

FRANKLIN MUNICIPAL COURT  
LOCAL RULES

MARCH 1<sup>ST</sup>, 2026

JUDGE RONALD W. RUPPERT

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## TABLE OF CONTENTS

1. SCOPE AND AUTHORITY	P. 1
2. COURT ADMINISTRATION	P. 1 - 2
3. BEHAVIOR AND CONDUCT	P. 2
4. GENERAL RULES OF PRACTICE	P. 3 - 7
5. FEES AND COSTS	P. 7
6. ADDITIONAL COURT COSTS	P. 7 - 8
7. PUBLIC ACCESS AND MEDIAL COVERAGE	P. 8
8. CRIMINAL AND TRAFFIC COURT SCHEDULE	P. 8 - 9
9. CRIMINAL AND TRAFFIC CASE MANAGEMENT	P. 9 - 10
10. ELECTRONIC WARRANTS AND WARRANT RETURNS	P. 10 - 13
11. TRAFFIC VIOLATIONS BUREAU	P. 13 - 14
12. ELECTRONIC TRAFFIC TICKETS	P. 14
13. PAYMENT PLANS	P. 15
14. JURY TRIALS	P. 15 - 17
15. CIVIL CASE MANAGEMENT	P. 17 - 19
16. SMALL CLAIMS	P. 19
17. SELF-REPRESENTED AND CORPORATE LITIGANTS	P. 19
18. VOLUNTARY CONCILLIATION / RECOVERY OF TAXES	P. 20
19. EVICTIONS	P. 20
20. COURT TECHNOLOGY PLAN	P. 20
21. COURT COMPLIANCE PLAN	P. 20
22. APPENDIX	P. 20 - 33
A. CRIMINAL/TRAFFIC COSTS AND FEES	
B. CIVIL/SMALL CLAIMS COSTS AND FEES	
C. TRAFFIC VIOLATIONS BUREAU	
D. UNIFORM BOND SCHEDULE	
E. COURT TECHNOLOGY PLAN	
F. REPORTING TO LAW ENFORCEMENT COMPLIANCE PLAN	
G. ORDER OF GENERAL REFERENCE	

**LOCAL RULES OF COURT**  
**FRANKLIN MUNICIPAL COURT**  
Franklin, Ohio

**1. SCOPE AND AUTHORITY:**

The following Local Rules of the Franklin Municipal Court are intended to be supplemental to and in conjunction with:

- A. The Ohio Rules of Civil Procedure (Civ. Rule), as amended.
- B. The Ohio Rules of Criminal Procedure (Crim. Rules), as amended.
- C. The Ohio Rules of Superintendence for Municipal Courts and County Courts (Sup. Rules), as amended.
- D. The Rules of Superintendence of the Supreme Court of Ohio, (Sup. Ct. Sup. Rules), as amended.
- E. The Ohio Traffic Rules (Ohio.Traf.R.), as amended.

These Local Rules of Court are effective February 16, 2026, and shall supersede and replace any Local Rules previously adopted by the Court. These rules shall apply in all proceedings in Franklin Municipal Court. These local rules are not to be interpreted in any way which conflict with the various Ohio Rules. Should any conflict or contradiction be found, the Ohio Rules shall in all cases prevail over these Local Rules.

**2. COURT ADMINISTRATION:**

- A. **Magistrate by Order of General Reference.** By order of general reference, the Magistrate of the Franklin Municipal Court, Warren County Ohio, is hereby authorized and empowered to exercise, at any time, in any case, all powers granted to Magistrates pursuant to Ohio Civil Rule 53; Ohio Criminal Rule 19; Ohio Traffic Rule 14; and any other provision of law granting powers to magistrates in the State of Ohio. (See Appendix “G”).
- B. **Hours of the Court and Clerks Office.** The hours of the Court and Clerk’s Office are 8:30 a.m. until 4:30 p.m. Monday through Friday.
- C. **Holidays.** The Court and Clerk’s Office shall be closed for holidays or any other days of significance as ordered by the Court as follows: New Years Eve, New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, and Christmas Day. The Court shall adopt a holiday schedule each year.

- D. Wedding Ceremonies.** The Court may perform wedding ceremonies on Tuesday's and Friday's at 11:30 a.m. Parties requesting the Court to perform wedding ceremonies shall contact the Court at least one week in advance of their request to have the Court perform a wedding ceremony. Depending upon the Court's schedule, the Court may not be able to perform wedding ceremonies each and every Tuesday and Friday.
- E. Records Retention Schedule.** All Court records shall be maintained in accordance with Ohio Supreme Court Sup. R. 26, the Revised Code and any Rule established by this Court.

### **3. BEHAVIOR AND CONDUCT:**

- A. Behavior and Dress Code.** All parties, witnesses, and spectators in Court proceedings shall behave in a manner as to not disrupt or interfere with the efficient administration of justice. The Court adopts the following dress code: no shorts; no miniskirts; no tank tops, halter tops, or strapless tops or dresses; no see-through clothing; no pajama pants; no sexually suggestive clothing; no clothing with references to illegal drugs, alcohol use, weapons, or sex and no clothing as determined by the Court to be offensive or disrupting.
- B. Conduct of Attorneys.** All Attorneys practicing before the Court shall conduct themselves at all times in conformity with the Ohio Rules of Professional Conduct and shall dress in an appropriate manner.
- C. Conduct of Self Represented Litigants.** Self-Represented Litigants shall conduct themselves at all times in conformity with the Ohio Rules of Professional Conduct and follow all rules regarding the practice and procedures of the Courts in the state of Ohio.
- D. Electronic Devices.** Persons entering the courtroom shall turn electronic devices such as cell phones, tablets or portable computers to silent mode or off. No cellphone calls shall be initiated or received in the courtroom while Court is in session.
- E. Sanctions.** Failure to comply with the required behavior and conduct as set forth above or engaging in any conduct that disrupts the efficient administration of justice may lead to a finding of contempt of court punishable by jail, fine, or both.

#### 4. GENERAL RULES OF PRACTICE:

- A. Video Conferencing and Telephone Hearings.** At the Court's discretion, a party may be permitted to participate in a conference or hearing by audio or video conference. All hearings shall be recorded. Any party who desires to have a hearing scheduled in this manner shall request the same in a written motion filed with the Clerk.
- B. Electronic Filing.** The Court will accept filings of pleadings and motions via the Court's email system. Motions and pleadings shall be sent to [clerkofcourt@franklinohio.org](mailto:clerkofcourt@franklinohio.org). It is the responsibility of any person forwarding a pleading via email to verify the Court's receipt and filing of any such documents. The date of receipt of any electronically transmitted document may not be the date of filing.
- C. Attorney or *Pro Se* Litigants Identification of Court Documents and Receipt of Court Notices.**
1. All pleadings, motions, or other papers filed in any case by the attorney of record or *pro se* party shall state the case name; case number; the name; address; telephone number and email address of attorney or *pro se* party filing the same along with the attorney's Supreme Court Identification Number.
  2. All Court notices shall be sent to the attorney of record or self-represented party via email at the email address contained in the attorney's signature block or self-represented party pursuant to this rule. In the event a party does not have an email account, notices shall be sent by regular mail.
- D. Evidence and Exhibits.**
1. In any criminal, traffic or civil proceeding before the Court, evidence in the form of audio recordings, and video recordings must be transferred to digital format that can be utilized in the courtroom via the Court's audio and visual capabilities. No evidence contained on cellphones or other electronic devices will be accepted.
  2. A Party offering an exhibit other than an audio or video, shall provide the original exhibit and copies to the Court; opposing counsel or party; and witness.
  3. Plaintiff's exhibits shall be marked and identified by number. Defendant's exhibits shall be marked and identified by letters.

