

THE PORT CLINTON MUNICIPAL COURT IN AND FOR THE COUNTY OF OTTAWA

JUDGMENT ENTRY

LOCAL RULES OF PRACTICE

Effective immediately with the filing of this Judgment Entry all previous local rules of practice together with all amendments and revisions and prior judgment entries in conflict herewith are rescinded. Further, effective with this filing, the Court adopts the following local rules of practice, a copy of which are this date, pursuant to Civil Rule 83 and Criminal Rule 57, filed with the Supreme Court of the State of Ohio.

RULE ONE

All persons in the Courtroom must arise and remain standing during the ceremony of opening and adjourning Court.

RULE TWO

Whenever a pre-trial conference has been duly scheduled under Civil Rule 16, if a party or parties and/or their attorneys do not appear, the Court will grant judgement or dismiss for want of prosecution at its discretion without further notice.

THE PORT CLINTON MUNICIPAL COURT IN AND FOR THE COUNTY OF OTTAWA

RULE THREE-A

In all civil cases in which a jury trial has been demanded, the party so demanding shall deposit \$25.00 in accordance with Rule Three schedule of deposits for security for costs, not later than ten (10) days after filing the jury demand and failure to advance the deposit of \$10.00 as security for costs within ten (10) days shall constitute a waiver of right of trial by jury.

Should any other party to the suit desire a trial by jury, said other party may either file his own demand and meet the requirements of this Rule ~~Three-A~~, or, if he chooses to rely on demand for jury trial made by another party to said suit, make the required \$10.00 deposit for security for costs within twenty (20) days of the date said other party filed its demand should the other party fail to file its deposit in accordance with this Rule.

FILED

MAY 07 1982

PORT CLINTON  
MUNICIPAL COURT

*Paul C. Moon*  
\_\_\_\_\_  
Paul C. Moon, Judge  
May 7, 1982

RULE THREE-B

All criminal trials and preliminary hearings involving indigent defendants will be videotaped.

If any party wishes to have a videotape record made of any other trial or proceeding, a written motion must be filed with the Court notifying the Court of the request for such a record not less than three (3) days prior to date of trial. The cost for the trial will be \$10.00.

The cost for videotape depositions shall be \$30.00 with \$20.00 refunded when the tape is returned to the Court.

The cost for the reel if needed for the court of appeals shall be \$30.00 with \$20.00 refunded when the tape is returned to the Court.

The cost for a copy of the cassette of the audio portion of the trial or proceeding shall be \$5.00.

RULE THREE-C

In any case where service by publication is requested or required, the party instituting such publication shall deposit with the Clerk additional security for costs in the sum of \$300.00 and shall be bound thereafter to deposit with the Clerk additional funds necessary to fully pay publication costs. Final costs shall be assessed as in all civil cases.

THE PORT CLINTON MUNICIPAL COURT IN AND FOR THE COUNTY OF OTTAWA

JUDGMENT ENTRY

The Port Clinton Municipal Court herewith adopts the following Rule Three D (3D) as a local rule of Court effective immediately. A copy of the Rule was filed with the Ohio State Supreme Court in accordance with Criminal Rule 57, on February 16, 1982.

RULE THREE-D

In any case where judgment creditor seeks execution against assets of the defendant, the precipe for execution shall state by detailed description those specific assets of judgment debtor against which execution shall issue. In addition, should execution be sought against a motor vehicle or watercraft of the judgment debtor, a \$500.00 costs deposit shall be filed with the precipe for each vehicle or watercraft described therein, and a copy of the motor vehicle or watercraft certificate of title shall be attached to the precipe.

*Paul C. Moon*

PAUL C. MOON, JUDGE  
February 16, 1982

**FILED**

**FEB 16 1982**

**PORT CLINTON  
MUNICIPAL COURT**

**OTTAWA COUNTY MUNICIPAL COURT  
OTTAWA COUNTY, OHIO**

**JUDGMENT ENTRY**

The Ottawa County Municipal Court herewith adopts the following Amended Rule Three as Local Rule of Court effective **July 1, 2019**. A copy of this Rule was filed with the Ohio Supreme Court in accordance with Civil Rule 83 and Criminal Rule 57.

**AMENDED RULE THREE**

The operating costs and fees for the Ottawa County Municipal Court shall be as follows:

- |  |                 |
|--|-----------------|
| 1. For each <b>CIVIL CASE</b>  | <b>\$160.00</b> |
| \$80.00 thereof to be retained by the Court;   |                 |
| \$1.00 to computer legal research; \$3.00 to computerization of the Clerk's Office;  |                 |
| \$26.00 to the State for Legal Aid and \$50.00 to be held as security for costs.   |                 |
| A. Three (3) or more Defendants \$20.00 per Defendant.   |                 |
| B. \$20.00 for any additional certified mail service for each Defendant (to be deducted from Security Deposit, if available) |                 |

- |  |                 |
|--|-----------------|
| For each <b>FORCIBLE ENTRY &amp; DETAINER</b>  | <b>\$225.00</b> |
| \$80.00 thereof to be retained by the Court;   |                 |
| \$1.00 to computer legal research; \$3.00 to computerization of the Clerk's Office;  |                 |
| \$26.00 to the State for Legal Aid and \$115.00 to be held as security for costs.  |                 |
| A. Two (2) Defendants \$75.00 for the additional defendant.  |                 |
| B. Three (3) or more Defendants \$85.00 for each additional Defendant.   |                 |
| C. \$20.00 for any additional certified mail service for each Defendant (to be deducted from Security Deposit, if available) |                 |

Second Cause of Action	<b>\$50.00</b>
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Motion to Appoint Process Server	<b>\$25.00</b>
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- |  |                |
|--|----------------|
| For each <b>SMALL CLAIMS CASE</b>  | <b>\$80.00</b> |
| \$65.00 thereof to be retained by the Court;   |                |
| \$1.00 to computer legal research; \$3.00 to computerization of the Clerk's Office;  |                |
| \$11.00 to the State for Legal Aid.  |                |
| A. Three (3) or more Defendants \$20.00 per Defendant.   |                |
| B. \$20.00 for any additional certified mail service for each Defendant (to be deducted from Security Deposit, if available) |                |
| C. Transfer to Regular Division - \$75.00 plus filing fee difference in civil case filing                                    |                |

