbox"/> DRY <input type="checkbox"/> WET <input type="checkbox"/> SNOW <input type="checkbox"/> ICE # OF LANES: _____		
VISIBILITY: <input type="checkbox"/> CLEAR <input type="checkbox"/> CLOUDY <input type="checkbox"/> DUSK <input type="checkbox"/> NIGHT <input type="checkbox"/> DAWN <input type="checkbox"/> A/V		
WEATHER: <input type="checkbox"/> RAIN <input type="checkbox"/> SNOW <input type="checkbox"/> FOG <input type="checkbox"/> NO ADVERSE <input type="checkbox"/> CONSTRUCTION ZONE		
TRAFFIC: <input type="checkbox"/> HEAVY <input type="checkbox"/> MODERATE <input type="checkbox"/> LIGHT <input type="checkbox"/> NONE <input type="checkbox"/> WORKERS PRESENT		
AREA: <input type="checkbox"/> BUSINESS <input type="checkbox"/> FREEWAY <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> RURAL <input type="checkbox"/> SCHOOL		
CRASH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> ALMOST CAUSED <input type="checkbox"/> NON-INJURY <input type="checkbox"/> INJURY <input type="checkbox"/> FATAL		
CRASH REPORT # _____		
REMARKS: _____		
ACCOMPANYING CRIMINAL CHARGE(S): <input type="checkbox"/> Yes <input type="checkbox"/> No TOTAL # OFFENSES: _____		

This summons served personally on the defendant on _____ / _____ / _____
The issuing/charging law enforcement officer states under the penalties of perjury and falsification that he/she has read the above complaint and that it is true.

CHARGING LAW ENFORCEMENT OFFICER _____	COURT CODE	UNIT	POST	DISTRICT
ISSUING LAW ENFORCEMENT OFFICER _____ <input type="checkbox"/> SAME AS ABOVE				

ISSUING OFFICER: VERIFY DEFENDANT'S ADDRESS. IF DIFFERENT FROM LICENSE ADDRESS, WRITE CURRENT ADDRESS IN SPACE PROVIDED.
OHP 0060 01/20 HP7 110-0060-00 [760-0807] **COURT RECORD**

CURRENT ADDRESS

SIGNATURE X

CO. RES.

PHONE ()

DEFENDANT'S ATTORNEY _____
NAME / ADDRESS / TELEPHONE

IF JUVENILE, PARENTS' NAMES _____

PHONE# _____

GRADE: _____ SCHOOL _____

DATE **COURT ACTION: ORDERS**
BAIL

- No BAIL** - DEFENDANT CITED AND RELEASED.
 BAIL IN THE AMOUNT OF \$ _____ SET BY JUDGE PURSUANT TO BAIL SCHEDULE.

BOND AMOUNT **BOND TYPE**

- \$ _____
 CASH PERSONAL 10% AAA/INSURANCE BOND
 UNSECURED SURETY OL HELD OTHER _____

DEPOSITOR: _____
NAME / ADDRESS / TELEPHONE

- DEFENDANT RELEASED UPON EXECUTION OF BAIL, AS NOTED: _____ SEE BOND FORMS - RECEIVED BY: _____

CONTINUANCE REQUESTER: _____ **NEW DATE:** _____

CONTINUANCE REASON: _____

- DEFENDANT FAILED TO APPEAR
 ORDER SUPPLEMENTAL SUMMONS TO NEW DATE
 ORDER OPERATOR'S LICENSE FORFEITURE BOND FORFEITURE
 ORDER WARRANT: BOND AMOUNT \$ _____
 SUMMONS ISSUED **SERVED DATE:** _____
 WARRANT ISSUED **EXECUTED DATE:** _____

_____/_____/_____
 Judge/Magistrate **DATE**

COURT ENTRY

Defendant present with/without Counsel. All rights pursuant to Criminal Rules 10 & 11, Traffic Rules 8 & 10 explained.

	COUNT				
	SPEED	OVI	LICENSE	SEATBELT	
INITIAL PLEA					
TRIAL DATE					
FINDING					
FINE \$					
COSTS \$					
JAILTIME (DAYS)					
SUSPENDED					
FINES \$					
COSTS \$					
JAILTIME (DAYS)					

ADDITIONAL ORDERS

- If OVI conviction:** 72 hour program permitted in lieu of jail.
 Defendant's License is **SUSPENDED** for _____ days / month(s) / year(s),
 which shall commence _____ on and end on _____.
 Defendant is granted **Limited Driving Privileges** as follows, effective: _____

 Defendant to pay fines on **Payment Program** - see separate entry.
 If **WAIVERED**: **MET** Requirements of Waiver **PAID** Fines and Costs **ACCEPTED** Guilty Plea(s)
 MADE Guilty Finding(s). Imposed Fines and Costs noted below.