#### **E. Motion to Continue.**

1. In all criminal, traffic and civil cases, motions for continuance shall be made in writing at least three days prior to the trial or hearing date. The request for continuance shall state the reasons the continuance is necessary, shall certify that opposing counsel or party has been notified or attempted to be notified of the request for continuance, and state the other party's position, if any, regarding the request.
2. Continuances will only be granted upon showing of good cause. If a continuance is granted the Court shall set a new date for trial or hearing. Each motion for continuance shall be accompanied by a proposed entry granting said continuance.
3. No case shall be continued within 3 days of the trial or hearing except for good cause shown, which cause was not known to counsel or party prior to the day of trial or hearing. The motion shall certify that the moving party has notified or made diligent efforts to notify opposing counsel or party as soon as he or she became aware of the necessity to request a continuance. In the event the Court grants a request for continuance of a jury trial, the party requesting and receiving the continuance may be liable for the cost and fees associated with the jury service for that day.

#### **F. Attorney of Record; Substitution and Withdrawal.**

1. **Counsel of Record:** An attorney shall file a notice of appearance or designation of counsel. An attorney filing a notice of appearance or designation of counsel shall remain counsel of record until such time as the case is terminated or the attorney is granted leave to withdrawal.
2. **Substitution of Counsel:** Substitution of Counsel shall be evidenced by pleading filed with the Court designating new Counsel and where possible, to contain the agreement or acknowledgement of former Counsel of the substitution.
3. **Withdrawal of Counsel:** Counsel shall be permitted to withdrawal from the case with the consent of the Judge or Magistrate. No such application shall be considered unless:
  - a. A written motion is presented stating the reason for the application.
  - b. The motion contains certification of service upon opposing counsel and client.
  - c. The motion states the date and time of the next scheduled court action (pretrial, motion hearing, trial, etc.) if any has been set.

- d. The motion contains Counsel's statement that if the request is allowed, a copy of the journal entry granting the request will be mailed immediately to the last known address of the client.
- e. The motion is filed at least 7 days prior to any hearing or trial date, or such shorter period as may be allowed by the Court.

**G. Subpoena of Witness.**

**1. Criminal/Traffic.**

- a. A praecipe for the subpoena of a witness shall be filed at least 7 days before the hearing or trial date.
- b. A witness who testifies, or who is available to testify, shall receive the witness fee pursuant to O.R.C. 1901.26(A)(4) upon presentation of the subpoena to the clerk's office.
- c. Failure of a witness to appear for whom the praecipe for subpoena was not filed in accordance with this rule, will not be grounds for continuance of the case.
- d. Fees and expenses related to the service of subpoenas shall be taxed as costs to the case.

**2. Civil.**

- a. A praecipe for the subpoena of a witness shall be filed at least 7 days before the hearing or trial date.
- b. No subpoena for a witness in a civil case shall be issued until a witness fee is deposited with the Court pursuant to O.R.C. 1901.26(A)(4).
- c. Upon a showing of indigency by a party, the Court may waive the witness fee.
- d. A witness who testifies, or who is available to testify, shall receive this fee upon presentation of the subpoena to the Clerk of Courts.
- e. Failure of a witness to appear for whom the praecipe for subpoena was not filed in accordance with this rule, will not be grounds for a continuance of the case.

- H. Request for Interpreter or Translator.** In any criminal, traffic or civil case, a party requesting an interpreter or translator shall make a written request to the Court at least 7 days prior to the trial or hearing. The Court may waive the written request requirement. Upon receiving the request, the Court will determine if an interpreter or translator is necessary. The expense for the interpreter or translator in a civil case shall be taxed as part of the court costs unless otherwise ordered by the Court. In a criminal or traffic case, the interpreter or translator expense shall be paid out of the Court's General Fund unless otherwise ordered by the Court.
- I. Control and Copy of Court Documents.** The Clerk shall permit any person to make a copy of any paperwork filed with the Court which is part of the public record. Original paperwork filed with the case shall not be removed from the clerk's office without the Judge's approval. The Clerk may charge a reproduction fee of \$0.25 per copy
- J. Record of Proceedings, Digital Copies and Transcripts.**
1. **Court Reporter:** The Court does not employ a Court Reporter or Stenographer pursuant to O.R.C. 1901.32. Any party who wishes to have a criminal; traffic; or civil proceeding memorialized by a Court Reporter may do so at that party's own expense.
  2. **Record of Proceedings:** All proceedings before the Court shall be recorded via digital recording equipment. Copies of all such recordings shall be retained by the Court in accordance with the Rules of Superintendence.
  3. **Digital/Electronic Copies:** A copy of the digitally recorded proceedings may be requested by written praecipe filed with the Clerk. The request shall include the case caption; case number; date of hearing; and approximate time of hearing. The party making the request shall provide the Clerk with an appropriate device to transfer the audio of the Court proceedings.
  4. **Transcription by Court Reporter:** Where a party wishes to have court proceedings transcribed by a Court Reporter, such party shall file a praecipe with the Clerk in the same form as Section 3 of this rule. Upon the filing of a praecipe, the Clerk shall determine an estimate of the costs of the transcript and notify the party of the estimate of costs of preparation of the transcript. The party requesting the transcript shall pay the estimated cost of the transcript within 3 business days of being notified of the cost by the Clerk. If the cost of the transcript is less than the estimated amount, the remainder will be refunded to the requesting party. In the event the cost of the transcript is greater than the estimated cost, the completed transcript shall not be provided to the requesting party until the additional cost is paid in full.

5. **Objections to Magistrate's Decision:** Any party objecting to a Magistrate's decision shall have a transcript of proceedings timely prepared pursuant to division 3 and/or 4 of this rule as required by Civil Rule 53.
6. **Indigency:** If a party who requests an audio and/or transcription of Court proceedings is indigent, the party shall file a Motion and Affidavit of Indigency with the court. If approved by the court, with or without hearing, the audio and/or transcription of Court proceedings shall be provided to the requesting party at the Court's costs or otherwise Ordered by the Court.

## 5. FEES AND COSTS:

- A. **Criminal and Traffic.** The schedule of court costs and fees for criminal and traffic cases is attached as Appendix A
- B. **Civil.** The schedule of court costs and fees for civil and small claims cases is attached as Appendix B.
- C. Criminal and bond schedule is attached as Appendix C.

An amendment to the allocation of court costs and fees may be made by statute, local ordinance, or by administrative order of the Court.

## 6. ADDITIONAL COURT COSTS:

- A. **Computerization/Clerk's Fund.** Pursuant to Ohio Revised Code Section 1901.261(B)(1) the Court has determined that for the efficient operation of the Court, additional funds are required for computerization to make available computerized records of all cases in the Clerk's office, for the purposes of docketing, notices, Supreme Court reports, Bureau of Motor Vehicle reports, various monthly reports, and financial distribution, etc. The Clerk is hereby authorized and directed to charge an additional fee of \$6.00 on the filing of each new civil, criminal and traffic case. The additional fee of \$6.00 will be collected for each charge in any criminal or traffic case, in addition to the primary charge. All money collected pursuant to this rule for this purpose shall be paid to the City of Franklin for deposit into a fund established for computerization to be distributed upon an Order of the Court for the costs of such computerization and maintenance.
- B. **Computerized Legal Research/Courts Computerization.** Pursuant to Ohio Revised Code Section 1901.261(A)(1) the Court has determined that, for the efficient operation of the Court, including computerized legal research, additional funds are required. The Clerk is hereby authorized and directed to charge a fee of \$3.00 on the filing of each civil, criminal and traffic case to address the Court's computerized legal research needs. All money collected pursuant to this rule for this purpose shall be paid to the City of Franklin for deposit into a fund established for computerization to

be distributed upon an Order of the Court for the costs of such computerization and maintenance.

**C. Special Projects Fund.** The Court has determined that, for the efficient operation of the Court, additional funds are necessary to acquire and pay for special projects of the Court, pursuant R.C. 1901.26(B). In addition to all other court costs, the Court will assess an additional \$29.00 in costs for each new criminal, traffic, and civil case. For each additional charge other than the primary charge is \$14.00 per charge for criminal and traffic. All monies collected shall be paid to the City of Franklin for deposit into the Courts Special Projects Fund or a fund established by the Court for a specific project and shall be disbursed only upon Order of the Court.

