

Court of Common Pleas

Juvenile Division

Lucas County, Ohio

Denise Navarre Cubbon,
Administrative Judge



Connie F. Zimmelman,
Judge

December 17, 2019

RE: Local Rules of Court, Juvenile Division

To Whom It May Concern;

Lucas County Court of Common Pleas, Juvenile Division, is posting for public comment, proposed amendments to the Rules of Court for the Lucas County Court of Common Pleas, Juvenile Division. Proposed rules will be effective February 1, 2020.

These amendments involve the following Juvenile Rule(s):

- **Juvenile Rule #4** regarding Procedures – Juveniles (*updated to require IV-D application on certain civil filings and to include new filing fees and court costs*);
- **Juvenile Rule #16** regarding Fax Filing & Notice & Service of Court-Generated Documents by Electronic Mail (*Rescinded and incorporated into Rule #4*);
- **Juvenile Rule #17** regarding Case Management (*Rescinded and incorporated into Rule #4*);
- **Juvenile Rule #19** regarding Parenting Access Schedules (*Rescinded and incorporated into Rule #4*);
- **Juvenile Rule 23** regarding Waiver, Suspension, Reduction, and Reinstatement of Filing Fees (*Rescinded and incorporated into Rule #4 and updated pursuant to ORC 2323.31 & 2323.311*);
- **Juvenile Rule #6** regarding Right to Counsel; Court Appointed Counsel; Court Personnel and Attorneys (*updated*);
- **Appendix A** Administrative Judgment Entry regarding Court Costs and Filing Fees (*new*);
- **Appendix B** Motion for Waiver of Filing Fees/Costs and Affidavit of Indigency (*new*).

Included is a copy of the revised rules and the proposed Journal Entry. We will receive comments until, Friday, January 17, 2020 at 4:30pm. Comments may be submitted to the attention of Marcie Garlick at Mcousi@co.lucas.oh.us or Lucas County Court of Common Pleas, Juvenile Division, 1801 Spielbusch Ave., Toledo, Ohio 43604.

Sincerely,

Marcie Garlick
General Counsel

Juvenile Rule 4
Procedures - Juveniles

- 4.1 The Court hereby expresses the policy that the deputy clerks of the Juvenile Division shall not prepare juvenile complaints unless instructed to do so by the Judge. The Court shall not be placed in the position of initiating complaints by its staff and thereby promoting the conclusion that cases are being started by the Court, and thereby casting the Court in a non-judicial character. This rule does not apply to the filing of motions by the Probation or Intake departments for violation of terms of probation or court orders.
- 4.2 The Court may require the execution of forms as it shall prescribe to be filed with any pleading or motion filed with the Clerk. No pleading or motion shall be accepted for filing until the information requested in such forms shall be provided, unless waived by presiding Judge or Magistrate.
- A. All pleadings, motions, and judgment entries shall be legibly printed or typewritten, and double spaced on 8-1/2" x 11" paper (not onion skin). The caption in every pleading, motion and judgment entry shall contain the case number, name, address, zip code, date of birth, and the last four digits of the social security number of each party. Every pleading, motion and judgment entry shall include the name of the attorney, the firm name (if any), office address, office telephone number, office facsimile number, attorney's Ohio Supreme Court number, and attorney's e-mail address (if any). The face page of all filings shall provide a top margin of at least three inches to permit the Clerk of Courts to add time stamp imprints.
- B. All Complaints to Establish Parent/Child Relationship and Motion to Establish Allocation of Parental Rights and Responsibilities shall be accompanied by the following:
1. Request for genetic testing, copy of genetic test results, or confirmation that Affidavit Acknowledging Paternity has been filed and not rescinded,
 2. Completed UCCJEA affidavit,
 3. Completed IV-D Application for Child Support Services, and
 4. Appropriate praecipe for service.
- C. All Complaints to Establish the Allocation of Parental Rights and Responsibilities shall be accompanied by the following:
1. Copy of document(s) establishing parentage,
 2. Completed domestic violence questionnaire,
 3. Completed UCCJEA affidavit;
 4. Arrearage statement from the Child Support Enforcement Agency ("CSEA"), or
 5. Completed IV-D Application for Child Support Services, and
 6. Appropriate praecipe for service.
- D. All Motions to Modify the Allocation of Parental Rights and Responsibilities (i.e. change of custody or change in parenting time/visitation) shall be accompanied by the following:
1. Completed domestic violence questionnaire,
 2. Completed UCCJEA affidavit,
 3. Arrearage statement from the Child Support Enforcement Agency ("CSEA"), or
 4. Completed IV-D Application for Child Support Services, and
 5. Appropriate praecipe for service.

- E. All Complaints/Motions to Intervene and/or Custody/Visitation filed by third parties shall be accompanied by the following:
 - 1. Completed Domestic Violence Questionnaire,
 - 2. Completed UCCJEA affidavit,
 - 3. Completed home study packet,
 - 4. Completed IV-D Application for Child Support Services, and
 - 5. Appropriate praecipe for service.

 - F. All Motions to Modify Child Support shall be accompanied by the following:
 - 1. Arrearage statement from the Child Support Enforcement Agency (“CSEA”),
or
 - 2. Completed IV-D Application for Child Support Services, and
 - 3. Appropriate praecipe for service.

 - G. All Motions for Mistake of Fact hearing shall be accompanied by the following:
 - 1. Copy of the administrative order to which the petitioner is objecting, and
 - 2. Appropriate praecipe for service.

 - H. It shall be the duty of the attorney or filing party to file sufficient copies of the pleading, motion or judgment entry and accompanying documents so as to be served on all defendant(s)/respondent(s).

 - I. Failure of a party or attorney to correctly follow the aforementioned provisions may result in dismissal of the pleading, motion, or judgment entry.
- 4.3 Attorneys requesting interim orders shall prepare and submit proposed orders with their motion.
- 4.4 Consent judgment entries shall be prepared by counsel as directed by the Court, other than in delinquency cases, and shall be filed within thirty (30) days after the hearing, or as otherwise ordered/allowed by the presiding Judge or Magistrate.
- 4.5 Pursuant to O. Juv. R. 16(A) service by publication shall be made by posting and mailing. Upon the filing of an affidavit, the clerk shall cause service of notice to be made by posting in Lucas County Court of Common Pleas, Juvenile Division; Lucas County Court of Common Pleas, Domestic Relations Division; Lucas County Court of Common Pleas, General Division; Lucas County Children Services; and the Lucas County Corrections Center.