Journalized and Filed

JUN 26 2019

OTTAWA COUNTY  
MUNICIPAL COURT

For each <b>TRUSTEESHIP CASE</b> \$96.00 thereof to be retained by the Court; \$1.00 to computer legal research and \$3.00 to computerization of the Clerk's Office.	\$100.00
A. Adding Creditors to Trusteeship	\$25.00
For each <b>CRIMINAL CASE</b> \$40.00 thereof to be retained by the Court; \$1.00 to computer legal research; \$3.00 to computerization of the Clerk's Office; \$29.00 to the State for the Rotary Reparations Fund.	\$73.00
(Plus mandatory \$10.00 State fee per Traffic moving violation)	\$83.00
2. Small Claims Counterclaim	\$75.00
3. Cross-Complain, per defendant, Counterclaim per defendant, Third-Party Complaint	\$75.00
4. Amended Pleadings and Service if performed by the Court (Local Rule 3(1)(b))	\$25.00
5. Publication (Rule 3 (C)) (Plus \$150.00 for appraisal fee)	\$400.00
6. Judgment Debtor Form – Small Claims	\$25.00
7. Personal Service Requested Other than Writs	\$50.00 plus mileage (see 29 Q)
8. Issuance of Writs and Subpoenas	\$10.00
9. Security for Jury (Refundable if not consumed)	\$375.00
10. Certified copies of pleadings, process, Records or files – each page.	\$3.00
11. Computer print-outs and regular copies (per page)	\$0.10
12. Certificate of Judgment	\$25.00
13. Telephone Pre-Trial (to be deducted from security deposit, if available)	\$20.00

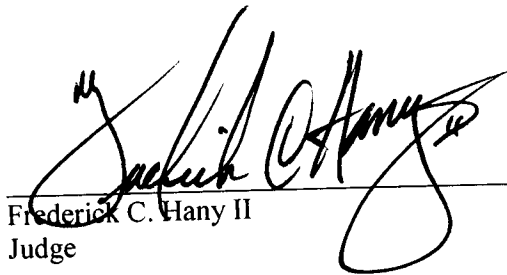
14. Executions and Writs of Restitution	\$75.00 each plus Mileage (see 29 Q)
15. Judgment – Transfer In	\$50.00
16. Proceedings in Aid of Execution (Garnishments) Wage and Bank - \$1.00 check payable to Bank Institution	\$100.00
Garnishments shall include a poundage of 2%	
Appear & Answer (Debtor's Exam) Additional fees for personal service	\$75.00
17. Petition to vacate, revive or modify Judgment	\$75.00
18. Default or Summary Judgment (Civil) (to be deducted from Security Deposit, if available)	\$25.00
19. Release of Garnishment (Civil and Small Claims)	\$10.00
20. Filing of Appeal Must be accompanied by \$150.00 for Court of Appeals	\$50.00
21. Jury Trial Demand	\$25.00
22. Second notices, bench warrants, show cause notices, license cancellations, and bench warrant blocks	\$30.00
23. Expungements (per case) (if case dismissed – no fee)	\$50.00
24. Returned Check Fee (Insufficient Funds)	\$25.00
25. Issuance of occupational driving permits Modification and/or amendment	\$50.00 \$30.00
26. <b>Probation Fees:</b>	
A. Supervised Probation	\$50.00
B. Diversion Fee	\$50.00
C. Alcohol Drug Mental Health Intervention Court	\$50.00
27. Extension of community service date	\$25.00
28. Administrative Fee for Guardian Interlock or similar devices	\$50.00

29. Bailiff Fees: (R.C. 311.17)

A. For the service and return of an execution when money is paid without levy or when no property is found (division (A)(1)(a))	\$20.00
B. For the service and return of an execution When levy is made on real property (division (A)(1)(C))	\$25.00 for the first tract and \$10.00 for each add'l
C. For the service and return of execution when levy is made on goods and chattels including inventory (division (A)(1)(C))	\$50.00
D. For the service and return of a writ of attachment of property, except for purpose of garnishment (division (A)(2))	\$40.00
E. For the service and return of a writ of attachment for the purpose of garnishment (division (A)(3))	\$10.00
F. For the service and return of a writ of replevin (division (A)(4))	\$40.00
G. For the service and return of a warrant to arrest, for each person named in the writ (division (A)(5))	\$10.00
H. For the service and return of an attachment for contempt, for each person named in the writ division (A)(6))	\$10.00
I. For the service and return of a writ of possession or restitution (divison (A)(7))	\$60.00
J. For the service and return of a subpoena, for each person named in the writ, if in a Civil case (division (A)(8))	\$6.00
K. For the service and return of a subpoena, for each person named in the writ, if in a criminal case (division (A)(8))	\$6.00
L. For the service and return of a venire, for each person names in the writ, if in a Civil Case (division (A)(9))	\$6.00
M. For the service and return of a venire, for each person names in the writ, if in a Criminal Case (division (A)(9))	\$6.00
N. For the service and return of summoning each juror, other than on venir, if in a civil case (division (A)(10))	\$6.00



- |   |   |
|---|---|
| O. For the service and return of summoning each juror, other than on venire, if in a criminal case (division (A)(10)) | \$6.00  |
| P. For the service and return of a writ of Partition (division (A)(11))   | \$25.00   |
| Q. For the service and return of another order of sale of real property (division (A)(13))                            | \$50.00 for the first tract and \$25.00 for each additional   |
| R. For the service and return of all Summons, writs, orders or notices (division (A)(17))                             | \$6.00 for the first name and \$1.00 for each add'l name  |
| S. Mileage  | \$1.00 per mile for the First mile, and \$0.50 per mile for each add'l, going and returning, with actual mileage charged on each add'l name |

  
Frederick C. Hany II  
Judge

## RULE FIVE

In all criminal cases filed in the Port Clinton Municipal Court, the plaintiff or complaining witness, unless leave to dismiss is sought, fully explained and granted in open court, shall file with the Court a written motion for leave to dismiss to which motion shall be attached a memorandum setting forth the reason or reasons for said motion for leave to dismiss, which memorandum shall be signed by the prosecutor in that case, the arresting officer, or the complainant.

Leave to dismiss shall be granted only upon showing in open court or in the memorandum that dismissal will best serve the cause of justice.

The following reasons shall be deemed sufficient:

1. The State, City or Village does not have sufficient evidence to sustain a conviction.
2. On further investigation, after filing of complaint, the State, City or Village has discovered additional evidence which raises a reasonable doubt as to defendant's guilt.
3. There is sufficient evidence to substantiate defendant's claim of defense.
4. There is a defect in the arrest or complaint.
5. The ends of justice are better served by prosecution of the defendant on a different charge.
6. Such other cause as clearly demonstrates that dismissal serves the ends of justice.

The Court may at its discretion require that leave to dismiss any criminal case be in open Court and upon written motion as described above.

## RULE SIX

### **TRAFFIC VIOLATIONS BUREAU**

(A) Establishment and operation of traffic violations bureau.

A traffic violations bureau is established. The Court appoints its Clerk as a violations Clerk, The violations bureau and violations Clerk shall be under the direction and control of the Court. Fines and costs shall be paid to, receipted by and accounted for by the violations Clerk.

The violations bureau shall accept appearance, waiver of trial, plea of guilty and payment of fines and costs for offenses within its authority.