_____/_____/_____
 Judge/Magistrate **DATE**

FOR CLERK'S USE	COUNT				
	SPEED	OVI	LICENSE	SEATBELT	
FINES \$					
COSTS - LOCAL \$					
COSTS - STATE \$					
TOTAL \$					
RECEIPT #(s)					

- If **WAIVERED**: Guilty Plea(s), Waiver(s) and Payments made: In Person By Mail
 Receipt supplied to defendant: In Person Check is receipt By Mail via USPS FIRST CLASS LETTER
 Waiver reviewed, found to be correct, and approved. RATE mail to Defendant's current address.
 Financial Responsibility **PROOF SHOWN**
 NO Financial Responsibility **PROOF**: Clerk to notify BMV
 Financial Responsibility **PROOF NOT APPLICABLE**

_____/_____/_____
 Clerk / Violations Clerk / Deputy Clerk

DATE Abstract Mailed to BMV

DATE Mayor's Court Transfer/Notice of Appeal

TICKET# _____

To DEFENDANT: SUMMONS YOU ARE SUMMONED AND ORDERED TO APPEAR

ON _____ AT _____ IN _____ COURT
AT _____ COUNTY, OHIO
 CITY VILLAGE TOWNSHIP

PERSONAL APPEARANCE REQUIRED: YES NO **If you fail to appear at this time and place you may be arrested or your license may be cancelled.**

TICKET# _____ CASE# _____ REFERENCE# _____
NAME _____
STREET, CITY _____
COUNTY, STATE, ZIP _____
PHONE# _____ TEXT/PHONE NOTIFICATION APPROVED? YES NO

OPERATOR LICENSE / STATE ID# <input type="checkbox"/> NONE*		BIRTH DATE		ISSUE DATE		STATE	
		/ /		/ /			
* IF NO OL/STATE ID; REQUIRED DOCUMENTATION ATTACHED: <input type="checkbox"/> YES							
CLASS	EXPIRES	ENDORSEMENT(S)/RESTRICTION(S)				SS# (last 4 digits)	
/ /		<input type="checkbox"/> CDL <input type="checkbox"/> MC <input type="checkbox"/> OTHER:					
SEX	HEIGHT	WEIGHT	EYES	HAIR	RACE	FINANCIAL RESPONSIBILITY PROOF?	
						<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

To DEFENDANT: COMPLAINT ON _____ / _____ / _____ AT _____ Am/PM, YOU
Operated/Passenger/Parked/Walked a PASSENGER MOTORCYCLE BICYCLE OTHER: _____
 COMMERCIAL DOT# _____ >26,001 LBS. <16 PASS. BUS >16 PASS. BUS HAZ. MAT.
VEHICLE: YEAR _____ MAKE _____ MODEL _____
COLOR _____ LICENSE # _____ STATE _____
UPON A PUBLIC HIGHWAY, NAMELY _____ DIRECTION _____
AT/NEAR _____ (M.P. _____)
IN THE _____ OF _____ IN _____
COUNTY #: _____ STATE OF OHIO AND COMMITTED THE FOLLOWING OFFENSE(S).

<input type="checkbox"/>	SPEED: _____ MPH IN _____ MPH ZONE <input type="checkbox"/> OVER LIMITS <input type="checkbox"/> UNSAFE FOR CONDITIONS <input type="checkbox"/> ACDA <input type="checkbox"/> RADAR <input type="checkbox"/> AIR <input type="checkbox"/> VASCAR <input type="checkbox"/> PACE <input type="checkbox"/> LASER <input type="checkbox"/> STATIONARY <input type="checkbox"/> MOVING	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
<input type="checkbox"/>	OVI: <input type="checkbox"/> UNDER THE INFLUENCE OF ALCOHOL/DRUG OF ABUSE. <input type="checkbox"/> IN PHYSICAL CONTROL OF VEHICLE. <input type="checkbox"/> PROHIBITED BLOOD ALCOHOL CONCENTRATION. _____ BAC <input type="checkbox"/> BLOOD <input type="checkbox"/> BREATH <input type="checkbox"/> URINE <input type="checkbox"/> REFUSED	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
PRIOR OVIs:	# OF PRIOR OVIs: _____ YEARS OF PRIOR OVIs: _____	
<input type="checkbox"/>	DRIVER LICENSE: <input type="checkbox"/> NONE <input type="checkbox"/> NOT ON PERSON <input type="checkbox"/> REVOKED <input type="checkbox"/> SUSPENDED EXPIRED: <input type="checkbox"/> <6 MONTHS <input type="checkbox"/> >6 MONTHS <input type="checkbox"/> FAILURE TO REINSTATE SUSPENSION TYPE: _____	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
<input type="checkbox"/>	SAFETY BELT: FAILURE TO WEAR <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> CHILD RESTRAINT <input type="checkbox"/> BOOSTER SEAT	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
<input type="checkbox"/>	OTHER OFFENSE: _____	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
<input type="checkbox"/> DRIVER LICENSE HELD <input type="checkbox"/> VEHICLE SEIZED <input type="checkbox"/> JUVENILE TRAFFIC OFFENDER <input type="checkbox"/> DISTRACTED DRIVING PENALTY ENHANCEMENT APPLIES (REMARKS REQUIRED)		