The notice shall be posted in the required locations in conspicuous place and manner for seven (7) consecutive days prior to the date of the hearing. The clerk shall also cause the summons and pleadings to be mailed by ordinary mail, address correction requested, to the last known address of the party to be served, and obtain a certificate of mailing from the United States Postal Service.

- 4.6 Deposit of Security for Costs and Filing Fees per ORC 2323.31 & 2323.311

No new or reactivated action or proceeding shall be accepted by the Clerk for filing without the appropriate Filing Fee. Upon termination of the matter, if costs remain unpaid, appropriate orders will be imposed to collect said costs. Except as otherwise provided by law, the filing fee shall be in accordance with the Administrative Judgment Entry attached as **Appendix A**, (Also available on our website and in the Clerk’s Office.)

Final judgment entries shall contain a provision for payment of costs as ordered by the

Court. The Clerk of the Court shall apply the deposit for the costs in the case, regardless of the party against whom the costs are assessed.

If the initiating party is unable to pay the filing fee as set forth in this rule, the party may file a ***Motion to Waive the Filing Fee and/or Costs with Attached Affidavit*** (available on our website, in the Clerk's Office and attached as **Appendix B.**) The Affidavit must be completed to the best of the Affiant's ability and will be filed along with the underlying action or proceeding. The ***Motion to Waive the Filing Fee and/or Costs with Attached Affidavit*** will be reviewed by the Judge or Duties Magistrate within 24-48 hours of filing and, if approved, the requesting party will be notified and the underlying action or proceeding will be set for hearing. If not approved, the requesting party will be notified and given thirty days (30) to pay the costs/filing fee, before the matter will be set for hearing. If not approved and no costs/filing fee is paid, the action or matter will be dismissed.

4.7 Fax Filing and Notice and Service of Court-Generated Documents by Electronic Mail

A. Authorization: Fax Filing

The Juvenile Clerk shall maintain an independent telephone line and facsimile machine to allow members of the bar to file documents no longer than 10 pages in length with the Court, 24 hours a day, seven days a week, by following this rule. The number of the fax machine is 419-213-6933.

B. Fax filing and copies

Filing of documents subsequent to an original complaint and not requiring a filing fee, may be filed by fax copy with the Juvenile Clerk. Filings that have an associated filing fee will not be accepted for fax filing.

In accordance with Civ. R. 5(E), any signature on the fax filing shall be considered to be authentic. If it is established that any transmission was made without authority, the Court shall order the filing stricken.

The date and time of receipt of any faxed document shall be the date and time imprinted on the document by the facsimile machine receiving the transmission. Although faxes will be received 24 hours a day, seven days a week, any fax copy received by the clerk after 4:30 p.m. on a regular business day or on a weekend or holiday shall be considered filed on the next business day by the clerk.

If the Juvenile Clerk receives a document that cannot be accepted for fax filing, the attorney identified on the cover page will be notified of the reason for non-acceptance no later than the next business day.

C. Requirements

Any fax copy filed shall conform to the civil and criminal rules and shall be preceded in transmission by a cover page, which includes the following information:

- Caption of the case
- Case number
- Assigned Judge
- Description of the document being filed
- Attorney name, address, Ohio Supreme Court registration number, telephone, electronic mail address (if available), and fax number

- Date and time of fax initiation
- Transmitting fax number
- Number of pages, including the cover page, being transmitted

Any document requiring a signature shall either contain the signature on the source document at the time of fax transmission or be submitted without the signature but the notation “/s/” followed by the name of the signing person where the signature appears in the signed source document.

D. Fax Documents as Originals

The faxed document shall be considered the original. Additional originals of the documents shall not be filed with the Juvenile Clerk. The sending party must maintain possession of the source document and make it available for inspection by the Court upon request.

E. Charges

If courtroom or service copies are needed for processing, the Juvenile Clerk may charge the standard page rate or \$.05 per page for all necessary copies. The Juvenile Clerk may charge \$1.00 for a certified copy of a document, in addition to the \$.05 per page copy charge. Attorney checks, cashier’s checks, and cash are acceptable methods of payment.

F. Authorization: Notice and Service of Court-Generated Documents by Electronic Mail

The Juvenile Court may use electronic mail to transmit certain Court-generated documents to allow for more prompt and efficient delivery of Court services and cost savings. Whenever the Juvenile Court Clerk is required to send notice of entry of orders, judgments, decisions, or serve any other document by mail, the Juvenile Clerk may use electronic mail in accordance with the guidelines established by the Court.

G. Requirement of Notice and Service

Notice and service by electronic mail are complete, and the Juvenile Court Clerk shall have fully complied with the requirement of notice and service, upon transmission. If Juvenile Clerk is notified that the electronic mail transmission failed, the documents will be posted by regular U.S. mail.

The Juvenile Clerk shall note on the docket the date and time of notice or service of any document transmitted by electronic mail.

This local rule is not intended to conflict with Ohio rules regarding service of process.

H. Electronic Mail Addresses

1. All attorneys practicing before this Court shall provide the Juvenile Court Clerk with a business electronic mail address, if available, in the Notice of Appearance, in the first document filed with the Court, or at the first appearance before the Court within sixty (60) days of publication of this rule. All attorneys shall have a continuing duty to notify the Juvenile Court Clerk, in writing, of any subsequent changes in an electronic mail address. It is highly recommended that attorneys practicing before this Court establish a business electronic mail address.

2. Unrepresented parties and other participants before this Court who would agree to receive notice or service by electronic mail must provide the Juvenile Court Clerk with an electronic mail address.
3. Unrepresented parties and other participants without an electronic mail address, or individuals who do not agree to receive notice or service by electronic mail, will continue to receive notice and service of Court generated documents via regular U.S. mail.

I. Signatures

In accordance with Civ. R. 5(E), any signature on the electronically mailed document shall be considered authentic and shall be considered the signature of the individual it purports to represent.

J. Electronic Mail Documents as Originals

The electronically mailed document shall be considered the original. The Court will maintain possession of the source document and make it available for inspection or copying upon request.

K. Charges

If additional copies are needed of an electronically mailed document, the Juvenile Clerk may charge the standard rate or \$.05 per page for all necessary copies. The Juvenile Clerk may charge \$1.00 for a certified copy of a document, in addition to the \$.05 per page copy charge. Attorney checks, cashier's checks, and cash are acceptable methods of payment.

L. Confidentiality

Any documents that may contain information covered by the Health Insurance Portability and Accountability Act will not be transmitted by electronic mail. The Court in its discretion will determine which documents shall not be transmitted by electronic mail.