(B) Authority of violations bureau.

All traffic offenses except those listed in sub-sections (1) through (9) of this subdivision may be disposed of by the traffic violations bureau. The following traffic offenses shall not be processed by a traffic violations bureau:

- (1) Indictable offenses;
- (2) Operating a motor vehicle while under the influence of alcohol or any drug of abuse;
- (3) Leaving the scene of an accident;
- (4) Driving while under suspension or revocation of driver's license;
- (5) Driving without being licensed to drive;
- (6) A second moving traffic offense within a twelve month period;
- (7) Failure to stop and remain standing upon meeting or overtaking a school bus stopped on the highway for the purpose of receiving or discharging a school child;
- (8) Willfully eluding or fleeing a police officer;
- (9) Drag racing.

(C) Schedule of fines.

The Court establishes and publishes a schedule of fines and costs for all offenses. The schedule shall be distributed to all law enforcement agencies operating within the jurisdiction of the Court and shall be prominently displayed at the place in the violations bureau where fines are paid.

RULE SIX, continued:

(D) Defendant's appearance, plea and waiver of trial.

A defendant charged with any offenses which can be processed by a traffic violations bureau may, within seven (7) days after the date of issuance of the ticket:

(1) Appear in person at the traffic violations bureau, sign a plea of guilty and waiver of trial provision of the ticket and pay the total amount of the fine and costs, or

(2) Sign the guilty plea and waiver of trial provision of the ticket, and mail the ticket and a check or money order for the total amount of the fine and costs to the traffic violations bureau.

Remittance by mail of the fine and costs to the traffic violations bureau constitutes a guilty plea and waiver of trial whether or not the guilty plea and waiver of trial provision of the ticket are signed by the defendant.

(E) Records.

All cases processed in the violations bureau shall be recorded for identification and statistical purposes. In any statistical reports required by law, the number of cases disposed of by the violations bureau shall be listed separately from those disposed of in open Court.

(F) Hours of operation; personnel.

Court hours are Monday through Friday, 8:30 a.m. to 4:30 p.m.

The following are appointed by the Court as deputy violations bureau Clerks:

Deputy Clerks

Port Clinton Police Department

Oak Harbor Police Department

Genoa Police Department

Marblehead Police Department

Put-In-Bay Police Department

#### RULE SEVEN

##### Procedure For Obtaining Issuance of Summons In Forfeiture Cases Under 1531.20 of the Ohio Revised Code.

When an affidavit is filed pursuant to paragraph 2 of 1531.20 O.R.C., the Court, before issuing summons, may require the affiant to appear personally and be examined under oath together with any other witness if necessary and determine from said testimony whether there is probable cause to believe that said boat, net, seine, trap, ferret, gun or other device was used in the unlawful taking of wild animals and whether all the other requirements are met as set forth in said section 1531.20 Ohio Revised Code.

If it is found that there is not probable cause or if all of the requirements of 1531.20 O.R.C. are not met, said forfeiture action shall be dismissed by the Court.

If it is found that probable cause does exist and that all requirements of 1531.20 O.R.C. are met, the Court shall issue summons.

#### RULE EIGHT

Jurors in the Port Clinton Municipal Court shall be chosen and summoned by the jury commissioners as provided in sections 2313.01 to 2313.36, inclusive, of the Revised Code and shall be impaneled in the same manner, shall have the same qualifications, shall be challenged for the same causes, and shall receive the same fees as jurors in the Court of Common Pleas.

#### RULE NINE

When, in criminal cases, a negotiated plea of guilty or no contest to one or more offenses charged or to one or more other or lesser offenses is offered, the underlying agreement upon which the plea is based shall be stated on the record in open Court.

No negotiated plea will be accepted by the Court after the case has been set for jury trial and within ten (10) days prior to the date certain for said trial.

#### RULE TEN

Attorneys shall not be accepted as surety on undertakings for costs and other undertakings in Court, and the Clerk of this Court shall not permit to be filed an undertaking signed by an attorney as surety.

#### RULE ELEVEN

No oral arguments will be had on disposition of motions unless required of Civil Rules or Criminal Rules, requested by one of the parties, or by order of the Court.

#### RULE TWELVE

Where no rule is provided for extension of time under the Ohio Rules of Civil Procedure, the Court may grant such time to move or plead as it deems proper except where prohibited by law.

#### RULE THIRTEEN

If an attorney wishes to be noted as attorney for a party, he shall notify the Clerk in writing of this fact, otherwise he will not be noted.

#### RULE FOURTEEN

Any attorney, not a member of the Ottawa County Bar, who confesses judgment in a case, must appear in person before the Court and produce the warrant of attorney for confessing judgment.

Attorney for plaintiff shall furnish the Court the last known address of the defendant at the time of taking a cognovit judgment to enable the Court to comply with section 2323.13 Ohio Revised Code.

RULE FIFTEEN

Counsel for the party in whose favor an order, decree or judgment is rendered, shall prepare the proper entry and submit it to the Counsel of the adverse party within seven (7) days, unless further time be given by the Court, and the adverse party shall approve or reject the same within four (4) days after its receipt. Within fifteen (15) days after decision the entry shall be filed with the Clerk and when approved by the Court shall be forthwith entered upon the Journal.

RULE SIXTEEN

A copy of notice of dismissal, as provided for in Civil Rule 41, Section A, voluntary dismissal under paragraph one, either section (a) or (b), shall be filed with the Assignment Clerk.

The above rules of the Port Clinton Municipal Court of Port Clinton, Ohio have been adopted and made effective as of January 8, 1981.

  
PAUL C. MOON

Judge, Port Clinton Municipal Court

**FILED**

**JAN 08 1981**

**PORT CLINTON  
MUNICIPAL COURT**


THE PORT CLINTON MUNICIPAL COURT IN AND FOR THE COUNTY OF OTTAWA

JUDGMENT ENTRY

The Port Clinton Municipal Court herewith adopts the following Rule Seventeen (17) as a local rule of Court effective immediately. A copy of this rule was filed with the Ohio State Supreme Court in accordance with Criminal Rule 57, on February 23, 1981.

RULE SEVENTEEN

In criminal cases no written plea will be accepted without the concurrent filing therewith of Defendant's waiver of arraignment and his own recognizance.

  
PAUL C. MOON, JUDGE  
February 23, 1981

**FILED**

**FEB 23 1981**

**PORT CLINTON  
MUNICIPAL COURT**



THE PORT CLINTON MUNICIPAL COURT IN AND FOR THE COUNTY OF OTTAWA

JUDGMENT ENTRY

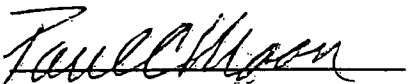
The Port Clinton Municipal Court herewith adopts the following amended Rule Eighteen (18) as a local rule of Court effective immediately. A copy of this rule was filed with the Ohio State Supreme Court in accordance with Criminal Rule 57, on January 7, 1988.

