

**HURON COUNTY COMMON PLEAS COURT
PROBATE DIVISION
2 EAST MAIN STREET ROOM 106
NORWALK, OH 44857**

RULES OF COURT

Judge Timothy L. Cardwell

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LIST OF CHANGES ADOPTED OR NEW RULES ADOPTED

Changes adopted on September 13, 2011

Rule 48 – Records Retention

Changes adopted on January 20, 2012

Rule 24 – Court Costs (amounts updated)

Changes adopted on May 11, 2012

Rule 49 – Attorney Fees in Guardianships & Trusts

Rule 50 – Frequency of Accounting by Guardian

Changes adopted on July 13, 2015

Rule 24 – Court Costs (amounts updated)

Rule 25 - Guardians

Rule 45 Rescinded – Appointment of Judge to Issue Search Warrant & to Hold Preliminary Hearings in Probation Revocation Matters

Rule 48 – Records Retention Schedule

Changes adopted on February 25, 2016

Rule 40 – Compensation for Preparing Transcripts and Copies

Changes adopted on February 8, 2017

Rule 7 – Court Appointed Counsel

Rule 10 – Pleadings

Rule 21 – Mediation

Rule 23 – Examination of Files, Records, and Other Documents

Rule 43 – Filing Documents by Facsimile or E-Mail Prohibited

Rule 49 – Attorney Fees in Guardianship & Trusts

Appendix 12 – Notice/Application for Change of Address

Changes adopted on March 9, 2017

Rule 25 – Guardians

Appendix 7 – Repealed and Replaced with SPF 27.7 and/or SPF 27.8

Appendix 8 - Repealed and Replaced with SPF 27.5

Appendix 9 - Repealed and Replaced with SPF 27.0

Appendix 10 - Repealed and Replaced with SPF 27.1

Appendix 11 - Repealed and Replaced with SPF 27.2

Appendix 12 - Repealed and Replaced with SPF 27.3

Appendix 13 – Changed to Appendix 7

Changes adopted on July 26, 2017

Rule 51 – Appointment and Compensation of Appraisers

Rule 52 – Fees when Acting as Both Fiduciary and Attorney

Changes adopted on November 1, 2017

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- Rule 27 – Counsel Fees Decedent’s Estate, Trusts or Guardianships
- Rule 28 – Schedule of Fees for Ordinary Legal Services in the Administration of Estates of Deceased Persons
- Rule 32 – Compensation for Executors and Administrators
- Rule 42 – Processing Overpayments and Underpayments Made by Parties

Changes adopted on March 1, 2019

- Appendix 1 – Court Costs

Changes adopted on October 9, 2020

- Appendix 2 - Records Retention Schedule
- Rule 46 – Filing Documents by Electronic Means

Changes adopted on August 23, 2021

- Appendix 1 – Court Costs
- Rule 53 – Name Change and Name Conformity Proceedings

Changes adopted on September 23, 2021

- Appendix 1 – Court Costs

Changes adopted on January 4, 2022

- Rule 3 – Case Management Plan
- Rule 31 – Attorney Fees in Guardianship & Trusts

Changes adopted on October 19, 2022

- Appendix 1 – Court Costs
- Rule 48 – Special Projects Fund
- Rule 54 – Remote Appearances
- Rule 55 – Technology Plan

Changes adopted on January 30, 2025

- Rule 3 – Case Management Plan
- Rule 10 – Pleadings
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- Rule 25.04 – Guardian Background Checks
- Rule 25.12 – Guardian’s Compensation

Rule 28 – Schedule of Fees for Ordinary Legal Services in the Administration
of Estate of Deceased Persons

Rule 30 – Repealed and not replaced

Rule 33 – Trustee’s Compensation

Rule 43 – Repealed and not replaced

Rule 48 – Special Projects Fund

Rule 52 – Appointment and Compensation of Appraisers in Estate
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Appendix 1 – Court Costs

Appendix 3 – Computation of Attorney Fees in Decedent’s Estate

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Appendix 4 – Computation of Fiduciary Fees in Decedent’s Estate

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Appendix 6 – Computation of Attorney Fees in Guardianships & Trusts

It is hereby ordered, adjudged and decreed that, effective January 28, 2025, in accordance with Rule 5 of the Rules of Superintendence for the Probate Division of the Court of Common Pleas, the following shall constitute the local rules of the Probate Division of the Huron County Common Pleas Court of Huron County, Ohio.