4.8 Pursuant to Sup. R. 39, as amended through July 1, 2002, the Court hereby establishes the following plan for the management of cases filed in this division.

- A. The purpose of the case management plan is to ensure the readiness of cases for pre-trial and trial and to maintain and improve the timely disposition of cases. The plan is to be utilized in conjunction with Ohio Revised Code, the Rules of Juvenile Procedure, the Rules of Civil Procedure and the Rules of Criminal Procedure, where applicable.
- B. Time frames set forth in this plan are guidelines only; failure to follow such time frames in individual cases shall not affect the Court's jurisdiction or be grounds for dismissal.

1. Juvenile Traffic Cases

- a. Pre-trials shall be scheduled within fourteen (14) days of arraignment.
- b. Trials shall be held within sixty (60) days of filing. Dispositions shall be held within ninety (90) days of filing.

2. Delinquency and Unruly Cases

- a. Detention hearings will be held within seventy-two (72) hours after

admission to JDC or on the next business day, whichever is earlier (ORC 2151.314).

- b. When detention is continued after the initial hearing:
 - I. Adjudication hearing will be scheduled
 - i. Ten (10) days from the filing of the complaint, if the complaint was not filed when the child entered detention (Juv. R. 29 (A)).
 - ii. Ten (10) days from the date detention began, if the complaint was filed on or before the detention date.
 - II. Relinquishment of jurisdiction hearings will be held not less than three (3) days nor more than ten (10) days from the date of the detention hearing.
 - III. If the child admits the charges or is found delinquent at trial, the Court may proceed to disposition or continue the matter for completion of a social history and investigation; in such case, the disposition will be scheduled two (2) weeks after adjudication.
 - IV. Final disposition for a child in detention will be completed within ninety (90) days of the child's being taken into custody.
 - V. Continuances may be granted upon showing of good cause.

- c. Child not in detention.
 - I. All felonies and runaways are official filings and are entered into the system within two (2) days.
 - II. All other case types, within ten (10) days of the complaint having been signed, will be screened by the intake officer to determine:
 - i. If it should be officially filed, or
 - ii. If it should be referred to the Court's Mediation Program or an appropriate community agency.
 - III. Arraignment will be held within thirty (30) days after the complaint is filed:
 - i. If the child admits, the Court will proceed to disposition or refer the matter to probation for a social history and investigation, in which case, disposition will be scheduled within four (4) weeks after adjudication.
 - ii. If the child denies, the matter will be set for pre-trial within thirty (30) days.
 - IV. Trials will be held within thirty (30) days after the pre-trial.
 - V. Continuances may be granted upon showing of good cause; however, continuances should be for no longer than the period necessary to resolve the good cause.

3. Parentage Cases

- a. Summons shall issue within seventy-two (72) hours of the complaint having been filed and shall include a pre-trial date not later than 60 days from the date the complaint was filed.

- b. At Pre-trial
 - I. If the defendant admits, the Court may proceed immediately to a determination of a support order.
 - II. If the allegations are denied, or the defendant fails to appear

- d. Disposition hearings shall be held within ninety (90) days of the filing of the complaint.
- e. Continuances may be granted upon showing of good cause.

4.9 Parenting Plan and Companionship Schedule

The Court shall adopt and cause to be published, an Interim Parenting Schedule, a Parenting Plan and Companionship Schedule and a Long Distance Parenting Plan and Companionship Schedule. Copies of each schedule shall be made available through the office of the Clerk of the Juvenile Court.

Liberal parenting time is encouraged since contact with both parents is important to a child (ren)'s well-being. The schedules are guidelines for parenting time and it is the responsibility of the parties to adjust the schedule to meet the best interest of their child (ren). The Court, or the parties, may deviate from the schedule if it is in the best interest of the child (ren).

4.10 Waiver, Suspension, Reduction, and Reinstatement of Filing Fees

A. Applicability.

1. Only a natural person is eligible for the waiver, suspension, or reduction of filing fees under this Local Rule.
2. For the purpose of this Local Rule, "filing fee" is defined as the dollar amount required to file complaints, motions, and judgment entries in the Juvenile Clerk of Court's Office.

B. ***Motion to Waive the Filing Fee and/or Costs with Attached Affidavit.***

- a. Any party who, by reason of indigency, seeks relief from the payment of a filing fee shall file with the Court a ***Motion to Waive the Filing Fee and/or Costs with Attached Affidavit***, setting forth the facts and providing supporting documentation relied upon, to include employment-related financial information, federal income tax returns, documentation of public assistance, and any other financial information the Court may need. The ***Motion to Waive the Filing Fee and/or Costs with Attached Affidavit*** is available in the Juvenile Clerk of Court's Office, on-line at our webpage or attached to the Local Rules as **Appendix B**. All financial information submitted by the party shall remain on record with the Court.
- b. The ***Motion to Waive the Filing Fee and/or Costs with Attached Affidavit*** may be filed with the Clerk's Office and will be submitted to the Magistrate for review and approval. If approved, the underlying Complaint/Motion will be set for hearing and notice of hearing will be mailed.
- c. If the ***Motion to Waive the Filing Fee and/or Costs with Attached Affidavit*** is denied, the moving party will be notified by mail and given thirty (30) days to pay the appropriate filing fee. If the fee is not paid within the thirty (30) days, the underlying Complaint/Motion will be dismissed.

C. Reinstatement of Filing Fees and/or Costs.

- a. The Court, on its own motion, at any time, may make further inquiries on the record concerning an indigent party's financial status. If the Judicial Officer determines that the facts or situation no longer supports a finding of indigency and a waiver, suspension, or reduction of a filing fee, the Court may enter an order requiring the filing party to pay any applicable filing fees and instruct the Juvenile Clerk of Court accordingly.
- b. When a party whose filing fee was waived, suspended, or reduced fails to appear for the initial hearing in the action, and the action is dismissed for that party's failure to appear, the Judge or Magistrate may order the party to pay the appropriate filing fee if the party re-files the action within one (1) year of the original filing date, or as otherwise may be ordered by the Court.
- c. When a party whose filing fee was waived, suspended, or reduced subsequently retains private counsel in the pending action, the Judge or Magistrate may review the financial status of the party and determine whether the appropriate filing fee should be assessed.
- d. When the Court has reason to question whether a party whose filing fee was waived, suspended, or reduced has a financial situation different from the original situation warranting the deviation from the standard filing fee, the Judge or Magistrate may make further inquiries on the record as described herein and instruct the Juvenile Clerk of Court accordingly.