COURT CASE _____ COURT NAME _____
CASE # _____ FR SHOWN: YES NO FR SHOWN - BMV to process. N/A

IF BOND FORFEITURE, DATE FORFEITED: _____	SPEED	OVI	LICENSE	CHILD RESTRAINT		
CONVICTION DATE: _____						
MOVING VIOLATION?	YES NO	YES NO	YES NO	NO	YES NO	YES NO
PLEA CODE						
POINTS ASSESSED						
BMV OFFENSE CODE						
IF AMENDED, OFFENSE CODE						
FATALITY						

FOR BMV USE
 LICENSE SUSPENDED _____ days/months/years EFFECTIVE: _____ TO _____
 SUSPENSION CLASS _____
 MO - LIMITED DRIVING PRIVILEGES EFFECTIVE: _____ TO _____
(SEE SEPARATE ENTRY) SUSPENSION IS ON COUNT: _____ FRA SUSPENSION
 LICENSE FORFEITURE - SEE SEPARATE BMV FORM 2528
 OL CONFISCATED - DATE SENT TO BMV: _____
 OTHER INFORMATION - SEE REVERSE SIDE.

I hereby certify that the above statements are taken from the records of this Court.
_____/_____/_____
DATE

CURRENT ADDRESS

SIGNATURE X

CO. RES.

PHONE ()

[CANARY paper]

**Text appears for information only. This text is not printed.
This page is not printed upon.**

To DEFENDANT: SUMMONS YOU ARE SUMMONED AND ORDERED TO APPEAR

ON _____ AT _____ IN _____ COURT
AT _____ COUNTY, OHIO

CITY VILLAGE TOWNSHIP

PERSONAL APPEARANCE **REQUIRED:** YES NO **If you fail to appear at this time and place you may be arrested or your license may be cancelled.**

TICKET# _____ CASE# _____ REFERENCE# _____
NAME _____
STREET, CITY _____
COUNTY, STATE, ZIP _____
PHONE# _____ TEXT/PHONE NOTIFICATION APPROVED? YES NO

OPERATOR LICENSE / STATE ID# <input type="checkbox"/> NONE*		BIRTH DATE		ISSUE DATE		STATE	
		/ /		/ /			
* IF NO OL/STATE ID; REQUIRED DOCUMENTATION ATTACHED: <input type="checkbox"/> YES							
CLASS	EXPIRES	ENDORSEMENT(S)/RESTRICTION(S)				SS# (last 4 digits)	
/ /		<input type="checkbox"/> CDL <input type="checkbox"/> MC <input type="checkbox"/> OTHER:					
SEX	HEIGHT	WEIGHT	EYES	HAIR	RACE	FINANCIAL RESPONSIBILITY PROOF?	
						<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

To DEFENDANT: COMPLAINT ON _____ / _____ / _____ AT _____ Am/PM, YOU
Operated/Passenger/Parked/Walked a PASSENGER MOTORCYCLE BICYCLE OTHER: _____
 COMMERCIAL DOT# _____ ≥26,001 LBS. <16 PASS. BUS ≥16 PASS. BUS HAZ. MAT.
VEHICLE: YEAR _____ MAKE _____ MODEL _____
COLOR _____ LICENSE # _____ STATE _____
UPON A PUBLIC HIGHWAY, NAMELY _____ DIRECTION _____
AT/NEAR _____ (M.P. _____)
IN THE _____ OF _____ IN _____
COUNTY #: _____ STATE OF OHIO AND COMMITTED THE FOLLOWING OFFENSE(S).