Rule 1
Hours of the Court

The Probate Court and its offices shall be open for the transaction of business from 8:00 a.m. to 4:30 p.m. Monday through Friday of each week. The Court shall be closed on Saturday, Sunday and legal holidays.

Rule 2
Court Administrator

The Judge shall appoint an Administrator who will function as the chief non-judicial officer of the Court. In addition to providing general supervision of the Court's assignments, probation, jury, budgetary and personnel systems, the Court Administrator will implement the administrative policy decisions of the Court and perform such other duties as may be assigned by the Court. With the exception of the Magistrate, all other Court personnel shall be under the general supervision of the Court Administrator.

Rule 3
Case Management Plan

As adopted by the Probate Court on June 28, 1991, and docketed in this Court with Case Number 11444, Docket 25, Page 369, the Court's Case Management Plan shall be as follows:

COURT OF COMMON PLEAS
PROBATE DIVISION
HURON COUNTY, OHIO

In the Matter of
Probate Case Management Plan

Case Number: 11444
Docket Number: 25
Page Number 369

Pursuant to C.P. Sup.R. 9, the Court hereby establishes the following plan for the filing, processing and hearing of matters in the Huron County Common Pleas Court, Probate Division. The time frame established for each phase is to be followed as closely as possible with the primary goal being to move each case as expeditiously as possible.

I. Civil Actions

Adequate statutory provisions exist to control timeliness of filings.

- A. When a new civil action is filed, time requirements shall be noted in the case file.
- B. When an attorney fails to comply with time requirements, a notice of such shall be sent immediately by the Court to that attorney.

II. Land Sales

Notice shall be sent to the attorney for any land sale which has not been concluded within one (1) year from the date of filing. If the attorney fails to respond to the notice within fourteen (14) days, the matter shall be set for a pre-trial conference with the following requirements:

- A. The attorney of record must attend the pre-trial conference and must have full authority to enter into a binding pre-trial order.
- B. A written status report shall be filed with the Court no later than seven (7) days prior to the pre-trial conference.
- C. The status report shall address the issues as to the efforts being made to sell the real estate and the expected date upon which the case will be closed.

III. Decedents' Estates

- A. The statutory time for the filing of an account as required by O.R.C. §2109.30 shall be enforced and the citation procedure as provided by O.R.C. §2109.31 shall be utilized if necessary to gain compliance.
- B. The Court may set a pre-trial conference within thirty (30) days after the filing of objections to the Inventory and objections to the Account and may, at the pre-trial conference, set the matter for an evidentiary hearing within thirty (30) days thereafter.
- C. All decedents' estates which are current as to accounts but remain open after a statutory deadline shall be subject to a status conference. The fiduciary and the attorney shall be present, and a written status report shall be submitted to the Court at the time of the status conference.
- D. Any attorney filing an account in a guardianship or trust shall be required to provide receipts. All receipts shall be returned by the Court and shall be retained by the attorney or fiduciary. If the Court finds a discrepancy in the account, all documents shall be returned to the attorney for correction and shall not be accepted for filing.

IV. Wrongful Death Settlements

All hearings may be held within thirty (30) days of the filing of Standard Probate Form 14.0; however, if appointment of a guardian or guardian ad litem is necessary, the hearing may be held within fifteen (15) days after the appointment.

V. Guardianships and Trusts

Adequate statutory provisions exist to control timeliness of filings; however, each case may be subject to annual review.

VI. Motions

- A. Oral arguments of motions may be permitted on application and proper showing.
- B. The moving party shall serve and file with the motion a brief written statement in support of the motion and a list of citations of authorities in support.
- C. The Court may set a hearing within thirty (30) days after receipt of the request.

Rule 4 **Conduct in Court**

Any conduct that interferes or tends to interfere with the proper administration of the Court is prohibited. Spectators shall be allowed in the Courtroom for confidential cases only with the consent of the Court. No pagers or mobile phones shall be allowed in the Courtroom unless audible signal is turned off. All mobile phones that are equipped with camera phones/recorders must be turned off. In addition, any recording devices are prohibited in the courtroom.