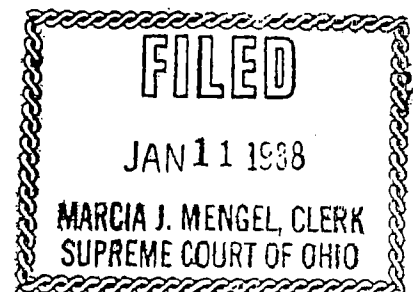
IN RE: Proposed amended local Rule 18

PRE-TRIAL MOTIONS, CRIMINAL CASES AND OMVI PROSECUTIONS

In any prosecution under Section 4511.19 (A)(1), (A)(2), (A)(3) or (A)(4) similar City Ordinances or comparable sections of the Watercraft Code, the State shall bring to Pre-Trial Conference and there make available to Defendant all discoverable evidence listed in Criminal Rule 16 (B)(1). When Criminal Rule 16 requires the State to "make available" evidence or to "permit" the same to be inspected or copied, henceforth "make available" shall be interpreted by this Court to mean "make available at pre-trial." "Make available" does not mean make available at some obscure outpost, island, or station; it means available at pre-trial conference. All counsel are encouraged to become familiar with the provisions of Lakewood vs. Papdelis, 32 O S 3d 1, 1987.

All pre-trial motions in criminal cases must be filed within the time limits specified in Criminal Rule 12 (C) unless pre-trial is held more than thirty-five (35) days after arraignment, in which case Motions to Suppress Evidence pursuant to Criminal Rule 12 (B)(3) may be filed without leave of Court not later than ten (10) days after pre-trial.

  
PAUL C. MOON, JUDGE  
January 7, 1988



THE PORT CLINTON MUNICIPAL COURT IN AND FOR THE COUNTY OF OTTAWA

JUDGMENT ENTRY

The Port Clinton Municipal Court herewith adopts the following Rule Eighteen (18) as a local rule of Court effective immediately. A copy of this Rule was filed with the Ohio State Supreme Court in accordance with Criminal Rule 57, on August 11, 1988.

AMENDED RULE EIGHTEEN

PRE-TRIAL MOTIONS, CRIMINAL CASES

All pre-trial motions in criminal cases must be filed within the time limits specified in Criminal Rule 12 (C) unless pre-trial is held more than thirty-five (35) days after arraignment, in which case Motions to Suppress Evidence pursuant to Criminal Rule 12 (B)(3) and Requests for discovery pursuant to Criminal Rule 12 (B)(4) and Criminal Rule 16 (A) may be filed without leave of Court not later than ten (10) days after pre-trial.

This amended Rule 18 shall apply only in cases where Defendant has filed a waiver of speedy trial time requirements.

*James M. O'Connell*

PAUL C. MOON, JUDGE  
August 11, 1988

FILED  
AUG 11 PM 2:42  
PORT CLINTON  
MUNICIPAL COURT

FILED  
AUG 15 1988  
MARCIA J. MENGEL, CLERK  
SUPREME COURT OF OHIO

THE PORT CLINTON MUNICIPAL COURT IN AND FOR THE COUNTY OF OTTAWA

JUDGMENT ENTRY

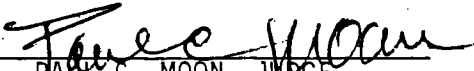
The Port Clinton Municipal Court herewith adopts the following Rule Nineteen (19) as a local rule of Court effective immediately. A copy of this rule was filed with the Ohio State Supreme Court in accordance with Criminal Rule 57, on December 11, 1981.

RULE NINETEEN

Jurors in the Port Clinton Municipal Court shall be chosen and summoned in conformity with Rule 8 of these Local Rules.

Jurors shall serve as follows, and then shall be excused for the balance of the term:

1. If impaneled and sworn as a juror for one (1) trial, regardless of the length of the trial.
2. If twice sworn as a prospective juror, seated and subjected to voir dire examination.
3. Excuses from jury service will not be entertained except in strict conformity with the provision of the Ohio Revised Code.

  
PAGE C. MOON, JUDGE  
December 11, 1981

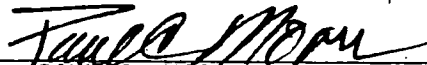
THE PORT CLINTON MUNICIPAL COURT IN AND FOR THE COUNTY OF OTTAWA

JUDGMENT ENTRY

The Port Clinton Municipal Court herewith adopts the following Rule Twenty (20) as a local rule of Court effective immediately. A copy of this Rule was filed with the Ohio State Supreme Court in accordance with Criminal Rule 57, on February 2, 1982.

RULE TWENTY

The Bailiff of this Court, or any Deputy Bailiff, shall serve, execute, complete and return such process in civil cases as is directed to him by either the Court or the Chief Bailiff. Bailiffs shall charge such fees and mileage as the Sheriff is entitled to charge for similar process. All such fees shall be charged to costs and paid to the Clerk of the Port Clinton Municipal Court.



PAUL C. MOON, JUDGE

February 2, 1982

THE PORT CLINTON MUNICIPAL COURT IN AND FOR THE COUNTY OF OTTAWA

AMENDED

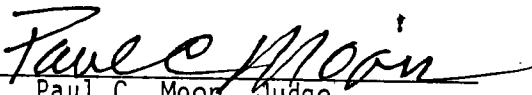
LOCAL RULE 21

All civil pre-trials shall be held by telephone conference call arranged at the time set for pre-trial by the Court's assignment clerk. Failure of any attorney to be present and available for pre-trial at the phone number designated on the entry of appearance for that attorney shall constitute a failure to appear for pre-trial and will invoke sanctions pursuant to Local Rule Two (2).

Any party or attorney may attend any pre-trial conference in the Court's chambers. Any party may file written objection to a telephone pre-trial conference within ten (10) days after receipt of notice of pre-trial and must state in such objection sufficient cause for an order requiring all counsel to attend pre-trial in chambers.

This Rule shall apply to all pre-trials assigned on and after the 1st day of April, 1983.

For each such telephone conference pre-trial held \$15.00 shall be taxed to the general costs of the case.