**D. Community Control Fund.** The Court has determined that, for the efficient operation of the Court, additional funds are required. Pursuant to R.C. 1901.26 (B) the clerk is hereby authorized and directed to charge a fee of \$3.00 for each new criminal and traffic case into this fund for the specific purpose of providing for electronic monitoring, immobilization and related programs in criminal and traffic matters.

#### **7. PUBLIC ACCESS AND MEDIA COVERAGE OF COURT PROCEEDINGS:**

**A. Right to Attend.** All members of the public shall be permitted access to all Court proceedings, except specialized dockets, consistent with rules promulgated by the Ohio Supreme Court and the Code of Judicial Conduct.

**B. General Rule.** Broadcasting, recording, or photographing of Court proceedings, victims, witnesses, jurors, or parties is prohibited except upon express Order of the Court upon written application filed with the Clerk of Courts as otherwise mandated by Rule 12, Ohio Supreme Court Rules of Superintendence.

**C. Limitations.** Audio Recordings of conferences conducted in Court between counsel and clients, between co-counsel, or between the Judge and counsel are prohibited.

#### **8. CRIMINAL AND TRAFFIC DIVISION COURT SCHEDULE:**

**A. Criminal and Traffic Video Arraignments.** Video arraignments will be held each Monday at 8:15 a.m. and Tuesdays and Fridays at 11:45 a.m.

**B. Criminal and Traffic Arraignments.** All other criminal and traffic arraignments will be held each Tuesday and Friday at 1:00 p.m.

- C. Criminal and Traffic Pre-Trials with Counsel.** Criminal and Traffic Pre-Trials in cases where the Defendant is represented by private Counsel shall take place each Tuesday and Friday at 11:15 a.m. or at any other time scheduled by the Prosecutor. Final Pre-Trials for Jury Trials shall be scheduled with the Judge, Prosecutor, and Defense Counsel on Tuesdays or Fridays at 12:30 p.m.
- D. Public Defender and Self-Represented Defendants.** Pretrial conferences for defendants represented by the Public Defender or self-represented will be held each Tuesday and Friday at 1:00 p.m.
- E. Disposition; Plea and Sentencing.** Dispositions, pleas and sentencings for criminal and traffic cases represented by private counsel shall be held each Tuesday and Friday at 12:00 p.m. Disposition, plea and sentencing for criminal and traffic cases for individuals represented by the public defender or self-represented (*pro se*) will be held each Tuesday and Friday at 1:00 p.m.
- F. Preliminary Hearings; Probation Violation Hearings Motion Hearings and Trials.** Preliminary Hearings, Probation Violation Hearings, Motion Hearings, and Bench Trials will be held each Tuesday and Friday at 2:00 p.m. Private counsel and appointed counsel shall be present in Court no later than 1:30 p.m. each Tuesday and Friday for any of the above hearings.

## 9. CRIMINAL AND TRAFFIC CASE MANAGEMENT:

- A. Discovery.** Discovery in criminal/traffic cases shall be governed by Criminal Rule 16.
1. All Discovery disputes shall be brought to the Courts' attention by written motion at least 7 days prior to motion hearing or trial.
  2. The Court encourages liberal, ongoing, and reciprocal discovery between the parties.
- B. Pre-Trial Conference.** After entering a Plea of Not Guilty to a Criminal or Traffic offense, the Defendant, or his or her attorney, may request a Pretrial conference. Upon said request, the Court shall set the cause for Pre-trial Conference. It is the duty of trial counsel to enforce the appearance of the Defendant unless excused by the Court.
1. The purpose of the Pretrial Conference shall be for the exchange of discovery; discussion of motion / trial issues; and resolution of the case by negotiated plea agreement.
  2. Upon conclusion of the Pretrial Conference the Prosecutor shall complete the appropriate form indicating the name of the defendant; case number; type of offenses charged; defense attorney's name, if any; and proposed plea

agreement. The form shall be signed by the Prosecutor and the Defense Attorney. The completed pretrial form shall be returned upon completion to the assignment office to be set for plea and disposition. In the event that the case is not resolved, the pretrial form shall indicate and request that the case be set for further pretrial hearing; motion hearing; or trial.

**C. Final Pretrial.** In a case set for a jury trial, a final pre-trial with the Judge shall be set at least 7 days prior to the trial date.

**D. Motion Practice.** In all criminal and traffic cases, all pretrial motions shall comply with the Ohio Traffic Rules and the Ohio Rules of Criminal Procedure.

1. The Court, for good cause shown, and as justice requires, may, by leave of court, permit the filing of pleadings and motions which do not comply with the Criminal and Traffic Rules.
2. All motions shall set forth clearly and specifically the grounds for relief; a factual basis in support thereof; written memorandum containing legal authority in support of the motion and the specific relief requested. Opposing counsel shall have 14 days to respond to said motion unless a shorter or longer time is ordered by the Court. All motions will be deemed submitted at the end of the 14-day response period, unless either party has set the matter for evidentiary hearing. In that case, the matter will be deemed submitted after hearing on motion. The Court may require the parties to submit briefs upon conclusion of the evidence.

**E. Bail and Pre-Trial Supervision.** The Court shall set bail in criminal and traffic matters in accordance with Article 1 Section 9 of the Ohio Constitution, the Ohio Revised Code, and the Rules of Criminal Procedure. The Court has adopted a uniform bond schedule attached hereto as Exhibit D. The Court may deviate from the bond schedule as well as impose conditions of bail.

1. The Court may order a person who posts bail to comply with pre-trial supervision including, but not limited to, reporting, electronic monitoring, drug and alcohol testing, to obtain appropriate evaluations and any and all other conditions the Court deems appropriate in accordance with Ohio Law.
2. All individuals required to comply with pre-trial supervision shall be supervised by the Court's Probation Department.

**F. Remote Presence of the Defendant.** The Court shall conduct initial appearances and arraignments of incarcerated individuals by video in accordance with Ohio Rule of Criminal Procedure 43. The Court may conduct other hearings including, but not limited to, final probation violation hearings, sentencing hearings and trials by video in accordance with Ohio Rule of Criminal Procedure 43.

## 10. ELECTRONIC ARREST AND SEARCH WARRANTS; WARRANT RETURNS:

**A. Search Warrant Returns.** All search warrant returns executed by the Judge of the Franklin Municipal Court shall be filed with the Franklin Municipal Court Clerk of Courts, unless ordered otherwise.

1. Pursuant to Crim R. 41(E), the law enforcement officer shall attach to the warrant a copy of the return, inventory, and all other papers in connection therewith and shall file them with the Clerk of Courts.
2. The law enforcement officer can email the documents for filing in PDF format to the Clerk of Courts at [clerkofcourt@franklinohio.org](mailto:clerkofcourt@franklinohio.org).
3. The Clerk of Courts shall maintain a separate docket and index for search warrant returns that is only visible to the Judge and his/her administrative staff.

Nothing in this rule shall be construed as to render search warrants or the documents executed in connection with them to be ‘Case Documents’ pursuant to Sup R. 44(C)(2)(a). Search warrants and the associated documents are exempt from disclosure under state, federal and/or common law.

### **B. Arrest Warrant or Summons Issued by Electronic Means.**

1. A warrant for arrest or summons requested by any law enforcement agency may be requested by and approved by electronic means. A request for an arrest warrant/summons by electronic means shall include a sworn complaint and statement of probable cause to be forwarded to the Court for consideration.
2. Upon approval, said warrant for arrest or summons shall be forwarded by electronic means to the law enforcement agency and/or officer requesting the warrant with a copy forwarded to the Court.

**C. Electronic Search Warrants.** Rule 41 of the Ohio Rules of Criminal Procedure permits the issuance of a search warrant and a return to be communicated to the Judge by “reliable electronic means.” According to the Staff Notes of the Rule, the concept of ‘reliable electronic means’ is intentionally broad to include a wide range of technologies.