Rule 5 **Court Records**

The Judge, as ex-officio Clerk of the Probate Court, is responsible for all pleadings and papers filed. No records shall be taken from the Court without the Court's permission. Copies of all pleadings and journal entries of record shall be available for counsel representing any party to a case.

Rule 6 **Recording of Proceedings**

All testimony or other oral proceedings shall be recorded by electronic means. Any party may provide a Court reporter at his/her own expense to make a written record from the electronic recording of any proceeding before the Court.

Rule 7 **Court Appointed Counsel**

- (A) The Court shall maintain a list of appointees qualified to serve in the capacity designated by the Court. Any attorney licensed to practice in the State of Ohio may submit a request for inclusion on the appointment list. The Court will ensure an equitable distribution of appointments, while considering the skill and expertise of the appointee in the designated area of the appointment, and the management of the appointee's caseload. The Court will conduct a review of its appointments at least annually to ensure the equitable distribution of appointments.

In making appointments, the Court will take into account all of the following:

- (1) The anticipated complexity of the case in which appointment will be made;

- (2) Any educational, mental health, language or other challenges facing the party for whom the appointment is made;
- (3) The relevant experience of those persons available to accept the appointment, including proficiency in a foreign language, familiarity with mental health issues, and scientific or other evidence issues;
- (4) The avoidance of conflicts of interest or other situations that may potentially delay timely completion of the case;
- (5) Intangible factors, including the Court's view of a potential appointee's commitment to providing timely, cost-effective, quality representation to each prospective client.

See: Rule 8(D) of the Ohio Rules of Superintendence.

- (B) Fees and expenses for representation shall be submitted to the Court within 30 days of final disposition.

Rule 8 **Counsel of Record**

Each attorney representing a party in this Court and who is not Court-appointed shall see that he or she is properly listed as counsel of record for said party in accordance with Rule 11 of the Rules of Civil Procedure by filing a written notice with the Court or by appearing personally at a Court hearing and informing the Court of said representation. The Court will not consider such representation to continue for the purpose of any case other than the particular case in which appearance is entered, unless otherwise notified in writing.

Subsequent to entering an appearance, the attorney or his or her firm will be considered counsel of record until such time as a Journal Entry of withdrawal is approved by the Court and filed in the case.

Rule 9 **Communications with Judge and Magistrate**

- A. Ex parte Communications. No attorney or party shall discuss the merits either orally or in writing, of any litigation with the Judge or Magistrate presiding over the matter before final disposition thereof without the presence of or by mailing or delivering a copy of any writing to opposing counsel or the party, if not represented.
- B. Attorney Conferences. If it is determined that an issue in a pending action needs to be discussed with the Judge or Magistrate prior to hearing or disposition of the action, the attorney desiring said conference may, with notice to opposing counsel, request a conference with the Judge or Magistrate.

Rule 10
Pleadings

All pleadings, motions and memoranda filed with the Court shall contain the following information:

- A. Name, address, telephone number, facsimile number, e-mail address, and Supreme Court registration number of counsel;
- B. The current address of all parties to the action on original and post-judgment pleadings.

Pleadings filed in the Probate Division of this Court will include the filing of the original and a copy for each additional case number listed on the pleading.

The Court will not accept for filing any pleading that is incomplete in form or does not contain the correct number of copies.

Counsel shall file with the Clerk of Probate Court written notice of any change of address.

Rule 11
Depositions

Any deposition filed with the Clerk of this Court shall not be withdrawn except by leave of the Court.