  
Paul C. Moor, Judge  
April 7, 1983

**FILED**

**APR 07 1983**


**PORT CLINTON  
MUNICIPAL COURT**

THE PORT CLINTON MUNICIPAL COURT IN AND FOR THE COUNTY OF OTTAWA

LOCAL RULE TWENTY TWO (22)

Effective January 1, 1984 all cases, both civil and criminal,  
lodged in this Court, shall be captioned as follows:

THE PORT CLINTON MUNICIPAL COURT IN AND FOR THE COUNTY OF OTTAWA

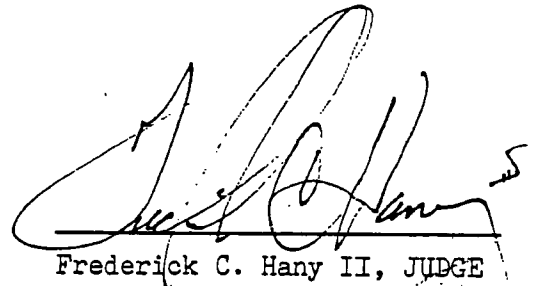
  
PAUL C. MOON, JUDGE  
November 29, 1983

THE OTTAWA COUNTY MUNICIPAL COURT  
OTTAWA COUNTY, OHIO

AMENDED LOCAL RULE TWENTY-TWO (22)

Effective February 3, 1994 all cases, both civil and criminal  
lodged in this Court, shall be captioned as follows:

THE OTTAWA COUNTY MUNICIPAL COURT  
OTTAWA COUNTY, OHIO



Frederick C. Hany II, JUDGE

RECEIVED  
FEB 14 1994  
MARCIA J. MENGEL, CLERK  
SUPREME COURT OF OHIO

JOURNALIZED & FILED  
COURT CLERK OF OHIO  
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THE PORT CLINTON MUNICIPAL COURT IN AND FOR THE COUNTY OF OTTAWA

LOCAL RULE TWENTY THREE (23)

SCHEDULING OF JURY TRIALS ON PRIMARY AND CONTINGENCY BASIS

For all cases assigned for JURY TRIAL on and after April 1, 1984, the following Local Rule 23 of the Port Clinton Municipal Court, Port Clinton, Ohio, shall control the scheduling and assigning of jury trials both in civil and criminal matters.


IT IS THEREFORE ORDERED, ADJUDGED AND DECREED THAT:

1. The Assignment Clerk of the Port Clinton Municipal Court shall schedule or assign cases for jury trial upon a primary and contingency basis.
2. In each case involving a demand for jury, whether civil or criminal, a primary trial date shall be assigned to said matter upon receipt of said jury demand.
3. Contemporaneously with the assignment of a primary trial date, a contingency trial date may also be scheduled with written notice of each being sent to the prosecutor and defendant or his counsel, in a criminal matter, and plaintiff and defendant or their counsel, in a civil matter.
4. Counsel and parties shall be prepared to try a case, on a contingency basis, should the primary trial on that date be cancelled prior to 4:00 p.m. on the next regular court date preceeding its trial date. Should a primary trial be cancelled after 4:00 p.m. on the next regular court date preceeding its trial date the contingency trial shall not be required to go forward.
5. Should a primary trial, to which a second or third trial is contingent, not be cancelled, the contingency trial may be reassigned by the assignment clerk, on a contingency basis to a date not sooner than forty-eight (48) hours from the date of reassignment or rescheduling and counsel and parties shall be prepared to go forward after assignment, should the primary trial be cancelled prior to 4:00 p.m. on the next regular court date preceeding its trial.



6. Should a conflict in trial schedules arise resulting from the scheduling or assignment of trials by the assignment clerk of this court, counsel and/or parties must notify the assignment clerk immediately by telephone, upon receipt of the primary or contingency assignment and then notify the assignment clerk in writing within forty-eight (48) hours of the receipt of said assignment in this court detailing the reason for the conflict, the name of the court, the docket and case number, the caption of the case and the date of said prior assignment. Upon said notification, in writing, the Assignment Clerk may reschedule the jury trial, either contingency or primary.
7. Should a party cancel, continue or dismiss a jury trial and the Court is unable to notify the individual jurors not to appear, the costs of appearance of said jurors shall be assessed to the party who has cancelled the trial, See Local Rule Nine.
8. Should a party cancel, continue or dismiss a jury trial necessitating the investment of time by personnel of this Court in notifying said jurors not to appear on the previously scheduled jury date, the party cancelling, continuing or dismissing the jury trial shall be assessed a fifty dollar (\$50.00) fee as a consequence of said cancellation and the necessity of investment of time by personnel of this Court in notifying the prospective jurors not to appear on the date in question. The party cancelling, continuing or dismissing a jury trial shall have the option, in the event of said cancellation, continuance or dismissal, to obtain the list of prospective jurors scheduled to appear for the trial date cancelled, continued or dismissed, and shall have the option of contacting said jurors personally or through his or her law office in order to apprise the jurors of the cancellation of the jury trial. The costs for payment of any jurors who appear on the date of the cancelled, continued or dismissed jury trial shall be assessed to the party who cancelled, continued or dismissed the jury trial.

IT IS SO ORDERED.

  
Paul C. Moon, Judge  
Port Clinton Municipal Court

Date: 1/13/84

**FILED**

JAN 13 1984

PORT CLINTON  
MUNICIPAL COURT

THE PORT CLINTON MUNICIPAL COURT IN AND FOR THE COUNTY OF OTTAWA

LOCAL RULE 24

TRUSTEESHIPS

(Ohio Revised Code Section 2329.70)

Effective July 1, 1987 the following Local Rule, in addition to those matters set forth in Ohio Revised Code Section 2329.70, shall govern the filing of Trusteeships in the Port Clinton Municipal Court.

RULE 24 (A) No application for the appointment of a trustee pursuant to Ohio Revised Code Section 2329.70 shall be accepted by the Clerk without presentation to the Clerk at the time of filing of a "notice of Court proceeding to collect debt" as defined in Ohio Revised Code Section 2716.02.

RULE 24 (B) The debtor shall make payment to the appointed trustee each and every payday in an amount not less than twenty-five percent (25%) of his disposable earnings if they exceed \$200.00 that payday or seventeen and one-half percent (17 1/2%) of his disposable earnings if they are \$200.00 or less that payday. Debtor must present his paycheck stub or other proof of wages to the Clerk/Trustee each and every payday.

RULE 24 (C) Failure to make payments for thirty (30) days shall result in the automatic termination of the trusteeship without prior notice to the debtor, and the debtor shall not be permitted to file a new trusteeship thereafter for a period of six (6) months from the date of dismissal except as provided in Ohio Revised Code Section 2329.70. Upon such termination notice shall issue to both debtor and all listed creditors and final distribution made.

RULE 24 (D) After establishment of a Trusteeship, creditors may be added only upon application as provided in Ohio Revised Code Section 2329.70 and only then for the payment of "necessaries" meaning such food, medicines, clothing, shelter or personal services as are usually considered reasonably essential for the preservation of life.

RULE 24 (E) Debts incurred subsequent to the filing of the original Trusteeship which debts are incurred as the result of revolving credit or credit card transactions may not be added to the trust.

RULE 24 (F) Interest or late charges incurred on debts originally scheduled in the trust may not be subsequently added to the trust.