Consistent with the rule, the Judge of the Franklin Municipal Court will accept affidavits and issue search warrants via reliable electronic means, and have agreed upon the following protocols:

1. The requesting officer must first make contact with the issuing Judge via text or telephone to confirm availability, the reason for the warrant and the general contents of the affidavit. It is also helpful for the requesting officer to

communicate if the warrant is time sensitive.

2. The requesting officer shall then provide the Judge with an email, electronic or facsimile copy of the affidavit. The requesting officer shall also provide the following information:
  - a. Name, rank, assignment, badge no., agency affiliation and professional address of the requesting officer and any additional officers supplying information for the affidavit;
  - b. A telephone number and email address for the Judge to respond;
  - c. A daytime business telephone number for the requesting officer;
  - d. The name and jurisdiction of any judicial officers, other than the issuing Judge, with whom the requesting officer has had contact with concerning the warrant.
3. The affidavit shall contain the following certification or substantially similar certification, which shall be completed and signed at the time the affidavit is transmitted to the Judge:

“The affiant hereby certifies that a true copy of the foregoing affidavit was transmitted to Judge Ruppert on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_:\_\_ o’clock \_\_.m. by  email transmission or  other reliable electronic communication, described as follows:  
\_\_\_\_\_.”
4. The affidavit shall also contain the following attestation, which shall be completed and signed at the time the requesting officer is placed under oath by the Judge:

“The affiant hereby swears or affirms the contents of the foregoing affidavit are true and accurate to the best of my knowledge and belief.”
5. The Judge shall review the affidavit and initiate a return communication by telephone or teleconference means with the requesting officer. The Judge shall place the requesting officer under oath on the telephone or teleconference and the requesting officer shall swear to or affirm the contents of the affidavit.
6. The electronic affidavit shall have the signature of the requesting officer, an electronic signature or ‘/s/ Requesting Officer’ on the affidavit before sending it to the Judge.
7. Before ruling on a request for a warrant, the Judge may require the requesting officer to appear personally and may examine under oath the requesting officer and any witnesses he or she may produce.

8. If the Judge is satisfied that probable cause for the search exists, the Judge shall issue the warrant identifying the property and naming or describing the person or place to be searched. The Judge shall affix an electronic signature to the warrant and return it to the requesting officer either by email, electronic or facsimile transmission.

9. The search warrant shall contain the following certification or substantially similar certification:

“I, the undersigned Judge, do hereby certify that the foregoing search warrant was executed by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ and transmitted to the requesting officer on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_:\_\_\_ o’clock \_\_.m. by  email transmission or  other reliable electronic communication, described as follows: \_\_\_\_\_.

The original of this search warrant is maintained at: \_\_\_\_\_.”

10. The procedure for electronic search warrant returns shall follow substantially the same protocol.

**11. TRAFIC VIOLATIONS BUREAU:**

**A.** The Court hereby establishes Traffic Violations Bureau in accordance with Rule 13 of the Ohio Traffic Rules.

**B.** All traffic offenses except those listed below may be disposed of by the Traffic Violations Bureau. The following traffic offenses shall not be processed by the Traffic Violations Bureau.

1. Indictable offenses;
2. Operating a Motor Vehicle while Under the Influence of alcohol or any drug of abuse;
3. Leaving the Scene of an Accident;
4. Driving Under Suspension revocation of a Driver’s or Commercial’s Driver’s License when Jail is a possible penalty;
5. Driving without being licensed to drive when Jail is a possible penalty;
6. 3<sup>rd</sup> or more moving traffic offenses within a 12-month period when Jail is a possible penalty;

7. Any violation regarding failure to stop for a school bus;
  8. Unlawfully eluding or fleeing a police officer;
  9. Drag Racing;
  10. Any speeding offense in which the operator is traveling 30 miles per hour or greater than the speed limit.
- C. The Court has established a schedule of fines and costs for offenses which may be disposed of by the Traffic Violations Bureau attached hereto as Appendix "C."

## **12. ELECTRONIC TRAFFIC TICKETS:**

- A. Pursuant to Traffic Rule 3(F)(1), traffic citations may be produced by computer or other electronic means. Pursuant to Traffic Rule 3(F)(2), traffic citations may be electronically filed with the Court, if and when the Clerk's office has the capacity to receive citations electronically.
- B. The use and filing of a ticket that is produced by a computer or other electronic means is hereby authorized in the Franklin Municipal Court, Warren County, Ohio. The electronically produced ticket shall conform in all substantive respects to the Ohio Uniform Traffic Ticket. If an electronically produced ticket is issued at the scene of an alleged offense, the issuing officer shall provide the Defendant with a paper copy of the ticket.
- C. For those using the e-payment services in lieu of an initial court appearance (arraignment), the defendant shall be advised as followed: *"You will be making a plea of guilty to the charges stated on your citation. You are admitting your guilt of the offense charged and waiving your right to contest the offense in a trial before the Court or jury. The Court will accept your plea and find you guilty of those offenses. Further, if the citation involves traffic offenses, you realize a record of this plea will be sent to the Ohio Bureau of Motor Vehicles. You are also acknowledging that you have not been convicted of, plead guilty to, or forfeited bond for 2 or more moving traffic offenses within the last 12 months."*

*If you do not agree to the plea of guilty, please be present at the Franklin Municipal Court on the date and time scheduled on your citation for your arraignment.*

**13. PAYMENT PLANS FOR FINES, COURT COSTS AND FINANCIAL OBLIGATIONS:**

- A.** In any criminal or traffic case in which a Defendant is assessed fines; court costs; or other financial sanctions/obligations, and the Defendant is unable to pay such fines, costs, and other financial sanctions/obligations in full at time of sentencing the following may apply:
1. The Defendant may enter into a payment plan if approved by the Court.
  2. The Defendant will be assessed a \$25.00 administrative fee to establish a payment plan, and any such payment plan will require a minimum payment of \$100.00 per month.
  3. Failure to remain current with payment obligations may result in the amount owed being forwarded to a collection agency; the Attorney General's Office; attachment of prisoner accounts; execution of Civil Judgement.
  4. The Court retains jurisdiction to waive, suspend, or modify the payment of costs of prosecution, including any costs incurred in the action at the time of sentencing or at any time thereafter.
  5. Unless otherwise ordered by the Court, the Clerk shall assign the defendants payments in accordance with ORC 2949.111:

**14. JURY TRIALS:**

- A. Selection of Jurors.** Jurors are selected at random from a list of registered voters supplied by the Board of Elections.
1. Forty notices for jury service are processed for each jury trial.
  2. Notices for Jury Duty are to be processed at least two weeks prior to the trial to ensure adequate time for service.
  3. A list of the prospective Jurors shall be made available to the court; clerk; bailiff; and each party or attorney involved in the case.
  4. The service of writs or processing service on persons summonsed for jury duty may be made by mail; registered mail; or otherwise. The manner of making such services and the return thereof shall conform to the Ohio Rules of Civil Procedure.

**B. Demand for Trial by Jury.**

1. In criminal and traffic cases, demand for Jury shall be made pursuant to the Rules of Criminal and Traffic Procedure.
2. In civil cases, jury demands shall be made pursuant to the Rules of Civil Procedure. Any jury demand shall be accompanied by a jury deposit as set forth in Appendix “B.” A jury shall not be drawn unless the deposit has been paid in full.
3. If a party requesting a jury in a civil case is indigent, the party shall file an affidavit of indigency to be reviewed by the court with or without hearing. If the Court makes a finding of indigency, the Court shall waive the jury deposit. At the conclusion of the case the jury fees and cost will be paid from the Courts general fund unless the Court orders the deposit and fees to be taxed as costs.

**C. Juror Compensation.** Jurors in the Franklin Municipal Court will be compensated at the same rate as jurors called and/or serving in the Common Pleas Court of this county. (O.R.C. 2313.34).

**D. Failure to Timely Rescind Jury Trial – Indigent Defendant.**

1. After a jury has been demanded in any case, unless said jury is waived in writing at least seven (7) days before the scheduled trial date, the Court may order the party requesting the jury to pay all jury fees and expenses incurred as a result of such demand even though the case is resolved prior to commencement of trial.
2. If a defendant is indigent, he /she shall file an affidavit of indigency with the court. If approved by the court, with or without hearing, the jury fees and expenses will be paid from the courts general fund unless the Court orders the fees and costs of the jury to be taxed as costs.