<input type="checkbox"/> SPEED: _____ MPH IN _____ MPH ZONE <input type="checkbox"/> OVER LIMITS <input type="checkbox"/> UNSAFE FOR CONDITIONS <input type="checkbox"/> ACDA <input type="checkbox"/> RADAR <input type="checkbox"/> AIR <input type="checkbox"/> VASCAR <input type="checkbox"/> PACE <input type="checkbox"/> LASER <input type="checkbox"/> STATIONARY <input type="checkbox"/> MOVING	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
<input type="checkbox"/> OVI: <input type="checkbox"/> UNDER THE INFLUENCE OF ALCOHOL/DRUG OF ABUSE. <input type="checkbox"/> IN PHYSICAL CONTROL OF VEHICLE. <input type="checkbox"/> PROHIBITED BLOOD ALCOHOL CONCENTRATION. _____ BAC <input type="checkbox"/> BLOOD <input type="checkbox"/> BREATH <input type="checkbox"/> URINE <input type="checkbox"/> REFUSED	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
PRIOR OVIs: # OF PRIOR OVIs _____ YEARS OF PRIOR OVIs _____	
<input type="checkbox"/> DRIVER LICENSE: <input type="checkbox"/> NONE <input type="checkbox"/> NOT ON PERSON <input type="checkbox"/> REVOKED <input type="checkbox"/> SUSPENDED EXPIRED: <input type="checkbox"/> <6 MONTHS <input type="checkbox"/> >6 MONTHS <input type="checkbox"/> FAILURE TO REINSTATE SUSPENSION TYPE: _____	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
<input type="checkbox"/> SAFETY BELT: FAILURE TO WEAR <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> CHILD RESTRAINT <input type="checkbox"/> BOOSTER SEAT	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
<input type="checkbox"/> OTHER OFFENSE: _____	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
<input type="checkbox"/> DRIVER LICENSE HELD <input type="checkbox"/> VEHICLE SEIZED <input type="checkbox"/> JUVENILE TRAFFIC OFFENDER <input type="checkbox"/> DISTRACTED DRIVING PENALTY ENHANCEMENT APPLIES (REMARKS REQUIRED)	
PAVEMENT: <input type="checkbox"/> DRY <input type="checkbox"/> WET <input type="checkbox"/> SNOW <input type="checkbox"/> ICE # OF LANES _____	
VISIBILITY: <input type="checkbox"/> CLEAR <input type="checkbox"/> CLOUDY <input type="checkbox"/> DUSK <input type="checkbox"/> NIGHT <input type="checkbox"/> DAWN <input type="checkbox"/> A/V	
WEATHER: <input type="checkbox"/> RAIN <input type="checkbox"/> SNOW <input type="checkbox"/> FOG <input type="checkbox"/> NO ADVERSE <input type="checkbox"/> CONSTRUCTION ZONE	
TRAFFIC: <input type="checkbox"/> HEAVY <input type="checkbox"/> MODERATE <input type="checkbox"/> LIGHT <input type="checkbox"/> NONE <input type="checkbox"/> WORKERS PRESENT	
AREA: <input type="checkbox"/> BUSINESS <input type="checkbox"/> FREEWAY <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> RURAL <input type="checkbox"/> SCHOOL	
CRASH: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> ALMOST CAUSED <input type="checkbox"/> NON-INJURY <input type="checkbox"/> INJURY <input type="checkbox"/> FATAL	
CRASH REPORT # _____	
REMARKS: _____	
ACCOMPANYING CRIMINAL CHARGE(S): <input type="checkbox"/> YES <input type="checkbox"/> NO TOTAL # OFFENSES: _____	

This summons served personally on the defendant on _____ / _____ / _____
The issuing/charging law enforcement officer states under the penalties of perjury and falsification that he/she has read the above complaint and that it is true.

CHARGING LAW ENFORCEMENT OFFICER _____	COURT CODE	UNIT	POST	DISTRICT
ISSUING LAW ENFORCEMENT OFFICER _____ <input type="checkbox"/> SAME AS ABOVE				

ISSUING OFFICER: **VERIFY DEFENDANT'S ADDRESS.** IF DIFFERENT FROM LICENSE ADDRESS, WRITE CURRENT ADDRESS IN SPACE PROVIDED.
OHP 0060 01/20 HP7 110-0060-00 [760-0807] **DEFENDANT'S COPY**

CURRENT ADDRESS

SIGNATURE X

CO. RES.

PHONE ()

TO DEFENDANT: Read this material carefully.

Personal Appearance Required.

If the officer marked this block on the face of the ticket, you must appear in court. Your **appearance in court is required** because the offenses cannot be processed by a traffic violations bureau.