RULE 24 (G) Disbursement shall be made by the trustee whenever \$350.00 is accumulated from the wages of the debtor by the trustee or after 3 months has elapsed from the filing of the trusteeship or the last distribution, whichever of two said events occurs first.

  
JUDGE

THE PORT CLINTON MUNICIPAL COURT IN AND FOR THE COUNTY OF OTTAWA

JUDGMENT ENTRY

The Port Clinton Municipal Court herewith adopts the following Rules 25, 26 and 27 as Local Rules of Court effective July 1, 1991. A copy of these Rules were filed with the Ohio State Supreme Court in accordance with Civil Rule 83, M.C. Sup. Rule 18 and Criminal Rule 57. These rules shall supersede any and all other local rules otherwise in apparent conflict herein.

RULE TWENTY-FIVE

CASE MANAGEMENT IN CRIMINAL CASES:

- (A) The purpose of this rule is to establish, pursuant to M.C. Sup. R 18 a system for criminal case management which will provide the fair and impartial administration of criminal cases. These rules shall be construed and applied to eliminate unnecessary delay and expense for all parties involved in the court justice system.
- (B) SCHEDULING OF EVENTS: The scheduling begins after arraignment. Thereafter, the case is managed in four (4) judicial steps.
- (1) PRE-TRIALS: After arraignment, all first degree and second degree misdemeanors shall be set for pre-trial by the assignment commissioner within forty-five (45) days. All other misdemeanors shall be set for trial unless the Judge orders a pre-trial in said case.

The pre-trial shall be conducted in accordance with Criminal Rule 17.1 and a memorandum of the matters agreed upon should be filed in said case. Any Attorney who fails to appear for pre-trial without just cause being shown may be punished for contempt of court.

If the parties cannot resolve the case, then the case should be set for trial to the court unless a jury is demanded.

- (2) MOTIONS: All Motions shall be made in writing and accompanied by a written memorandum containing the arguments of counsel. Motions must be filed within the time limits established by the Ohio Rules of Criminal Procedure or within the time limits established by Local Rule.
- (3) TRIALS: Each case not resolved at pre-trial shall be set for trial to the Court. If a jury demand is timely filed, then the case will be moved to the jury trial schedule. All Attorneys shall notify the Court by 3:00 P.M. of the day preceding their trial of any change in plea or jury costs will be attached to their case.

FILED

JUL 05 1991

MARCIA J. MENGEL, CLERK  
SUPREME COURT OF OHIO

FILED

91 JUL 12 PM 12:08

PORT CLINTON  
MUNICIPAL COURT

- (4) CONTINUANCES: No party shall be granted a continuance of a trial or a hearing without a written motion from the party or his counsel stating the reason for the continuance.

When a continuance is requested for the reason that counsel is scheduled to appear in another case assigned for trial on the same date in the same or another trial court of this state, the case which was first set for trial shall have priority and shall be tried on the date assigned. Criminal cases assigned for trial have priority over civil cases assigned for trial. The granting of any other request for continuance of a scheduled trial is a matter within the discretion of the trial court.

#### **RULE TWENTY-SIX**

##### **CASE MANAGEMENT IN CIVIL CASES:**

- (A) PURPOSE: The purpose of this rule is to establish, pursuant to M.C. Sup. R 18, a system for civil case management which will achieve the prompt and fair disposal of civil cases.
- (B) SCHEDULING OF EVENTS: The scheduling of a case begins when a civil case is managed in five (5) clerical steps and five (5) judicial steps.
- (C) CLERICAL STEPS:
- (1) Summons shall be served in accordance with the Ohio Rules of Procedure. In the event there is a failure of service, the Clerk shall notify counsel immediately. If counsel fails to obtain service of summons within twelve (12) months from the date the cause of action has been filed, then the Clerk shall notify counsel that the case will be dismissed in ten (10) days unless good cause is shown to the contrary.
  - (2) After any responsive pleading is filed, the Clerk shall immediately forward said pleading and file to the Judge so the matter may be set for a hearing.
  - (3) If no action has been taken on a file for a two (2) month period and the case is not set for trial, then the Clerk shall notify the party that the matter will be dismissed within two (2) weeks unless good cause is shown.
  - (4) When a file has been marked "settlement entry to come" and the entry has not been received within thirty (30) days, then the Clerk shall notify the party that his case will be dismissed unless the entry is received within ten (10) days.

(D) JUDICIAL STEPS:

- (1) MOTIONS: All motions must be in writing and accompanied by a written memorandum containing citations or the arguments of counsel. Opposing counsel shall answer in like manner within fourteen (14) days thereafter. All motions will be considered submitted at the end of said fourteen (14) day period unless time is extended by the Court.

There will be no oral hearings granted in said motions unless the parties request an oral hearing in writing and the Court deems it necessary.

- (2) PRE-TRIALS: For the purpose of this rule, "pre-trial" shall mean a court supervised conference chiefly designed to produce an amicable settlement. The term "party" or "parties" used hereinafter shall mean the party or parties to the action, an/or, his, hers, or their attorney of record.

Any attorney for a party to the action who fails to attend at a scheduled pre-trial conference, without just cause being shown, may be punished as for contempt of this Court.

Notice of pre-trial conference shall be given to all counsel of record by mail and/or by telephone from the assignment commissioner not less than fourteen (14) days prior to the conference. Any application for continuance of the conference shall be addressed to the Judge to whom the case has been assigned.

Counsel attending the pre-trial conference must have complete authority to stipulate on items of evidence and must have full settlement authority.

The primary purpose of the pre-trial conference shall be to achieve an amicable settlement of the controversy in suit.

The Court shall attempt to narrow legal issues, to reach stipulations as to facts in controversy and, in general, to shorten the time and expense of trial. The Court will file a pre-trial statement to become part of the record and the case embracing all stipulations, admissions, and other matters which have come before it in the pre-trial. The Court shall, at that time, determine whether or not trial briefs should be submitted and shall fix a date when they are to be filed.

Any Judge presiding at pre-trial conference of trial shall have the authority to dismiss the action if any party or his counsel fail to appear at a pre-trial, this failure to appear may lead to dismissal of that party's claim (s).

If the case cannot be settled at pre-trial, then the case will be set for a trial at a time agreeable to all parties.

- (3) CONTINUANCES: No party shall be granted a continuance of a trial or a hearing without a written motion from the party or his counsel stating the reason for the continuance.

When a continuance is requested for the reason that counsel is scheduled to appear in another case assigned for trial on the same date in the same or another trial court of this state, the case which was first set for trial shall have priority and shall be tried on the date assigned. Criminal cases assigned for trial have priority over civil cases assigned for trial. The granting of any other request for continuance of a scheduled trial is a matter within the discretion of the trial court.