**E. Examination of Jurors (Voir Dire).** The court will conduct the portion of Voir Dire which relates to the general attitude and to the legal qualifications of the prospective jurors. Thereafter, counsel for all parties will be permitted to ask the questions necessary to seat a fair and impartial jury. The court, in its discretion, will regulate the parameters and method of questioning and time allocation regarding the same.

**F. Juror Questionnaire.**

1. To reduce the time required for Voir Dire, basic background information of jurors will be made available to counsel or parties in writing by way of juror questionnaire provided on the day jury selection is to commence.

2. Juror Questionnaires shall be made available to counsel and *pro se* parties on the day jury selection is to commence. The information contained in the juror questionnaire is to be solely for selection of the juror and shall not be disclosed to any third parties. At the conclusion of jury selection, the juror questionnaire shall be returned to the Court.

**G. View of the Scene.** An attorney or unrepresented party in any criminal or traffic case may make a written request to view the scene. Such motion shall be filed at least 14 days before trial unless good cause shown and approved by the court. Suitable vehicles for conveying the jury to the scene will be determined by the Bailiff and the expense will be taxed as costs in said case.

## **15. CIVIL CASE MANAGEMENT AND PRACTICE:**

### **A. Court Schedule and General Compliance.**

1. **Civil Court Schedule:** All civil, small claims, and forcible entry and detainer cases shall be heard on Wednesday morning at 10:00 A.M. Pre-Trial conferences take place starting at 9:30 A.M. Cases may be set for trial Thursday's beginning at 9:00 A.M.
2. **Complaint:** Every complaint or original filing shall contain in the caption thereof the full names and addresses of all the parties to the action.
3. **Praecipe/Summons:** Every complaint; original pleading; or other filing which requires service of summons shall be accompanied by a praecipe instructing the clerk to serve defendant(s) at a stated address and by specified means pursuant to Ohio Civil Rule 4 or other statutorily permitted means of service. Upon receiving such instructions, summons shall be issued forthwith, signed by the clerk or deputy clerk and shall bear the seal of the court.
4. **Number of Copies:** It shall be the duty of the plaintiff or his/her attorney to file with a complaint and/or original pleading as many copies thereof as there are defendants to be served with summons plus one additional copy for the Court.
5. **Form of Pleadings:** All pleadings, motions, and all other papers filed in an action shall state in the caption the general nature of the pleading, e.g., "Complaint", "Answer", "Motion", or other appropriate designation.
6. **Compliance:** Any complaint; original filing; pleading; motion; or other papers filed with the court not in compliance with this rule shall be reported by the Clerk of this Court to the Judge and/or Magistrate and may be stricken from the files on the Court's own motion for non-compliance.

7. **Answer/Motion Deadlines:** All answer/motion deadlines shall be governed by the Ohio Rules of Civil Procedure unless otherwise stated in these Local Rules.

## **B. Motion Practice.**

1. Other than the complaint or other original pleading, all motions, pleadings, other filings or demands shall contain a written certification signed by the attorney or party filing the same, indicating that a copy has been delivered to opposing counsel or *pro se* party in accordance with the Rules of Civil Procedure.
2. Any motion or pleading requesting relief other than a motion of continuance shall be accompanied by a memorandum setting forth the relief or order sought, factual basis supporting the same, and legal authority in support of the pleader or movant's position. In the event of non-compliance, the court, in its discretion, may strike the motion or pleading for being non-compliant.
3. The opposing memoranda shall be filed not later than twenty-one days from service of the motion, after which time the motion will be deemed submitted to the Court unless the response time is extended or reduced by the Court.
4. A motion shall be noted in the docket and submitted to the Judge or Magistrate. When oral argument or testimony is desired, the motion shall contain a request for oral argument and/or evidentiary hearing. If the Party requesting oral argument and/or evidentiary hearing fails to appear, the Court may consider such failure to appear to be an abandonment of said motion and the Court may deny the motion for failure to prosecute.
5. A case shall be submitted to the court for decision after hearing or trial unless either party or the Court requests briefing by the parties. The Court shall set the briefing schedule. Failure of either party to comply with the Courts briefing schedule will be a waiver of such opportunity and the matter will be deemed submitted to the Court for decision.

## **C. Pretrial Procedure.**

1. Upon the receipt of an answer filed in a civil case, the Court will set the matter for pre-trial conference. At the discretion of the Court, Pre-Trial Conference may be held remotely via Life Size or other remote video conference platform, via telephone or in person. At the pre-trial conference, the parties or attorneys shall advise the Court of the status of discovery, outstanding legal issues, status of settlement talks, and the approximate time required for trial. The Court may also issue a scheduling order governing discovery, motion deadlines, and set a trial date.

2. All discovery shall be conducted pursuant to the Ohio Rules of Civil Procedure.

**D. Dismissal for Failure to Prosecute.**

1. Civil cases which have been idle for six months and remain on the docket untried and without a trial request may be dismissed for want of prosecution, unless continued on the docket by entry, for good cause shown and upon such terms as the court shall prescribe. Before a cause is dismissed, the Clerk of Courts shall, by ordinary mail, notify all counsel of record or parties at the addresses shown on the papers in the case, of the dismissal date which shall be not sooner than thirty days from the date of the mailing of said notice. If no action is taken on the case within the 30-day time period, the case will be presented to the Judge or Magistrate and may be dismissed.
2. A civil case may also be dismissed for lack of prosecution for a party/attorney's failure to comply with court order requiring further action to be taken in the case as set forth in the order.

**16. SMALL CLAIMS DIVISION:**

- A. Small Claims complaints may be filed any day of the week during normal business hours.
- B. Upon filing of a complaint, the Clerk shall issue summons and complaint with notice of trial date via certified mail to defendant's address as provided by the plaintiff, unless plaintiff requests a different method of service. Plaintiff must provide the Clerk with the full address of the Defendant(s). Service upon the Defendant(s) must be perfected before the case can proceed to trial. The trial date will be set approximately 45 days from the filing of the complaint.
- C. Filing fee for small claims complaint is set forth on the schedule attached hereto as appendix "B." This fee includes the Court's initial attempt at serving notice and summons. If additional attempts at service are required, additional court costs and fees will be incurred as set forth in the cost and fee schedule in the regular civil division.

**17. SELF-REPRESENTED (PRO SE) LITIGANTS AND CORPORATIONS:**

- A. Any Individual in a civil, small claims or eviction case may represent themselves. Any self-represented litigant is expected to comply with all court rules and procedures as if they were an attorney.
- B. Corporations who are parties to small claims cases may, through a bona fide officer or salaried employee, file and present their claims or defenses subject to the limitations of O.R.C. 1925.17.

**18. VOLUNTARY CONCILIATION / RECOVERY OF TAXES:**

- A. If small claims complaint seeks recovery of taxes by a governmental entity, the following shall apply:
  - 1. Prior to commencement of trial, and with the consent of both parties, the trial may be continued for up to 90 days to allow the parties an opportunity to resolve the matter.
  - 2. If either party does not wish to attempt conciliation, the trial will go forward as scheduled.

**19. FORCIBLE ENTRY AND DETAINER (EVICTION):**

- A. Upon filing of a complaint for eviction, the Clerk shall forthwith issue summons and complaint upon all named defendants at the address provided by plaintiff by ordinary mail and bailiff service unless a different type of service is requested by plaintiff.
- B. The Court will set the case for an eviction hearing only unless plaintiff specifically prays for damages in its complaint and requests a damage hearing.
- C. Eviction cases will be scheduled on the next available court date no sooner than 7 days from the date service upon defendant is perfected.
- D. A plaintiff who is not the owner of the property, or if the property is owned by a corporate entity, must be represented by an attorney and accompanied by a person who is competent to testify to matters regarding the landlord tenant relationship.
- E. If the Court grants an eviction, it will order a move out date and time. If defendant has not vacated the property pursuant to the court order, plaintiff may contact the Clerk and request that the bailiff execute the writ of restitution. Plaintiff shall provide the phone number of its representative so the bailiff can make contact to schedule execution of the writ. It is the plaintiff's responsibility to bring a locksmith and any other personnel necessary for the move out. The Bailiff is to execute the writ and keep the peace.
- F. Plaintiff shall not contact local law enforcement for assistance with execution of the writ.