The use of videotaped depositions and testimony is permissible, provided that the following guidelines are met:

- A. When testimony is recorded on videotape pursuant to Civil Rule 40 and Sup. R. 11 and 13, it will be the responsibility of counsel to instruct the person before whom the testimony is taken in accordance with Civil Rule 28(A), to note by the use of a digital counter or other clock device connected with the tape the point on the videotape where objections consecutively are made. The notary will then number the objections consecutively and attach this record to the certification when filed with the Clerk.
- B. Objections must be made at the conclusion of the questions and answers only. Counsel shall state the basis for the objection, and may read citations into the record at this time; however, additional citations may be provided to the Court at a later time. Any objections made prior to the completion of an answer may, in the Court's discretion, be disregarded and overruled.
- C. When cases are assigned for trial pursuant to Civil Rule 40 and Sup. R. 13 (B), a date will be assigned for the filing of plaintiff's testimony and defendant's testimony for editing. A copy of the transcript of the testimony or such portion thereof as is necessary to rule on any objections shall accompany a videotape deposition. The transcript shall be certified by the transcriber to be a true and accurate transcription.
- D. In all cases where testimony is recorded on videotape, the costs shall be assessed pursuant to Sup. R. 13(D).

- E. If videotape depositions are to be used in the trial of a case, the tape(s) must be filed with the Clerk of Courts, for editing by the Court, no later than seven (7) days prior to trial. Any videotapes submitted after this date will not be presented to the jury, unless for good cause shown, the Court grants leave to file said depositions out of rule. All videotape depositions must comply with the requirements of Sup. R. 13 (A). Except for good cause shown, there will be no trial continuances for inability of a medical expert to be present to testify.
- F. Videotape Trials: The Court may, in any appropriate case, order the recording of all testimony and evidence on videotape in accordance with Sup. R. 13 (B).
- G. Pursuant to Civil Rule 54 (D) and in compliance with Sup. R. 13 (D) deposition costs, including costs of video depositions, shall be taxed as costs and shall be recoverable by the prevailing party. This shall apply only to depositions used in lieu of testimony at trial.

Rule 12
Certificate of Service

Proof of service of all pleadings, motions, briefs, memorandums or other writing filed with Court shall be by certificate of service attached to such pleading, motion, brief, memorandum or other writing and shall include the names and addresses of the attorneys and/or parties served, not simply “all parties or counsel of record”.

Rule 13
Filing the Praecipe for Subpoena

The Court strongly recommends that all precipes for subpoenas be filed ten (10) days prior to the date the witness is to appear in Court. The Court reserves the right not to grant continuances due to the lack of service, unless the precipe was timely filed.

Rule 14
Motions

All motions, unless made during a hearing or trial, shall be made in writing unless otherwise permitted by the Court. All motions shall state with particularity the grounds and shall clearly state the relief or order sought.

Motions filed in the Probate Division of this Court will include filing the original.

Opposing counsel shall answer said motion within ten days after service thereof unless the Court establishes a different due date.

Rule 15
Pro Se Motions

The Court will accept a Pro Se Motion and schedule the Pro Se Motion for a hearing if all of the following apply:

- A. The motion must be typed and include the case heading and case number
- B. The original motion is provided to the Court

- C. The motion states clearly the relief sought and with particularity the grounds for the relief.
- D. The motion is signed by the person seeking relief
- E. A precipe for service is filed

If the motion does not include all of the above, the Court will request a properly completed Pro Se Motion before scheduling a hearing.

Rule 16

Pre-trial Conferences

The Court will schedule a pre-trial for all civil cases unless specifically waived by the Court. Such pre-trial conferences shall be held with the intention of accomplishing the objectives set forth in Rule 16 of the Ohio Rules of Civil Procedure. Pre-trials shall be held at such times as the Court shall direct. The Deputy Clerk of the Probate Court shall give notice of a pre-trial conference by delivering or mailing a copy of such notice to all known interested counsel and to all parties. Such pre-trial conferences shall be attended by counsel for the parties, who shall have their clients present, and by all un-represented parties. Counsel attending the pre-trial conference shall have complete authority to stipulate matters of evidence, to make admissions, and to discuss settlement. Parties or attorneys may be excused from pre-trials only with permission from the Court prior to the pre-trial conference.

Rule 17

Conduct of Counsel at Trial

Except by permission of the Court, only one counsel for each party will be permitted to speak on any interlocutory motion, or upon any question arising during the trial of a cause or a proceeding; and only one counsel for each party will be permitted to examine the same witness in any trial or proceeding before the Court.

In any argument to the Court or jury upon the trial of a cause, only two counsel for each party will be heard unless for special reasons the Court permits otherwise. The Court may limit the time for argument, as it may deem reasonable.