History: Effective August 1, 2004; Amended Effective August, 2008; Amended Effective February 1, 2020.

Juvenile Rule 6

Right to Counsel, Court Appointed Counsel, Court Personnel and Attorneys

6.1 The right of all parties to be represented and to retain counsel of their own choosing is implicit in the law and is fully recognized by this Court. Upon request, indigent parties shall be appointed counsel as provided in the Ohio Revised Code and Ohio Rules of Juvenile Procedure.

6.2 The Court shall maintain a list of attorneys approved by the Administrative Judge for appointment to represent indigent parties or to serve as guardian ad litem. Attorneys on the appointment list shall complete six (6) hours of CLE, specific to juvenile law, or other training specifically approved by the Court, each calendar year and provide documentation of the same by December 31 of each year to the Court.

The Court shall also maintain a list of attorneys approved by the Administrative Judge specifically for appointment to represent indigent parties that pursue appeals of dependency, neglect, and abuse cases. Attorneys on said appointment list need only complete three (3) hours of CLE, specific to juvenile law appellate practice, or other training specifically approved by the Court, each calendar year and provide documentation of the same by December 31 of each year to the Court. In addition, said three (3) hour CLE requirement for dependency, neglect, and abuse appellate court appointments may count towards the aforementioned annual six (6) hour requirement for attorney appointment to indigent parties or to serve as guardian ad litem.

6.3 Court employees shall maintain a neutral and impartial position and shall not function as advocates or adversaries. Court personnel shall not indicate that counsel is or is not necessary in any particular case. When there is an attorney of record, court personnel shall make all contact with the client through the attorney.

6.4 No attorney of record will be allowed to withdraw nor may he/she be discharged within fourteen (14) days of the trial date except for good cause shown and provided that such action is not the fault of the attorney and is not for the purpose of delay.

6.5 Invoices for indigent legal representation should be submitted within thirty (30) days after the last court date to be considered timely for Lucas County to seek reimbursement from the Office of the Ohio Public Defender.

6.6 Delinquency Cases. ORC 120.36 requires the Courts, to charge a \$25.00 non-refundable Indigent Application Fee on all cases in which a Public Defender is being requested or appointed. The \$25.00 fee may be paid in the Clerk's Office within seven (7) days of submitting the Affidavit of Indigency/Financial Disclosure form. If the fee is not paid within the seven (7) days, the Court may assess the fee at sentencing or the close of your case. If, for any reason, you are unable to pay the fee, you or your Attorney may ask the Court to waive or reduce the fee.

Appendix A

IN THE COURT OF COMMON PLEAS OF LUCAS COUNTY, OHIO JUVENILE DIVISION

In the Matter of:)	
)	
Court Costs, Fee)	<u>JUDGMENT ENTRY</u>
Assessments and Distributions,)	
and Filing Fee Schedule)	

This administrative matter comes before the Court on its own motion on January 1, 2020. The Court Order is as follows and is based on statutory guidance pursuant to the Ohio Revised Code.

It is **ORDERED, ADJUDGED and DECREED** that the following court costs schedule be adopted and hereby instituted effective the date of this order.

COURTS COSTS

Traffic - Moving Violations		
Item	Cost	Legal Authority under Ohio Revise Code
Base Cost (docketing and filing fee of \$25.00 in all dockets, \$2.00 for filing journal entry, and \$2.00 for notice fee)	\$29.00	§2151.541, §2303.20, & §2743.70 (A)(2)
Computerize the Court/make available computer computerized legal research services	\$3.00	§2151.541 (A)(1)
Computerization of Clerk's Office	\$10.00	§2151.541 (B)(1)/§2301.031 (B)
Mediation Services	\$50.00	§2303.201 (E)(1)
State Reparations Fund (if charge is a misdemeanor, moving traffic, or felony; excludes non-moving traffic)	\$9.00 Misdemeanor* *includes Moving Traffic	§2743.70(A)(2)(a) §2743.70(A)(2)(b)
	\$30.00 Felony	
Additional Moving Violation Cost - \$3.50 goes to Drug Law Enforcement Fund And Justice Program Services Fund, \$5.00 goes to the Indigent Defense Support Fund, and \$1.50 goes to the Driver Alcohol Treatment Fund	\$10.00	§2949.094 (B)
Criminal justice regional information system (CRIS) fee for moving violations	\$5.00	§2949.093 (C)
Special Projects Fees		
• General	\$50.00	§2303.201 (E)(1)
• New CMS Fee	\$15.00	§2303.201 (E)(1)
Total	\$181.00 Misdemeanors & Moving Traffic or \$202.00 Felonies	

Traffic – Non Moving Violations		
Item	Cost	Legal Authority under Ohio Revise Code
Base Cost (docketing and filing fee of \$25.00 in all dockets, \$2.00 for filing journal entry, and \$2.00 for notice fee)	\$29.00	§2151.541, §2303.20, and §2743.70 (A)(2)
Computerize the Court/make available computer computerized legal research services	\$3.00	§2151.541 (A)(1)
Computerization of Clerk's Office	\$10.00	§2151.541 (B)(1)/§2301.031 (B)
Mediation Services	\$50.00	§2303.201 (E)(1)
Non-Moving Violation (non-parking violation) Indigent Defense Support Fund	\$10.00	§2949.091(A)(2)(a)(iii)&(b)
Special Projects Fees		
• General	\$50.00	§2303.201 (E)(1)
• New CMS Fee	\$15.00	§2303.201 (E)(1)
Total	\$167.00	

Felony Cases		
Item	Cost	Legal Authority under Ohio Revise Code
Base Cost (docketing and filing fee of \$25.00 in all dockets, \$2.00 for filing journal entry, and \$2.00 for notice fee)	\$29.00	§2151.541, §2303.20, and §2743.70 (A)(2)
Felony - Indigent Defense Support Fund	\$30.00 - Felony	§2949.091 (A)(2)(a)(i)
Felony - State Reparations Fund	\$30.00 - Felony	§2743.70 (A)(2)(a)
Computerize the Court/make available computer computerized legal research services	\$3.00	§2151.541 (A)(1)
Computerization of Clerk's Office	\$10.00	§2151.541 (B)(1)/§2301.031 (B)
Mediation Services	\$50.00	§2303.201 (E)(1)
Special Projects Fees		
• General	\$50.00	§2303.201 (E)(1)
• New CMS Fee	\$15.00	§2303.201 (E)(1)
Total	\$217.00 Felony	