- (4) JUDGMENT ENTRIES: Counsel for the party in whose favor an order or judgment is rendered shall prepare a journal entry. That entry shall be submitted to opposing counsel within five (5) days of the decision. Opposing counsel shall approve or reject the entry within five (5) days. Within fifteen (15) days of the decision, the journal entry shall be submitted to the Judge, or thereafter, the Court will prepare the journal entry.

Entries of settlement may be filed at any time. The avoidance trial by settlement shall be allowed without the filing of an entry, but such entry shall be filed within thirty (3) days or the case will be dismissed for want of prosecution.

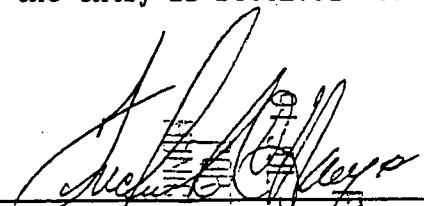
Upon notification from the Clerk that the case has been defaulted, prevailing counsel shall submit an application for default judgment within fifteen (15) days or the case will be dismissed for want of prosecution.

The journal entry shall state which party will pay the court costs.

RULE TWENTY-SEVEN

CASE MANAGEMENT IN SPECIAL PROCEEDINGS:

- (A) PURPOSE: The purpose of this rule is to establish, pursuant to M.C. Sup. R 18, a case management system for special proceedings to achieve a prompt and fair disposition of these matters. The following civil matters are considered special proceedings and may be heard by a judge or referee, to wit: small claims, forcible entry and detainer, default hearings, rent escrow, replevin, motion to cite, garnishment hearings, and debtor's exams. The following criminal matters are considered special proceedings and they are to be heard by a judge, to wit: preliminary hearings, extradition hearings, and B.M.V. hearings.
- (B) SCHEDULING OF EVENTS: Cases that have time limits established by the Ohio Revised Code shall be set within those time limits for hearing. In all other special proceedings, the case shall be set for hearing within a reasonable time not to exceed ninety (90) days.
- (C) CLERICAL STEPS: In all new cases, if counsel fails to obtain service of summons within six (6) months, the Clerk shall notify counsel that the case will be dismissed in ten (10) days unless good cause is shown to be contrary.
- (D) After any responsive pleading is filed, the Clerk shall immediately forward said pleading and file to the Judge so the matter may be set for a hearing.
- (E) If no action has been taken on a file for a two (2) month period and the case is not set for trial, then the Clrk shall notify the party that the matter will be dismissed within one (1) week unless good cause is shown.
- (F) When a file has been marked "settlement to come" and the entry has not been received within thirty (30) days, then the Clerk shall notify the party that his case will be dismissed unless the entry is received within ten (10) days.

  
FREDERICK E. HANT, II, JUDGE  
CLERK OF COURT  
JAN 16 2 20 PM 4:20  
FILED



FILED

JAN 26 1998

MAURICE J. LITTLE, CLERK  
SUPREME COURT OF OHIO

THE OTTAWA COUNTY MUNICIPAL COURT  
OTTAWA COUNTY, OHIO

JUDGMENT ENTRY

The Ottawa County Municipal Court herewith adopts the following Rule Twenty-eight (28) as a local rule of Court effective immediately. A copy of the rule was filed with the Ohio Supreme Court in accordance with Criminal Rule 57, on January 20, 1998.

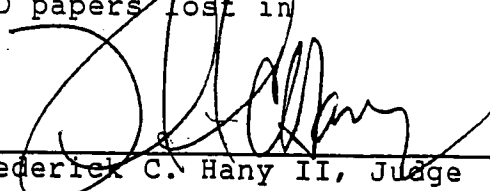
RULE TWENTY-EIGHT

FILINGS BY ELECTRONIC MEANS (FAX)

- A. Attorneys should limit requests for facsimile transmission to filings of an emergency or time critical nature. The Court reserves the right to revoke the FAX filing privilege of any Attorney who appears to be abusing the privilege.
- B. All pleadings, motions, and other papers may be filed with the Court by facsimile transmission (FAX) subject to the following provisions:
  1. A FAX document will be accepted as an original and the signature accepted as an original consistent with Civil Rule 5(E). No additional paperwork need be filed.
  2. Documents must be no longer than ten (10) pages.
  3. The Attorney must transmit the item to a phone number specified by the Clerk and during normal business hours (8:30 AM to 4:30 PM) Monday through Friday). Any FAX transmission received after 3:00 PM will be file-stamped for the next business day.
  4. The Attorney must use a cover sheet and provide all the required information including the number of pages to follow. Papers for nor more than one (1) case only may be transmitted with a given cover sheet.
  5. The Clerk will not return or notify the Attorney of a FAX being received. The Clerk shall not be responsible for the FAXED papers lost in transmission.

98 JAN 20 PM 4 33

JOURNALIZED AND FILED  
OTTAWA COUNTY  
MUNICIPAL COURT

  
Frederick C. Hany II, Judge

**THE OTTAWA COUNTY MUNICIPAL COURT  
OTTAWA COUNTY, OHIO**

**LOCAL RULE 29.01**

The Ottawa County Municipal Court herewith adopts the following Rule 29 as a Local Rule of Court effective July 7, 2014. A copy of this Rule will be filed with the Supreme Court of Ohio in accordance with Superintendence Rule 5. This Court shall afford notice and opportunity for comment hereafter.

The Court determines that there is an immediate need for rule adoption to expedite the use of an electronically produced ticket in Ottawa County, Ohio. The Ohio Highway Patrol is leading a pilot project that may replace the traditional traffic ticket with either a hybrid ticket or paperless e-ticket generated from a computer.

**Local Rule 29.01. Use of electronically produced ticket.**

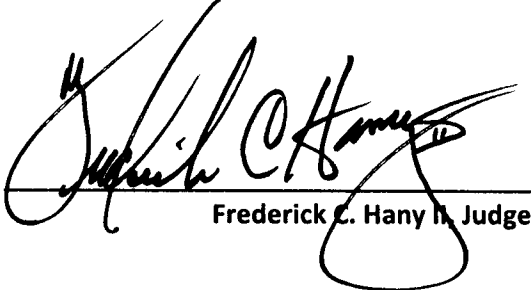
**(A) Authorization.** The use and filing of a ticket that is produced by computer or other electronic means is hereby authorized in The Ottawa County Municipal Court. The electronically produced ticket shall conform in all substantive respects to the "Ohio Uniform Traffic Ticket" set forth in the Ohio Traffic Rules' Appendix of Form. If an electronically produced ticket is issued at the scene of an alleged offense, the issuing officer shall serve the defendant with the defendant's paper copy of the ticket as required by Rule 3 (E) of the Ohio Traffic Rules.