Failure to Appear and/or Pay:

- The posting of bail or depositing your license as bond is to secure your appearance in court or the processing of the offenses through a traffic violations bureau. It is not a payment of fines or costs.
- If you do not appear at the time and place stated in the citation or if you do not timely process this citation through a traffic violations bureau, your license **may** be cancelled.
- Also, a warrant may be issued for your arrest, and you may be subject to additional criminal penalties.

These **offenses require court appearance** and may not be processed by a traffic violations bureau:

- Any indictable offense;
- Operating a vehicle under the influence of alcohol or any drug of abuse;
- Leave scene of accident;
- **Driving while under suspension or revocation of driver's or commercial driver's license when jail is a possible penalty [Tr.R. 13(B)(4)];**
- **Driving without being licensed to drive when jail is a possible penalty [Tr.R. 13(B)(5)];**
- A third moving traffic offense within 12 months;
- Passing a standing school bus;
- Willfully eluding or fleeing a police officer;
- Drag racing.

Waiverable through traffic violations bureau.

If you are charged with offenses other than those listed above, you may, at any time prior to arraignment, **plead guilty** to the offenses charged and dispose of the case without court appearance by:

- (1) appearing personally at the traffic violations bureau, signing the waiver printed below and paying the fines and costs, or
- (2) signing the waiver printed below and mailing it and a check, money order, or other approved payment for the total of the fines and costs to the traffic violations bureau at this traffic violations bureau address:

INSURANCE WARNING

Under Ohio law you are required to show proof of financial responsibility or insurance. If you did not do so at the time of receiving this ticket, **you must submit proof** of insurance when you appear in court on these offenses.

If you do not submit the required proof:

- your driver's license will be suspended and
- you may be subject to additional fees and insurance sanctions.

If you have any questions regarding the **proof filing**, you may call the traffic violations bureau at the telephone indicated.

For information regarding your **Duty To Appear** or the **Fines and Costs** amount(s), call:

Telephone Number(s) / Court Web Address

CONTESTED CASE; COURT APPEARANCE REQUIRED

If you desire to **contest the offenses** or if court **appearance is required**, you must appear at the time and place stated in the summons.

NOTICE TO DEFENDANT UNDER AGE EIGHTEEN

You **must appear** before the Juvenile Court at the time and place determined by that Court. The Juvenile Court will notify you when and where to appear. This ticket will be filed with the Juvenile Court, and may be used as a juvenile complaint.

Juvenile Court Address

For information regarding your **Duty to Appear** at Juvenile Court, call:

Telephone Number(s) / Juvenile Court Web Address

GUILTY PLEAS, NO CONTEST PLEAS, WAIVER OF TRIAL, PAYMENT OF FINES AND COSTS

I, the undersigned defendant, do hereby enter my written pleas of guilty to the offenses charged in this ticket. I realize that by signing these guilty pleas, I admit my guilt of the offenses charged and waive my right to contest the offenses in a trial before the court or jury. Further, I realize that a record of this plea will be sent to the Ohio Bureau of Motor Vehicles. I have not been convicted of, pleaded guilty to, or forfeited bond for two or more prior moving traffic offenses within the last 12 months. I plead guilty to the offense(s) charged.

FINES \$ _____

X

COSTS \$ _____

Defendant's Signature

TOTAL \$ _____

Address

TICKET# _____

To DEFENDANT: SUMMONS YOU ARE SUMMONED AND ORDERED TO APPEAR

ON _____ AT _____ IN _____ COURT
AT _____ COUNTY, OHIO
 CITY VILLAGE TOWNSHIP

PERSONAL APPEARANCE REQUIRED: Yes No **If you fail to appear at this time and place you may be arrested or your license may be cancelled.**

TICKET# _____ CASE# _____ REFERENCE# _____
NAME _____
STREET, CITY _____
COUNTY, STATE, ZIP _____
PHONE# _____ TEXT/PHONE NOTIFICATION APPROVED? Yes No

OPERATOR LICENSE / STATE ID# <input type="checkbox"/> NONE*		BIRTH DATE		ISSUE DATE		STATE	
		/ /		/ /			
* IF NO OL/STATE ID; REQUIRED DOCUMENTATION ATTACHED: <input type="checkbox"/> YES							
CLASS	EXPIRES	ENDORSEMENT(S)/RESTRICTION(S)				SS# (last 4 digits)	
/ /		<input type="checkbox"/> CDL <input type="checkbox"/> MC <input type="checkbox"/> OTHER:					
SEX	HEIGHT	WEIGHT	EYES	HAIR	RACE	FINANCIAL RESPONSIBILITY PROOF?	
						<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