Unruly Cases		
Item	Cost	Legal Authority under Ohio Revise Code
Base Cost (docketing and filing fee of \$25.00 in all dockets, \$2.00 for filing journal entry, and \$2.00 for notice fee)	\$29.00	§2151.541, §2303.20, and §2743.70 (A)(2)
Computerize the Court/make available computer computerized legal research services	\$3.00	§2151.541 (A)(1)
Computerization of Clerk's Office	\$10.00	§2151.541 (B)(1)/§2301.031 (B)
Mediation Services	\$50.00	§2303.201 (E)(1)
Special Projects Fees		
• General	\$50.00	§2303.201 (E)(1)
• New CMS Fee	\$15.00	§2303.201 (E)(1)
Total	\$157.00 Unruly	

Misdemeanor Cases		
Item	Cost	Legal Authority under Ohio Revise Code
Base Cost (docketing and filing fee of \$25.00 in all dockets, \$2.00 for filing journal entry, and \$2.00 for notice fee)	\$29.00	§2151.541, §2303.20, and §2743.70 (A)(2)
Misdemeanor - Indigent Defense Support Fund	\$20.00 – Misdemeanor	§2949.091 (A)(2)(a)(ii)
Misdemeanor - State Reparations Fund	\$9.00 - Misdemeanor	§2743.70 (A)(2)(b)
Computerize the Court/make available computer computerized legal research services	\$3.00	§2151.541 (A)(1)
Computerization of Clerk's Office	\$10.00	§2151.541 (B)(1)/§2301.031 (B)
Mediation Services	\$50.00	§2303.201 (E)(1)
Special Projects Fees		
• General	\$50.00	§2303.201 (E)(1)
• New CMS Fee	\$15.00	§2303.201 (E)(1)
Total	\$186.00 Misdemeanor	

Custody and Establishment of Parent/Child Relationship		
Item	Cost	Legal Authority under Ohio Revise Code
Base Cost (docketing and filing fee of \$25.00 in all dockets, \$2.00 for filing journal entry, and \$2.00 for notice fee)	\$29.00	§2151.541, §2303.20, and §2743.70 (A)(2)
Computerize the Court/make available computer computerized legal research services	\$3.00	§2151.541 (A)(1)
Computerization of Clerk's Office	\$10.00	§2151.541 (B)(1)/§2301.031 (B)
VIP – parenting classes	\$11.00	§3109.053
Children's Rights Council	\$10.00	Local Rule
Mediation Services	\$50.00	§2303.201 (E)(1)
Ohio Legal Assistance Foundation	\$15.00	§2303.201 (C)
Special Projects Fees		
• General	\$50.00	§2303.201 (E)(1)
• New CMS Fee	\$15.00	§2303.201 (E)(1)
Total	\$193.00	

Complaint/Motion for Visitation		
Item	Cost	Legal Authority under Ohio Revise Code
Base Cost (docketing and filing fee of \$25.00 in all dockets, \$2.00 for filing journal entry, and \$2.00 for notice fee)	\$29.00	§2151.541, §2303.20, and §2743.70 (A)(2)
Computerize the Court/make available computer computerized legal research services	\$3.00	§2151.541 (A)(1)
Computerization of Clerk's Office	\$10.00	§2151.541 (B)(1)/§2301.031 (B)
VIP – parenting classes	\$11.00	§3109.053
Children's Rights Council	\$10.00	Local Rule
Mediation Services	\$50.00	§2303.201 (E)(1)
Ohio Legal Assistance Foundation	\$15.00	§2303.201 (C)
Special Projects Fees		
• General	\$50.00	§2303.201 (E)(1)
• New CMS Fee	\$15.00	§2303.201 (E)(1)
Total	\$193.00	

Child Support		
Item	Cost	Legal Authority under Ohio Revise Code
Base Cost (docketing and filing fee of \$25.00 in all dockets, \$2.00 for filing journal entry, and \$2.00 for notice fee)	\$29.00	§2151.541, §2303.20, and §2743.70 (A)(2)
Computerize the Court/make available computer computerized legal research services	\$3.00	§2151.541 (A)(1)
Computerization of Clerk's Office	\$10.00	§2151.541 (B)(1)/§2301.031 (B)
VIP = Parenting classes	\$11.00	§3109.053
Children's Rights Council	\$10.00	Local Rule
Mediation Services	\$50.00	§2303.201 (E)(1)
Ohio Legal Assistance Foundation	\$15.00	§2303.201 (C)
Special Projects Fees		
• General	\$50.00	§2303.201 (E)(1)
• New CMS Fee	\$15.00	§2303.201 (E)(1)
Total	\$193.00	

3rd Party Motion/Complaint Custody		
Item	Cost	Legal Authority under Ohio Revise Code
Base Cost (docketing and filing fee of \$25.00 in all dockets, \$2.00 for filing journal entry, and \$2.00 for notice fee)	\$29.00	§2151.541, §2303.20, and §2743.70 (A)(2)
Computerize the Court/make available computer computerized legal research services	\$3.00	§2151.541 (A)(1)
Computerization of Clerk's Office	\$10.00	§2151.541 (B)(1)/§2301.031 (B)
Children's Rights Council	\$10.00	Local Rule
Mediation Services	\$50.00	§2303.201 (E)(1)
Ohio Legal Assistance Foundation	\$15.00	§2303.201 (C)
Home Study Fee	\$100.00 per adult in the household	§2303.201 (E)(1)
Special Projects Fees		
• General	\$50.00	§2303.201 (E)(1)
• New CMS Fee	\$15.00	§2303.201 (E)(1)
Total	\$282.00	

Abuse, Neglect, and Dependency Cases (** LCCS initiated)		
Item	Cost	Legal Authority under Ohio Revise Code
No Cost	No cost	§2151.54
	Total \$0	

Miscellaneous Applicable Fees		
Item	Cost	Legal Authority under Ohio Revise Code
Emergency filing	\$100.00	§2303.201(E)(1)
Public Defender Appointment Application Fee	\$25.00	§120.36 (A)(1); §1907.24 (C)
Special Projects Fees		
• General	\$50.00	§2303.201 (E)(1)
• New CMS Fee	\$15.00	§2303.201 (E)(1)
Service Costs (Fed Ex or USPS)	\$12.00 per person certified mail	§2303.20
Personal Service Fee	Service and Return Fee \$16.00 Deposit, \$2.00 per mile for 1 st mile, then \$1.00 per mile for each additional mile going and returning for service per name.	§311.17 (A) & (B)
OVI additional fees	Mandatory \$2.50 for first time offender – sent to State Highway Safety Fund per section 4501.06.	§4510.022
	Optional additional \$2.50 for first time offender – sent to Court's Special Projects fund.	§4510.022 §2303.201 (B)(1) §1901.26 §1907.24 (B)(1)
Additional Child (Custody)	\$25.00 per additional child	§2303.201 (E)(1)
Additional Parent (Child Support)	\$25.00 per additional father	§2303.201 (E)(1)
Surrogacy	\$400.00	Per Local Rule

Notice of Appeal	\$225.00	Local Rule 3
Motion to Modify Parental Rights and Responsibilities with request for a Consent JE	\$100.00	Per Local Rule
Consent Entries	\$100.00	Per Local Rule
Other Misc. fees & costs	varies	\$2303.20

Cases may have additional, unique charges that will be assessed individually.