**20. The Court has adopted a Technology Plan attached hereto as Exhibit E.**

**21. The Court has adopted a Compliance Plan attached hereto as Exhibit F.**

**22. APPENDIX:**

**The Court incorporates and adopts the attached appendices into these Local Rules which may be modified by adoption of amended Rules or Orders.**

A.

## CRIMINAL & TRAFFIC

Costs & Fee Schedule Effective March 1st, 2026

### Court Cost

Traffic	\$125
Criminal	\$125
Additional charge court cost	\$35
HBI Ball Bond Fee	\$25
Sealing/Expungement	\$100
Bench Warrant	\$25
Agency Warrant Service Fee	Determined by Agency
Supplemental Summons	\$25
Warrant/Registration Block	\$50
Non/Residential Suspension (Compact)	\$50
Ball/Bond Forfeiture	\$150
Public Defender Fee	\$25
Reporting Probation 1 year	\$250
Reporting Probation 2 or more years	\$350
BMV Petition	\$97
Court Suspension Driving Paper	\$25
Immobilization - Club Fee	\$100
Diverslon Fee	\$250
Pre-Sentence Investigation Fee	\$250
Subpoena Fee/Per Subpoena Requested	\$15
Agency Subpoena Service Fee	Determined by Agency
Witness Fee + 50.5 cents per mille	\$12
Blnd Over	\$25
12th District Court of Appeals	\$225
Transcriber Fee (deposit)	\$200
Juror Summoned to Appear	\$12
Juror Impaneled	\$25
Plea In Absentia (In addition to regular court cost)	\$50
Commitment (final sentencing)	\$15
Time to Pay (fine arrangement)	\$25
Certified Copies	\$5
Paper Copies (1-4 pages)	\$1
Paper Copies (5 or more pages)	\$.25 per page
Thumb Drive	\$10

**B.****CIVIL**

Costs &amp; Fee Schedule Effective March 1st, 2026

Civil Complaint (includes service on one defendant)	\$120
Small Claim (includes service on one defendant)	\$80
<b>Amended Complaint</b>	
Civil	\$60
Small Claim	\$40
<b>Complaint Forcible Entry and Detainer (eviction only)</b>	\$130
Bailiff Assistance Writ of Restitution (Set Out)	\$50
<b>Complaint Forcible Entry and Detainer (eviction plus damage claim)</b>	\$150
Bailiff Assistance Writ of Restitution (Set Out)	\$50
<b>Revivor</b>	\$50
<b>Writ of Execution</b>	
Replevin	\$100
<b>Authentication/Exemplified Copy</b>	\$10
<b>Certificate of Judgment</b>	
Civil	\$30
Small Claim	\$30
<b>Certified Copy</b>	\$5
<b>Transcript Deposit</b>	\$200
<b>Judgment Debtor Exam</b>	\$95
<b>Garnishment - Wage</b>	\$175
<b>Garnishment - Bank (plus \$1.00 check made to bank)</b>	\$95
<b>Filing of Foreign Judgment</b>	\$120
<b>Notice of Appeal</b>	\$225
<b>Trusteeship</b>	\$120
Additional Creditors	\$1
<b>Jury Demand Deposit</b>	\$200
<b>Motion to Show Cause (contempt)</b>	\$100
<b>Thumb Drive</b>	\$10
<b>Paper Copies (per page)</b>	.25
<b>Subpoena</b>	\$15
<b>Personal Service</b>	\$37
Outside of Warren County	\$37 plus \$100 deposit for Sheriff fees
<b>Civil Counterclaim/Cross Claim/Third Party Complaint</b>	\$60
<b>Transfer from Small Claims to Civil Division</b>	\$40
<b>BMV Petition</b>	\$97
<b>IN ALL CIVIL FILINGS INCLUDING SMALL CLAIMS REQUIRING ADDITIONAL SERVICE</b>	
<b>Ordinary</b>	\$10
<b>Certified Mailing</b>	\$25
<b>Personal Service (including original filings)</b>	\$37
Outside of Warren County	\$37 plus \$100 deposit for Sheriff fees
<b>Additional Defendants</b>	\$22

**C.**

**TRAFFIC VIOLATIONS BUREAU - APPEARANCE, WAIVER AND PAYMENT**  
 Effective March 1st, 2026

**MANDATORY APPEARANCES - TRAFFIC**

30 + mph the posted speed limit (4 pt violation)	MUST APPEAR
36 mph or greater in a school zone	MUST APPEAR
Accident without Insurance	MUST APPEAR
Passing a school bus	MUST APPEAR
Speed 3rd or more offenses within 1 year	MUST APPEAR
3rd or more offense w/in 1 year (M4, M3)	MUST APPEAR
All moving violations 1st, 2nd, 3rd or 4th degree misdemeanors	MUST APPEAR
OVI/Physical Control	MUST APPEAR
Distracted Driving	MUST APPEAR
Driving Under Suspension	MUST APPEAR

Speed	AMOUNT
1 - 20 over the posted speed limit	\$178.00
21 - 25 over the posted speed limit	\$200.00
26 - 29 over the posted speed limit	\$225.00

**OTHER TRAFFIC OFFENSES**

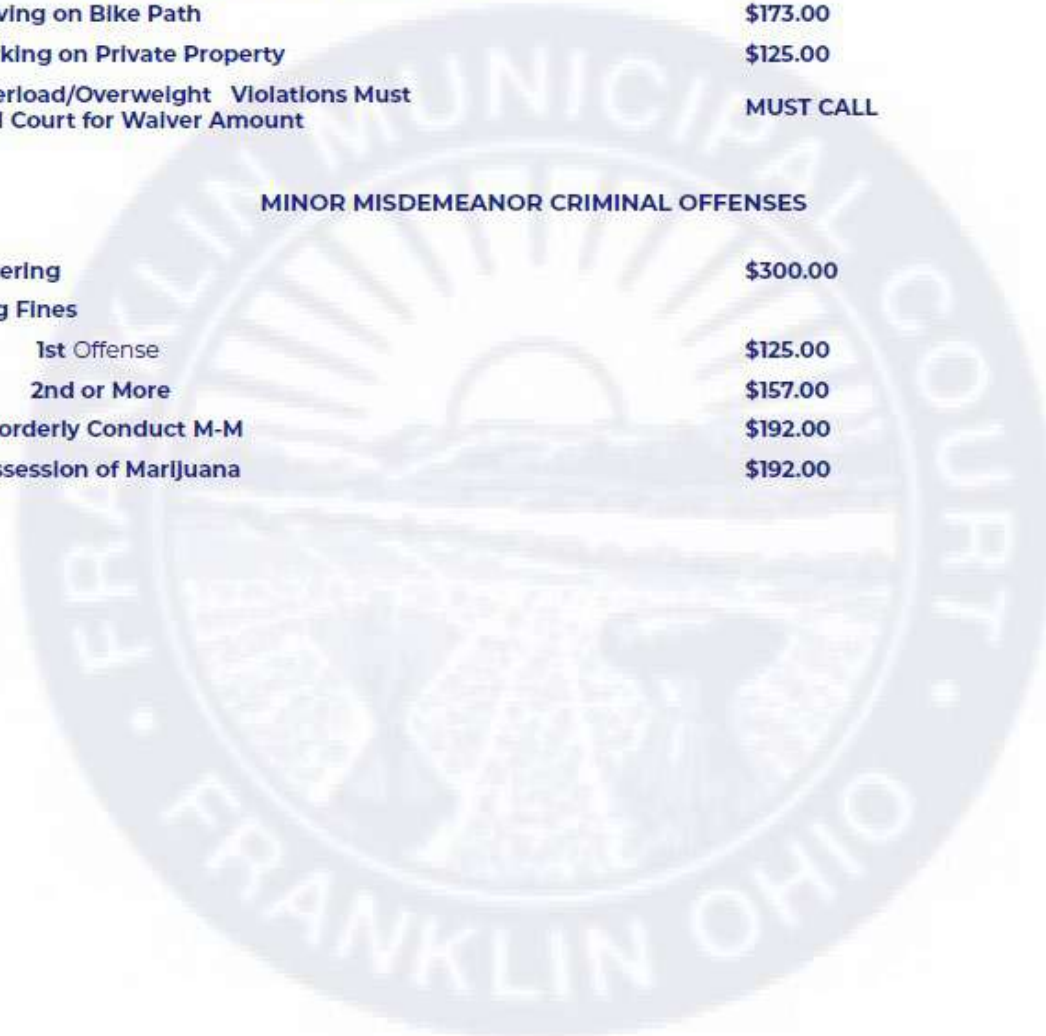
Approaching an Emergency Vehicle (MM) (First Offense)	\$173.00
Tire Peeling (MM) (First Offense)	\$173.00
Reckless Operation M-M	\$245.00
Expired Registration	\$173.00
Fictitious Registration	\$223.00
Display License	\$173.00
No Motorcycle Endorsement	\$173.00
Expired Operators License	\$233.00
No Operators License	\$215.00
Insecure Load, Over-length, and Over-width	\$373.00
Permit for Oversized Vehicle	\$173.00
Highway Use Tax (5728.02)	\$225.00
Junk Motor Vehicles (353.07)	\$175.00
Pedestrian Walking on Streets or Highway	\$173.00
Crossing Divided Highway Minor Misdemeanor	\$173.00
Driving Alone on Temporary Permit	\$173.00
Other Minor Misdemeanor Traffic (No Accident)	\$173.00
Parking Violations	\$125.00
Handicap Parking	\$423.00
Accident with Proof of Insurance	\$223.00
Wrongful Entrustment Unclassified	\$265.00
DUS-Unclassified	\$265.00
Texting While Driving	\$223.00

