

## **Chapter 1 – General Court Information**

### **Rule 1.01 – General**

These rules conform to the Ohio Rules of Civil Procedure and the Rules of Superintendence for the Courts of Ohio and provide for the efficient and expeditious management of business before the Common Pleas Court for Carroll County, Ohio, General Trial Division, (“Court”) with due regard to local practices and requirements. These rules shall supersede all previous rules and amendments. However, these Local Rules are not meant to supersede the Rules of Superintendence for Common Pleas Courts established by the Supreme Court of Ohio or the Ohio Rules of Civil Procedure. Any previously ordered local rules of practice that conflict with the following rules shall be rendered void and of no force and effect.

### **Rule 1.02 – Hours of Court Sessions**

The sessions of the Court generally shall be daily, Monday through Friday, from 8:00 a.m. to 4:00 p.m. The Court shall be in session at such other times and hours as the administrative judge or any judge shall prescribe to meet special situations or conditions.

### **Rule 1.03 – Addresses and Telephone Numbers**

#### Courthouse:

119 South Lisbon Street, Suite 400

Carrollton, Ohio 44615

Telephone: 330-627-2450

Court facsimile: 330-627-0985

Internet Address: <https://carrollcountyohio.us/agencies-and-departments/court>

#### Clerk of Courts:

119 South Lisbon Street, Suite 401

Carrollton, Ohio 44615

Telephone: 330-627-4886

Facsimile: 330-627-6437

Internet Address: <https://carrollcountyohio.us/agencies-and-departments/courts/clerk-of-courts/>

### **Rule 1.04 – Court Security**

All persons entering the Carroll County Courthouse, including elected officials, attorneys, law enforcement and security officers, must enter through the 2<sup>nd</sup> Street entrance and will be subject to security screening. Screenings will occur for each visit to the Carroll County Courthouse regardless of the purpose or the hour. Employees with keys may enter the building through alternate doors.

### **Rule 1.05 – Court Attire**

All persons must dress in proper attire when entering a courtroom. No attorney, party or witness shall be permitted to appear in the courtroom or offer testimony while dressed in shorts or “tank tops.” Proper footwear must also be worn. No “flip flops”. It shall be the duty of counsel to advise the parties and witnesses of this rule prior to their appearance in court.

### **Rule 1.06 – Forms**

The forms mentioned in the Local Rules can be obtained from the Court’s and the Clerk of Court’s website.