Updated 9-9-19

Filing Fee Schedule

LISTED BELOW ARE THE FEES ASSOCIATED WITH FILING COMPLAINTS, MOTIONS, AND JUDGMENT ENTRIES IN THE JUVENILE CLERK'S OFFICE

Custody

All Motions/Complaints to Establish a Parent/Child Relationship and/or to address custody of a minor child between parents only	\$193.00
*Per additional Child	\$25.00
3 rd party Motion/Complaint regarding Custody and/or Establishment of Parent/Child Relationship (examples: <i>Grandparent, aunt, sister, friend, etc.</i>)	\$282.00
*Per additional Child	\$25.00
Motion to Show Cause (Enforce an existing) Custody Order	\$193.00
*Per additional Child	\$25.00
Motion to modify an existing custody agreement with a request for mediation pursuant to an existing Parenting Plan	\$193.00
*Per additional Child	\$25.00
Answers and/or Counterclaims or Cross-complaints/Motions	\$100.00

Visitation and Companionship

All Motion/Complaint to Establish or Modify Visitation between Parents	\$193.00
*Per additional Child	\$25.00
3 rd Party or Motion/Complaint for Visitation	\$193.00
*Per additional Child	\$25.00
Motion to Show Cause (Enforce an existing) Visitation Agreement	\$193.00
*Per additional Child	\$25.00
Motion to modify an existing visitation agreement with a request for mediation pursuant to an existing Parenting Plan	\$193.00
*Per additional Child	\$25.00
Answers and/or Counterclaims or Cross-complaints/Motions	\$100.00

Parentage and Support

All Motion/Complaint to Establish or Vacate a Parent/Child Relationship, to Request Genetic testing and/or a Child Support Order	\$193.00
*Per additional Father	\$25.00
Motion to Modify a Child Support Order	\$193.00
*Per additional Father/Mother	\$25.00
Motion to Show Cause (Enforce an existing) Child Support Order	\$193.00
*Per additional Father/Mother	\$25.00
Complaint to Vacate an Administrative Child or Medical Support Order	\$193.00
*Per additional Father/Mother	\$25.00
Complaint to Modify an Administrative Child or Medical Support Order	\$193.00
*Per additional Father/Mother	\$25.00
Motion to modify an existing child or medical support order with a request for mediation pursuant to an existing parenting plan	\$193.00
*Per additional Father/Mother	\$25.00
Answers and/or Counterclaims or Cross-Complaints/Motions	\$100.00

Other

Motion to change or correct a name on a birth certificate	\$96.00
Motion to Modify Parental Rights and Responsibilities (PRR) with a Request for a Consent Judgment Entry	\$100.00
Notice of Appeal	\$225.00
Surrogacy/Co-Custody	\$400.00
Publications	\$ 84.00
Emergency/Ex parte order	\$100.00
Consent Judgment Entry	\$100.00
Motion for Continuance	No Charge
Objections	No Charge
Motion to Set Aside Magistrate's Decision	No Charge
Grandparent Authorization (Caretaker Affidavit or Power of Attorney)	No Charge
Certificate of Judgment	\$30.00
Registration of Foreign Order (other State or Country Order for enforcement)	\$35.00
Copies of Court Documents	\$0.05 per page
Certified Copies (per certification, not per page)	\$1.00
Application to Seal Records (R.C. 2151.356)	No Charge
Application to Expunge Records (R.C. 2151.358)	\$75.00
Expungement of Adult Record	\$75.00
Application to Marry	No Charge

Definitions:

“**Court costs**” are amounts related to the expenses incident to a cause of action. Court costs are connected to various specified acts and services performed by the Juvenile Court Clerk and the Court in connection with court procedures. The total amount of court costs in a given case often depends upon the complexity of the procedures involved and the subject matter of the litigation.

“**Filing fees**” are the amount a party must pay to the Juvenile Court Clerk upon filing a cause of action. The filing fee is required when a party files a new complaint or motion, or re-opens a case that has previously been closed. Filing fees are established and required by Ohio law. Please be aware that the filing fee is only the initial payment that must be made at the time a cause of action is filed. If you are an indigent party, you may be eligible, upon proper application with the Court, to defer or waive the payment of the initial filing fee by submitting an application to do so. This application does not waive the \$25.00 Public Defender Application fee.

“**Pleading**” is a formal, usually written, allegations and counter allegations made by the parties in a legal action or proceeding. Typically, but not exclusively, pleadings include; Motions, Complaints, Answers and Counter/Crossclaims.

“**A Motion**” is a legal application (made verbally or in writing) to a Court or Judge, by a party to an existing case seeking to obtain a ruling, order or direction, that some act or action be done.

“**A Complaint**” is the initiation of a formal action against a party. A Complaint is similar to a Motion, however, a Complaint is used when there is not an existing case before the Court with these parties.

“An Answer or Responsive Pleading” is a party’s written response to a Motion or Complaint.

“A Counterclaim or Cross-Complaint/Motion” is a party’s written or oral response to a Motion or Complaint that includes an application made to a Court or Judge, seeking to obtain a ruling, order or direction, substantially different than that which was requested in the original Motion or Complaint and/or making new allegations against the initiating party.

Denise Navarre Cubbon, Administrative Judge

JOURNALIZED

Date _____

JE _____

Appendix B

IN THE COURT OF COMMON PLEAS, LUCAS COUNTY, OHIO
Juvenile Division

In the Matter of:

Case Number: _____

Name: _____ DOB: _____

Judge _____

Name: _____ DOB: _____

Magistrate _____

**MOTION FOR WAIVER OF FILING
FEES/COSTS AND AFFIDAVIT OF
INDIGENCY**

Petitioner/Plaintiff

VS

Respondent/Defendant

Now comes _____, (your name) pursuant to §2323.31 and 2323.311 of the Ohio Revised Code, who moves this Court for an order finding them to be indigent and waiving the required filing costs/fees.

