

Perrysburg Municipal Court

Honorable Aram M. Ohanian

Melissa M. Purpura, Court Administrator

Carrie L. Mancuso, Clerk of Court



Local Court Rules

Effective 05/18/2026

PERRYSBURG MUNICIPAL COURT - LOCAL COURT RULES

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PERRYSBURG MUNICIPAL COURT - LOCAL COURT RULES

SECTION: 1
TOPIC: General Rules of the Perrysburg Municipal Court
EFFECTIVE: 05/18/2026
APPROVED BY: Hon. Aram M. Ohanian
Signature

Rule 1.01 – General Rules

Rule 1.01(a)

In accordance with the Ohio Rules of Superintendence, the following local rules have been adopted by the Municipal Court of the City of Perrysburg, Ohio, to promote the administration of justice, to expedite and facilitate the disposition of cases, and to serve the public interest.

Rule 1.01(b)

The Rules of the Court set forth in Section 1 and bearing the designation “Rule 1. __” pertain to procedures applicable to all proceedings of this Court in the exercise of its Civil, Criminal, and Traffic jurisdiction. The following Rules are effective 01/01/2026. All prior Rules and Amendments of this Court are hereby rescinded.

Rule 1.02 - Territorial Jurisdiction of Perrysburg Municipal Court

Rule 1.02(a) – Territorial Jurisdiction

Ohio Revised Code Section 1901.02 codifies the Perrysburg Municipal Court as having jurisdiction in all the following municipal corporations and townships: Lake Township, Luckey, Millbury, Northwood, Perrysburg, Perrysburg Township, Rossford, Troy Township, and Walbridge.

Rule 1.02(b) – Misdemeanor Jurisdiction

Ohio Revised Code Section 1901.20 further defines the Perrysburg Municipal Court as having jurisdiction over “any misdemeanor cases committed within its territory and has jurisdiction over the violation of any ordinance of any municipal corporation within its territory.”

Rule 1.02(c) – Felony Jurisdiction

The Perrysburg Municipal Court has jurisdiction to hear felony cases committed within its territory. The Court may conduct preliminary hearings and other hearings prior to the indictment of the defendant or prior to the court’s finding there is probable and reasonable cause to hold or recognize the defendant to appear before the Wood County Common Pleas Court.

Rule 1.02(d) – Law Enforcement Filers

The following law enforcement entities file charges at the Perrysburg Municipal Court: Lake Township Police Department, Luckey Police Department, Mercy Health Perrysburg Hospital Police, Northwood Police Department, Ohio Department of Liquor Control (Department of Commerce), Ohio Department of Natural Resources, Ohio Department of Taxation, Ohio Investigative Unit (Ohio State Highway Patrol), Ohio State Highway Patrol, Owens Community College Department of Public Safety, Perrysburg Police Division, Perrysburg Township Police Department, Rossford Police Department, Walbridge Police Department, Wood County Sheriff's Office, and Wood County Park District Police.

Rule 1.03 – Location and Hours of Operation

Rule 1.03(a) – Location, Telephone Number, and Website

The Perrysburg Municipal Court is located at 300 Walnut Street, Perrysburg, Ohio 43551-1455 in Wood County, Ohio. The Perrysburg Municipal Court's primary telephone number is 419-872-7900. The Perrysburg Municipal Court's website can be located at www.perrysburgcourt.com.

Rule 1.03(b) – Hours of Operation

The Perrysburg Municipal Court is open Monday through Friday at 8:00 a.m. and closes every day, except for Tuesday, at 4:30 p.m. On Tuesday, the Court closes at 6:00 p.m. or when the last arraignment case is heard. The Court is closed on all legal holidays recognized in Ohio Revised Code Section 1.14(A)-(K) plus the Friday immediately following Thanksgiving Day. The Court may also be closed due to an emergency situation and/or inclement weather.

Rule 1.04 – Citation Format

Rule 1.04(a)

These rules of practice shall be known as the Perrysburg Municipal Court Local Court Rules and each rule shall be cited as "PMC Rule Section #.Subsection #".

Rule 1.05 – Court Record Books

Rule 1.05(a) – Distinct Civil and Criminal Records and Dockets

The Court shall maintain separate and distinct civil and criminal records and dockets as mandated by Ohio Revised Code (Clerk of Court) Section 1901.31(E). This Rule does not

prohibit the recording and storage of the Court's dockets and records by microfilm or computerization as permitted by statute.

Rule 1.05(b) – Validation of Orders of the Court

The orders of the Court, preserved in the dockets, shall be validated by the original or facsimile signature of the Judge. The dockets and the original papers filed shall be the final record of the cases of this Court. The Judge, or in his absence, one of the visiting or acting judges, the Clerk of Court, or the Court Administrator, shall authenticate records with their signature or facsimile signature of the Judge with the Court's seal attached. Any forms and stamps used shall be authorized by the Court.

Rule 1.05(c) – Disposal of Case Files

The Court Administrator and/or the Clerk of Court may dispose of files of cases in accordance with Ohio Revised Code (Case Files Retention and Destruction) Section 1901.41.

Rule 1.06 – Record of Proceedings

Rule 1.06(a) – Digital Visual/Audio Recordings

Court proceedings shall be recorded by the J.A.V.S. Suite 8 Digital Capture System. Upon request, the Court shall provide a digital visual/audio recording via email. If the digital file is too large to transmit via email, the Court shall download the file onto a thumb drive or similar portable digital data storage device. The requestor bears all responsibility for payment of transcribing the digital file to text format unless the Court has declared the requestor indigent for such purposes.

Rule 1.06(b) – Court Reporter

A Court Reporter may be provided upon the request of any party or counsel. Such a request must be timely filed in writing a minimum of five (5) days prior to the hearing. The Court Reporter's costs shall be paid by the requesting party; costs are to be paid directly to the Court Reporter.

Rule 1.06(c) – Retention

All digital recordings of Court proceedings shall be maintained for fifty (50) years.

Rule 1.07 – Filings – Requirements and Service

Rule 1.07(a) – Paper Filings

All documentation submitted to and filed with the Court shall be legible originals. Documentation may be hand-written in ink or type written. All documentation shall be filed on paper that is 8.5 inches by 11 inches in size and multiple pages of documentation must be fastened together. The Court will not accept documentation placed in a plastic binder or any other form of covering.

Rule 1.07(b) – Contact Information of Filer and Opposing Parties

Any brief, complaint, memorandum of law, motion, proposed judgment entry, proposed order, or any other pleading filed shall indicate the name, address, telephone number, fax number, e-mail address, and if applicable Supreme Court Attorney Registration Number, of the attorney or pro se party filing same. Any filing shall also include the names, addresses, and zip codes for all opposing parties and opposing counsel. Any filing that fails to conform to these requirements may not be accepted by the Court and/or may be stricken from the Court’s record.

Rule 1.07(c) – Motions Require a Proposed Order

Any Motion or Request for Relief shall be accompanied by a Proposed Order.

Rule 1.07(d) – Civil Copies and Extension of Time

A plaintiff or plaintiff’s attorney in a civil case shall file the respective complaint with as many copies as defendant(s) to be served via summons; eviction complaints require two copies per defendant. A response to the complaint, a counterclaim, a cross-claim, or a third-party complaint may be extended for a period of twenty-eight (28) days if a written application is filed with the Court. Additional requests for extension of time may be filed pursuant to Rule 6(B) of the Ohio Rules of Civil Procedure or by stipulation of the parties involved.

Rule 1.07(e) – Service

The Court shall effect proper service pursuant to the Ohio Rules of Criminal Procedure and/or the Ohio Rules of Civil Procedure. In civil cases, a Deputy Bailiff of the Court shall serve documentation requiring personal service when the service address is located within the Court’s territorial jurisdiction.

Rule 1.07(f) – Electronic Filing

The Clerk of Court accepts filings electronically via fax in accordance with Local Rule 1.08. The Court intends to implement e-filing through its case management software in 2026.

Rule 1.07(g) – Email

A dedicated departmental email address and individual email addresses for all administrative support staff have been established for communications only. Electronic filings are not accepted through email except in cases of emergency when fax filing is not possible in the instance of technical failure or pro se users that have no access to a fax machine.

Rule 1.08 – Facsimile “Fax” Filings – Requirements and Service

Rule 1.08(a) – Definition

For purposes of this Section, “facsimile” shall be defined as the transmission of a source document by a facsimile machine that encodes a document into optical and electrical

signals and transmits and reconstructs the signals to print a duplicate of the source document at the receiving end. A “facsimile machine” shall be defined as a machine that sends and receives facsimile transmissions. A “fax” is an abbreviation for “facsimile” and shall be defined as a facsimile transmission.

Rule 1.08(b) – Dedicated Fax Line

The Court may accept a facsimile filing of motions and other documentation that are relevant to the underlying action before the Court. The Perrysburg Municipal Court shall maintain 419-872-7905 as a dedicated telephone line in order to receive facsimile filings.

Rule 1.08(c) – Original Source Document Retention and Cover Page

Documentation filed by facsimile shall be accepted by the Perrysburg Municipal Court as the original filing. The individual filing the facsimile does not have to file the original or source document. However, the individual must have the original or source document available upon request, including the facsimile cover page. The source document shall be maintained by the individual that filed the facsimile until the case is closed and all opportunities for post-judgment relief are exhausted.

Any facsimile filing of a motion or other documentation shall include a cover page with the following information: the name of court, the title of case, the case number, the assigned judge, the title of document being filed, the date of facsimile transmission, the transmitting facsimile number, and the number of pages included in the facsimile (including the cover page). The cover page shall include the name, address, telephone number, facsimile number, Supreme Court registration number, and e-mail address of the individual filing the facsimile document.

Rule 1.08(d) – Failure to Transmit With a Cover Page

Should a facsimile filing be transmitted without a cover page, the Court Administrator or Clerk of Court may: enter the filing into the case docket and the file the document or place the filing in a file of failed facsimile filings and not file the document in the case docket. The Court Administrator and/or the Clerk of Court are not required to send any form of notice to the sending party of a failed facsimile filing.

Rule 1.08(e) – Signature on Source Document

If an individual wishes to file a signed source document via facsimile transmission, one of the following methods shall be utilized: send a facsimile transmission of the signed source document or send a copy of the source document without the signature and the notation “/s/” following the name of the signing individual where the signature appears in the source document. Any individual who files a signed document via facsimile transmission represents the signed source document is in their possession or control.

Rule 1.08(f) – Faxing Exhibits

Any exhibit of a facsimile filing that cannot be transmitted via facsimile for any reason must be replaced by an insert page describing the exhibit and the reason for the omission. Unless otherwise ordered by the Court, the absent exhibit shall be filed as a

separate document no later than five (5) days following the original facsimile filing. Failure to file the absent exhibit(s) as required by this Local Court Rule could result in the Court striking the document and/or exhibit. Any exhibit filed in this manner shall be submitted with a cover page containing the caption of the case that sets forth the name of the court, the title of the case, the case number, name of the judge, the title of the exhibit being filed, and shall be signed and served in conformity with the rules governing signing and service of pleadings in this Court.

Rule 1.08(g) – Date of Filing

All documents submitted via facsimile transmission and accepted by the Court Administrator or Clerk of Court shall be considered filed as of the date so indicated by the date-stamp. The date-stamp indication is the official record of filing. The Perrysburg Municipal Court shall be available to receive facsimile transmissions on a twenty-four (24) hour basis, seven (7) days a week. The Court Administrator and/or Clerk of Court shall be available to receive facsimile transmissions on the day(s) and time(s) the Court is open and in session. Any facsimile filings received after 4:30 p.m. shall be date-stamped the following day except for Tuesday evenings when the Court is open until 6:00 p.m. Any facsimile filing received over the weekend, a holiday, or anytime the Court is closed, shall be date-stamped the following business day.

Rule 1.08(h) – Submission Failure

Facsimile filings shall be sent through the Court’s facsimile equipment. The Court Administrator and/or Clerk of Court is not required to acknowledge receipt of the facsimile transmission. The risk of submitting a document via facsimile transmission is borne exclusively by the transmitting party. It is good practice for anyone submitting a facsimile filing to contact the Court to verify the proper submission and filing of the document.

Rule 1.08(i) – Filing Fees & Page Limits

Any document filed by facsimile that requires a filing fee shall not be accepted by the Court except as required by Ohio Revised Code Section 1901.313(B)(2). Facsimile filings shall not exceed fifteen (15) pages in length. The page limit shall apply only to facsimile filings and not reports transmitted to the Probation Department. Facsimile documentation submitted to the Probation Department shall have no page limit, but providers are encouraged to provide only essential reports and to seek alternative methods of delivery for lengthy documentation.

Rule 1.09 – Electronic Filing

Rule 1.09(a)

The clerk shall provide electronic filing service to all court users for all documents in any category of cases or any particular case designated by an administrative order of the presiding judge.

Rule 1.09(b)

In matters where electronic filing is authorized by administrative order, the electronically filed document will be part of the official court record. Paper records, if maintained will be considered a copy of the official court record.

Rule 1.09(c)

The following definitions shall apply herein, unless the context requires otherwise:

- “Electronic filing” means the transmission of a digitized source document electronically via the internet to the clerk for purpose of filing the document and refers to the means of transmission or to a document so transmitted.
- “Electronic mail” means messages sent by a user and received by another through an electronic service system utilizing the internet. Any communication sent to the court by electronic mail is not considered a legal communication of any form and will not be received or ruled upon by a judge or entered into the court record.
- “Document” means any pleading, motion, exhibit, declaration, affidavit, memorandum, paper or photographic exhibit, order, notice, and any other filing by or to the court, except trial exhibits that have not yet been admitted into evidence by the court.

Rule 1.09(d)

All electronically filed pleadings must be signed by an attorney admitted to the practice in the State of Ohio or party not represented by such an attorney.

- Any signature on electronically transmitted documents shall be construed that of the attorney or party it purports to be for all purposes. If it is established that the documents were transmitted without authority, the court shall order the document stricken.
- No attorney shall authorize anyone to electronically file on that attorney’s behalf, other than his/her employee or a service provider retained to assist in electronic filing.
- The electronic filing of a document by an attorney, or by another under the authorization of said attorney, or by a party not represented by an attorney shall constitute a signature of that attorney or party under Ohio Civil Rule 11.
- No person shall utilize, or allow another person to utilize, the password of another in connection with electronic filing.

Rule 1.09(e)

The electronic filing service shall be available twenty-four hours per day, seven days a week. All electronic filing of documents must be completed by 4:00 pm EST to be considered timely filed that day. Documents transmitted outside of regular court hours shall be deemed filed on the next normal business day of the clerk.

Rule 1.09(f)

A document electronically filed shall be accepted as the original filing if the filer complies with all the requirements set for in this rule. The filer shall not be required to file the source document with the clerk but must maintain the same in the filer’s

records, and have the same available for production on request of the court, the clerk or other counsel.

Rule 1.09(g)

The system shall establish an electronic filer user account and assign a filer identification number and initial password to be used for electronically filed documents.

Rule 1.09(h)

In the event a document is electronically filed the clerk shall reject said document, and the clerk shall notify the filer via electronic mail of said rejection.

Rule 1.09(i)

A transaction number will be assigned to each document when it is received in its entirety by the receiving device by the clerk. The transaction number and the date of the filing will be displayed on the screen of the filer's computer, with an image of the document filed, upon successful acceptance of the document. Filers will be notified via electronic mail if the filing is rejected for any reason. A corrective filing may be sent at a later time if the filer elects to do so, but such a filing will be considered a new filing and will not relate back to the date and time of the original attempt to file the document. If a document is rejected due to technical errors and the filer wishes to have the corrective filing relate back to the date, the filer must file a motion with the court seeking such relief.

Rule 1.09(j)

The clerk shall retain rejected documents for a period of one year from the date of transmission.

Rule 1.09(k)

Normal filing fees, deposits, and copy costs will be collected via filer credit card or deposit at the time of filing is processed by the clerk. Any document filed electronically that requires a filing fee may be rejected by the clerk unless the filer has complied with the mechanism established by the court for the payment of filing fees.

Rule 1.09(l)

Documents submitted must be in a digitized format specified by an administrative order of the presiding judge.