Only counsel and parties shall be seated at counsel table except as may be otherwise authorized by the Court.

Rule 18

Default Judgment

Default Judgments shall be granted in accordance with Civil Rule 55. Motions shall be accompanied by a proposed Judgment Entry.

When a principal party against whom a judgment for affirmative relief is sought has failed to plead or otherwise defend as provided by these rules, the party entitled to a judgment by default shall apply in writing or orally to the Court therefore; but no judgment by default shall be entered against a minor or an incompetent person unless represented in action by a guardian or other representative who has appeared therein. If the party against whom

judgment by default is sought has appeared in the action, he shall be served with written notice of the application for judgment at least seven (7) days prior to the hearing on such application, the date and time to be fixed by the Deputy Clerk of the Probate Court with the concurrence of the Judge assigned. If, in order to enable the Court to enter judgment or to carry it into effect, it is necessary to take an account or to determine the amount of damages or to establish the truth of any averment by evidence or to make an investigation of any other matter, the Court may conduct such hearings or order such references as it deems necessary and proper and shall when applicable accord a right of trial by jury to the parties.

Rule 19 **Jury Service**

The Court adopts the Jury Management Plan filed July 13, 1998.

Rule 20 **Court Security**

The Huron County Common Pleas Court is charged with dispensing justice, resolving disputes, and protecting the constitutional rights of those who appear before the Court.

Accordingly, appropriate levels of security should exist in the Court to protect the integrity of the Court procedures, protect the rights of individuals before it, sustain the decorum and dignity of the Court, and assure that Court facilities are secure for all those who visit and work there.

Therefore, pursuant to Rule 9 of the Rules of Superintendence for Common Pleas Courts the Court establishes as follows:

This Court, in conjunction with the Common Pleas Court General Division and the Norwalk Municipal Court, has appointed a Local Advisory Committee consisting of representatives of each of the following groups: Judges, law enforcement officials responsible for Court security, County Commissioners, City of Norwalk Safety Service Director, county office holders with offices located in the Courthouse, Huron County Bar Association and members of the public.

The Court shall implement a local Security Plan and Procedure Plan which plan shall address the Ohio Court Security Standards adopted by the Supreme Court of Ohio on October 17, 1994.

The Local Court Security Advisory Committee shall adopt a Security Operations Manual, which manual shall establish written directives for the purpose of ensuring security within the Court while maintaining accessibility to the community.

Rule 21 **Mediation**

21.01 General provisions

Appropriate cases may, upon completion of necessary pleadings or motions, be referred by the Judge or a magistrate to a mediator for a mediation conference. Cases involving other disputed issues may also be referred to mediation. Prior to a case being referred to mediation, the judge or magistrate shall fully advise all parties of their right to legal representation. The following actions, however, shall be exempted from mediation:

- A. Cases in which one party has been convicted of, or pled guilty to, a violation of R.C. 2915.25 (domestic violence) within the past two years or when a civil temporary protection order involving the parties is in effect;
- B. Cases in which there are current allegations of domestic violence between the parties;
- C. Cases in which the geographic distance between the parties makes it not feasible for them to participate in mediation sessions;
- D. Cases in which one of the parties is mentally ill;
- E. In emergency circumstances requiring an immediate hearing by a jurist; or,
- F. Cases in which the parties have arrived at a resolution and executed an Agreed Judgment Entry.

The mediation conference shall be set at the earliest practical date, giving consideration to responsive pleadings, appearances by counsel for all the parties, and other facts and circumstances.

A referral to mediation shall be by judgment entry or magistrate's decision which shall set the time and place of the conference. All parties shall attend mediation when referred. Attendance by counsel is optional. Other individuals designated by a party may attend and participate in mediation, provided that such attendance or participation does not jeopardize the mediation process.

At the mediation conference, the mediator shall attempt to resolve the entire case. The mediator may schedule, recess or continue the conference and exercise such other powers as are necessary and proper for the mediation of cases.

Statements made during a mediation conference are subject to and governed by the "Uniform Mediation Act" (R.C. 2710.01 to 2710.10), R.C. 3109.052 and Rule 408 of the Ohio Rules of Evidence.

