

Chapter 1 - General Provisions

Rule 1.01 - General

- (A) These rules are known as the Local Rules of Practice for the Domestic Relations Division of the Court of Common Pleas for Medina County, Ohio, and may be cited as “Loc.R. ___”.
- (B) These rules conform to the Ohio Rules of Civil Procedure and the Rules of Superintendence for the Courts of Ohio and provide for the efficient and expeditious management of business before the Domestic Relations Division of the Court of Common Pleas for Medina County, Ohio, (“Court”) with due regard to local practices and requirements.
- (C) These rules shall be effective January 1, 2025, and shall supersede all previous rules and amendments promulgated by the Court. These rules are not meant to supersede the Rules of Superintendence established by the Supreme Court of Ohio nor the Ohio Rules of Civil Procedure. Any previously ordered local rules of practice that conflicts with the following rules shall be rendered void and of no force or effect.

Rule 1.02 - Hours of Court Sessions

- (A) **Hours.** The hours of the Court are generally Monday through Friday from 8:00a.m. to 4:30 p.m. The Court shall be in session at such other times and hours as the administrative judge shall prescribe to meet special situations or conditions. The Court shall be closed at such times as the administrative judge prescribes.
- (B) **Holidays.** The Court is closed for the following annual holidays: New Year’s Day, Martin Luther King Jr. Day, Presidents’ Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day/Indigenous Peoples Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.
- (C) **Notifications.** The Court provides notice of closures not identified in these rules by posting on the website and physical notice at the Clerk’s office.

Rule 1.03 - Physical Address and Contact Information

Medina County Courthouse
225 East Washington Street
Medina, Ohio 44256
Telephone: 330-725-9740
Internet Address: www.medinadr.org

A Court directory is available at www.medinadr.org/directory.html

Rule 1.04 - Minor Children

- (A) Minor children are not permitted to testify as witnesses in any action without leave of court upon good cause shown.
- (B) Minor children are not permitted in a hearing room except if testifying as a witness or upon order to appear for *in camera* interview.

- (C) Minor children are not permitted in the Court waiting area unattended under any circumstances. Parties with minor children shall make arrangements to have childcare present. Except in extenuating circumstances, minor children should not be brought to Court.

Rule 1.05 - Clerk of Courts

- (A) **General.** The Medina County Clerk of Courts, Domestic Relations Division (“Clerk”) is responsible for receiving filings and submissions for cases under the jurisdiction of the Domestic Relations Court. The Clerk is responsible for maintaining the official record of the Court. Though the Clerk and the Court work closely together, the roles and responsibilities are distinct.
- (B) **Digital docket.** Case information including general docket and hearing information is available on the web-based public access portal located at <https://portal-ohmedina.tylertech.cloud/portal/>
- (C) **Clerk Policies.** For information about the Clerk, including hours of operation, Clerk policies and procedures, or the record, please contact the Clerk at 330-725-9722 or visit www.medinacountyclerk.org/legal/domestic-relations/

Rule 1.06 - Family Court Resources Department

- (A) The Family Court Resources (FCR) department is a department within the Court.
- (B) **Mission.** The FCR mission is to collect, assess, and report information to the Court for case evaluation and to provide effective child - centered services to individuals and families to assist in conflict resolution and skill development.
- (C) FCR is responsible for case investigation upon the direction of the Court and for dispute resolution and collateral services for cases which are before the Court or may come before the Court.

Contact information. Contact information may be found on the Court Directory at www.medinadr.org/directory.html

Rule 1.07 - Communication with the Court

- (A) **Communication about Merits of Case.** No attorney or party or witness nor any person affiliated thereto shall discuss or seek to discuss the merits of any case orally or in writing with the judge, a magistrate, or any staff member of the Court without all litigants (or counsel if appearance is entered) participating in the discussion. This includes in person communication or communication through any electronic means.
- (B) **Electronic Mail Communications.** No attorney or party or witness nor any person affiliated thereto shall communicate by electronic mail (“email”) with the judge or any magistrate of the Court without all litigants (or counsel if appearance is entered) participating in the email communication.

Email with hearing officers is reserved for courtesy copies of pleadings/motions, proposed orders, and scheduling matters as directed by the hearing officer. Email should be infrequent and is not appropriate to convey information upon which action is being requested and will not be considered by the Court. Such information must be presented to the Court upon a properly filed pleading/motion or in a hearing. Email communication with staff members is restricted to procedural matters only and will not be forwarded to hearing officers for any reason.