Rule 1.09(m)

Documents filed with the court shall be served in accordance with Ohio Civil Rule 5, Ohio Criminal Rule 49 unless an attorney or a party not represented by an attorney has filed an electronic mail address with the court. Where an electronic mail address has been filed with the court by affixing the same to any document or by the filing of a separate notice of electronic mail address, service on the attorney or party by electronic mail shall constitute service pursuant to the Ohio Civil Rule 5 and Ohio Criminal Rule 49 but shall not entitle the attorney or party to the additional three days provided by

Ohio Civil Rule 6(e). Documents served electronically shall contain proof of service setting forth the electronic mail address at which the attorney or party was served.

Rule 1.09(n)

The following documents may be filed by electronic means with the court subject to the conditions set forth herein.

- (1) Ohio Uniform Traffic Tickets (OUTT)
 - (a) If an OUTT is filed by electronic means, the issuing officer shall provide the defendant with a paper copy of the ticket pursuant to Ohio Traffic Rule 3 (e).
 - (b) A law enforcement officer who files a ticket electronically shall be considered to have certified the ticket which shall have the same rights, responsibilities, and liabilities as with all other tickets issued pursuant to the Ohio Traffic Rules.
- (2) Criminal complaints shall comply with Ohio Criminal Rule 3
- (3) Small claims complaints shall comply with Ohio Revised Code 1925.04(b).
- (4) No filer shall electronically file any document containing the following information:
 - (a) Social security numbers;
 - (b) Account numbers for an individual's bank account, security account, debit card, charge card, or credit card; or
 - (c) Information concerning a minor, including the minor's date of birth, age, telephone number, or address.

Rule 1.10 - Annual Physical Case Inventory

Rule 1.10(a) – Initial Case Inventory

Within three (3) months of the date of taking office, the Judge shall be responsible for the completion of a case inventory of all cases reported as pending on the applicable statistical report required by the Case Management Section of the Supreme Court of Ohio. If deemed necessary, the Judge may include in the case inventory all cases reported as closed or inactive on the applicable statistical report forms.

Rule 1.10(b) – Annual Case Inventory

The Judge shall perform an annual physical case inventory of all pending cases no later than October 1st of each year.

Rule 1.10(c) – Inventory Scope and Goals

A case inventory involves reviewing the physical case files if the Court maintains paper files or reviewing the case management system if the Court maintains electronic files. The goal of the case inventory is as follows:

- Identify cases in which a conflict of interest exists and ensure the said case is assigned to another judge of the Court or a visiting judge;
- Identify cases without a next scheduled event date;

- Identify cases that should be terminated or closed for purposes of reporting on the Supreme Court of Ohio Statistical Report Form(s);
- Identify cases that are ready for settlement or resolution prior to the next scheduled event date;
- Identify cases that have been incorrectly classified on a previous report.

Rule 1.10(d) – Documentation of Completed Inventory

The Judge shall document completion of the case inventory in the space provided on the applicable statistical report form by indicating the date the most recent case inventory was completed.

Rule 1.11 - Courtroom Decorum and Attire

Rule 1.11(a) – Commencement

The commencement of the Court’s docket shall be announced by the Courtroom Bailiff. Individuals in the Courtroom shall rise upon the entrance of the Judge and remain standing until advised to sit by the Judge or the Courtroom Bailiff.

Rule 1.11(b) – Seating Areas

The section of the Courtroom inside the railings is reserved for employees of the Court, legal counsel, parties, and/or witnesses to the hearing at hand. Parties in que awaiting the calling of their case and the public shall remain in the bench seating area outside the railing.

Rule 1.11(c) – Disruption

It is the responsibility of the Courtroom Bailiff to insure no one impedes or disrupts the orderly conduct of the Court’s docket. Should individuals refuse to comport with proper Courtroom decorum following the Courtroom Bailiff’s orders to do so, the Courtroom Bailiff shall contact the Chief Bailiff.

Rule 1.11(d) – Proper Attire

Proper attire is required of all individuals entering the Courtroom.

Rule 1.11(e) – Cellular Telephone/Portable Electronic Device Restrictions

Any cellular telephone in Courtroom #1 or Courtroom #2 shall be silenced; turned off or placed on silent mode. Use of a cellular telephone for communication purposes (i.e. calling another) is prohibited. The Court may confiscate a cellular telephone that is not silenced and that has interrupted a hearing.

The use of portable electronic devices is restricted by Administrative Order 2024-10 to maintain the safety, decorum, and order of the Court. Photography, filming, and recording in the Courthouse is prohibited except in public hallways, areas outside the courtrooms, and lobby areas except as specifically authorized. Recording court patrons is prohibited without the person’s express permission.

Rule 1.12 – Media

Rule 1.12(a)

The term “Media” shall refer to local and national affiliate news stations, local and national newspapers, and photographers requesting access to Courtroom #1 and/or Courtroom #2. This section governs the broadcasting, televising, recording, and/or photographing of any public hearing in either Courtroom #1 or Courtroom #2.

Rule 1.12(b)

Media personnel shall request permission to broadcast, televise, record, or photograph any public hearing. Designated personnel shall submit a Motion for Media Access that may be obtained from the Court Administrator. The Motion for Media Access shall be submitted to the Judge prior to the hearing, and the Judge’s ruling shall be entered into the record.

Rule 1.12(c)

The Judge shall permit Media access only when determined to do so would not distract parties involved, jeopardize the dignity of the proceedings, or otherwise interfere with the guarantee of a fair trial.

Rule 1.12(d)

The Judge shall specify the location or locations in the Courtroom where Media personnel and/or equipment are to be positioned. Media personnel shall wear appropriate attire in the Courtroom.

Rule 1.12(e)

Filming, televising, recording, or photographing victim(s) or witness(es) who object shall not be permitted.

Rule 1.12(f)

The Court shall permit only one (1) Media individual to film, televise, or record a hearing and only one (1) Media individual to photograph a hearing. It is the responsibility of Media personnel to pool or share the footage and/or photographs.

Rule 1.12(g)

Media personnel shall remain in designated areas and leave the Courtroom only during a recess, a lunch break, or adjournment. Media personnel shall provide their own equipment and utilize only existing lighting. Any equipment utilized by Media personnel shall not produce any distracting light or sound.

Rule 1.12(h)

The use of a video camera(s) shall be limited to one (1) and use of photographic camera shall be limited to two (2), with two (2) lenses. The use of audio equipment for radio transmission shall be limited to one (1) recording system.

Rule 1.12(i)

There shall be no recordings of any kind in Judges' chambers or the jury deliberation rooms without the permission of the Judge. Media personnel shall not take any pictures of the jury.

Rule 1.12(j)

Media personnel shall not photograph or film any document and/or exhibit before or after such document and/or exhibit has been entered into evidence.

PERRYSBURG MUNICIPAL COURT - LOCAL COURT RULES

SECTION: 2
TOPIC: Magistrate of the Perrysburg Municipal Court
EFFECTIVE: 05/18/2026
APPROVED BY: Hon. Aram M. Ohanian

Signature

Rule 2.01 - General Rules

Rule 2.01(a)

In the interest of judicial economy and in order to effectively and expeditiously administer the duties of the Court, the authority authorized in Rule 53 of the Ohio Rules of Civil Procedure, Rule 19 of the Ohio Rules of Criminal Procedure, and Rule 14 of the Ohio Traffic Rules are incorporated herein providing authority for the duties performed by the Magistrate of the Perrysburg Municipal Court.

Rule 2.01(b)

The Rules of the Court set forth in Section 2 and bearing the designation “Rule 2. _” pertain to the incorporation of Rule 53 of the Ohio Rules of Civil Procedure, Rule 19 of the Ohio Rules of Criminal Procedure, and Rule 14 of the Ohio Traffic Rules.

Rule 2.02 – Civil Cases and Small Claims Cases

Rule 2.02(a)

In Civil and Small Claims cases, the Magistrate is hereby authorized:

- To rule on any post-judgment motion;
- To conduct a trial in any case that is not a jury trial;
- To conduct a trial in any case that is a jury trial subsequent to the unanimous, written consent of all parties to the action;
- To issue subpoenas compelling the appearance of witnesses and/or for the production of evidence;
- To rule upon the admissibility of evidence;
- To place witnesses under oath and examine them;
- To set bail for any individual held in direct or indirect contempt of the Court to secure the appearance of individual;
- To summon parties to the action and examine them under oath;
- To regulate all proceedings in every hearing as if by the Court;
- To take all acts and measures necessary and proper for the efficient performance of the Magistrate’s duties;
- To enter orders without judicial approval in pretrial proceedings under Rule 26 through Rule 37 of the Ohio Rules of Civil Procedure.

Rule 2.02(b) – Motion to Set a Pre-Trial Order Aside

Any pre-trial order of the Magistrate may be appealed by filing a motion to set the order aside, indicating the objections in particularity. The motion in objection shall be filed no later than ten (10) days following the journalization of a Magistrate's order. A copy of the objections must be served upon the opposing party with a certificate of service included as part of the objection pleading. The effect of the decision is not stayed unless a stay is requested and granted by the Judge or Magistrate.

Rule 2.02(c) – Findings of Fact and Conclusions of Law

Findings of fact and conclusions of law are not required unless requested by a party to the action and under Rule 52 of the Ohio Rules of Civil Procedure.

Rule 2.02(d) – Objection to Magistrate's Decision

Following the journalization of a Magistrate's decision, any party may file an objection within fourteen (14) days. The other party may file an objection to the initial objection no later than ten (10) days following the filing of the first objection. If either party requests findings of fact or conclusions of law under Rule 52 of the Ohio Rules of Civil Procedure, the time for filing an objection to either begins when the Magistrate files a decision on the findings of fact or conclusions of law. The filing of objections to the findings of fact and conclusions of law operate as an automatic stay of execution to the judgment until the Court rules on said objections.

Rule 2.03 – Criminal Cases

Rule 2.03(a)

In Criminal cases, the Magistrate is hereby authorized:

- To conduct initial appearance and preliminary hearings pursuant to Criminal Rule 5;
- To conduct arraignments pursuant to Rule 10 of the Ohio Rules of Criminal Procedure;
- To conduct hearings at which a plea may be entered pursuant to Rule 11 of the Ohio Rules of Criminal Procedure;
- To accept pleas of not guilty in misdemeanor and felony cases;
- To accept guilty pleas and pleas of no contest in misdemeanor cases;
- To determine guilt or innocence in misdemeanor cases;
- To receive statements of explanation or mitigation of sentence in misdemeanor cases;
- To recommend the imposition of a potential penalty if the offense carries the possibility of incarceration;
- To rule on motions filed pursuant to Rule 19 and Rule 47 of the Ohio Rules of Criminal Procedure;
- To conduct hearings for the issuance of a temporary protection order;
- To conduct hearings to establish bail pursuant to Rule 46 of the Ohio Rules of Criminal Procedure;

Rule 2.03 – Criminal Cases - continued

- To conduct a trial in a misdemeanor case not tried to a jury; but if the offense carries the potential for local incarceration as a potential penalty, all parties involved shall stipulate, unanimously, to the Magistrate handling the case;
- To take all acts and measures necessary and proper for the efficient performance of the Magistrate's duties;
- To issue subpoenas compelling the appearance of witnesses and/or for the production of evidence;
- To rule upon the admissibility of evidence in misdemeanor cases;
- To place witnesses under oath and examine them;
- To set bail for any individual held in direct or indirect contempt of the Court in order to secure the appearance of the individual;
- To issue search warrants to search and seize property located within the Court's territorial jurisdiction;
- To enter pre-trial orders without judicial approval which are necessary to regulate the proceedings and are not dispositive of a claim or a defense.

Rule 2.03(b) – Motion to Set a Pre-Trial Order Aside

Any pre-trial order of the Magistrate may be appealed by filing a motion to set the order aside, indicating the objections in particularity. The motion in objection shall be filed within ten (10) days following the journalization of a Magistrate's order. A copy of the objections must be served upon the opposing party with a certificate of service included as part of the objection pleading. The effect of the decision is not stayed unless a stay is requested and granted by the Judge or Magistrate. A party's failure to appeal does not preclude review of the Magistrate's order following an objection to the decision.

Rule 2.03(c) – Objection to Magistrate's Decision

Following the journalization of a Magistrate's decision, any party may file an objection within fourteen (14) days. The other party may file an objection to the initial objection no later than ten (10) days following the filing of the first objections. A copy of the objections and any response thereto must be served upon the opposing party with a certificate of service included as part of the pleading. The Magistrate's decision shall become effective when adopted by the Judge; no sentence recommendation shall be enforced until the Judge has rendered judgment.

Rule 2.04 – Traffic Cases

Rule 2.04(a)

In Traffic cases, the Magistrate is authorized:

- Pursuant to Ohio Traffic Rule 14, to receive pleas, statements in explanation, and in mitigation of sentence;
- To recommend penalty to be imposed;
- To hear cases with contested admission of evidence, contested written reports of findings, and contested recommendations if consented to by the defendant.

Rule 2.04(b) – Objection to Magistrate’s Decision

Within fourteen (14) days of the journalization of a Magistrate’s decision, parties may file a written objection to the decision. A copy of the objections and any response thereto must be served upon the opposing party with a certificate of service included as part of the pleading. If any party files an objection, the other party may also file an objection no later than ten (10) days following the filing of the initial objective.

Rule 2.04(c) – Effective Date of Magistrate’s Decision

The Magistrate’s decision shall become effective when adopted by the Judge; no sentence recommendation shall be enforced until the Judge has rendered judgment.

Rule 2.05 - Supplementary Issues

Rule 2.05(a) – Authority

Proceedings before the Magistrate shall be in accordance with Ohio Rules of Civil Procedure, Ohio Rules of Criminal Procedure, Ohio Traffic Rules, all applicable statutes, and the Perrysburg Municipal Court Local Court Rules. Nothing in Section 2 shall be construed as prohibiting the Magistrate from the entry of orders when authority is specifically authorized by statute.

Rule 2.05(b) – Magistrate’s Orders and Reports

Orders of the Magistrate shall be in writing, signed by the Magistrate, and identified as a Magistrate’s Order in the caption. The Magistrate shall prepare reports of their work, recommendations, and orders as directed by the Court.

Rule 2.05(c) – Contempt Sanctions

The Magistrate may impose an appropriate civil or criminal contempt sanction. Contempt sanctions may be imposed by a written order reciting the facts and certifying the Magistrate witnessed or heard the contemptuous conduct. The contempt order shall be filed by the Clerk of Court and a copy provided to the Judge. The individual charged with contempt may request a review by the Judge; the Judge or Magistrate may set bail pending judicial review.

PERRYSBURG MUNICIPAL COURT - LOCAL COURT RULES

SECTION: 3

TOPIC: Jury Use and Management

EFFECTIVE: 05/18/2026

APPROVED BY: Hon. Aram M. Ohanian

Signature

Rule 3.01 - General Rules

Rule 3.01(a)

The implementation and oversight of the Jury Use and Management rules shall be the responsibility of the Judge. The Judge shall initiate a periodic review of the jury source list for its appropriateness and sufficiency to meet the demands of the Court and the ends of justice. The periodic review shall also serve to examine the procedures utilized in selecting, notifying, and utilizing jurors to assure efficiency in juror selection and the elimination of unnecessary inconvenience.

Rule 3.01(b) – Objectives

The rules of Jury Use and Management are to ensure several objectives. One objective is to ensure qualified Wood County residents, residing within the Court’s jurisdiction, shall meet their obligation for jury service when summoned to do so. Individuals summoned for jury service shall not be excluded due to improper or discriminatory practices, specifically in regard to race, national origin, gender, or age.

Rule 3.01(c)

The Rules of the Court set forth in Section 3 and bearing the designation “Rule 3. __” pertain to the incorporation of Ohio Rules of Civil Procedure Rules 38, 39, 47, and 48; Ohio Rules of Criminal Procedure Rules 23, 24, and 30, and Ohio Traffic Rule 9.

Rule 3.02 - Jury Eligibility

Rule 3.02(a)

Prospective jurors shall be informed of their duties and responsibilities prior to their call for service. Prospective jurors shall be summoned as necessary for the administration of justice. Prospective jurors with a disability shall receive special accommodations if such services are requested in advance. The Court shall employ reasonable efforts to accommodate prospective jurors with a physical handicap or special needs.

