

**Directions for the Use of the Local Rule Guide  
Courts of Common Pleas General and Probate Divisions,  
Municipal Court and County Court**

1. Review the list of optional local rule titles and provisions required by Rule 16 (below) and select the provision titles you wish to include in your rule. The provision required by Rule 16 is noted in **bold** with the entire provision *italicized* within the guide; you must include these provisions in your rule.
2. Download the Local Rule Guide and complete all of the following steps:
  - Step One: Insert the title of your local rule.
  - Step Two: Customize an Introduction, if one is desired.
  - Step Three: Delete all titles and provisions that you did not select in step one.
  - Step Four: For the titles that you did select, review the accompanying examples of provisions given. Then, select one of the examples given as is, modify it, or create your own language.
  - Step Five: Delete the word “example” and all text of examples you do not wish to include.
  - Step Six: For additional guidance, we have inserted “Notes,” throughout. After reading them, delete.
  - Step Seven: We have included language for the provision that is required by Rule 16, in *italics*, so it will automatically be in your rule if you use this guide. Remove the italics but do not modify the wording.
  - Step Eight: Rule 16 requires that you establish procedures. We have provided sample procedures to meet these requirements. These are found in boxes following each procedure and can be used as is, modified, or you may create your own procedure. The samples in quotation marks are documents that can be downloaded and customized for your court. You may write (or attach) these procedures specifically into your local rule but are not required to do so. Delete each of these boxes by highlighting the entire box and hit delete.
3. Review your rule to make sure it contains all desired provisions and format it to conform to your local rules. You are ready to proceed with getting it adopted.

Optional Local Rule Titles and the Provision Required by Rule 16

Rule Title

Introduction

- (A) Definitions
- (B) Purpose
- (C) Scope
- (D) Case Selection
  - (1) Referral Process
  - (2) Eligibility of Cases
  - (3) Mediator Selection and Assignment

- (E) Procedures
  - (1) **Provision establishing procedures for all cases – Required by Rule 16**
  - (2) Party/Non-Party Participation
  - (3) Confidentiality/Privilege
  - (4) Mediator Conflicts of Interest
  - (5) Termination
  - (6) Stay of Proceedings
  - (7) Continuances
  - (8) Mediation Case Summary
  - (9) Mediation Memorandum of Understanding
  - (10) Mediator Report
- (F) Qualifications
  - (1) Qualifications
  - (2) List of Qualified Mediators
- (G) Fees and Costs
- (H) Sanctions

Note: Refer to the Domestic Abuse Issues: Training for Mediators and Other Professionals offered by the Supreme Court of Ohio Dispute Resolution Section for additional information regarding screening strategies, techniques and procedures. This training is required for all mediators employed by or to whom the Domestic and Juvenile Divisions make referrals. However, it is highly recommended for all other mediators as well.