**MINOR MISDEMEANOR NON-MOVING TRAFFIC VIOLATIONS**

<b>Seat Belt</b>	
Driver	\$120.00
Passenger	\$110.00
<b>Child Restraint</b>	\$150.00
<b>Unsafe Vehicle</b>	\$230.00
<b>Open Container in Motor Vehicle</b>	\$230.00
<b>Unlawful Display of Law Enforcement Emblem</b>	\$215.00
<b>Driving on Bike Path</b>	\$173.00
<b>Parking on Private Property</b>	\$125.00
<b>Overload/Overweight Violations Must Call Court for Walver Amount</b>	<b>MUST CALL</b>

**MINOR MISDEMEANOR CRIMINAL OFFENSES**

<b>Littering</b>	\$300.00
<b>Dog Fines</b>	
1st Offense	\$125.00
2nd or More	\$157.00
<b>Disorderly Conduct M-M</b>	\$192.00
<b>Possession of Marijuana</b>	\$192.00



D.

FILED

WARREN COUNTY COURT AND MUNICIPAL COURTS  
OF WARREN COUNTY, OHIO

APR 11 2026 4:11  
FRANKLIN MUNICIPAL COURT  
FRANKLIN, OHIO

Uniform Bond Schedule  
Effective April 1, 2026

This uniform bond schedule is established pursuant to Rule 5.02(B) of the Rules of Superintendence for the Courts of Ohio. This uniform bond schedule supersedes the bond amounts for the offenses listed on any previous bond schedules. For offenses not listed in this uniform bond schedule, refer to the bond schedule for each court's jurisdiction.

**HOLD FOR COURT**

- MURDER
- RAPE
- MAJOR DRUG OFFENDERS
- DOMESTIC VIOLENCE
- VIOLATION OF TPO

**OVI OFFENSES**

ANY FELONY OVI.....	\$ 50,000.00 (NO 10% with TAD MONITOR)
OVI 1 <sup>st</sup> in 10 years.....	\$12,500.00
OVI 2 <sup>nd</sup> in 10 years.....	\$15,000.00
OVI 3 <sup>rd</sup> in 10 years.....	\$ 50,000.00(with SCRAM/TAD)

**FELONY OFFENSES**

F-1 Offenses.....	\$ 200,000.00 (NO 10% PERMITTED) w/GPS
F-2 Offenses.....	\$ 100,000.00 (NO 10% PERMITTED) w/GPS
F-3 Offenses.....	\$ 50,000.00 (NO 10% PERMITTED)
F3 Offense- FLEE AND ELUDE.....	\$50,000.00(NO 10% PERMITTED) w/GPS
F-4 Offenses.....	\$ 25,000.00 (10% PERMITTED)
F-5 Offenses.....	\$ 15,000.00 (10% PERMITTED)

**MISDEMEANOR OFFENSES**

M-1 Offense.....	\$ 12,500.00
M-2 Offense.....	\$ 10,000.00
M-3 Offenses.....	\$ 7,500.00
M-4 Offenses.....	\$ 5,000.00

**WILDLIFE LAWS**

M-1 Offenses (Required Appearance).....	\$12,500.00
M-2 Offenses (Required Appearance).....	\$10,000.00
M-3 Offenses (Required Appearance).....	\$ 275.00
M-4 Fishing Violations (Required Appearance).....	\$ 175.00
M-4 Offenses (Required Appearance).....	\$ 225.00
M-M Offenses (Appearance Not Required).....	\$ 195.00
Hunting Without License (Required Appearance).....	\$ 275.00

\*Upon requirement of the citing officer, or if serious injuries or death occurred, the Defendant must appear

**SPEEDING OFFENSES**

30 or more MPH over posted speed limit.....Required Appearance  
Any speeding offense M-3 or M-4.....Required Appearance

**WATERCRAFT LAWS**

M-1 Offenses (Required Appearance).....\$12,500.00  
M-2 Offenses (Required Appearance).....\$10,000.00  
M-3 Offenses (Required Appearance).....\$7,500.00  
M-4 Offenses.....\$ 225.00  
M-M Offenses ..(Appearance Not Required').....\$ 195.00

'Upon requirement of the citing officer, or if serious injuries or death occurred, the Defendant must appear.

**PARKS & RECREATION**

M-1 Offenses (Required Appearance).....\$12,500.00  
M-2 Offenses (Required Appearance).....\$10,000.00  
M-3 Offenses (Required Appearance).....\$7,500.00  
M-4 Offenses (Required Appearance).....\$5,000.00  
M-M Offenses ..(Appearance Not Required').....\$ 195.00  
M-M Parking Violations (Appearance Not Required').....\$ 135.00

'Upon requirement of the citing officer, or if serious injuries or death occurred, the Defendant must appear.

Approved:

**Warren County Court:**

  
\_\_\_\_\_  
Judge Gary A. Loxley

3/30/2026  
Date

  
\_\_\_\_\_  
Judge Robert S. Fischer

3/30/26  
Date

**Franklin Municipal Court:**

  
\_\_\_\_\_  
Judge Ronald W. Ruppert

3-30-2026  
Date

**Lebanon Municipal Court:**

  
\_\_\_\_\_  
Judge Martin E. Hubbell

3/25/26  
Date

**Mason Municipal Court:**

  
\_\_\_\_\_  
Judge D. Andrew Batsche

3-30-26  
Date

E.

# Franklin Municipal Court Technology Plan

In accordance with Loc.R. 12, this Technology Plan ("Plan") provides an overview of the Franklin Municipal Court's utilizations of technology in the delivery of court services and maintenance of judicial operations. The applications outlined in this Plan include both public-facing technologies serving litigants, attorneys, members of the public, and other justice system stakeholders, as well as internal technology systems utilized by judicial officers and court staff. 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 Plan is to:

- Define how the Court uses technology to support attorneys, parties, and the public to be aware these services are 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 cost savings through the use of technological solutions.
- Promote the alignment of IT initiatives with the goals of the Court.