To DEFENDANT: COMPLAINT ON _____ / _____ / _____ AT _____ Am/PM, YOU
Operated/Passenger/Parked/Walked a PASSENGER MOTORCYCLE BICYCLE OTHER: _____
 COMMERCIAL DOT# _____ >26,001 LBS. <16 PASS. BUS >16 PASS. BUS HAZ. MAT.
VEHICLE: YEAR _____ MAKE _____ MODEL _____
COLOR _____ LICENSE # _____ STATE _____
UPON A PUBLIC HIGHWAY, NAMELY _____ DIRECTION _____
AT/NEAR _____ (M.P. _____)
IN THE _____ OF _____ IN _____
COUNTY #: _____ STATE OF OHIO AND COMMITTED THE FOLLOWING OFFENSE(S).

<input type="checkbox"/>	SPEED: _____ MPH IN _____ MPH ZONE <input type="checkbox"/> OVER LIMITS <input type="checkbox"/> UNSAFE FOR CONDITIONS <input type="checkbox"/> ACDA <input type="checkbox"/> RADAR <input type="checkbox"/> AIR <input type="checkbox"/> VASCAR <input type="checkbox"/> PACE <input type="checkbox"/> LASER <input type="checkbox"/> STATIONARY <input type="checkbox"/> MOVING	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
<input type="checkbox"/>	OVI: <input type="checkbox"/> UNDER THE INFLUENCE OF ALCOHOL/DRUG OF ABUSE. <input type="checkbox"/> IN PHYSICAL CONTROL OF VEHICLE. <input type="checkbox"/> PROHIBITED BLOOD ALCOHOL CONCENTRATION. _____ BAC <input type="checkbox"/> BLOOD <input type="checkbox"/> BREATH <input type="checkbox"/> URINE <input type="checkbox"/> REFUSED	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
PRIOR OVIs:	# OF PRIOR OVIs: _____ YEARS OF PRIOR OVIs: _____	
<input type="checkbox"/>	DRIVER LICENSE: <input type="checkbox"/> NONE <input type="checkbox"/> NOT ON PERSON <input type="checkbox"/> REVOKED <input type="checkbox"/> SUSPENDED EXPIRED: <input type="checkbox"/> <6 MONTHS <input type="checkbox"/> >6 MONTHS <input type="checkbox"/> FAILURE TO REINSTATE SUSPENSION TYPE: _____	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
<input type="checkbox"/>	SAFETY BELT: FAILURE TO WEAR <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> CHILD RESTRAINT <input type="checkbox"/> BOOSTER SEAT	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
<input type="checkbox"/>	OTHER OFFENSE: _____	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
<input type="checkbox"/> DRIVER LICENSE HELD <input type="checkbox"/> VEHICLE SEIZED <input type="checkbox"/> JUVENILE TRAFFIC OFFENDER <input type="checkbox"/> DISTRACTED DRIVING PENALTY ENHANCEMENT APPLIES (REMARKS REQUIRED)		
PAVEMENT: <input type="checkbox"/> DRY <input type="checkbox"/> WET <input type="checkbox"/> SNOW <input type="checkbox"/> ICE # OF LANES: _____		
VISIBILITY: <input type="checkbox"/> CLEAR <input type="checkbox"/> CLOUDY <input type="checkbox"/> DUSK <input type="checkbox"/> NIGHT <input type="checkbox"/> DAWN <input type="checkbox"/> A/V		
WEATHER: <input type="checkbox"/> RAIN <input type="checkbox"/> SNOW <input type="checkbox"/> FOG <input type="checkbox"/> NO ADVERSE <input type="checkbox"/> CONSTRUCTION ZONE		
TRAFFIC: <input type="checkbox"/> HEAVY <input type="checkbox"/> MODERATE <input type="checkbox"/> LIGHT <input type="checkbox"/> NONE <input type="checkbox"/> WORKERS PRESENT		
AREA: <input type="checkbox"/> BUSINESS <input type="checkbox"/> FREEWAY <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> RURAL <input type="checkbox"/> SCHOOL		
CRASH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> ALMOST CAUSED <input type="checkbox"/> NON-INJURY <input type="checkbox"/> INJURY <input type="checkbox"/> FATAL		
CRASH REPORT # _____		
REMARKS: _____		
ACCOMPANYING CRIMINAL CHARGE(S): <input type="checkbox"/> Yes <input type="checkbox"/> No TOTAL # OFFENSES: _____		

This summons served personally on the defendant on _____ / _____ / _____
The issuing/charging law enforcement officer states under the penalties of perjury and falsification that he/she has read the above complaint and that it is true.