The **attached Affidavit of Indigency** is a sworn statement of my true income, assets and expenses, including the names and ages of the persons whom I have a legal duty to support. I understand that in making their determination, the Court will review the information provided by me in the Affidavit. If I am not found to be indigent, I will be notified by the Court and required to pay the filing costs **before** my hearing will be scheduled. If I do not make the required payment within thirty (30) days, my filing will be dismissed and in order to have my case heard, I will need to file a new pleading.

Wherefore, the undersigned hereby moves this court to grant an order finding them to be indigent and waiving the required filing fees pursuant to ORC §2323.311.

Respectfully Submitted,

Signature

Printed Name

AFFIDAVIT OF INDIGENCY FORM- REQUEST TO WAIVE FILING FEE

Pursuant to O.R.C. 2323.311(B) (1), this form requests substantially the same information as the Ohio public defender appointment of counsel form.

I. PERSONAL INFORMATION			
Applicant's Name		Case Number	
Mailing Address		City and State	
Zip Code		Cell Number	
SSN Last 4		Race (please "X" all that apply)	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Spanish or Latino <input type="checkbox"/> Other <input type="checkbox"/> Native Hawaiian or Pacific Islander
Gender:		Date of Birth:	

II. APPLICANT'S DEPENDENTS		
Name:	DOB:	Relationship:

III. PRESUMPTIVE ELIGIBILITY
<p>Waiver of filing fee is presumed if the applicant meets any of the qualifications below: Please "X" all that apply:</p> <p> <input type="checkbox"/> Ohio Works First/TANF <input type="checkbox"/> SSI <input type="checkbox"/> SSD <input type="checkbox"/> Medicaid <input type="checkbox"/> Poverty Related Veterans' Benefits <input type="checkbox"/> Food Stamps <input type="checkbox"/> Refugee Settlement Benefits <input type="checkbox"/> Incarcerated in State Penitentiary <input type="checkbox"/> Committed to a Public Mental Health Facility <input type="checkbox"/> Juvenile (If Applicant is a Juvenile, please continue to Section </p> <p style="text-align: center;"><i>Documentation must be submitted showing receipt of above mentioned benefits dated within the past thirty (30) days.</i></p>

IV. INCOME AND EMPLOYER		
Gross Monthly Income	\$	Employer Name:
Unemployment, Worker's Compensation, Child Support, Other Types of Income:	\$	Employer Address:
TOTAL INCOME:	\$	Employer Phone:

V. LIQUID ASSETS	
<u>Type of Asset</u>	<u>Estimated Value</u>
Checking, Savings, Money Market Accounts:	\$
Stocks, Bonds, CDs:	\$
Other Liquid Assets or Cash on Hand:	\$
Total Liquid Assets:	\$

VI. MONTHLY EXPENSES			
<u>Type of Expense:</u>	<u>Monthly Amount</u>	<u>Type of Expense:</u>	<u>Monthly Amount</u>
Child Support Paid Out:	\$	Telephone	\$
Child Care (if working only):	\$	Transportation/Fuel:	\$
Insurance (Medical, dental, auto, etc.):	\$	Taxes withheld or owed:	\$
Medical/Dental Expenses or Associated Costs of Caring for Infirm Family Member:	\$	Utilities (Gas, Electric, Water or Sewer, Trash)	\$
Rent or Mortgage:	\$	Credit Card or other Loans:	\$
Food:	\$	Other:	\$
Column Total:	\$	Column Total:	\$
		Sum of TOTAL EXPENSES:	\$

VII. DETERMINATION OF INDIGENCY
<p>If applicant's total income in Section IV is equal to or less than 187% of the Federal Poverty Guidelines, and if the applicant's monthly expenses are equal to or in excess of the applicant's liquid assets listed in Section V, or if Applicant is presumptively eligible, the filing fee will be waived. Court has discretion to grant waiver when Applicant's expenses are greater than income and assets.</p>

IX. APPLICANT CERTIFICATION

Now comes applicant, _____ (insert name) and states the following:

- I. I am financially unable to pay the court costs without substantial hardship.
- II. I understand that I must inform the Juvenile Clerk's Office if my financial situation should change before the disposition of the case for which this application is being submitted.
- III. I understand that if it is determined by the court that fee waiver should not have been provided, that I may be required to pay court fees.
- IV. I understand that if it is determined that false information was provided on this form, I may be subject to criminal charges for providing false financial information in connection with this Request to Waive Filing Fees pursuant to Ohio Revised Code Section 2921.13.
- V. I hereby certify that the information I have provided on this "Affidavit of Indigency Form-Request for Waiver" is true to the best of my knowledge.

Applicant's Signature

Date

X. Judicial Review

Section IV total Income: \$ _____ Applicant Household Size: _____
 Section V Liquid Assets: \$ _____ Section VI Monthly Expenses: \$ _____

**Ohio Public Defender
 2019 Indigent Client Eligibility Guidelines
 All figures based on gross income**

Household Size	Annual Income	Monthly Income	Bi-Weekly Income	Weekly Income
1	\$ 23,419.00	\$ 1,952.00	\$ 901.00	\$ 450.00
2	\$ 31,706.00	\$ 2,642.00	\$ 1,219.00	\$ 640.00
3	\$ 39,994.00	\$ 3,333.00	\$ 1,538.00	\$ 769.00
4	\$ 48,281.00	\$ 4,023.00	\$ 1,857.00	\$ 928.00
5	\$ 56,569.00	\$ 4,714.00	\$ 2,176.00	\$ 1,088.00
6	\$ 64,856.00	\$ 5,405.00	\$ 2,494.00	\$ 1,247.00
7	\$ 73,144.00	\$ 6,095.00	\$ 2,813.00	\$ 1,407.00
8	\$ 81,431.00	\$ 6,786.00	\$ 3,132.00	\$ 1,566.00
Each Additional	\$ 8,288.00	\$ 691.00	\$ 319.00	\$ 159.00

Applicant's Total Income is equal to or less than 187% of the Federal Poverty Guidelines, and the applicant's monthly expenses are equal to or in excess of the applicant's liquid assets listed in Section V, and/or Applicant is presumptively eligible in line with Section III, thus **the filing fee is waived.**