Rule 3.02(b) – Non-Eligibility for Jury Service

All individuals are eligible for jury service with the exception of:

- Individuals under eighteen (18) years of age;
- Individuals residing outside the jurisdiction of the Perrysburg Municipal Court;
- Individuals that are not citizens of the United States;
- Individuals not able to communicate in the English language; and

- Individuals convicted of a felony offense and not restored their civil rights.

Rule 3.03 - Annual Jury List

Rule 3.03(a) – Request for Annual Jury List

In December, the Clerk of Court shall request a list of prospective jurors from the Wood County Board of Elections. The Judge and the Court Administrator shall determine the number of prospective jurors needed based upon automated data processing.

Rule 3.03(b) – Random Selection From Annual Jury List

Prospective jurors shall be randomly selected from the list of names and addresses of registered voters in the Perrysburg Municipal Court’s jurisdiction. The list shall be assembled by the Wood County Board of Elections and shall be known as the Annual Jury List. This procedure shall provide for the retention of names of individuals selected, but not utilized as jurors, the printing of venires containing the names and addresses of individuals drawn, and reasonable safeguards against unlawful tampering or activation of the automated system.

Rule 3.03(c) – Certification/Filing of Annual Jury List/Supplementation

A duplicate of the Annual Jury List shall be certified by the Wood County Board of Elections and shall be maintained in the office of the Clerk of Court. The Wood County Board of Elections may, by order of the Court, add to the list or enter a supplementary list of individuals qualified to serve as jurors.

Rule 3.04 - Summoning a Jury

Rule 3.04(a) – Jury Management Techniques to Adjust Number Summoned

The Court shall utilize jury management techniques to adjust the number of individuals summoned for jury service and the number assigned to jury panels.

Rule 3.04(b) – Notice of Selection for Jury Service

The Deputy Bailiff and/or Judicial Assistant shall notify via standard mail the prospective jurors of their selection for jury service and their requirement to respond. The notice to prospective jurors shall indicate the period of time for which the juror was selected. The prospective juror shall be given a telephone number to obtain answers to any questions and a telephone number to call the day prior to the day the juror is instructed to report to Court for trial verification.

Rule 3.04(c) – Number of Jurors Selected

When a jury of eight (8) jurors or less is demanded, the Court shall select at least fifty (50) prospective jurors from within the territorial jurisdiction of the Court as a proper venire.

Rule 3.04(d) – Filling an Insufficient Number of Jurors

In the event there are an insufficient number of prospective jurors as required of a proper venire, the Court may fill the venire with bystanders if among individuals who

reside in the Court's jurisdiction, or the Court may summon additional jurors from the Annual Jury List.

Rule 3.04(e) – Notice Details

The Deputy Bailiff and/or Judicial Assistant shall send notice to prospective jurors regarding the date and time of the trial, the location of the Court, and information regarding the Court's parking facilities.

Rule 3.04(f) – Departure From Random Selection Procedures

A departure from the random selection procedures may occur only by reason of challenges or other causes (such as an insufficient number of prospective jurors present to properly empanel a jury).

Rule 3.04(g) – Partial or Full Day Payment for Jury Service

Individuals summoned for jury service shall be paid a reasonable fee for each one-half day or full day. A full day of jury service is from 8:00 a.m. to 5:00 p.m. Any time served after 5:00 p.m. is to be considered an additional half-day.

Rule 3.05 - Exemptions, Excuses, and Deferrals from Jury Service

Rule 3.05(a) – Exemptions

There are no exemptions from jury service.

Rule 3.05(b) – Impairment Excuse

Individuals eligible for jury service may be excused from service due to their ability to receive and evaluate information being so impaired that they are unable to perform their duties as jurors.

Rule 3.05(c) – Medical Excuse

Individuals eligible for jury service may be excused from service by presenting a letter from a licensed physician stating the reason the individual is not physically or mentally capable of jury service.

Rule 3.05(d) – Hardship Excuse

Individuals eligible for jury service may be excused by the Court due to an unusual and continuing hardship to oneself or others.

Rule 3.05(e) – Deferral

Individuals eligible for jury service may be granted a deferral by the Court to another period within the same annual jury year, if good cause is shown.

Rule 3.06 - Voir Dire

Rule 3.06(a) – Preliminary Instructions of Law

The Judge may give the prospective jurors preliminary instructions of law prior to the voir dire process.

Rule 3.06(b) – Examination of Prospective Jurors

The Judge shall conduct a preliminary voir dire examination of prospective jurors. Counsel shall then be permitted to question the prospective juror panel for a reasonable period of time as determined by the Judge. In order to protect the privacy of prospective jurors, questioning during voir dire regarding information of a personal nature may be conducted in the Judge’s chambers.

Rule 3.06(c) – Background Information From Juror Questionnaires

In order to reduce the time required for voir dire, the background information contained in juror questionnaires shall be made available to counsel on the day of voir dire. The information contained in juror questionnaires shall be treated with the highest regard for privacy. When the initial oath is taken by prospective jurors, the oath shall indicate information provided in the jury questionnaire is true and accurate.

Rule 3.06(d) – Questioning Limited to Fair and Impartial Determination

Questioning by any counsel during voir dire shall be limited to the relevant determination of the prospective juror’s ability to be fair and impartial. Counsel shall not question prospective jurors in regard to any matters of law and counsel shall not ask argumentative questions or elicit any assurances from prospective jurors.

Rule 3.06(e) – Criminal Voir Dire on the Record

The voir dire process shall be held on the record in all criminal cases.

Rule 3.06(f) – Civil Voir Dire on the Record Unless Waived

The voir dire process shall be held on the record in all civil cases, unless waived by all parties involved in the action.

Rule 3.06(g) – Fair and Impartial Disqualification

If the Court determines a prospective juror is incapable or unwilling to hear the matter at issue in a fair and impartial manner, the prospective juror shall be removed from the venire. Such a determination may be made on motion of counsel or by the Judge.

Rule 3.06(h) – Peremptory Challenges

The use of peremptory challenges shall be in accordance with the Ohio Revised Code, the Ohio Rules of Criminal Procedure Rule 24 (B), (C), (D), (E), and (F), and the Ohio Rules of Civil Procedure Rule 47 (B) and (C). The Ohio Rules of Criminal Procedure Rule 24 (D) indicate the number of peremptory challenges at three (3) in misdemeanor cases, four (4) in felony cases, and six (6) in capital cases.

Rule 3.07 - Jury Orientation

Rule 3.07(a) – Date and Time of Orientation

Jurors shall report for orientation on the date and time indicated on their summons for jury duty.

Rule 3.07(b) – Instructions to Jury

Following empanelment of the jury, the Judge shall give instructions regarding the jury’s role. The Judge shall also give instructions regarding the trial process, questioning of jurors, the nature of evidence, the issues to be addressed, and basic, relevant legal principles. Prior to jury deliberations, the Judge shall instruct the jurors on the law, the appropriate procedures to be followed during deliberations and the appropriate method for reporting the results of deliberations. The Judge may provide such instructions to the jury in writing as well.

Rule 3.07(c) – Supervision of Assigned Court Personnel

Upon their appearance for service, all prospective jurors shall be placed under the supervision of assigned Court personnel. Prospective jurors shall direct questions and communication to said Court personnel.

Rule 3.07(d) – Communication Between the Judge and Jury

Any communication between the Judge and members of the jury panel shall be committed to writing or placed on the record in the Courtroom; this includes from the time the prospective jurors appear at Court until they are dismissed and relieved of their services as jurors. Counsel for either party shall be informed of any communication and shall be afforded the opportunity to address and be heard regarding the communication.

Rule 3.07(e) – Non-Approved Contact With Jurors

Under no circumstances shall counsel, a party to the action, or any witnesses have individualized, non-approved contact with the jurors.

Rule 3.07(f) – Deliberation, Safety, and Minimizing Contact

All jury deliberation shall occur in Jury Room #1 or Jury Room #2. The Court shall provide a deliberation room including space, furnishings, and facilities conducive to reaching a fair verdict. Court personnel shall secure the safety of all prospective jurors and shall arrange all activities to minimize potential contact between jurors and counsel, parties, witnesses, and the general public.

Rule 3.07(g) – Jurors Must Remain in Court’s Care

Following commencement of jury deliberations, all jurors shall remain in the care of Court personnel and shall not be permitted to leave the Court without permission.

Rule 3.07(h) – Pronouncement of the Verdict

Subsequent to reaching a verdict, all jurors shall return to the Court and read the verdict in the Courtroom. Following pronouncement of the verdict, counsel may request the jury be polled. Prior to dismissing the jury, the Judge shall release the jurors from their confidentiality obligation, explain their rights regarding inquiries from counsel or the media, and advise them they are discharged from their jury service.

Rule 3.08 – Jury Service Obligation Satisfied

Rule 3.08(a)

Once a juror has been administered an oath and sworn in, they are discharged of all obligations for jury service for one (1) year. A juror is not subject to placement on the Annual Jury List for two (2) years following the year they were discharged after jury service.

Rule 3.09 – Withdrawal of Trial Counsel

Rule 3.09(a)

After a trial has been scheduled, the Court shall not permit the withdrawal of counsel, except for good cause shown and upon determination by the Court the defendant will be adequately represented at trial.

PERRYSBURG MUNICIPAL COURT - LOCAL COURT RULES

SECTION: 4
TOPIC: Civil Division
EFFECTIVE: 05/18/2026
APPROVED BY: Hon. Aram M. Ohanian
Signature

Rule 4.01 - General Rules

Rule 4.01(a)

The Local Court Rules established in Section 4 and bearing the designation “Rule 4. _” pertain to procedures applicable to all civil proceedings, including small claims, in the Perrysburg Municipal Court.

Rule 4.02 - Filing and Clerical Issues

Rule 4.02(a) – Summons and Failure of Service

A summons shall be served in accordance with the Ohio Rules of Civil Procedure. In the result of a failure of service, the Clerk of Court shall notify counsel immediately. If counsel fails to obtain service within six (6) months from the date of the initial filing, the Clerk of Court shall notify the parties the case will be dismissed in thirty (30) days unless good cause is shown.

Rule 4.02(b) – Responsive Pleading Review by Judge

After the filing of any responsive pleading, the Clerk of Court shall forward said pleading and the case file to the Judge for review and to schedule the matter for a hearing if applicable.

Rule 4.02(c) – Dismissal of Inactive Cases

After a period of six (6) months, and absent any proceedings, cases on the civil docket shall be considered inactive and removed from the active docket. Said cases shall be dismissed within thirty (30) days of removal from the active docket, following notice to counsel of record or plaintiff. Civil cases awaiting trial shall be excluded.

Rule 4.02(d) – Court Costs on Subsequent Filings

Upon dismissal of a civil case without prejudice for want of prosecution, after failing to comply with a Court order, or by voluntary dismissal of the plaintiff, any subsequent filings based on the same cause of action shall be stayed until court costs on the former action are paid in full, unless otherwise ordered by the Court.

Rule 4.02(e) – Motion for Reinstatement of a Dismissed Case

Civil cases dismissed in accordance with the Local Court Rules stated above may be reinstated. The party requesting reinstatement shall file a motion for same no later than

ninety (90) days following dismissal. At the time of filing, the party requesting reinstatement shall pay the appropriate filing fees.

Rule 4.02(f) – Notice of Settlement and Dispositive Entry

If a civil case is settled in pre-trial status, the party or parties shall report the settlement to the Court on the record or in writing and shall present a dispositive entry within thirty (30) days. If not timely received, the Clerk of Court shall notify the plaintiff that the case will be dismissed unless the entry is received.

Rule 4.03 – Civil Motions

Rule 4.03(a) – Motion Requirements and Proposed Orders

All motions, unless presented during a hearing and/or trial, shall be submitted in writing and state, with particularity, the basis therefore and the relief or order sought. All motions shall be submitted with a proposed order.

Rule 4.03(b) – Unreported Case Citations

All pre-trial motions shall be accompanied by a copy of each unreported case cited in the motion.

Rule 4.03(c) – Motions and Oral Arguments

All motions, unless presented during a hearing and/or trial, shall be submitted and determined by the Court based upon the filed briefs; unless an oral hearing is required or allowed by the Court. Oral arguments shall be conducted only by parties identified prior to the submission of the motion.

Rule 4.03(d) – Supporting Authorities of Motions

All motions filed with the Court shall contain a brief citing the reason and authorities which support the motion. If consideration of facts not appearing on record is required, the party filing the motion shall serve and file copies of those documents, exhibits, and affidavits offered in support of the motion at the same time the motion is filed.

Rule 4.03(e) – Responsive Answers

Opposing counsel shall serve and file an answer brief within fourteen (14) days following the service of such motion. Opposing counsel's motion shall include as attachments any materials offered in opposition to the original motion.

Rule 4.03(f) – Reply Brief

Counsel filing the original motion shall file a reply brief only with permission of the Court. If permission is granted by the Court, the party filing the reply brief shall do so within seven (7) days of service of the answer brief.

Rule 4.03(g) – Motion to Strike

Any motion to strike a pleading shall quote all words that are sought to be stricken.

Rule 4.03(h) – Motion to Withdraw or to Revive Considered Ex Parte

Any motion to withdraw as attorney of record and to revive action shall be considered ex parte in nature and shall be accompanied by an order for signature by the Court.

Rule 4.04 – Civil Pre-Trial Hearings

Rule 4.04(a) – Pre-Trial Conference Topics

In any civil case, the Court may order a pre-trial conference. The Clerk shall notify all parties, including unrepresented parties, of the date and time of the pre-trial hearing. The parties shall appear at the date and time indicated and shall be prepared to discuss the following:

- The possibility of a settlement;
- If a jury demand has been filed, the possibility of a waiver of the jury demand;
- The jury instructions;
- Any amendments to pleading and outstanding motions;
- Any existing discovery problems;
- Any stipulations to fact;
- The need for expert witnesses;
- The need of trial briefs; and,
- The determination of a trial date and the time required for the trial.

Rule 4.04(b)

The Court may prepare a written order recounting the action taken during the pre-trial hearing. The order, once filed, shall control the subsequent proceedings in the case, unless it is modified in order to prevent manifest injustice to any of the parties.

Rule 4.04(c)

The Court shall not refer to any settlement negotiations, either directly or indirectly, unless a settlement is agreed to during the pre-trial hearing.

Rule 4.05 - Continuances

Rule 4.05(a)

No party shall be granted a continuance by the Court without written notice from the party or their counsel indicating the necessity for the continuance. In the case of an emergency or when good cause is shown, the Court may grant a continuance at its discretion.

Rule 4.05(b) – Priority of Court Scheduling Conflicts

If a case is scheduled for trial in the same or another jurisdiction at the same time as a trial in the Perrysburg Municipal Court, the case scheduled for trial first shall have priority and be tried on the assigned date. Criminal cases assigned for trial have priority over civil cases scheduled for trial. The Court retains discretion in granting a motion for continuance.

Rule 4.06 - Judgment Entries

Rule 4.06(a) – Timeliness of Judgment Entry Filing

The Court's judgment entry shall be filed within thirty (30) days of the judgment. If the judgment entry is not prepared by counsel, it shall be prepared by the Court and filed with the Clerk of Court.

Rule 4.07 – Landlord/Tenant Actions

Rule 4.07(a) – Summons – Scheduling, Service, and Return of Service

In forcible entry and detainer actions (Ohio Revised Code Chapter 1923), the defendant shall be served with a summons as outlined in Ohio Revised Code 1923.06. The trial date shall be scheduled as close as possible to twenty-one (21) days from the filing of the forcible entry and detainer action. The service of summons shall be no later than seven (7) days prior to the trial date. The return of service of the summons shall be made by the individual making service within five (5) days of receiving the complaint.

Rule 4.07(b) – Continuances

No continuances shall be granted for longer than eight (8) days unless good cause is shown and in accordance with Ohio Revised Code 1923.08. At the date and time of trial, plaintiff and plaintiff's counsel shall be present in Court or the case may be dismissed.

Rule 4.07(c) – Testimony Required Even When Defendant Fails to Appear

If the defendant fails to appear at the forcible entry and detainer hearing, no default judgment shall be ordered unless testimony is taken from the plaintiff or a witness having personal knowledge of the proper form and service of the three (3)-day notice upon defendant and regarding the grounds for request for restitution of premises.