- (C) **Unscheduled appearance.** Individuals appearing in person at Court without a scheduled hearing or meeting and seeking to communicate with the judge or a magistrate will be directed to address any claim or request for relief in a properly filed pleading/motion.
- (D) **Case Information.** The Court speaks through the docket. Requests for status of a ruling upon a request/motion/claim will be directed to the online digital docket.

Rule 1.08 - Disabilities or Special Needs

- (A) **Disabilities or Special Needs.** Individuals with disabilities or special needs shall make requests for reasonable accommodation to the court's Office Manager at least seven days prior to any scheduled hearing.
- (B) **Service Animals.** Service animals are permitted to be present in the public areas and courtrooms in the Court in compliance with the Americans with Disabilities Act (ADA). The ADA and Ohio law defines a service animal as "any animal or animal assistant that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." Emotional support animals are not considered service animals. You may be asked by Court staff if your animal is a service animal and which tasks the animal is trained to perform. If any animal is disruptive, you may be required to remove the animal from the courthouse.
- (C) **Hearing Assisted Device System.** The Court has an assisted hearing device system available upon request for hearing impaired individuals. Individuals may request access to a courtroom with a hearing assisted device in advance with the court's Office Manager. Requests must be made not less than forty-eight hours in advance.

Rule 1.09 - Interpreter Services

- (A) **Request.** Individuals requiring an interpreter, except by oral motion at a hearing, shall file a request for interpreter with the Clerk.
Cancellation. It is the responsibility of the requesting party to notify the court's Office Manager if interpreter services are no longer necessary or if there is a change in the date or time or cancellation of the hearing. Failure to comply with this rule may result in a party being held responsible for payment of the interpreter fees.

Rule 1.10 - Court Security

- (A) **Entrance.** All persons entering the Medina County Courthouse complex must enter through the lobby doors of the Courthouse Building and will be subject to security screening.
- (B) **Screenings.** Screenings will occur for each visit to the Medina County Courthouse regardless of the purpose. Employees are directed to enter the building through the employee entrance during appointed hours.

Rule 1.11 - Check in & Conference Rooms

- (A) **Check in.** All persons entering the Domestic Relations Court area shall check-in at the reception desk upon arrival and comply with all instructions of the Court staff and Court Deputy.
- (B) **Conference rooms.** Conference rooms are assigned by the reception desk attendant and are only available upon approval by the Court.

Rule 1.12 - Court Decorum

- (A) **Attire.** All persons must be properly attired when entering a courtroom. No attorney, party or witness shall be permitted to appear in a courtroom or offer testimony while in bare feet, flip-flops, cutoffs, tank tops, crop tops, halter tops, visible undergarments including boxer shorts and bras, hats, or any clothing containing drug/alcohol and tobacco slogans, profanity, racial/ethnic/religious slurs. Clothing that exposes excessive skin within the “privacy zone,” including cleavage, midriff, back and below the waist, shall not be worn.
- (B) **Timeliness.** Hearings and conferences are expected to start on time. Attorneys and/or parties shall appear a minimum of 15 minutes prior to the scheduled hearing time to discuss any matters relevant to the hearing or conference.
- (C) **Mobile devices.** The use of mobile devices is prohibited in the courtrooms unless consent is given by the judge or magistrate.
- (D) **Attorney Duty.** It shall be the duty of counsel to advise the parties and witnesses of this rule prior to their appearance in Court.

Rule 1.13 - Forms

The forms referenced in these Local Rules may be obtained from the Court’s website.

Rule 1.14 - Court Technology

- (A) Reserved

Rule 1.15 - Definitions

1. **File:** To deliver a legal document to the Clerk for entry into the official record.
2. **Filed:** the date or date-and-time stamping of a document.
3. **Calendar day:** including each of the seven (7) days of the week. The uses of “day” is presumed to be calendar unless otherwise specified.

4. **Court day:** A day on which the Court is in operation which shall not include weekends, holidays, or other closure days as posted by the Court.
5. **CSEA:** Child Support Enforcement Agency
6. **Hearing Officer:** Judge, Visiting Judge, or Magistrate assigned to a case.
7. **Initial Filing:** The filing of a document or documents which initiates a new case in the Court.
8. **Reactivating Filing:** A document or documents which invokes the continuing jurisdiction of the Court in a substantive matter after prior judgment was entered upon that subject matter. Note: A subsequent Reactivating Filing may occur while a case is open and proceeding on a prior Reactivating Filing which invoked the jurisdiction of the Court upon a different substantive matter.
9. **SETS:** Support Enforcement Transmittal System is the system utilized by CSEA to administer support orders.
10. **Submit:** To deliver a document to the custody of the Court for the Court's consideration.