Applicant's Total Income is more than 187% of the Federal Poverty Guidelines, and/or the applicant's monthly expenses are less than the applicant's liquid assets listed in Section V, therefore, **the filing fee must be paid. The clerk will retain the filing of the action or proceeding. Applicant's waiver motion is denied. Applicant is granted 30 days to pay the court cost. Failure to pay the required fees/costs within thirty (30) days will result in the automatic dismissal of their pleading.**

IN THE COURT OF COMMON PLEAS, LUCAS COUNTY, OHIO
Juvenile Division

In the Matter of:

Case Number: _____

Name: _____ DOB: _____

Judge _____

Name: _____ DOB: _____

Magistrate _____

**ORDER REGARDING WAIVER OF
FILING FEES AND AFFIDAVIT OF
INDIGENCY**

Petitioner/Plaintiff

VS

Respondent/Defendant

ORDER REGARDING WAIVER OF APPLICATION FEE

Motion for Waiver of the filing fees due to indigent finding pursuant to §2323.31 and 2323.311 of the Ohio Revised Code filed on _____ is hereby:

Granted (Fee is WAIVED) – Applicant’s income falls at or below the standards set forth by the Ohio Revised Code in regards to indigent litigants. **The Clerk shall schedule the underlying matter for hearing.**

Denied – Applicant’s income is above the standards set forth by the Ohio Revised Code in regards to indigent litigants. **The Clerk shall send copy of this order to the requesting party. The requesting party will have thirty (30) days from the date of this order to pay the required fees/costs. Failure to pay the required fees/costs within the thirty (30) days will result in the automatic dismissal of their pleading.**

It is so **ORDERED**.

Judge/Magistrate

Date

**LUCAS COUNTY COURT OF COMMON PLEAS
JUVENILE DIVISION**

In the Matter of:

Amendment of Rules of Court of the
Lucas County Court of Common Pleas
Juvenile Division

JOURNAL ENTRY

Pursuant to Rule 45 of Ohio Rules of Juvenile Procedure, Chapters 2151 and 2152 of the Ohio Revised Code, and Rule 5 of the Rules of Superintendence for the Courts of Ohio, the Juvenile Division of the Lucas County Court of Common Pleas adopted Local Rules of Court effective August 1, 2004.

Subsequent to implementing the aforementioned Rules, the Court found it necessary to amend the following Juvenile Rule(s):

- **Juvenile Rule #4** regarding Procedures – Juveniles (*updated to require IVD application on certain civil filings and to include new filing fees and court costs*);
- **Juvenile Rule #16** regarding Fax Filing & Notice & Service of Court-Generated Documents by Electronic Mail (*Rescinded and moved under Rule #4*);
- **Juvenile Rule #17** regarding Case Management (*Rescinded and moved under Rule #4*);
- **Juvenile Rule #19** regarding Parenting Access Schedules (*Rescinded and moved under Rule #4*);
- **Juvenile Rule #23** regarding Waiver, Suspension, Reduction, and Reinstatement of Filing Fees (*Rescinded and moved under Rule #4 and updated pursuant to ORC 2323.31 & 2323.311*);
- **Juvenile Rule #6** regarding Right to Counsel; Court Appointed Counsel; Court Personnel and Attorneys (*updated*);
- **Appendix A** Administrative Judgment Entry regarding Court Costs and Filing Fees (*new*);
- **Appendix B** Motion for Waiver of Filing Fees/Costs and Affidavit of Indigency (*new*).

It is therefore **ORDERED** that the following Juvenile Rule(s) attached hereto and as issued by the Honorable Denise Navarre Cubbon, Administrative Judge, are hereby instituted effective February 1, 2020.

- Juvenile Rule #4 regarding Procedures – Juveniles;
- Juvenile Rule #6 regarding Right to Counsel; Court Appointed Counsel; court Personnel and Attorneys;
- Appendix A Administrative Judgment Entry regarding Court Costs and Filing Fees (*new*);
- Appendix B Motion for Waiver of Filing Fees/Costs and Affidavit of Indigency (*new*).

Further, said Rules are attached and are hereby made part of this Journal Entry.

It is further **ORDERED** that the attached Rule(s) supersede any other rules regarding: Procedures – Juvenile, Fax Filing & Notice & Service of Court-Generated Documents by Electronic Mail, Case Management, Parenting Access Schedules, Waiver, Suspension, Reduction, and Reinstatement of Filing Fees, Right to Counsel, Court Appointed Counsel, Court Personnel and Attorneys and Court Costs and Filing Fees, previously adopted and issued by the Lucas County Court of Common Pleas, Juvenile Division.

Denise Navarre Cubbon,
Administrative Judge

Court of Common Pleas

Juvenile Division

Lucas County, Ohio

Denise Navarre Cubbon,
Administrative Judge



Connie F. Zimmelman,
Judge

December 17, 2019

RE: Local Rules of Court, Juvenile Division

To Whom It May Concern;

Lucas County Court of Common Pleas, Juvenile Division, is posting for public comment, proposed amendments to the Rules of Court for the Lucas County Court of Common Pleas, Juvenile Division. Proposed rules will be effective February 1, 2020.

These amendments involve the following Juvenile Rule(s):

- **Juvenile Rule #4** regarding Procedures – Juveniles (*updated to require IV-D application on certain civil filings and to include new filing fees and court costs*);
- **Juvenile Rule #16** regarding Fax Filing & Notice & Service of Court-Generated Documents by Electronic Mail (*Rescinded and incorporated into Rule #4*);
- **Juvenile Rule #17** regarding Case Management (*Rescinded and incorporated into Rule #4*);
- **Juvenile Rule #19** regarding Parenting Access Schedules (*Rescinded and incorporated into Rule #4*);
- **Juvenile Rule 23** regarding Waiver, Suspension, Reduction, and Reinstatement of Filing Fees (*Rescinded and incorporated into Rule #4 and updated pursuant to ORC 2323.31 & 2323.311*);
- **Juvenile Rule #6** regarding Right to Counsel; Court Appointed Counsel; Court Personnel and Attorneys (*updated*);
- **Appendix A** Administrative Judgment Entry regarding Court Costs and Filing Fees (*new*);
- **Appendix B** Motion for Waiver of Filing Fees/Costs and Affidavit of Indigency (*new*).

Included is a copy of the revised rules and the proposed Journal Entry. We will receive comments until, Friday, January 17, 2020 at 4:30pm. Comments may be submitted to the attention of Marcie Garlick at Mcousi@co.lucas.oh.us or Lucas County Court of Common Pleas, Juvenile Division, 1801 Spielbusch Ave., Toledo, Ohio 43604.

Sincerely,

Marcie Garlick
General Counsel