Rule 4.07(d) – Required Notices Must be Attached to the Complaint

A copy of all notices required to be served upon the tenants pursuant to Ohio Revised Code Chapters 5321, 5313, 4781, and 1923 shall be attached to the complaint. A copy of all notices required to be served upon the tenants pursuant to federal regulations shall be attached to the complaint. Any documentation required pursuant to Rule 10 of the Ohio Rules of Civil Procedure shall be attached to the complaint as well.

Rule 4.07(e) – Second Cause of Action

If a second cause of action in forcible entry and detainer alleges monetary damages, after the issue of possession of premises has been determined, the case will be continued by the Court to allow for the defendant to answer. The defendant shall file an answer within twenty-eight (28) days from service of the summons. The case will be scheduled for a damages assessment hearing on its second cause of action upon request of plaintiff. If the defendant fails to appear, a default judgment may be entered.

Rule 4.07(f) – Counterclaim Consolidation and Payment of Rent

If the forcible entry and detainer case is based upon failure to pay rent and a counterclaim has been filed, the defendant is entitled to a trial consolidating all claims pursuant to Ohio Revised Code Section 1923.061. The defendant shall file a counterclaim against the plaintiff before the trial date and shall deposit all or a portion of the past due rent and any rent becoming due in a rent escrow account while the action is pending with the Clerk of Court. If the defendant complies with the above, the case shall be continued for not more than three (3) weeks for resolution of all issues between parties.

Rule 4.07(g) – Rent Escrow

In a rent escrow case, a tenant may deposit with the Court all rent money due and any rent becoming due to a landlord. Upon request of either party, a hearing shall be held within fourteen (14) days. At the hearing, the tenant must prove, by a preponderance of the evidence, that before filing the application for rent escrow:

- Reasonable, written notice was given to the landlord;
- The landlord violated a statutory or contractual duty justifying the request for rent escrow; and,
- The tenant was current on rent.

Rule 4.07(h) – Release of Rent Escrow

If the tenant fails to satisfy the burden of proof at a rent escrow hearing, the Court shall proceed in accordance with Ohio Revised Code Sections 5321.09(C) or 4781.43 in releasing the rent on deposit less court costs.

Rule 4.08 – Default Judgment in Civil Case

Rule 4.08(a)

When the defendant is in default for failure to answer or appear, the Court shall render judgment in accordance with Rule 55(A) of the Ohio Rules for Civil Procedure.

Rule 4.08(b) – Liquidated Claim Default

In a case involving a liquidated claim, if the defendant fails to plead or defend or appear, the Court may grant a default judgment immediately upon written or oral motion.

Rule 4.08(c) – Affidavit of Damages

If the defendant has failed to plead or defend, the Court may grant a default judgment in the amount of the prayer if the action is for recovery of money arising out of damages to personal property and if an affidavit with supporting documentation signed by a party with actual knowledge is filed verifying the prayer of the complaint reflects a reasonable cost of repairing the property or its diminution in value, whichever is less.

Rule 4.08(d) – Eviction Second Cause Damages

If the defendant has failed to appear or defend in the second cause of a forcible entry and detainer action, the Court may grant default judgment upon a written or oral

motion when judgment is based on a liquidated claim. The motion shall be accompanied by an affidavit with supporting documentation signed by a party with actual knowledge verifying the amount is accurate. A second cause of action claiming unliquidated damages shall be scheduled for an assessment hearing.

Rule 4.08(e) – Military Affidavit Required

Any party seeking relief by default judgment shall file with the Clerk of Court a military affidavit in compliance with the Soldiers’ and Sailors’ Civil Relief Act of 1940, 50 United States Code Section 520(1).

Rule 4.08(f) – Service of Application for Judgment Upon Defendant

In accordance with Rule 55(A) of the Ohio Rules of Civil Procedure, once a defendant has entered an appearance to a cause of action, the defendant or the defendant’s representative shall be served with written notice of the application for judgment at least seven (7) days prior to the determination or hearing on such application.

Rule 4.08(g) – Relief From Judgment

A default judgment may only be vacated in accordance with Rule 60 of the Ohio Rules of Civil Procedure.

Rule 4.09 – Cognovit Note Judgment

Rule 4.09(a) – Warrant of Attorney to Confess Judgment

Any judgment based upon a Warrant of Attorney to Confess judgment against the defendant contained in any instrument evidencing the indebtedness executed on or before January 1, 1974, pursuant to Ohio Revised Code Section 2323.13, shall be rendered by the Court unless:

- The complaint alleges the instrument containing such warrant did not arise out of a consumer loan or consumer transaction; or,
- The instrument executed on or after January 1, 1974, is invalid and the Court is without authority to render a judgment based upon such warrant unless the warning required by statute appears clearly and conspicuously on the instrument evidencing the indebtedness.

Rule 4.09(b) – Filing of Original Instrument

The original instrument containing such a warrant shall be deposited and filed with the Court before a judgment by confession shall be rendered thereon unless the Court determines upon good cause shown the possession of the instrument should remain with the holder or the holder is unable to deliver said instrument.

Rule 4.10 – Satisfaction of Judgment

Rule 4.10(a)

The plaintiff shall file an appropriate entry, notice, or order of satisfaction with the Clerk of Court as soon as practical when a judgment has been paid in full. The payment of

court costs, unless otherwise excused by the Court for good cause shown, shall be required prior to filing an order or endorsement of satisfaction.

Rule 4.11 – Post-Judgment Proceedings

Rule 4.11(a) – Contempt for Failure to Appear for a Debtor Exam

Defendants/Judgment debtors who have been personally served with notice of a proceeding in aid of execution (debtor exam order) who fail to appear and submit to the scheduled exam may be held in contempt following a show cause hearing if requested by the plaintiff.

Rule 4.12 – Revivor of Judgment

Rule 4.12 (a)

All court costs accrued in a case shall be paid prior to filing a motion for revivor of judgment.

Rule 4.13 – Deposit of Court Costs for Jury

Rule 4.13(a) – Jury Demand Deposit

Upon filing of a demand for a trial by jury in a civil case pursuant Rule 38 of the Ohio Rules of Civil Procedure, the filing party shall pay a deposit of \$80.00 with the Clerk of Court for court costs.

Rule 4.13(b) – Trial Brief

In any civil jury case, the plaintiff shall file a trial brief with the Clerk of Court at least twenty (20) days prior to the date of the trial. Copies of the trial brief shall be certified to all opposing counsel or parties not represented by counsel.

Rule 4.13(c) – Reply Brief

Reply briefs shall be filed with the Clerk of Court at least ten (10) days prior to the date of trial with copies certified to all opposing counsel or parties not represented.

Rule 4.13(d) – Proposed Jury Instructions

All parties shall file proposed jury instructions and verdict forms at least ten (10) days prior to trial.

Rule 4.13(e) – Cost of Jurors

The court costs of a jury trial shall include the costs of jurors. The party filing the demand for a jury trial shall be required to remit an additional \$500.00 payment to the Court within ten (10) days of the order setting the jury trial date. The party filing the demand for a jury trial shall be required to pay the appearance fee of jurors unless a jury

demand is withdrawn no less than two (2) business days prior to the scheduled trial date.

Rule 4.14 – Involuntary Dismissal of Actions

Rule 4.14(a) – General Civil Docket Dismissal for Want of Prosecution

Any civil case remaining on the general civil docket for a period of six (6) months without any proceedings shall be dismissed for want of prosecution. Prior to the dismissal, plaintiff's counsel or plaintiff if not represented by an attorney shall be notified. The dismissal shall not take effect if a party can demonstrate continuance for good cause shown.

Rule 4.14(b) – Small Claims Docket Dismissal for Want of Prosecution

Any case remaining on the small claims docket for a period of four (4) months without any proceedings shall be dismissed for want of prosecution. Prior to the dismissal, plaintiff's counsel or plaintiff if not represented by an attorney shall be notified. The dismissal shall not take effect if a party can demonstrate continuance for good cause shown.

Rule 4.15 – Findings of Fact and Conclusions of Law

Rule 4.15(a)

Parties requesting findings of fact and conclusions of law shall submit proposed findings of fact and conclusions of law with their filed request for same.

Rule 4.16 – Trusteeship

Rule 4.16(a) – Application

Any individual entitled to benefits enumerated in Ohio Revised Code Section 2329.70 (Application for Appointment of Trustee) and Ohio Revised Code Section 2329.71 (Participation by Secured Creditor in Trusteeship) and desiring to receive said benefits, may file with the Clerk of Court an application, sworn to under oath. The application shall contain an accurate account and complete statement of the names and addresses of their secured and unsecured creditors with liquidated claims, the amount due and owing to each of them.

Rule 4.16(b) – Hearing

The Clerk of Court shall notify the debtor filing said application to be present for a hearing before the Judge upon a date fixed by the Clerk of Court.

Rule 4.16(c) – Verification of Proof of Claims

Any proof of claim by a creditor shall be verified before an officer authorized to administer oaths. Such proof of claim shall state the creditor's address, the amount which such creditor believes to be due them, the consideration for such claim, and the fact it is for work, labor, or necessities if that is the fact.

Rule 4.16(d) – Hearing for Proof of Claim Disputes

Any claimant or debtor may, by motion, obtain a hearing to settle disputes concerning any proof of claim.

Rule 4.16(e) – Rules of Trusteeship

In addition to the regulations provided in Ohio Revised Code Section 2329.70, the following rules of trusteeship are adopted by the Perrysburg Municipal Court:

- No payment shall be accepted from the debtor without a payroll check stub or payroll statement of earnings;
- Debtor payment shall be made in cash, bank draft, or money order;
- Individuals with active trusteeship accounts shall immediately notify the Trustee Clerk of any change in their work status, job, or personal address;
- The trusteeship shall be cancelled if there have been no payments received or change in work status reported within thirty (30) days of the last recorded payment;
- Debtors shall make a minimum payment of \$3.00 from each check received regardless of hours worked;
- Interest on any interest-bearing account listed on the trusteeship account shall be paid outside of the trusteeship arrangement;
- The only creditors that may be added to an existing trusteeship account shall be:
 - Accounts that were past due and owing at the time of the trusteeship application and filing, but were not listed by mistake; or,
 - Medical bills acquired by the debtor before or after the trusteeship application and filing.

Rule 4.17 - Small Claims Court

Rule 4.17(a) – Limitations

Small Claims shall be governed and conducted in accordance with Ohio Revised Code Section 1925. The Court's Magistrate may preside over small claims matters. An individual may file no more than twenty-four (24) small claims per calendar year. The claim amount sought may not exceed six thousand (\$6,000.00) dollars.

Rule 4.17(b) – Answer of Defendant

Any written document received from the defendant prior to trial shall be considered an answer and is to be considered an answer in any application for default judgment.

Rule 4.17(c) – Proof of Unliquidated Damage Claims

In unliquidated damage claims when the defendant has failed to appear or answer, the plaintiff shall have judgment in the same manner as provided in Rule 55 of the Ohio

Rules of Civil Procedure regarding supporting documentation verified by affidavit or sworn testimony of the plaintiff.

Rule 4.17(d) – Continuances

Once a hearing has been scheduled before the Court, any motion for continuance shall be filed within seven (7) days prior to the hearing.

Rule 4.17(e) – Ohio Rules Applicability

The Court shall conduct all Small Claims hearings in accordance with Ohio Revised Code Section 1925. The Ohio Rules of Evidence shall not apply, but certain rules of the Ohio Rules of Civil Procedure shall apply. No depositions or interrogatories shall be taken in Small Claims cases and relevant evidence shall be admitted at the discretion of the Magistrate or Judge.

Rule 4.17(f) – Collection on Judgment

If a defendant defaults on payments previously ordered by the Court, plaintiff may file a garnishment or seek execution of judgment.

Rule 4.17(g) – Transfer to Regular Docket

A motion to transfer a case from the Small Claims docket to the general Civil docket filed by either party to the action in accordance with Ohio Revised Code Section 1925.10, as well as any cross-claim or counter-claim in excess of \$6,000.00, shall be referred to the Magistrate or Judge for decision. The party seeking the transfer shall remit payment of the filing fee with their motion.

PERRYSBURG MUNICIPAL COURT - LOCAL COURT RULES

SECTION: 5
TOPIC: Criminal & Traffic Division
EFFECTIVE: 05/18/2026
APPROVED BY: Hon. Aram M. Ohanian
Signature

Rule 5.01 - General Rules

Rule 5.01(a)

The Local Court Rules established in Section 5 and bearing the designation “Rule 5.01” pertain to procedures applicable to all criminal proceedings.

Rule 5.02 – Appearance

Rule 5.02(a) – Waiver of Arraignment

Defendants in criminal and traffic cases shall appear before the Court by notice to appear, the issuance of a summons to appear, arrest, or upon a continuance from a prior court hearing. Defendants shall appear for arraignment and no waiver of arraignment shall be granted unless the defendant or their counsel appear before the Court with such a request or by request in the form of a written motion prior to their arraignment date.

Rule 5.02(b) – Standardized Violation Citation Form

The Court shall provide a standardized traffic violation ticket or citation and a standardized criminal violation ticket or citation. The forms are available for the law enforcement agencies in the Court’s jurisdiction. The issuance of a standardized violation ticket shall be the primary means of notifying a defendant of their required court hearing date.

Rule 5.03 - Warrants

Rule 5.03(a) – Failure to Appear for Mandatory Appearance Arraignment

Defendants who fail to appear for arraignment, having been properly notified via citation or summons for a mandatory appearance, may have a warrant issued for their arrest.

Rule 5.03(b) – Failure to Appear After Posting Bond

Defendants who have previously posted bond and fail to appear at the Court hearing, shall have a warrant issued for their arrest. The previously posted bond may be ordered forfeited.

Rule 5.03(c) – Failure to Report for Incarceration

Defendants who fail to report for local incarceration following the granting of a stay of execution of a sentence, shall have a warrant issued for their arrest. The Court shall order the previously stayed sentence enforced.

Rule 5.04 - Waiverable Offense(s)

Rule 5.04(a) – Minor Misdemeanor Offense Pay Out

Defendants charged with a minor misdemeanor offense may, in lieu of appearance in Court and within the timeframe specified on the ticket/citation, appear personally at the Court and sign a waiver of trial, plead guilty in writing, and pay the fine and court costs established in Section 12 of the Perrysburg Municipal Court Local Court Rules.

Rule 5.04(b) – Waiverable Offense Pay Out

Defendants charged with a waiverable offense may, in lieu of appearance in Court and within the timeframe specified on the ticket/citation, appear personally at the Court and sign a waiver of trial, plead guilty in writing, and pay the fine and court costs established in Section 12 of the Perrysburg Municipal Court Local Court Rules.

Rule 5.05 – Jury Trial

Rule 5.05(a) – Right to a Jury Trial

Defendants charged with a violation other than a minor misdemeanor are entitled to a jury trial of eight (8) jurors pursuant to Rule 23(A) of the Ohio Rules of Criminal Procedure. Unless a jury demand has been properly filed with the Court, guilt will be determined through a bench trial by the Judge or Magistrate.

Rule 5.05(b) – Timely Jury Demand

A demand for a jury trial shall be filed no less than ten (10) days prior to a scheduled trial date and three (3) days after notice of the trial date is received or the defendant is deemed to have waived their right to a jury trial. Upon filing a written demand for a jury trial, the Clerk of Court shall send notice to the proposed venire.

Rule 5.05(c) – Jury Costs

Should the defendant later withdraw their demand for jury trial, the cost for notifying the proposed venire shall be assessed to the defendant if they are found guilty or plead guilty to the offense. All expenses in connection with a jury including the payments to jurors for their appearance and jury duty service shall be assessed to the party against whom a verdict or finding is rendered.

Rule 5.05(d) – Proposed Jury Instructions and Verdict Forms

Counsel(s) shall file proposed jury instructions and verdict forms at least ten (10) days before jury trial.

Rule 5.05(e) – Jury Costs Without Timely Withdrawal of Jury Demand

Costs assessed for a jury trial shall include the costs for juror service. The defendant shall be charged all jury costs unless a jury demand is withdrawn at least two (2)

business days in advance of the scheduled trial date in which case jurors may be notified not to report.

Rule 5.06 – Witnesses and Subpoenas

Rule 5.06(a) – Attendance Required for Payment

Witnesses shall answer to their name or otherwise claim their attendance each day of trial or hearing in order to receive witness fees.