## A. Case Management

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
CourtView	Court management software utilized by Court staff and Clerk of Court	Clerk of Court, Court Administrator	Clerk of Court, Court Administrator

## B. Clerk of Court Functions

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
CourtView	Case management	Vendor training materials	Clerk of Court and Staff
	Public online case access	Contact with Clerk's Office and online instructions	Clerk of Court and Staff
	Payment processing	Contact with Clerk's Office and online instructions	Clerk of Court and Staff
Ohio Attorney General	Non-payment collection	Vendor training materials	Clerk of Court and Staff
Five Points	Payment collection software	Vendor training materials	Clerk of Court and Staff

C. Not Applicable

D. Not Applicable

**E. Evidence Management**

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
Thumb Drive	Data storage		Court Staff

**F. Filing**

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
E-filing	Electronic filing	Clerk of Court, Court Administrator, Clerk Staff	Clerk of Court and Staff
Charges filed via email	Receive new charges from law enforcement partners	Clerk of Court, Court Administrator, Clerk Staff	Clerk of Court and staff

**G. Fiscal**

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
VIP	Payroll, Accounting	Web based	Court Administrator, Clerk of Court

**H. Hearings**

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
Justice AV Solutions	Video, audio recording	Court Administrator, Clerk of Court	Court Administrator, Clerk of Court, Bailiff
Lifeseize	Remote hearings	Court Administrator, Clerk of Court	Court Administrator, Clerk of Court, Bailiff

**I. Not Applicable**

**J. Not Applicable**

**K. Not Applicable**

**L. Probation**

	Purpose	How Users Receive Instructions	Dept/Role Responsible
OHLEG	Reports of criminal history /research	Web based	Community Control Staff
LEADS	Criminal history	Required Certification	Selected Community Control Staff
Justice Web	Criminal history	Web based	Selected Community Control Staff
OARRS	Pharm monitoring	Web based	Selected Community Control Staff
Forensic Fluids	Drug Analysis		Selected Community Control Staff
SCRAM	Individual monitoring	Manual, online	Selected Community Control Staff
EzJustice (OCSS)	Case Management Software	Manual, online	Community Control Staff

**M. Not Applicable**

**N. Records Management/Retention**

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
CourtView	Scan images, journalize	Manual	Clerk of Court staff
Docuware	Record retention	Manual	Court Administrator, Clerk of Court and staff

**O. Special Accommodations**

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
Language Line	Interpreter services	Ohio Supreme Court, Court staff	Court Administrator, Bailiff

**P. Not Applicable**

**Q. Website**

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
www.franklinohio.org	Court access through municipality	Government	City of Franklin
www.franklinmunicourt.com	Direct access, online payment, forms, docket, information	Self-guided	XPonex, Court Administrator, Clerk of Court

## Future Implementation Plans

- E-Filing through CourtView software

F.

**Franklin Municipal Court  
Warren County, Ohio**

FILED  
2025 SEP -2 AM 3:57

In Re: Superintendence Rule 5(F) Compliance

Ronald W. Ruppert, Judge  
September 1, 2025 FRANKLIN, OHIO

**I. Superintendence Rule 5(F)**

Pursuant to Superintendence Rule 5(F) Franklin Municipal Court hereby establishes a Compliance Plan for the submission of fingerprints, incident tracking numbers (ITN) and case disposition numbers; mental health adjudications; protection orders; bureau of motor vehicle convictions and points.

**II. Statutes**

Franklin Municipal Court adheres to the following statutes and rules to ensure compliance.

- R.C. 109.60(A)(2)(3)      Order to defendant to appear before Sheriff for fingerprinting
- R.C. 109.57(A)(2)      Requirement for the Clerk of Court to submit dispositions
  
- Ohio Supreme Court Rule of Superintendence 5      Creation of local rule and compliance plan on reporting dispositions to BCI
  
- Local Rule      Reporting finger printing and dispositions to law enforcement databases

**III. Case Management System (CMS)**

- A. The Court's CMS, CourtView, is programmed to recognize Ohio Revised Code section numbers associated with reportable offenses. The CMS Case Information screen alerts staff each time a record is initially opened if an ITN (Incident

Tracking Number) has not been entered in the required field. This alert shall cause the staff member to immediately address the need for fingerprinting.

*Note: Only ORC section numbers are recognized by the CMS. Clerks must determine if a criminal offense charged under local ordinance, is a reportable offense.*

The CMS contains an electronic disposition reporting function that extracts the BCI-required information from the Disposition screen of each case selected. That data is uploaded to a file and electronically submitted by the Clerk to BCI.

The CMS is programmed to create an automatic docket entry in a case when the disposition information for that case has been submitted electronically to BCI.

#### **B. Clerks**

Upon receipt of a complaint, the clerk shall determine if a fingerprint card accompanies the complaint. The ITN number shall be entered in the required field in the CMS, the fingerprint card shall be docketed and scanned, and the card shall be placed in the case file.

If a complaint is submitted without a fingerprint card, and the CMS alerts that an ITN is required for the charged offense, the clerk shall place a note on the case file and in the docket notes, prior to sending the file to the courtroom, indicating fingerprinting is required.

At any time after initial arraignment, if a clerk opens a record in the CMS and is alerted to the need for an ITN number, the clerk shall place a note on the case file and in the docket notes that fingerprinting is required.

The clerk shall docket and scan a fingerprint Order that has been issued by a Judge and shall docket and scan the return of the Order and fingerprints and enter the ITN number provided.

The Clerk's Office shall process an electronic disposition report to BCI no less than weekly.

The Clerk of Court shall review the weekly E-Disposition Process Report from the Ohio Attorney General's office and shall correct any errors noted on the report.

#### **C. Judges**

At arraignment, the Judge shall review each case file that requires fingerprinting. The Judge shall order the Jail to fingerprint any defendant who is incarcerated at the time of video arraignments. The Judge shall order a defendant appearing in person at arraignment to report to the Warren County Sheriff's Office or Franklin Police Department for fingerprinting and may add as a

condition of bond to provide fingerprints within 24 hours. The Judge shall provide a copy of the fingerprinting Order to the defendant.

At any subsequent hearing for a case wherein a defendant has failed to comply with the Judge's fingerprint Order, the Judge shall order the defendant to be fingerprinted immediately by the Franklin Police Department or the Warren County Sheriff's Office.

**IV. Training**

Franklin Municipal Court recognizes the importance of training among Court staff. Each Clerk, Deputy Clerk, and Court staff shall receive a copy of this Compliance Plan and training on specialized tasks.

The Judges and the Clerk of Court shall regularly review and update this Compliance Plan no less than yearly. Franklin Municipal Court staff shall continually assess the procedures contained herein and shall report to the Judges and/or Clerk of Court any identified failures. Staff are encouraged to also communicate suggestions for improvement.

**V. Approval and Effective Date**

This BCI Reporting Compliance Plan is hereby approved and adopted and will be effective as of the date signed below.

 9-2-2025  
Ronald W. Ruppert, Judge  
Franklin Municipal Court

G.

FILED

IN THE FRANKLIN MUNICIPAL COURT  
WARREN COUNTY OHIO

2025 DEC 18 AM 10:27  
FRANKLIN MUNICIPAL COURT  
FRANKLIN, OHIO

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**GENERAL ORDER OF REFERENCE:**

**No. 0001**

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The Magistrate of the Franklin Municipal Court, Warren County Ohio, is hereby authorized and empowered to exercise, at any time, in any case, all powers granted to Magistrates pursuant to Ohio Civil Rule 53; Ohio Criminal Rule 19; Ohio Traffic Rule 14; and any other provision of law granting powers to Magistrates in the State of Ohio.

  
Judge Ronald W. Ruppert      12-18-2025  
Date:

RONALD W. RUPPERT  
JUDGE  
FRANKLIN MUNICIPAL COURT  
FRANKLIN, OHIO