

Chapter 4 – Case Management/Scheduling

Rule 4.01 – Purpose

Pursuant to Rule 5(B)(1) of the Rules of Superintendence for the Courts of Ohio, this Court establishes the following rule system for case management. These rules, which may be amended and/or supplemented from time to time as deemed necessary, are intended to enable just and efficient resolutions of cases, to reduce delay in the consideration of cases by the Court, and to ensure the readiness of cases for pretrial, hearings, trial and/or other proceedings that are required by the Court.

Rule 4.02 – Assignment of Civil Cases

The assignment of cases shall be in accordance with the Rules of Superintendence for the Courts of Ohio. The management and control shall then be the responsibility of the Court and the Courts' staff.

Rule 4.03 – Trial Dates

All dates for trial shall be made by the Court or Court Administrator's office. The Order or Notice of date for trial shall be filed with the Clerk of Courts and mailed or delivered to all interested counsel and parties who are unrepresented.

Rule 4.04 – Oral Hearings

Motions will be scheduled for non-oral consideration unless a written request for an oral hearing is made by the party submitting or opposing the motion. All motions where oral argument has been requested, unless oral argument is otherwise dispensed with by the Court, shall be set for oral hearing by the Court. However, Objections and Motions to Set Aside will automatically be scheduled for oral hearing by the Court.

Rule 4.05 – Motions to Revive Dormant Judgment

Motions to revive a dormant judgment will be placed on the active docket after a notification has been filed with the Clerk of Court.

Rule 4.06 – Administrative Appeals

Administrative Appeal actions are reviewed for case management purposes in the month following filing, take precedence over all other civil actions, and are governed by the various provisions of the Administrative Appellate Procedure Act (R.C. 2506.01 et seq.) or the Administrative Procedure Act (R.C. 119.12).

Rule 4.07 – Jury Administration and Operation

Consistent with amended Civil Procedure, Sup. R. 9 (C), and in an effort to:
a) improve the overall efficiency of jury operations, b) reduce the cost of the jury system, and c) decrease the burden that jury service often places upon those citizens called for jury service, this Court adopts, and incorporates by reference as fully as reproduced herein, the “Ohio Trial Jury use and Management Standards” adopted by the Ohio Supreme Court on August 16, 1993.

This Court will continue to draw new jury panels, grand and petit, for each new term of court from the annual jury list as compiled from voting registrations. The court reserves the right to supplement each such panel with additional jurors if the number of jury trials assigned for any given term indicates it necessary.