Rule 5.06(b) – Mileage Reimbursement

Witnesses shall be reimbursed for round-trip mileage at the standard business mileage rate of the Internal Revenue Service (2025 IRS Mileage Rate = \$0.70 cents per mile).

Rule 5.06(c) – Issuing Subpoenas

The Clerk of Court shall process subpoenas from a praecipe properly filed at least ten (10) days in advance of the trial date. Subpoenas shall be served as follows:

- If a subpoena praecipe has been properly filed at least ten (10) days before the trial date, individuals shall be served via regular U.S. Postal Service. The envelope shall bear a request for return to the Clerk of Court if it is not delivered at once. The Clerk of Court shall prepare a return on the reverse side of the subpoena displaying the name and address where the subpoena was served or attempted to be served. If the subpoena is returned by the U.S. Postal Service displaying a failure of delivery, the Clerk of Court shall attach the envelope to the subpoena service return form.
- If a subpoena praecipe is received less than ten (10) days before the trial date, service of the subpoena shall be made by personal or residential service by a Deputy Bailiff of the Court or other duly appointed process server.
- If subpoena service is to a member of a law enforcement agency, the subpoena shall be delivered to a command officer of the law enforcement agency. The command officer shall make service to the appropriate officer and return the service in an appropriate manner.
- Service of subpoena may be made by an attorney at law or by any individual designated by the Court pursuant to Rule 45(B) of the Ohio Rules of Civil Procedure or Rule 17(D) of the Ohio Rules of Criminal Procedure.

Rule 5.07 – Reporting to Law Enforcement and Compliance Plan

Rule 5.07(a) – Duty of the Court

The Court shall ensure the complete, accurate, and timely submission of information to the State of Ohio's computerized criminal history repository maintained by the Bureau of Criminal Investigation (BCI), the Ohio Law Enforcement Automated Data System (LEADS), and all other applicable law enforcement databases.

Rule 5.07(b) – Collaboration

The Court, in partnership with the Clerk of Court, law enforcement agencies, and other justice system stakeholders, shall establish a Reporting to Law Enforcement and Compliance Plan.

Rule 5.07(c) – Scope of the Compliance Plan

The Plan shall establish procedures and timelines for:

- Fingerprint Reporting - Obtaining and reporting fingerprints as required by law, including R.C. 109.57(A)(2), 109.60(A), 2923.14, 2929.44(B), and 2945.402(E) (1); Sup.R. 95(C); and Crim.R. 9(A).
- Protection Orders - Reporting protection orders as prescribed by R.C. 2903.213, 2903.214, and 2919.26, and Sup.R. 10(A).
- Bureau of Motor Vehicles Reporting - Submitting information to the Ohio Department of Public Safety's Bureau of Motor Vehicles as required by R.C. 4510.03, 4513.37, 5502.10, and applicable Supreme Court rules.
- Record Maintenance and Audits - Maintaining complete and accurate records consistent with 18 U.S.C. 922(g), R.C. 2923.13, and Supreme Court rules, to ensure readiness for audit by the FBI, BCI, or state and local auditors.
- Sealed and Expunged Records - Reporting sealed and expunged records to BCI, LEADS, and other law enforcement databases in accordance with R.C. Ch. 2953, R.C. 2903.214, R.C. 2930.171, and applicable Supreme Court rules.

PERRYSBURG MUNICIPAL COURT - LOCAL COURT RULES

SECTION: 6
TOPIC: Mediation
EFFECTIVE: 05/18/2026
APPROVED BY: Hon. Aram M. Ohanian

Signature

Rule 6.01 - Definitions

Rule 6.01(a)

Mediation is defined as any process in which a mediator facilitates communication and negotiation between the parties to assist them in reaching a voluntary agreement regarding their dispute.

Rule 6.01(b)

A mediator is any neutral and impartial individual who conducts a mediation pursuant to an order of the Court.

Rule 6.02 – General Rules

Rule 6.02(a)

The Local Court Rules established in Section 6 and bearing the designation “Rule 6. __” pertain to the incorporation of ORC Section 2710 Uniform Mediation Act and Rule 16 of the Ohio Rules of Superintendence.

Rule 6.02(b)

Mediation services are provided by the Perrysburg Municipal Court at no cost to the public. The mediation process is voluntary. However, since the process operates after the proper filing of a small claims or civil complaint, it is necessary for all parties to consent to mediation. The only fee charged is the original filing fee for the small claims or civil complaint. If the dispute is not settled via mediation, the matter may be referred to the Court for a hearing or trial. If mediation is successful and the matter is resolved, the parties avoid a trial and actively participate in solving their own conflicts.

Rule 6.02(c)

Attorney representation is not necessary during the mediation process; however, all parties have the right to have an attorney present to advise them during the mediation process.

Rule 6.02(d)

Pursuant to Ohio Revised Code Sections 2710.03, 2710.04, and 2710.05, the mediation process is confidential and considered privileged communication. The mediator shall not convey any information shared by one party to another party without authorization. The mediator and the parties shall not disclose information regarding the mediation process or the settlement terms with others unless otherwise agreed upon.

Rule 6.02(e)

The mediator and the parties shall furnish information concerning the mediation process for the sole purpose of process evaluation and improvement. Information furnished for this purpose shall not contain the names of parties or the issues involved in any dispute and shall be kept confidential except to the extent necessary to evaluate the mediation process.

Rule 6.02(f)

The mediation process shall be considered a compromise negotiation for purposes of the Federal Rules of Evidence and the Ohio Rules of Evidence. The mediator is disqualified as a witness, a consultant, or an expert in any pending or future action relating to the dispute between the parties, including actions between persons not parties to the mediation process.

Rule 6.03 – Domestic Violence Mediation Prohibited

Rule 6.03(a)

No case involving a charge of Domestic Violence shall be mediated.

Rule 6.04 – Referral to Mediation

Rule 6.04(a)

Any civil and small claims case may be referred to mediation. Mediation is voluntary and non-binding; however, the parties are encouraged to participate in the mediation process. The Court may issue an order to refer the case for mediation on its own motion or upon motion of counsel.

Rule 6.04(b)

Prior to the initial pre-trial conference, counsel shall discuss the appropriateness of mediation with their clients and with opposing counsel. At the initial pre-trial conference, counsel shall advise the Court of the results of their discussions regarding mediation. At the initial pre-trial conference and at subsequent conferences, the Court may explore with the parties and counsel the possibility of utilizing mediation.

Rule 6.04(c)

A party opposed to either a referral to mediation or to the appointed mediator shall file a written objection with the Court within seven (7) days of receiving notice of mediation and explain the reasons for their opposition. The party shall provide a copy of the objection to all parties. A party may withdraw from the mediation process upon application to the Judge or Magistrate provided written notification is provided to all parties.

Rule 6.05 – Mediation Case Summaries

Rule 6.05(a)

Prior to the initial mediation conference, each party shall submit to the mediator a summary of facts and circumstances of the dispute along with any arguments in support of their respective position. Each party shall also provide any additional information and materials they deem desirable to aid the mediator in understanding the dispute. The mediator may request the parties provide additional information or clarification.

Rule 6.06 – Communication

Rule 6.06(a)

Unless otherwise agreed upon, the mediator is free to meet with and communicate with each party separately. The mediator shall decide when to hold separate meetings with one or more of the parties and when to hold joint meetings. The mediator shall schedule the time, place, and agenda of the meetings with the parties.

Rule 6.07 – Indemnification

Rule 6.07(a)

The actions of the mediator shall not be construed or interpreted as legal advice. The Court may have materials for legal or other support services available for the community; however, the distribution of those materials by the mediator shall not be considered an endorsement of or referral to said resources. The utilization of those materials or resources is the sole responsibility of the recipient.

Rule 6.08 – Continuances

Rule 6.08(a)

Continuances shall be granted only for good cause shown and after a mutually agreed upon date has been determined. A continuance shall not be granted if the mediation process cannot be scheduled prior to the final pre-trial conference.

Rule 6.09 – No Stay/No Suspension of Proceedings

Rule 6.09(a)

No order of the Court shall be stayed or suspended during the mediation process; all Court orders shall remain in effect.

Rule 6.10 – Limited Discovery

Rule 6.10(a)

Limited discovery may be conducted under the supervision of the mediator and in accordance with a schedule approved by the mediator. The parties shall agree to limited discovery.

Rule 6.11 – Mediator Report

Rule 6.11(a)

In accordance with Ohio Revised Code Section 2710.06, the mediator shall inform the Court of who participated in the mediation process and whether the case was settled via mediation. The mediator shall also advise the Court if the mediation process is continuing or if the case is being returned to the Court for further proceedings.

Rule 6.11(b)

No other information shall be directly or indirectly communicated by the mediator to the Court unless all those within the mediation privilege, including the mediator, have consented to such a disclosure. The mediator shall maintain the confidentiality of all mediation communication, unless all those within the mediation privilege have consented to a disclosure.

Rule 6.12 – Settlement Agreements

Rule 6.12(a)

If a settlement agreement is reached, the mediator shall write a settlement agreement listing all the settlement terms. The document shall be signed by the parties and the mediator. If the settlement agreement calls for a monetary judgment or other action, the appropriate document shall be signed by the parties and submitted to the Judge for final disposition.

PERRYSBURG MUNICIPAL COURT - LOCAL COURT RULES

SECTION: 7

TOPIC: Public Access Rules

EFFECTIVE: 05/18/2026

APPROVED BY: Hon. Aram M. Ohanian

Signature

Rule 7.01 – Definitions

Rule 7.01(a)

In accordance with Rule 44 of the Ohio Rules of Superintendence the following terms are defined as:

- “Court Record” is both a case document and an administrative document, regardless of physical form or characteristic, manner of creation, or method of storage;
- “Court Record” is NOT:
 - A document or information in a document exempt from disclosure under a state, federal or the common law;
 - A document or information in a document exempt from public access pursuant to Rule 45(E) of the Ohio Rules of Superintendence;
 - Personal Identifiers
 - Social security numbers, except the last four numbers;
 - Financial account numbers;
 - Debit card, charge card, and credit card numbers;
 - Employer and employee identification numbers;
 - Juvenile’s name in abuse, neglect, or dependency case(s), with the exception of the juvenile’s initials or generic abbreviations such as “CV” or “child victim”;
 - Except as relevant to the juvenile’s prosecution later as an adult, a juvenile’s previous disposition in a neglect, abuse, or dependency case, a previous disposition in civil commitment, a post-adjudicatory residential treatment facility report, or a post-adjudicatory release of social history;
 - Notes, drafts, recommendations, advice, and research of judicial officers and/or Court staff;
 - Forms containing personal identifiers;
 - Information obtained from or located on the Ohio Courts Network with the exception the information may be available from the original source if not otherwise exempt from public access;
 - Health care documents including, but not limited to, physical health, psychological health, psychiatric health, mental health, or counseling;
 - Drug or alcohol use assessments or pre-disposition treatment facility reports;
 - Guardian ad litem reports, including collateral source documents attached to or filed with guardian ad litem reports;

- Home investigation reports, including collateral source documents attached to or filed with home investigation reports;

Rule 7.01(a) – Definitions - continued

- Child custody or home investigation reports, including collateral source documents attached to or filed with child custody or home investigation reports;
- Domestic violence risk assessments;
- Supervised parenting time or companionship or visitation records and reports, including exchange records and reports;
- Financial disclosure statements regarding property, debt, taxes, income, expenses, including collateral source documents attached to or filed with financial disclosure statements;
- “Public Access” is both direct access and remote access;
- “Direct Access” is the ability of any person to inspect and obtain a copy of a court record at all reasonable times during regular business hours at the location the record is made available;
- “Remote Access” is the ability of any person to electronically search, inspect, and copy a court record at a location other than where the record is made available;
- “Case File” is a compendium of case documents in a judicial action or proceeding;
- “File” is the action of submitting a document with the Clerk of Court upon which the Clerk shall stamp the date and docket the filing of the document;
- “Submit” is the action of delivering a document to the custody of the Court for consideration by the Court;
- “Actual Costs” is the cost of depleted supplies, records storage media costs, actual mailing and alternative delivery costs, transmitting costs, any direct equipment operating and maintenance costs, including actual costs paid to private contractors for copying services.

Rule 7.02 – General Rules

Rule 7.02(a)

The Local Court Rules established in Section 7 and bearing the designation “Rule 7. __” pertain to the incorporation of Rule 45 through Rule 47 of the Ohio Rules of Superintendence regarding public access to court records.

Rule 7.03 – Court Records - Public Access

Rule 7.03(a)

Rule 45(A) of the Ohio Rules of Superintendence establishes court records are presumed open to public access.

Rule 7.03(b)

The Court shall make a court record available for direct access. The Court shall promptly acknowledge any person’s request for direct access to court records. The Court shall respond to the request within a reasonable amount of time.

Rule 7.03(c)

The Court shall mail, transmit, or deliver copies of a requested court record to the requestor in a reasonable time from the request, provided the Court may adopt a policy allowing it to limit the number of court records it will mail, transmit, or deliver per month, unless the requestor certifies in writing the requestor does not intend to use or forward the records or the information contained in them for commercial purposes. For purposes of this Section, “commercial” shall be narrowly interpreted and does not include news reporting, the gathering of information to assist citizens in the understanding of court activities, or non-profit educational research.

Rule 7.03(d)

The Court may charge its actual costs incurred in responding to a request for direct access to a court record. The Court may require a deposit of the estimated actual costs.

Rule 7.04 – Court Records - Remote Access

Rule 7.04(a)

The Court may offer remote access to a court record. If the Court offers remote access to a court record and the record is also available by direct access, the version of the record available through remote access shall be identical to the version of the record available by direct access. However, the Court may exclude an exhibit or attachment that is part of the record if the Court includes notice the exhibit or attachment exists and is available by direct access.

Rule 7.04(b)

Nothing in Rule 7.04(a) shall be interpreted as requiring the Court offering remote access to a case document in a case file to offer remote access to other case documents in the same case file.

Rule 7.04(c)

Nothing in Rule 7.04(a) shall be interpreted as prohibiting the Court from making available on a website any court record that exists only in electronic form, including an on-line journal or register of actions.

Rule 7.05 – Omission of Personal Identifiers

Rule 7.05(a)

When submitting a document to the Court or submitting a document to be filed by the Clerk of Court, a party to the action or proceeding shall omit personal identifiers from the document.

Rule 7.05(b)

When personal identifiers are omitted from a case document, the party shall submit or file that information on a separate form. The Court may provide a standard form for

use. Redacted or omitted personal identifiers shall be provided to the Court upon request or a party to the action upon the filing of a motion.

Rule 7.05(c)

The responsibility for omitting personal identifiers from a case document submitted to the Court shall rest solely upon the party. The Court is not required to review the case document to confirm the omission of personal identifiers, and the Court shall not refuse to accept or file the document on that basis.

Rule 7.06 – Restricting Public Access to a Case Document

Rule 7.06(a)

Any party to an action or proceeding or any party that is the subject of information in a case document may request, by written motion, the Court restrict public access to the information in the case document or, if necessary, the entire document.

Rule 7.06(b)

The Court may restrict public access to the information in a case document on its own order. The Court shall give notice of the motion or order to all parties to the action. The Court may schedule a hearing on the motion.

Rule 7.06(c)

The Court shall restrict public access to information in a case document or the entire document, if it finds by clear and convincing evidence the presumption allowing public access is outweighed by a higher interest after considering the following:

- If public policy is served by restricting public access;
- If any federal, state, or common law exempts the document or information from public access;
- If factors that support restriction of public access exist, including the risk of injury to persons, individual privacy rights and interests, proprietary business information, public safety, and fairness of the adjudicatory process.

Rule 7.06(d)

When restricting public access to a case document or information in a case document, the Court shall utilize the least restrictive means available, including but not limited to, the following:

- Redacting the information rather than limiting public access to the entire document;
- Restricting remote access to either the document or the information while maintaining its direct access;
- Restricting public access to either the document or the information for a specific period of time;
- Using a generic title or description for the document or the information in a case management system or register of actions;
- Using initials or other identifiers for the parties' proper names.

Rule 7.06(e)

If the Court orders information redacted from a case file, the redacted version of the document shall be filed in the case file along with a copy of the Court's order. If the Court orders the entire case document be restricted from public access, a copy of the Court's order shall be filed in the case file. A judgment entry shall reflect the Court's order. Case documents ordered restricted from public access or information in documents ordered redacted shall not be available for public access and shall be maintained separately in the case file.