CHARGING LAW ENFORCEMENT OFFICER	COURT CODE	UNIT	POST	DISTRICT

ISSUING LAW ENFORCEMENT OFFICER SAME AS ABOVE
ISSUING OFFICER: **VERIFY DEFENDANT'S ADDRESS.** IF DIFFERENT FROM LICENSE ADDRESS, WRITE CURRENT ADDRESS IN SPACE PROVIDED.
OHP 0060 01/20 HP7 110-0060-00 [760-0807] **AGENCY RECORD**

CURRENT ADDRESS

SIGNATURE X

CO. RES.

PHONE ()

REPORT OF ACTION ON CASE

DATE OF ARREST _____ AM/PM
MONTH/DAY/YEAR TIME

COURT ACTION

[] GUILTY [] RELEASED TO OTHER AUTHORITY
[] NOT GUILTY [] _____

OFFICER'S NOTES

A/V RECORD #

[Lined area for Officer's Notes]

WITNESSES:

NAME ADDRESS TELEPHONE

NAME ADDRESS TELEPHONE

ARREST NOTIFICATION

VIOLATION: _____ R.C. SECTION _____

SCALE LOCATION _____ [] PLATFORM _____ [] PORTABLE

AMOUNT OF OVERLOAD _____

OVERLOADED ON: [] SINGLE AXLE [] TANDEM [] INNER BRIDGE

[] GROSS — LENGTH, IF GROSS: _____ FEET

DOT # _____

PUCO # _____

PERMIT HOLDER OR COMPANY NAME OR VEHICLE OWNER NAME

STREET ADDRESS

CITY STATE ZIP

NOTIFICATION OF ARREST ONLY.
NO FURTHER ACTION IS NECESSARY.

To DEFENDANT: SUMMONS YOU ARE SUMMONED AND ORDERED TO APPEAR

ON _____ AT _____ IN _____ COURT
AT _____ COUNTY, OHIO

CITY VILLAGE TOWNSHIP

PERSONAL APPEARANCE REQUIRED: Yes No **If you fail to appear at this time and place you may be arrested or your license may be cancelled.**

TICKET# _____ CASE# _____ REFERENCE# _____
NAME _____
STREET, CITY _____
COUNTY, STATE, ZIP _____
PHONE# _____ TEXT/PHONE NOTIFICATION APPROVED? Yes No

OPERATOR LICENSE / STATE ID# <input type="checkbox"/> NONE*		BIRTH DATE		ISSUE DATE		STATE	
		/ /		/ /			
* IF NO OL/STATE ID; REQUIRED DOCUMENTATION ATTACHED: <input type="checkbox"/> YES							
CLASS	EXPIRES	ENDORSEMENT(S)/RESTRICTION(S)				SS# (last 4 digits)	
/ /		<input type="checkbox"/> CDL <input type="checkbox"/> MC <input type="checkbox"/> OTHER:					
SEX	HEIGHT	WEIGHT	EYES	HAIR	RACE	FINANCIAL RESPONSIBILITY PROOF?	
						<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

To DEFENDANT: COMPLAINT ON _____ **AT** _____ **Am/PM, YOU**
Operated/Passenger/Parked/Walked a PASSENGER MOTORCYCLE BICYCLE OTHER: _____
 COMMERCIAL DOT# _____ >26,001 LBS. <16 PASS. BUS >16 PASS. BUS HAZ. MAT.
VEHICLE: YEAR _____ MAKE _____ MODEL _____
COLOR _____ LICENSE # _____ STATE _____
UPON A PUBLIC HIGHWAY, NAMELY _____ DIRECTION _____
AT/NEAR _____ (M.P. _____)
IN THE _____ OF _____ IN _____
COUNTY #: _____ STATE OF OHIO AND COMMITTED THE FOLLOWING OFFENSE(S).