Journalized and Filed

JUN 26 2019  
OTTAWA COUNTY  
MUNICIPAL COURT

**(B) Form of Affidavit.** In every case in which an electronically produced ticket is used and filed, the ticket shall use forms that are substantially similar to Form 29.01-A (Court Record) and Form 29.01-B (Abstract).

**(C) Applicability.** The purpose and scope of this rule is to allow the use and filing of an e-ticket or paperless ticket on or after June 1, 2019.



Frederick C. Hany II, Judge

## FORM 29.01-A

## FORM 29.01-B

Municipal COURT Ottawa COUNTY, OHIO  
 STATE OF OHIO PORT CLINTON  
 REFERENCE # 141522 TICKET NUMBER OHP221429062020141522  
 PHONE NUMBER CASE #  
 NAME  
 STREET  
 CITY, STATE ZIP 44870

RE555444	05/31/1980	01/01/2010	OH
D	01/01/2015	<input type="checkbox"/> CDL <input type="checkbox"/> MC <input type="checkbox"/> Other	8 8 8 8
M	6.2	201	BRO BRO W <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

If no DL/State ID, REQUIRED documentation attached

TO DEFENDANT: COMPLAINT ON Jun 20, 2014 AT 0700 AM, YOU  
 Operated Passenger / Parked / Walked ☐ Passenger ☒ Motorcycle ☐ Bicycle ☐ Other  
☐ Commercial DOT# ☐ >20,001 lbs ☐ <16 Pass Bus ☐ >16 Pass Bus ☐ Haz. Mat.  
 VEHICLE: YEAR 1999 MAKE Honda MODEL Motorcycle  
 COLOR Green, Light LICENSE # SPRACER STATE OH  
 UPON A PUBLIC HIGHWAY, NAMELY SR-2 DIRECTION Westbound  
 AT/NEAR (M.P. 4)  
 IN THE Township OF Benton IN Ottawa  
 COUNTY (NO.), 62 STATE OF OHIO AND COMMITTED THE FOLLOWING OFFENSE(S).

SPEED: 85 MPH in 55 MPH zone	<input checked="" type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
<input checked="" type="checkbox"/> Over limits <input type="checkbox"/> Unsafe for conditions <input type="checkbox"/> ACDA	4511.21D1
<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 checked="" type="checkbox"/> Moving
OVI: <input checked="" type="checkbox"/> Under the influence of alcohol/drug of abuse.	<input checked="" type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
<input checked="" type="checkbox"/> Prohibited blood alcohol concentration, .105 BAC	4511.19A1A
<input type="checkbox"/> Blood <input checked="" type="checkbox"/> Breath <input type="checkbox"/> Urine <input type="checkbox"/> Refused	
Prior OVIs: # of prior OVIs 0 Years of prior OVIs	
DRIVER LICENSE: <input type="checkbox"/> None <input type="checkbox"/> Not on person <input type="checkbox"/> Revoked <input type="checkbox"/> Suspended	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
EXPIRED: <input type="checkbox"/> < 6 months <input type="checkbox"/> > 6 months <input type="checkbox"/> Failure to Reinstate	
Suspension Type:	
SAFETY BELT: Failure to wear	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
<input type="checkbox"/> Driver <input type="checkbox"/> Passenger <input type="checkbox"/> Child Restraint <input type="checkbox"/> Booster Seat	
OTHER OFFENSE:	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
OTHER OFFENSE:	<input type="checkbox"/> ORC <input type="checkbox"/> ORD <input type="checkbox"/> T.P.
PAVEMENT: <input checked="" type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Snow <input type="checkbox"/> Ice # of Lanes 2 <input type="checkbox"/> Construction Zone	
VISIBILITY: <input checked="" type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Dusk <input type="checkbox"/> Night <input type="checkbox"/> Dawn	
WEATHER: <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Fog <input checked="" type="checkbox"/> No Adverse	
TRAFFIC: <input type="checkbox"/> Heavy <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Light <input type="checkbox"/> None	
AREA: <input type="checkbox"/> Business <input checked="" type="checkbox"/> Rural <input type="checkbox"/> Residential <input type="checkbox"/> Industry <input type="checkbox"/> School <input type="checkbox"/> Freeway	
CRASH: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Almost Caused <input type="checkbox"/> Non-Injury <input type="checkbox"/> Injury <input type="checkbox"/> Fatal	
REMARKS: This is OVI Testing for the use	
ACCOMPANYING CRIMINAL CHARGE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No TOTAL # OFFENSES 2	

TO DEFENDANT: SUMMONS You are summoned and ordered to appear on Jun 30, 2014 at 1430 PM in Municipal Court, at 1860 East Perry Street, PORT CLINTON, OH, 43452.

If you fail to appear at this time and place you may be arrested or your license may be cancelled. This summons served personally to the defendant on Jun 20, 2014. This 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.

PERSONAL APPEARANCE REQUIRED ☒ Yes ☐ No

Short, Eric  
 Charging Law Enforcement Officer

Issuing Law Enforcement Officer SAME AS ABOVE

Count Code	Unit	Post	Distid
6220	1429	22	02

Docket # Page # Case #  
 Defendant's Attorney Name / Address / Telephone

DATE	COURT ACTION ORDERS
	<input type="checkbox"/> No Bail - Defendant cited and released. <input type="checkbox"/> Bail in the amount of \$ set by Judge pursuant to bail schedule.

BOND AMOUNT	
\$	<input type="checkbox"/> Cash <input type="checkbox"/> Personal <input type="checkbox"/> 10% <input type="checkbox"/> AAA Insurance Bond <input type="checkbox"/> Unsecured <input type="checkbox"/> Surety <input type="checkbox"/> O.I. Held <input type="checkbox"/> Other

Depositor: Name / Address / Telephone

☐ Defendant released upon execution of Bail as noted: See Bond forms - received by

CONTINUANCE Reason:	New DATE
<input type="checkbox"/> Defendant Failed to Appear	
<input type="checkbox"/> Order Supplemental Summons to New Date	
<input type="checkbox"/> Order Operator's License Forfeiture <input type="checkbox"/> Bond Forfeiture	
<input type="checkbox"/> Order Warrant: Bond Amount \$	
<input type="checkbox"/> Summons Issued	Served DATE:
<input type="checkbox"/> 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)				
Fines \$				
Costs \$				
Jailtime (Days)				

ADDITIONAL ORDERS  
☐ If OVI conviction: 72 hour program permitted in lieu of jail.  
☐ Defendant's License is SUSPENDED for day(s)/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 Pleas(s)  
☐ MADE Guilty Finding(s), Imposed Fines and Costs noted below.

Judge/Magistrate DATE

FOR CLERK'S USE	
Fines \$	
Costs - Local \$	
Costs - State \$	
Receipt #(s)	

☐ If WAIVERED: Guilty Pleas(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  
 Waiver reviewed, found to be correct and approved. LETTER RATE: mail to defendant's present 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