Rule 7.07 – Access to Documents Granted Restricted Public Access

Rule 7.07(a)

Any individual, by written motion to the Court, may request access to a case document or information in a case document that has been granted restricted public access. The Court shall give notice of the motion to all parties to the action and, when possible, to the non-party individual who requested public access be restricted. The Court may schedule a hearing on the matter.

Rule 7.07(b)

The Court may permit public access to a case document or information in a case document if it finds by clear and convincing evidence the presumption of allowing public access is no longer outweighed by a higher interest. When making this determination, the Court shall consider whether the original reason for the restricted public access to the case document or information in the case document no longer exists or is no longer applicable and whether any new circumstances have arisen which would require the restriction of public access.

Rule 7.08 – Requests for Bulk Distribution and New Compilations

Rule 7.08(a)

Any individual, upon request, shall receive bulk distribution of information in Court records, provided the bulk distribution does not require creation of a new compilation. The Court shall permit the requestor to choose bulk distribution be provided on the same medium upon which the Court keeps the information or upon any other medium the Court determines it can be reasonably duplicated as an integral part of its normal operations, unless the choice requires a new compilation.

Rule 7.08(b)

The bulk distribution shall include a date stamp indicating the compilation date. Any individual who receives bulk distribution of information in court records for redistribution shall keep the information current and delete inaccurate, sealed or expunged information in accordance with Rule 26 of the Ohio Rules of Superintendence.

Rule 7.08(c)

The Court may create a new compilation customized for the convenience of an individual who requests a bulk distribution of information in court records.

Rule 7.08(d)

The Court may consider if creating a new compilation is an appropriate expenditure of available Court resources and consistent with the principles of public access. If the Court creates a new compilation, it may require personnel costs in addition to actual costs. The Court may require a deposit of the estimated actual and personnel costs to create the new compilation.

Rule 7.08(e)

The Court shall maintain a copy and provide public access to the new compilation. After the Court regains the personnel costs from the original requestor, the Court may later assess only actual costs.

Rule 7.09 – Court Records - Application, Remedies, and Liability

Rule 7.09(a)

The provisions of Section 7 of the Perrysburg Municipal Court Local Court Rules requiring redaction or restricting public access to case documents shall apply only to actions commenced after July 1, 2009. Access to case documents prior to July 1, 2009, shall be governed by state and federal law.

Rule 7.09(b)

The provisions of Section 7 of the Perrysburg Municipal Court Local Court Rules restricting access to administrative documents shall apply to all documents regardless of when created.

Rule 7.09(c)

An individual aggrieved by the failure of the Court to comply with the requirements of Section 7 of the Perrysburg Municipal Court Local Court Rules may pursue an action in mandamus pursuant to Ohio Revised Code Chapter 2731.

Rule 7.09(d)

Section 7 of the Local Court Rules of the Perrysburg Municipal Court does not affect any immunity or defense to which the Court or its employees may be entitled under Ohio Revised Code Chapter 2744 or Section 9.86.

RULES OF PRACTICE OF THE PERRYSBURG MUNICIPAL COURT

SECTION: 8

TOPIC: Record Retention

EFFECTIVE: 05/18/2026

APPROVED BY: Hon. Aram M. Ohanian

Signature

Rule 8.01 – Definitions

As defined in Ohio Rules of Superintendence Section 26(B):

“Administrative Record” is defined as a record not related to a case of the Court; an administrative record documents the administrative, fiscal, personnel, policies, decisions, procedures, operation, organization, or other managerial functions of the Court.

“Case File” is the compendium of source documents filed in an action or proceeding in a Court, including pleadings, motions, orders, and judgments of the Court.

“Index” is a reference record used to categorize and locate journal, docket, and case file records.

“Journal” is a verbatim record of every order or judgment of a Court.

“O.H.S.” is the Ohio Historical Society, State Archives Division.

“Record” is any document, device, or item, regardless of physical form or characteristic, created, received by, or coming under the jurisdiction of the Court that serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the Court.

Rule 8.02 – General Rules

Rule 8.02(a)

The Rules of the Court set forth in Section 8 and bearing the designation “Rule 8. __” pertain to the incorporation of Rule 26 of the Ohio Rules of Superintendence.

Rule 8.02(b)

The Court may combine indexes, dockets, journals, and case files provided the combination contains the components of the indexes, dockets, journals, and case files. The Court may replace any paper bound books with electronic medium or microfilm in accordance with this rule. Paper media may be destroyed following its conversion to other, approved media.

Rule 8.02(c)

The Court may create, maintain, record, copy, or preserve a record on traditional paper media, electronic media including text or digital images, or microfilm including computer output to microfilm.

Rule 8.02(d)

The Court may create, maintain, record, copy, or preserve a record using accepted records and information management processing including photography, microfilm, and electronic data processing as an alternative to paper media. The process may be utilized on source documents or copies of a record if the process is able to produce an accurate record or copy of a record and conform to the standards and guidelines of the American National Standards Institute.

Rule 8.02(e)

If the Court creates, maintains, records, copies, or preserves a record utilizing a records and information management process, the Court shall periodically record a copy of or backup of the information. If the records in question require permanent retention, a copy or backup shall be retained in a separate location.

Rule 8.02(f)

Court records shall be maintained in a conveniently accessible and secure facility or facilities. The Court shall provide for the inspection and copying of any public records. The Court shall provide equipment necessary to inspect and copy public records.

Rule 8.02(g)

The Court may acquire equipment, software, and related supplies and services for record and information management processes.

Rule 8.03 - Retention Schedule

Rule 8.03(a) – Civil Case Files

Civil case files shall be retained for **two (2) years** following the final judgment issuance and of an audit report by the Auditor of the State of Ohio.

Rule 8.03(b) – Rent Escrow Account Records

Rent escrow account records shall be retained for **five (5) years** after the last date of deposit.

Rule 8.03(c) – Traffic Case Files Except for OVI

Traffic case files shall be retained for **twenty-five (25) years** following the final order of the Court.

Rule 8.03(d) – Criminal Case Files

Criminal case files shall be retained for **fifty (50) years** following the final order of the Court.

Rule 8.03(e) – OVI Case Files

Operating Vehicle Under the Influence of Alcohol or Drugs (OVI) case files shall be retained for **fifty (50) years** following the final order of the Court.

Rule 8.03(f) – Minor and Unclassified Misdemeanor Case Files

Minor misdemeanor and unclassified misdemeanor traffic and criminal case files shall be retained for **five (5) years**,

Rule 8.03(g) – Search Warrant Records

Search warrant records shall be indexed and retained in their original form for **five (5) years** after the date of service or last service attempt of the search warrant.

Rule 8.03(h) – Parking Ticket Records

Parking ticket records shall be retained until the parking ticket is paid and the issuance of an audit report by the Auditor of the State of Ohio.

Rule 8.04 – Retention Schedule of Exhibits, Depositions, and Transcripts

Rule 8.04(a)

The Court shall notify in writing the party that presented an exhibit, deposition, and/or transcript that they may retrieve said item within sixty (60) days of the written notification. The written notification shall inform the party the items will be destroyed if not retrieved within said sixty (60) days. The written notification shall inform the party of the location to retrieve said items.

Rule 8.05 – Extension of Retention Period

Rule 8.05(a)

The Court may order an extension of any retention period upon motion of any party to the action or on the Court's own initiative (sua sponte).

Rule 8.06 – Destruction of Records

Rule 8.06(a)

In accordance with any notification requirements and/or transfer requirements of the Ohio Historical Society, a record and or any backup copy record may be destroyed after the applicable retention period has expired.

Rule 8.06(b)

If the applicable retention period was longer than ten (10) years or if the record was created more than fifty (50) years ago, the Court shall notify the Ohio Historical Society in writing of the Court's intention to destroy the record at least sixty (60) days prior to the scheduled destruction of the record.

Rule 8.06(c)

Following submission of a written notice to the Ohio Historical Society, the Court shall, upon request of the Ohio Historical Society, transfer the record to the Ohio Historical Society.

PERRYSBURG MUNICIPAL COURT - LOCAL COURT RULES

SECTION: 9

TOPIC: Court Security

EFFECTIVE: 05/18/2026

APPROVED BY: Hon. Aram M. Ohanian

Signature

Rule 9.01 – General Rules

Rule 9.01(a)

The Rules of the Court set forth in Section 9 and bearing the designation “Rule 9. _” pertain to the incorporation of Appendix C of the Ohio Rules of Superintendence.

Rule 9.02 – Court Security

Rule 9.02(a)

The Perrysburg Municipal Court is mandated to dispense justice, to resolve disputes between litigants, and to protect the Constitutional rights of individuals who appear before the Court. Accordingly, appropriate levels of security shall exist to protect the integrity of Court proceedings and procedures, to protect the rights of individuals before the Court, and to deter individuals who would attempt violent action. Appropriate levels of security shall exist to sustain proper order and decorum in the Courtrooms and the Courthouse, and to ensure the Courthouse is safe for all citizens who visit the Court or are employed therein.

Rule 9.02(b) – Duress Alarms

The Court shall utilize a duress/panic alarm system throughout all areas of the Court. The duress/panic alarm system shall include the ability to enunciate.

Rule 9.02(c) – Closed-Circuit Video Surveillance

The Court shall utilize a closed-circuit video monitoring system for surveillance of court areas including courtrooms, parking facilities, entrances to the courthouse, lobbies, holding cells, and other areas accessed by the public.

Rule 9.02(d) – Restricted Access to Offices

The Court shall restrict access to “work” areas around the courthouse; thereby restricting access between the Judge, court personnel, and the participants of the judicial process.

Rule 9.03 – Weapons Prohibited

Rule 9.03(a)

No individual, except as expressly permitted in Section 9, Rule 9.03(b), shall convey, attempt to convey, possess or have under their control a deadly weapon or dangerous ordnance in the Court. This prohibition includes individuals licensed to carry a

concealed weapon pursuant to Ohio Revised Code Section 2923.125 and Ohio Revised Code Section 2923.1213.

Rule 9.03(b)

The following individuals are permitted to convey, possess, or have under their control a deadly weapon and/or deadly ordnance in the Court:

- A Judge or Magistrate of a Court of record in Ohio;
- A certified Peace Officer authorized to carry a deadly weapon or dangerous ordnance as a requirement of their duties and acting within the scope of their duties;
- An individual conveying, possessing or having a deadly weapon or dangerous ordnance as evidence in a proceeding before the Court;
- A Bailiff or Deputy Bailiff authorized to carry a firearm pursuant to Ohio Revised Code Section 109.77 and acting within the scope of their duties;
- A Prosecuting Attorney or Assistant Prosecuting Attorney authorized to carry a firearm and acting within the scope of their duties.

Rule 9.03(c)

The Perrysburg Municipal Court shall not provide facilities or services for the securing of a deadly weapon or dangerous ordnance with the exception of those individuals identified in Rule 9.03(b).

Rule 9.04 – Use of Communication Devices in Courtroom

Rule 9.04(a)

At no time should litigants, the public, jurors, or witnesses be permitted to use communication devices in the courtroom. “Use” includes texting, audio and video recording, and still photography. The use of video recording or videotaping devices and the use of still photography devices inside the Court shall be prohibited except approved media use pursuant to Perrysburg Municipal Court Local Court Rule Section 1.11 (Media). Video recording or videotaping by means of DSLR camera, sports/action cameras (including wearable action cameras), digital camcorders (including handheld cameras), point-and-shoot cameras, mirrorless cameras, professional grade cameras, and cellular telephones is prohibited. Still photography by means of point-and-shoot cameras and cellular telephones is prohibited.

Rule 9.05 – Search and Security Check

Rule 9.05(a)

Any individual entering the Court shall be subject to search via a walk-through magnetometer and a hand-held security wand. Any purse, briefcase, bag, box, case, or parcel is subject to search via an x-ray machine. Any individual attempting to convey a deadly weapon or dangerous ordnance into the Court is subject to arrest and/or prosecution. Any deadly weapon or dangerous ordnance discovered during a search or x-ray scan is subject to temporary or permanent seizure.

Rule 9.06 – In-Custody Defendants

Rule 9.06(a)

No less than two (2) Deputy Bailiffs shall transport defendants from the Wood County Justice Center to the Perrysburg Municipal Court. All defendants transported from the Wood County Justice Center shall be secured in restraints on their legs/ankles and wrists/hands. In the Courtroom, wrist/hand restraints shall be removed only at the direction of the Judge. In the holding lobby, wrist/hand restraints shall be removed at the discretion of the Deputy Bailiffs.

Rule 9.06(b)

Defendants shall be transported within the Court facility in areas that are not accessible to the general public. Deputy Bailiffs in direct contact with in-custody defendants shall not carry a firearm.

Rule 9.06(c)

In-custody defendants shall be housed in a Court's holding cell. The Court's holding cells shall be monitored by a closed-circuit video monitoring system.

Rule 9.07 – Bail Bond Agents

Rule 9.07(a)

Bail Bond Agents shall obtain permission from the Court Administrator or the Chief Bailiff prior to bringing any defendant, in custody or not in custody, to the Perrysburg Municipal Court. If the defendant is in custody, the Bail Bond Agent shall not attempt to enter the Court via the front entrance. Any defendant in custody shall be turned over to the custody of the Court's Deputy Bailiffs for placement in the Court's holding facilities. **Bail Bond Agents, regardless of licensure or certification, shall not be permitted to convey a weapon into the Perrysburg Municipal Court.**

Rule 9.08 – Security Incident Reporting

Rule 9.08(a)

Any violation of the law that occurs within the Court facility shall be reported to the Perrysburg Police Division and to the Court Administrator.

Rule 9.08(b)

Security incidents, other than violations of the law, shall be reported to the Chief Bailiff and a Security Incident Form shall be completed and maintained in a file by the Chief Bailiff. The Chief Bailiff shall prepare a report at the end of every calendar year, outlining the security incidents occurring throughout the year.

Rule 9.09 – Service/Comfort Animal

Rule 9.09(a)

Any individual attempting to enter the Court with a service or comfort animal shall be permitted access. The only permissible questions a Deputy Bailiff may ask are if the animal is required due to a disability and what task or “work” has the animal been trained to perform. The Deputy Bailiff shall not inquire as to the nature of the individual’s disability.

Rule 9.10 – Court Security Advisory Committee

Rule 9.10(a)

The Court shall appoint a Court Security Advisory Committee consisting of the Judge of the Perrysburg Municipal Court, the City of Perrysburg Administrator, the City of Perrysburg Chief of Police, the City of Perrysburg Fire Chief, an attorney who actively practices in the Perrysburg Municipal Court, the City of Perrysburg Director of Public Services, various Chiefs of Police from the Court’s jurisdiction, the Director of the Wood County Emergency Management Agency, the Perrysburg Municipal Court’s Clerk of Court, and the Perrysburg Municipal Court’s Court Administrator. Individuals appointed to the Court Security Advisory Committee may assign a designee to the Committee. The Court Security Advisory Committee shall meet one (1) time during the calendar year.

Rule 9.11 – Court Security Manual

Rule 9.11(a)

The Court has adopted a local policy and procedure manual with regard to Court Security. The Court Security Manual was originally adopted on 01-01-1995 and revised on 03-16-1995. The Court Security Manual was revised again on 05-01-2015 and the current Court Security Manual became effective 02-01-2019. **The Court Security Manual is not defined as a “public record” and not subject to public access.** The Court Security Advisory Committee has adopted the Court Security Manual in order to provide written directives and guidelines to ensure security within the Courthouse and Courtrooms, while maintaining Court accessibility for all citizens.

Rule 9.11(b)

The Court Security Manual shall address various topics related to the general security of the Courthouse and Courtrooms and the transportation of defendants to and from the Wood County Justice Center. The topics to be addressed in the Court Security Manual shall include, but are not limited to, the following: Security of Court Facility, Entrance Security, Perimeter Security, Common Area Security, Restricted Access Security, Courtroom Security, Transportation of Defendants in Custody, Security of Prisoners, Firearms, Use of Deadly Force, Incident Reports, Duress Alarm System, High Risk Hearing and/or Trial, Bomb Threats, Emergency Evacuation, and Continuity of Operations Plan (C.O.O.P.).