<input type="checkbox"/>	SPEED: _____ MPH IN _____ MPH ZONE <input type="checkbox"/> OVER LIMITS <input type="checkbox"/> UNSAFE FOR CONDITIONS <input type="checkbox"/> ACDA <input type="checkbox"/> RADAR <input type="checkbox"/> AIR <input type="checkbox"/> VASCAR <input type="checkbox"/> PACE <input type="checkbox"/> LASER <input type="checkbox"/> STATIONARY <input type="checkbox"/> MOVING	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
<input type="checkbox"/>	OVI: <input type="checkbox"/> UNDER THE INFLUENCE OF ALCOHOL/DRUG OF ABUSE. <input type="checkbox"/> IN PHYSICAL CONTROL OF VEHICLE. <input type="checkbox"/> PROHIBITED BLOOD ALCOHOL CONCENTRATION. _____ BAC <input type="checkbox"/> BLOOD <input type="checkbox"/> BREATH <input type="checkbox"/> URINE <input type="checkbox"/> REFUSED	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
PRIOR OVIs:	# OF PRIOR OVIs: _____ YEARS OF PRIOR OVIs: _____	
<input type="checkbox"/>	DRIVER LICENSE: <input type="checkbox"/> NONE <input type="checkbox"/> NOT ON PERSON <input type="checkbox"/> REVOKED <input type="checkbox"/> SUSPENDED EXPIRED: <input type="checkbox"/> <6 MONTHS <input type="checkbox"/> >6 MONTHS <input type="checkbox"/> FAILURE TO REINSTATE SUSPENSION TYPE: _____	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
<input type="checkbox"/>	SAFETY BELT: FAILURE TO WEAR <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> CHILD RESTRAINT <input type="checkbox"/> BOOSTER SEAT	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
<input type="checkbox"/>	OTHER OFFENSE: _____	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
<input type="checkbox"/> DRIVER LICENSE HELD <input type="checkbox"/> VEHICLE SEIZED <input type="checkbox"/> JUVENILE TRAFFIC OFFENDER <input type="checkbox"/> DISTRACTED DRIVING PENALTY ENHANCEMENT APPLIES (REMARKS REQUIRED)		
PAVEMENT: <input type="checkbox"/> DRY <input type="checkbox"/> WET <input type="checkbox"/> SNOW <input type="checkbox"/> ICE # OF LANES: _____		
VISIBILITY: <input type="checkbox"/> CLEAR <input type="checkbox"/> CLOUDY <input type="checkbox"/> DUSK <input type="checkbox"/> NIGHT <input type="checkbox"/> DAWN <input type="checkbox"/> A/V		
WEATHER: <input type="checkbox"/> RAIN <input type="checkbox"/> SNOW <input type="checkbox"/> FOG <input type="checkbox"/> NO ADVERSE <input type="checkbox"/> CONSTRUCTION ZONE		
TRAFFIC: <input type="checkbox"/> HEAVY <input type="checkbox"/> MODERATE <input type="checkbox"/> LIGHT <input type="checkbox"/> NONE <input type="checkbox"/> WORKERS PRESENT		
AREA: <input type="checkbox"/> BUSINESS <input type="checkbox"/> FREEWAY <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> RURAL <input type="checkbox"/> SCHOOL		
CRASH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> ALMOST CAUSED <input type="checkbox"/> NON-INJURY <input type="checkbox"/> INJURY <input type="checkbox"/> FATAL		
CRASH REPORT # _____		
REMARKS: _____		
ACCOMPANYING CRIMINAL CHARGE(S): <input type="checkbox"/> Yes <input type="checkbox"/> No TOTAL # OFFENSES: _____		

This summons served personally on the defendant on _____ / _____ / _____
The issuing/charging law enforcement officer states under the penalties of perjury and falsification that he/she has read the above complaint and that it is true.

CHARGING LAW ENFORCEMENT OFFICER _____

ISSUING LAW ENFORCEMENT OFFICER SAME AS ABOVE

ISSUING OFFICER: **VERIFY DEFENDANT'S ADDRESS.** IF DIFFERENT FROM LICENSE ADDRESS, WRITE CURRENT ADDRESS IN SPACE PROVIDED.

OHP 0060 01/20 HP7 110-0060-00 [760-0807]

AGENCY RECORD

COURT CODE	UNIT	POST	DISTRICT

CURRENT ADDRESS
SIGNATURE X
CO. RES.
PHONE ()

REPORT OF ACTION ON CASE

DATE OF ARREST _____ AM/PM
MONTH/DAY/YEAR TIME

COURT ACTION

GUILTY RELEASED TO OTHER AUTHORITY
 NOT GUILTY _____

OFFICER'S NOTES

RADAR # _____ CAL. TIMES _____
LASER # _____ CAL. TIMES _____
A/V RECORD # _____

If Juvenile, Parents' names:

WITNESSES:

NAME	ADDRESS	TELEPHONE
NAME	ADDRESS	TELEPHONE

ARREST NOTIFICATION

VIOLATION: _____ R.C. SECTION _____

SCALE LOCATION _____ PLATFORM _____ PORTABLE

AMOUNT OF OVERLOAD _____

OVERLOADED ON: SINGLE AXLE TANDEM INNER BRIDGE

GROSS — LENGTH, IF GROSS: _____ FEET

DOT # _____

PUCO # _____

PERMIT HOLDER OR COMPANY NAME OR VEHICLE OWNER NAME _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____