

Chapter 6 - Orders and Entries

Rule 6.01 - General

- (A) **Requirements.** All submitted orders must include a Signature Block of the preparing party/attorney below the signature block for the judge/magistrate and aligned to the left margin. The Signature Block shall comport with Rule 2.08, except that the full address may be omitted.
- (B) **Procedural Motions.** Every procedural motion filed with the Court shall be accompanied by a proposed order suitable for use *if the motion is granted* or a “check-box” style order. A party opposing the motion may provide the Court with a proposed order suitable for use *if the motion is denied*.
- (C) **Dispositive Entries.** Dispositive entries enter judgment on one or more claims pending before the court. The following are required in any dispositive entry:
1. The full address of each party in the caption of the entry
 2. An instruction for the Clerk of Courts to update the address of each party to reflect the address in the caption.
 3. Specific identification of any matters which remain pending or a statement that any matter which remains pending is dismissed.
 4. Statement of cancelation of any hearings which were set in the matter(s) which is no longer pending.
 5. Instruction to the Clerk for service of the entry
 6. Notice pursuant to Civ.R. 58.

Rule 6.02 - Magistrate Proceedings

- (A) Motions to Set Aside [Reserved]
- (B) Objections to Magistrate’s Decision [Reserved]

Rule 6.03 - Prepared Entries at Court Direction

- (A) **Court Directed.** The Court may order either party to prepare an entry. Without a specific order of the Court, this provision shall not apply. A party ordered by the Court to prepare an entry shall do so as directed by the Court.
1. The preparing party shall submit the prepared entry to all other party(ies) within fourteen (14) calendar days, unless otherwise ordered.
 2. The party(ies)’s receiving the prepared entry shall have seven (7) calendar days to approve or reject the prepared entry. The receiving party shall respond in writing to the preparing party with approval or rejection of the prepared entry.
 3. In the event of approval, the preparing party shall submit the prepared entry to the Court endorsed with all parties’ signature block information pursuant to these Local Rules.
 4. In the event of rejection, the rejecting party shall send a written notice of rejection of the prepared entry to the preparing party. The notice shall state with specificity the reason(s) for the rejection. The rejecting party may file a notice of rejection.

5. Upon receipt of notice of rejection, the preparing party shall attempt to remedy the reason(s) for rejection, if possible. If remedy is not successful, the preparing party shall file a Notice of Submission with a copy of the prepared entry, the rejecting party's notice of rejection, and a summary of attempts made to remedy the rejection. In all cases, Notice of Submission shall be filed no later than seven (7) days after receipt of notice of rejection.
6. If a receiving party fails to approve or reject the prepared entry in writing within seven (7) days of service of the prepared entry, the preparer may submit the prepared entry to the Court by filing a Notice of Submission with a copy of the prepared entry and certifying that the entry was submitted to opposing party(ies), the date submitted, and that no response was made.

Rule 6.04 - Final Entries

(A) General. Final entries shall include the following:

1. The full address of each party in the caption of the entry.
2. Statement of taxing of costs to the case deposit, to whom any refund shall be returned, and to whom any costs above the case deposit shall be assessed.
3. An instruction for the Clerk of Courts to update the address of each party to reflect the address in the caption.
4. Statement that any matter which remains pending is dismissed.
5. Statement of cancelation of all remaining hearings.
6. Instruction to the Clerk for service of the entry.
7. Notice pursuant to Civ.R. 58.

(B) Child - Related Matters. Matters which address minor children shall include the following:

1. Child Support Computation Worksheet
2. Standard Guideline for Parenting Time, if referenced

Rule 6.05 - Standard Parenting Guidelines

(A) General: R.C. 3109.051(F)(2) requires courts to adopt standard parenting time guidelines. A court has discretion to deviate from its standard parenting time guidelines based upon factors set forth in R.C. 3109.051(D).

(B) All parties are strongly encouraged to develop their own plan. However, the Court has adopted standard parenting time guidelines pursuant to the statutory requirement to ensure that minor child(ren) have consistent contact with both parents.

(C) Guidelines. Standard guidelines for parenting time are contained in the Appendix.

1. Form 6.05A is the Court's Standard Local Parenting Time Schedule.
2. Form 6.05B is the Court's Standard Long-Distance Parenting Time Schedule.

(D) Reference. A copy of the Standard Parenting Guidelines shall be attached and incorporated in any order which references the same.