RULES OF PRACTICE OF THE PERRYSBURG MUNICIPAL COURT

SECTION: 10
TOPIC: Bond Schedule
EFFECTIVE: 05/18/2026
APPROVED BY: Hon. Aram M. Ohanian
Signature

Rule 10.01 – General Rules

Rule 10.01

The Local Court Rules established in Section 10 and bearing the designation “Rule 10. _” pertain to the incorporation of the Perrysburg Municipal Court Bond Schedule, Ohio Revised Code Section 2935.10(D), and Rule 4 of the Ohio Criminal Rules of Procedure.

Rule 10.02 – Bond Schedule

Rule 10.02

The Perrysburg Municipal Court Bond Schedule is attached at the end of this Section 10 of the Local Court Rules.

The Criminal Bond Schedule is as follows:

- All Felony Offenses = NO BOND (until first court appearance)
- All Crimes of Violence or Attempted Crimes of Violence = NO BOND (until first court appearance)
- Misdemeanors of the First Degree (M1) = \$10,000.00 with 10% allowed
- Misdemeanors of the Second Degree (M2) = \$5,000.00 with 10% allowed
- Misdemeanors of the Third Degree (M3) = \$3,500.00 with 10% allowed
- Misdemeanors of the Fourth Degree (M4) = \$2,500.00 with 10% allowed
- Minor Misdemeanors (MM) = Cite & Release (or up to \$1,500.00 if officer’s discretion applies)

The Traffic Bond Schedule is as follows:

- All Felony Offenses = NO BOND (until first court appearance)
- O.V.I. (0 priors in 10 years) = \$10,000.00 with 10% allowed
- O.V.I. (1 prior in 10 years) = \$15,000.00 with 10% allowed
- O.V.I. (1 prior in 20 years + test refusal) = \$15,000.00 with 10% allowed
- O.V.I. (2 or more priors in 10 years) = NO BOND (until first court appearance)
- Misdemeanors of the First Degree (M1) or Unclassified (UM) with a possible jail term of more than 60 days= \$10,000.00 with 10% allowed
- Misdemeanors of the Second Degree (M2) = \$3,500.00 with 10% allowed
- Misdemeanors of the Third Degree (M3) or Unclassified (UM) with a possible jail term of 60 days or less = \$2,500.00 with 10% allowed
- Misdemeanors of the Fourth Degree (M4) = \$1,500.00 with 10% allowed
- Minor Misdemeanors (MM) or Unclassified (UM) with no possible jail term = Cite & Release (or up to \$1,000.00 if officer's discretion applies)

Rule 10.03 – Officer Discretion (Ohio Revised Code Section 2935.10)

Rule 10.03(a)

Pursuant to Ohio Revised Code Section 2935.10(C), “If the affidavit is filed by, or the complaint is filed pursuant to an affidavit executed by, a peace officer who has, at the officer’s discretion, at the time of commission of the alleged offense, notified the person to appear before the Court or Magistrate at a specific time set by such officer, no process need be issued unless the defendant fails to appear at the scheduled time.”

Rule 10.04 – Warrant or Summons; Arrest (Criminal Rule 4)

Rule 10.04(a)

Pursuant to Crim R 4 Section (A)(2) of the Ohio Rules of Criminal Procedure, “In misdemeanor cases where a warrant has been issued to a law enforcement officer, the officer, unless the issuing authority includes a prohibition against it in the warrant, may issue a summons in lieu of executing the warrant by arrest, when issuance of a summons appears reasonably calculated to ensure the defendant’s appearance. The officer issuing the summons shall note on the warrant and the return that the warrant was executed by issuing a summons, and shall also note the time and place the defendant shall appear.”

Rule 10.05 – Interpretation of Court

Rule 10.05(a)

It is the interpretation of the Perrysburg Municipal Court that Ohio Revised Code Section 2935.10 and Ohio Criminal Rule 4 expressly grant law enforcement officers within the Court’s jurisdiction the discretion to cite and summons defendants for misdemeanor traffic and criminal offenses in lieu of arrest.



PERRYSBURG MUNICIPAL COURT

BOND SCHEDULE

THE JUDGE OR MAGISTRATE OF THE COURT SHALL SET BAIL IN THE FOLLOWING CASES:

- **ALL FELONIES**
- **MISDEMEANOR CHARGES, REGARDLESS OF WHETHER CHARGED UNDER THE O.R.C., LOCAL ORDINANCE, OR OTHER STATUTORY PROVISION:**
 - A. **DOMESTIC VIOLENCE OR ANY OTHER OFFENSE OF VIOLENCE IF THE VICTIM IS A FAMILY OR HOUSEHOLD MEMBER (R.C. 2919.25; see: R.C. 2919.251); AGGRAVATED MENACING (R.C. 2903.21)**
 - B. **VIOLATION OF ANY PROTECTION ORDER, OR CONDITION OF COMMUNITY CONTROL, SUPERVISION, OR PROBATION INVOLVING PROHIBITION FROM CONTACT WITH THE SPECIFIED PERSONS OR PLACES**
 - C. **THE FOLLOWING OFFENSES IF THE ACCUSED WAS SUBJECT TO A PROTECTION ORDER AND/OR HAS A PRIOR CONVICTION INVOLVING THE SAME COMPLAINANT/VICTIM:**
 - **MENACING BY STALKING (R.C. 2903.211)**
 - **MENACING (R.C. 2903.22)**
 - **AGGRAVATED TRESPASS (R.C. 2911.211)**
 - **ANY SEXUALLY ORIENTED OFFENSE AS DEFINED BY R.C. 2950.01**
 - **ANY OTHER OFFENSE WHEN THE VICTIM, POLICE OFFICER, OR PROSECUTOR IS SEEKING A PROTECTION ORDER, ORDERS OF NO CONTACT, OR OTHER CONDITIONS OF BOND**

Please contact Judge Ohanian if there is a request to deviate from the bond schedule for felonies, crimes of violence, or attempted violence.

In misdemeanor cases, when the police officer or prosecutor, based on the circumstances of the case, has reasonable cause to believe that a personal bond will not be sufficient to secure the appearance of the defendant or the defendant poses a risk of harm, the police officer in charge shall set bond according to the following schedule:

CRIMINAL MISDEMEANORS		
(except for Domestic Violence, Offenses of Violence, and Violating a TPO)		
DEGREE OF MISDEMEANOR	AMOUNT	TYPE OF BAIL

M1 or unspecified with a possible jail term of more than 60 days	\$10,000	Any of these conditions of release at the defendant's option: <ul style="list-style-type: none"> Secured bail bond (10%) Guaranteed arrest bond Bond by any of these methods, at the defendant's option: surety, cash bond, securities bond
M2	\$5,000	
M3 or unspecified with a possible jail term of 60 days or less	\$3,500	
M4	\$2,500	
MM	\$1,500	

TRAFFIC MISDEMEANORS General Rule – Unless listed on schedule.

The bail schedule below applies to each misdemeanor traffic offense under Title 45 of the Ohio Revised Code or under a local ordinance. If a defendant is arrested and not issued a summons, and therefore is not released by personal recognizance bond or unsecured appearance bond, said defendant shall be brought to court without necessary delay. Until then, the following bail applies:

DEGREE OF MISDEMEANOR	AMOUNT	TYPE OF BAIL
M1 or unclassified with a possible jail term of more than 60 days	\$10,000	Any of these conditions of release at the defendant's option: <ul style="list-style-type: none"> Secured bail bond (10%) Guaranteed arrest bond Bond by any of these methods, at the defendant's option: surety, cash bond, securities bond
M2	\$3,500	
M3 or unclassified with a possible jail term of 60 days or less	\$2,500	
M4	\$1,500	
MM or unclassified misdemeanor with no possible jail term	\$1,000	

TRAFFIC MISDEMEANORS – OVI EXCEPTION

OFFENSE	AMOUNT	TYPE OF BAIL
OVI – 0 priors within 10 years	\$10,000	Any of these conditions of release at the defendant's option: <ul style="list-style-type: none"> Secured bail bond (10%) Guaranteed arrest bond Bond by any of these methods, at the defendant's option: surety, cash bond, securities bond
OVI – 1 prior within 10 years	\$15,000	
OVI – 2 priors within 10 years	NO BOND	
OVI – 3 or more priors within 10 years	NO BOND	
Prior OVI in last 20 years + refusal	\$15,000	

Definition of “prior” OVI: Conviction of R.C. 4511.19(A) or (B) or similar ordinance; involuntary manslaughter while OVI R.C. 2903.04(D); aggravated vehicular homicide while OVI, vehicular homicide while OVI or similar ordinance, aggravated vehicular assault while OVI R.C. 2903.06(A)(1).

RULES OF PRACTICE OF THE PERRYSBURG MUNICIPAL COURT

SECTION: 11

TOPIC: Probation

EFFECTIVE: 05/18/2026

APPROVED BY: Hon. Aram M. Ohanian

Signature

Rule 11.01 – General Rules

Rule 11.01(a)

The Local Court Rules established in Section 11 and bearing the designation “Rule 11. _” pertain to the incorporation of Ohio Revised Code Chapter 2951.

Rule 11.02 – Probation Supervision Fees

Rule 11.02(a)

If the Court places a defendant on probation supervision or under a community control sanction, the Court shall specify the defendant is required to pay a fee of \$50.00 to the Probation Supervision Fund. The fee shall be included in the defendant’s court costs. The Probation Department shall not use the failure to pay the fee as a basis for any probation supervision violation.

Rule 11.03 – Presentence Investigation and Report

Rule 11.03(a) – Preparation

The Court may order the Probation Department to prepare a presentence investigation report. The Probation Officer preparing the presentence report shall inquire into the circumstances of the offense before the Court, as well as research the defendant’s criminal history. The Probation Officer preparing the presentence report shall also inquire into the defendant’s social history and their behavioral health history.

Rule 11.03(b) – Confidential Sections

The Court shall permit the State of Ohio, the defendant and/or the defendant’s counsel to review the presentence report prior to sentencing. However, the following sections are considered “confidential” and neither party shall be permitted to review:

- Any recommendations as to sentence;
- Any diagnostic opinion the Court believes, if disclosed, would disrupt a program of rehabilitation for the defendant;
- Any sources of information obtained upon a promise of confidentiality;
- Any information the Court believes, if disclosed, could result in physical or some other type of harm to the defendant or any other person.

Rule 11.03(c) – Defendant’s Comment and/or Rebuttal

Prior to sentencing, the Court shall permit the defendant and/or counsel for the defendant to comment on the presentence report. The Court may, at its discretion,

permit the defendant or defendant's counsel to introduce testimony or other information as it relates to any alleged inaccurate information contained in the report.

Rule 11.03(d) – Disclosure

The Court may, in its discretion, decide not to disclose any portion of the presentence report for sentencing. The Court, in lieu of making the report or any part of the report available, shall state orally or in writing a summary of the factual information contained in the report that will be relied upon in determining the defendant's sentence. The Court shall permit the defendant and defendant's counsel to comment on the summary of the report. Any information disclosed to the defendant or defendant's counsel shall be disclosed to the State of Ohio.

Rule 11.04 – Dispute of Factual Information in Presentence Investigation

Rule 11.04(a) – Dispute of Factual Information in Presentence Investigation

If the testimony, information, or comments introduced by the defendant or the defendant's counsel allege any factual inaccuracy in the presentence report or summary of the report, the Court shall do either of the following with regard to the alleged factual inaccuracy:

- Make a finding as to the allegation;
- Determine a finding is not necessary with respect to the alleged factual inaccuracy, because the factual matter will not be taken into consideration in the sentencing.

Rule 11.04(b) – Court's Discretion/No Basis of Appeal or Reversal

The information in the summary of the presentence report is solely within the Court's discretion and is not an appealable issue and the result of that decision on the Court's part shall not be the basis for a reversal of the sentence imposed pursuant to Ohio Revised Code Section 2951.03(C).

Rule 11.05 – Presentence Report Confidentiality

Rule 11.05(a)

Pursuant to Ohio Revised Code Section 2951.03(D), the presentence investigation and report are considered confidential information and not public record. The defendant, defense counsel, and/or prosecutor shall return all copies of the presentence report or the written summary of the report immediately following imposition of sentence. The presentence investigation report or the summary of the report shall remain in the Court's possession.

Rule 11.06 – Misdemeanor Community Control Sanctions

Rule 11.06(a)

In sentencing a defendant for a misdemeanor offense, other than a minor misdemeanor offense, the Court may do either of the following: impose one or more community control sanctions or a jail term. In addition to a jail term, the Court may impose any combination of community control sanctions.

Rule 11.06(b) – Five Year Limit and Tolling While Under Warrant

The Court shall not impose any community control sanction or combination of sanctions that exceed five (5) years. Upon the issuance of a warrant for a defendant’s arrest, the period of supervision shall be tolled. The period of supervision shall remain tolled until such time as the defendant is apprehended and the warrant returned. The period of time a defendant spends on “warrant” status shall be added to the totality of their period of supervision.

Rule 11.06(c) – Violation Warnings at Sentencing

At sentencing, the Court shall advise the defendant a violation of the community control sanctions imposed could result in:

- Imposition of a longer term under community control sanctions not to exceed the statutory maximum period of five (5) years;
- Imposition of a more restrictive community control sanction;
- Imposition of the suspended period of local incarceration;
- Imposition of a portion of the suspended period of local incarceration.

Rule 11.07 – Concurrent Supervision of Defendant

Rule 11.07(a)

Any defendant placed on community control supervision or probation supervision in one or more municipal courts or one or more common pleas courts or one municipal court and one common pleas court shall be considered a defendant under “concurrent” supervision pursuant to Ohio Revised Code Section 2951.022.

Rule 11.07(b)

In general, the court with the longest period of supervision shall supervise the defendant’s period of probation supervision or community control supervision. In the instance the defendant is sentenced to a period of supervision equal among all courts, the court with closest, territorial proximity to the defendant shall supervise.

Rule 11.07(c)

In deciding whether to transfer supervision to another jurisdiction, the Court shall consider:

- the safety of the community;
- the defendant’s risk of recidivism;
- the nature of the offense;
- the likelihood the defendant will reside in the jurisdiction;
- the defendant’s ability to travel between residence, place of employment, or school to the supervising authority’s offices;
- the rehabilitation resources available in the jurisdiction;
- any other factors relevant to sentencing.

Rule 11.08 – Probation Services Fund Report

Rule 11.08(a)

No later than the first day of December of each year, the Chief Probation Officer shall submit a report to the Perrysburg City Council in regard to the use of the Probation Services Fund. Pursuant to Ohio Revised Code Section 2951.021(D)(1), the report shall be submitted to the Court's legislative authority and account for the funds appropriated from the Probation Services Fund to the Probation Department. The report shall estimate the amount of funds that will be expended for the remainder of the year and provide a summary of how funds were expended during the year. The report shall also state the amount in the Probation Services Fund and provide an estimate as to the funds that will be added during the following year.

PERRYSBURG MUNICIPAL COURT - LOCAL COURT RULES

SECTION: 12
TOPIC: Court Costs
EFFECTIVE: 05/18/2026
APPROVED BY: Hon. Aram M. Ohanian
Signature

Rule 12.01 – General Rules

Rule 12.01(a)

The Local Court Rules established in Section 12 and bearing the designation “Rule 12. __” pertain to court costs and deposits associated with civil cases, court costs associated with traffic and criminal cases, and various costs and charges of the Court.

Rule 12.02 – Civil Court Costs and Deposits

Rule 12.02(a)

Civil court costs and deposits shall be paid at the time of filing. The following are a list of “basic” civil court costs and deposits as of 1/01/2026.

Additional Defendant to a Complaint (For a third defendant or more, each; 2 included in cost of complaint)	\$15.00
Amended Complaint (+ Service Filing Fee)	\$15.00
Appraisal Fee for Attachment/Execution/Replevin	Calculated Per Case
Certificate of Judgment	
• Filing Certificate of Judgment Issued by Another Court	\$10.00
• Issuance from Perrysburg Municipal Court	\$10.00
• Exemplified Transcript	\$10.00
Certification of Case/File Preparation for Appeal or Transfer to Another Court	\$25.00
Complaint for Money Only - Up to 2 Defendants	\$95.00
• Third Party Complaint, Cross-Claim, Counterclaim Involving New Parties	
Complaint for Money Only - Up to 2 Defendants	
• Small Claims - Original Filing	\$55.00
• Small Claims - Amended Filing/Counterclaim	\$15.00

Rule 12.02(a) – Civil Court Costs and Deposits - continued

Complaint in Forcible Entry and Detainer (Eviction) - Up to 2 Defendants	
• Ejectment Cause Only	\$105.00
• Ejectment Cause + 2 nd Cause for Back Rent and/or Damages	\$115.00
• Writ of Restitution	\$15.00
• Writ Granting Execution & Transfer of Title of Mobile Home (Includes Notification to Interested Parties via Certificate of Mail)	\$15.00
Complaints & Petitions - Other (BMV, Cognovit, Replevin, etc.)	\$95.00
Jury Demand	\$80.00
Jury Deposit	\$500.00
Marriage Fee	\$15.00
Post-Judgment Proceeding(s)	
• Proceeding in Aid of Execution/Debtor's Exam (+ Service Fee)	\$20.00
• Garnishment (Personal Earnings)	\$75.00
• Garnishment (Other Than Personal Earnings)	\$20.00
◦ Respondent/Garnishee Fee (Payable to Garnishee)	\$1.00
• Execution of Judgment/Attachment of Property	\$25.00
Revive Judgment, Motion	\$15.00
Sealing, Application for	\$50.00
• No fee for Dismissed Case/Application Still Required	
Service Following Initial Issuance of Summons & Complaint	
• Bailiff Service	\$15.00
• Certified Mail	\$15.00
• Commercial Carrier (FedEx) (+ Costs Billed by Carrier)	\$15.00
• Publication	Calculated Per Case
• Sheriff Service (+ Costs Billed by Sheriff)	\$15.00
Subpoena (+ Service Fee)	\$5.00
Transfer from Small Claims to Civil Court Docket	\$40.00
Transfer to Another Court	\$25.00
Trusteeship, Application for	\$55.00
• Additional Creditor Added After Initial Filing	\$10.00
Vacate Judgment, Motion	\$15.00

Rule 12.02(b) – Waiver of Trial by Jury for Non-Payment of Deposit

The failure of a party to advance the security deposit for jury costs indicated above at least ten (10) days before the date of trial shall constitute a waiver of trial by jury.

Rule 12.02(c) – Additional Deposit for Writ

In any instance it is necessary to seize, move, remove, store, or provide a custodian for any goods or property seized under any writ or order issued by the Court, the Court Administrator shall require an additional deposit as may be necessary to cover estimated costs to implement such a writ or order. The party requesting such a writ or order shall be required to supply labor at their expense.

Rule 12.02(d)

In circumstances necessitating extraordinary costs, the Court Administrator may require costs in excess of any amounts indicated previously in this Section. The Court Administrator shall estimate the probable costs and require an additional deposit commensurate with the estimate. Upon written motion of any party and upon demonstrating the probable costs may exceed the deposit, the Court may order a further deposit to be made before additional proceedings are had.

Rule 12.03 – Traffic and Criminal Court Costs

Rule 12.03(a)

The following are a list of “basic” traffic and criminal court costs and deposits as of 01/01/2026.

Rule 12.03(b) – Basic Traffic Court Costs

Basic court costs in traffic cases that are not “moving violations” are hereby established at \$88.00. The basic court costs consist of \$40.00 in general court costs, \$39.00 in state court costs, a \$3.00 fee for computerized legal research, and \$6.00 for an administrative computer fee.

Rule 12.03(c) – Basic Criminal Court Costs

Basic court costs in criminal cases are hereby established at \$83.00. The basic court costs consist of \$40.00 in general court costs, \$34.00 in state court costs, a \$3.00 fee for computerized legal research, and \$6.00 for an administrative computer fee.

Rule 12.03(d) – Basic Safety Restraint Traffic Court Costs

Basic court costs in seat belt violations and child restraint violations are hereby established at \$73.00. The basic court costs consist of \$50.00 in general court costs, \$10.00 in state court costs, a \$3.00 fee for computerized legal research, and \$10.00 for an administrative computer fee.

Rule 12.03(e) – Basic Parking Traffic Court Costs

Basic court costs in parking violations are hereby established at \$53.00. The basic court costs consist of \$40.00 in general court costs, a \$3.00 fee for computerized legal research, and \$10.00 for an administrative computer fee.

Rule 12.03 – Traffic and Criminal Court Costs - continued

Court Costs - Traffic	\$88.00
Court Costs - Criminal	\$83.00
Court Costs - Seat Belt Violation	\$73.00
Court Costs - Parking	\$53.00
Call Jury (Summon Jurors)	\$55.00
Probation Supervision Fee	\$50.00
Sealing/Expungement	\$50.00
Appeal	\$25.00
Ex-Parte/TPO	\$25.00
Public Defender Application Fee	\$25.00
Property Bond	\$25.00
Warrant(s)	\$25.00
Sheriff/Commitment Fee(s)	\$10.00
FRA	\$15.00
Driving Privileges Letter	\$15.00
Compact Notice	\$15.00
Forfeiture	\$15.00
Warrant/Record Check(s)	\$12.00
JA/OVI/DV Programs	\$10.00
Renewal Letter for O/L	\$10.00

Certified Mail	\$15.00
Witness Fee	\$6.00 (plus round-trip mileage)
Notice(s)	\$5.00
Rule 12.03 – Traffic and Criminal Court Costs - continued	

Driving Petition	\$15.00
Personal Recognizance/Unsecured/Bail Bond	\$25.00
Subpoena	\$5.00
Plea Agreement	\$5.00
Certified Court Entry	\$5.00
Motion	\$4.00
Deferred Payment Plan	\$3.00
Supplemental Summons	\$1.00
Facsimile Filing (Per Page)	\$1.00
Copies	\$0.10

Rule 12.04 – Costs and Charges

Rule 12.04(a)

Fees and costs assessed in any action or proceeding in the Court shall be consistent with fees and costs associated in common pleas courts and in accordance with the Ohio Revised Code. The following expenses shall be assessed in all civil and criminal cases:

Copies	\$0.10
<ul style="list-style-type: none"> • Per Page; One Sided Only • Cost Per Copy 	
Form(s)	\$0.50
<ul style="list-style-type: none"> • Pre-printed; Blank • Cost Per Form 	
Letter(s) & Written Notice(s)	\$5.00
<ul style="list-style-type: none"> • Except Driving Letters 	
Certified Copy of Court Entry	\$5.00

Motion - Filing, Docketing & Issuing \$5.00

Rule 12.04 – Costs and Charges - continued

Supplemental Summons

- Certified \$15.00
- Sheriff Fee Set by L.E. Agency
- Commercial Carrier (FedEx) Calculated Per Case
- Publication Calculated Per Case

Capias/Warrant

- Each Copy \$5.00

Appeal

- File Preparation \$25.00

Record Check

- Conducted by Court Personnel \$3.00

Closed/Store File(s)

- Each Case File \$15.00

Computerized Legal Research Fee

- Each Cause, Judgment, and Appeal \$5.00

PERRYSBURG MUNICIPAL COURT - LOCAL COURT RULES

SECTION: 13

TOPIC: Forms

EFFECTIVE: 05/18/2026

APPROVED BY: Hon. Aram M. Ohanian

Signature

Rule 13.01 – General Rules

Rule 13.01(a)

The Local Court Rules established in Section 13 and bearing the designation “Rule 13. _” provides an index of the Court’s frequently utilized forms.

Rule 13.02 – General Forms

Notice of Assignment

Personal Recognizance Bond

Motion for Continuance - Order and Notice of Assignment

Notice NSF Check

Advisory of Non-Dischargeable Debt

Fingerprint Order

Declaration of Pending License Forfeiture

Initial Appearance - Order and Notice of Assignment

Commitment – Bind Over

Commitment - Case Continued

Commitment – Sentenced

Commitment - Sentenced Probation Violation

Release from Incarceration

Conditional Release from Incarceration

Agreement for Payment Plan

Summons for Probation Violation Hearing

Summons to Appear for Probation Review

Summons Upon Complaint

Appearance, Plea of Guilty & Waiver

Release of Registration Block

Release of Forfeiture

Release of BMV Warrant Block

Order to Seal Records Upon Dismissal or Not Guilty

Judgment Entry & Order to Seal Records

Judgment Entry & Order to Expunge Records

Judgment Entry

Order - Set Case for Hearing and Notice of Assignment

Transcript of Criminal Docket

Notice of Bond Forfeiture Hearing

Waiver of Time for Trial

Waivers – Combined Form

Surety Information/Notice of Deposit of Bail Bond

Rule 13.03 – Civil Forms

Small Claims Complaint

Notice of Court Proceeding to Collect Debt for Wage Garnishment

Trusteeship Statement as to Creditors (Secured and Unsecured)

Application for the Appointment of Trustee

Application of Tenant to Deposit Rent with Clerk

Notice to Leave Premises

Forcible Entry & Detainer (Eviction) Complaint

Praecipe for Writ of Execution

Magistrate's Decision Agreed Judgment Entry for F.E.D.

Proceeding in Aid Motion

Resolution

Rule 13.04 – Forms Related to Driver's Licenses and Vehicles

Application for Driving Privileges

- Application for Modification of Driving Privileges
- Application for Additional Driving Privileges

Limited Driving Privileges

Unlimited Driving Privileges

BMV Renewal/Retest Authorization

Non-Resident Violator Compact Notice of Suspension

Notice Withdrawal of Non-Resident Violator Compact Notice of Suspension

Declaration of Pending License Forfeiture

Mobile Device - Proof of Insurance

Rule 13.05 – Warrants and Orders of Arrest

Order for Bench Warrant

Order for Bench Warrant with Bond Forfeiture

Order for Bench Warrant with Bond Forfeiture and Judgment

Order for Bench Warrant for Failure to Report

Waiver of Extradition

Waiver of Extradition to Ohio

Warrants Recalled

**PERRYSBURG MUNICIPAL COURT
LOCAL COURT RULES**

SECTION: 14
TOPIC: Technology Plan
EFFECTIVE: 05/18/2026
APPROVED BY: Hon. Aram M. Ohanian

Signature

Section 14 – Technology Plan

Rule 14.01(a)

The Local Court Rules established in Section 14 pertain to the utilization of technology in the delivery of court services and maintenance of judicial operations. The applications highlighted in this Plan include both publicly accessible technologies serving litigants, attorneys, members of the public, and other stakeholders, as well as internally accessible technologies serving judicial officers and court personnel. IT infrastructure information is not included in this list for safety and security reasons, including firewall, storage system, backup, anti-virus, disaster recovery, and cyber security.

The purpose of this Technology Plan is to:

- Define how the Court uses technology to support attorneys, parties, and members of the public and what specific technology is available for case management, case filing, recordkeeping, efficient communications, and administrative functions.
- Provide a list of the Court’s IT functions and applications that support serving the public.
- Assist the Court in more readily identifying opportunities for improved efficiency and potential savings through use of technological solutions.
- Promote the alignment of IT initiatives with the goals of the Court.

Rule 14.02 – Case Management and Payments

The Perrysburg Municipal Court uses *Henschen & Associates, Inc.* specialized municipal court government software for its case management functions. The software vendor provides training to Court staff at the time of system upgrades, and new staff receive training upon hire by experienced Court staff users. The software contains docketing functions, case-related functionality, case-related financial information, and internal case notes. The Court utilizes the software to scan and electronically store court records and other case-related documents.

This application is utilized internally by Court staff and has a public interface through the Court’s website. The public cannot access scanned documents online through the Court’s website; however, paper copies of scanned documents will be provided to the public upon request after payment of the actual cost of printing. The Court’s website contains a General Record Search Disclaimer explaining the limitations of the online data retrieval system.

The Court utilizes *Henschen & Associates, Inc.* software to send digital reminders of court dates. While scheduling hearings, litigants are asked if they would like to “opt in” to the digital notification process and are asked to complete a contact information sheet that collects their cell phone numbers.

Online payments of court-related fees and fines are provided through *Henschen & Associates, Inc.* and *Lexis Nexis*. Users must agree to the terms and conditions policy before entering the online payment portal. *Lexis Nexis* integrates with *Henschen & Associates, Inc.* to provide real-time updates when payments are made.

Rule 14.03 – Electronic Court Filings

The Clerk of Court accepts filings electronically via fax in accordance with Local Rule 1.08. The Court intends to implement e-filing through its case management software in 2026.

Outlook is the email software utilized by all members of the Court. A dedicated departmental email address and individual email addresses for all administrative support staff have been established for communications only. Electronic filings are not accepted through email except in cases of emergency when fax filing is not possible in the instance of technical failure or pro se users that have no access to a fax machine.

Rule 14.04 – Hearing/Proceeding Management

The Perrysburg Municipal Court uses the *Jefferson Audio Visual Services, Inc. (JAVS)* hardware and software for hearing/proceeding management. *JAVS, Inc.* is the digital system the Court uses to record hearings and proceedings in either courtroom. The Court does not provide a transcript of hearings and/or proceedings, but it will provide a digital copy of the hearing/proceeding upon request.

The Court utilizes *Telesystem* as its dedicated video communication line to the Wood County Justice Center (WCJC) and the Corrections Center of Northwest Ohio (CCNO) for video hearings. The Court utilizes *Microsoft Teams* and *Zoom* for video communication with the Ohio Department of Rehabilitation and Correction (ODRC) and the Correctional Treatment Facility (CTF) of Lucas County, Ohio. For presentation and display of evidence during hearings and proceedings, the court uses *JAVS Evidence Management*.

Rule 14.05 – Evidence Management

The Perrysburg Municipal Court uses *Jefferson Audio Visual Services, Inc. (JAVS)* hardware and software for evidence management. The integrated digital recording system manages the receipt, distribution, and retention of evidence.

Rule 14.06 – Fiscal Management

The Court uses *Henschen & Associates, Inc.* to perform financial management and accounting functions including payments received for court fines and fees. *Lexis Nexis* is integrated for credit card payment processing.

The Court also uses *Visual Intelligence Portfolio (VIP) Software Solutions, Inc.* to create and track purchase orders and invoices submitted to the City of Perrysburg Department of Finance. *ClearGov* software is used to prepare annual budgetary reports, forecasts, and miscellaneous spreadsheets. *VIP* and *ClearGov* were purchased and managed by the City of Perrysburg.

Rule 14.07 – Human Resources

The Perrysburg Municipal Court uses *Right Stuff Software* for scheduling and time-keeping functions for payroll. The City of Perrysburg Department of Human Resources utilizes *NEOGOV* software for the application and interviewing processes of new hires. Both software packages were purchased and managed by the City of Perrysburg.

Rule 14.08 – Interface Management

The Perrysburg Municipal Court integrates with several outside applications and entities. The *Ohio Courts Network* is used to report offender case dispositions. The *Bureau of Criminal Investigation* is used for statutory reporting requirements. The *Ohio Bureau of Motor Vehicles* is used to report convictions. Instructions for use are provided by the vendor.

Operated by the Ohio Highway Patrol, *LEADS (Law Enforcement Automated Data System)* provides a repository of data available statewide and interfaces to the NCIC and NLETS systems. The NORIS interface for LEADS is a user-friendly, front-end application used to interface NORIS with LEADS. Law enforcement, courts, and prosecutors can query on driving records, vehicle ownership, stolen property, missing persons, warrants, and parole status. Driver's license images and criminal histories can also be viewed. In addition to LEADS, the application also provides access to the National Crime Information Center (NCIC), the Ohio Bureau of Criminal Identification and Investigation (BCI&I), and the Interstate Identification Index (III).

Rule 14.09 – Jury Management

The Court uses *Henschen & Associates, Inc.* to manage its jury services in accordance with Local Rule Section 3.

Rule 14.10 – Probation Management

The probation case management module of *Henschen & Associates, Inc.* is used by the Court to track and schedule probationer monitoring activities.

Rule 14.11 – Special Accommodations

The Court provides interpreter services to non- and limited-English proficiency court users through *Language Line*. The Court has signage posted in conspicuous locations of the courthouse. Instructions and a quick reference guide are maintained by the

courtroom bailiffs on the bench. Staff is trained from instructions on the Ohio Supreme Court's website.

Rule 14.12 – Website

The Court uses *Henschen & Associates, Inc.* to develop and manage its website.