21.02 Special provisions involving domestic violence

All parties and counsel shall advise the judge or magistrate of any domestic violence allegations known to them to exist or to have existed in the past, or which become known to them following entry of the order but before conclusion of all mediation proceedings, which allegations involve any two or more persons whose attendance is required by the referral order.

The judge or magistrate shall ensure that any such victim or suspected victim of domestic violence has been referred to the Huron County Victims' Assistance Program, or other comparable program.

Mediation shall not be used:

- A. As an alternative to the prosecution or adjudication of domestic violence;
- B. In determining whether to grant, modify or terminate a protection order;
- C. In determining the terms and conditions of a protection order; and,
- D. In determining the penalty for violation of a protection order.

21.03 Mediator qualifications and training

A mediator to whom the Court makes referrals for mediation of allocation of parental rights and responsibilities and the care of, or visitation with, minor children shall satisfy all of the following:

- A. Possess a bachelor's degree, or equivalent education experience as is satisfactory to the Court, and at least two years of professional experience with families. "Professional experience with families" includes mediation, counseling, casework, legal representation in family law matters, or such other equivalent experience satisfactory to the Court;
- B. Complete at least twelve hours of basic mediation training or equivalent experience as a mediator that is satisfactory to the Court; and,
- C. After completing the training required by Loc. R. 29.03(B), complete at least forty hours of specialized family or divorce mediation training that is provided by a training program approved by the Dispute Resolution Section in accordance with the standards established by the Supreme Court Advisory Committee on Dispute Resolution.

This mediator is also encouraged to comply with the Model Standards of Practice for Family and Divorce Mediation and the Special Policy Considerations for State Regulation of Family Mediators and Court Affiliated Programs, except when inconsistent with the terms of Loc. R. 21.

Rule 22

Motion for Contempt

A motion for contempt shall be commenced by the moving party filing the following:

- A. Motion
- B. Memorandum in Support
- C. Supporting Affidavits, if applicable
- D. Deposit for costs has been submitted to the Court, or a waiver of the deposit has been granted.

Rule 23
Examination of Files,
Records and Other Documents

Introduction

It is the policy of the Huron County Common Pleas Court, Probate Division, that openness leads to a better-informed citizenry, which leads to better government and better public policy. It is the policy of this Court to strictly adhere to Ohio's Public Records Act and to those portions of the Ohio Revised Code and Ohio Rules of Civil Procedure that require certain records to remain confidential. Any denial of public records in response to a valid request must be accompanied by an explanation. If the request is in writing, the explanation must also be in writing.

Section 1. Public Records

This Court, in accordance with the Ohio Revised Code, defines records as including the following: any document – paper, electronic (including, but not limited to e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of this Court are public unless confidential or otherwise exempt from disclosure under the Ohio Revised Code and the Ohio Rules of Civil Procedure.

Section 1.1

It is the policy of this Court that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated regularly and posted prominently.

Section 1.2

Certain records kept by this Court are excluded from public inspection by applicable provisions of the Ohio Revised Code and Rule 55 of Rules of Superintendence and shall not be released to the general public. These records include, but are not limited to, the following:

- A) Adoption and Mental Illness records [O.R.C. §149.43(A)(1)(d) & §5122.31];
- B) Judge's or Magistrate's trial notes [O.R.C. §149.43(A)(1)(g)];
- C) Putative father registry information [O.R.C. §149.43(A)(1)(e)];
- D) Medical records which include documents pertaining to medical history, diagnosis, prognosis or medical condition of a patient including psychiatric history, diagnosis and prognosis [O.R.C. §149.43(A)(1)(a); O.R.C. 2151.14(B)];
- E) Sealed or expunged records [O.R.C. §2151.355 to 2151.358, et seq.];
- F) Fingerprints and photographs, and records of an arrest or custody that were the basis of the taking of fingerprints or photographs [O.R.C. §2151.313(D)];
- G) Records the release of which is prohibited by state or federal law [O.R.C. §149.43(A)(1)(v)].

Section 2. Record Requests

Each request for public records should be evaluated for a response using the following guidelines:

Section 2.1

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the Court to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification, and should assist the requestor in revising the request by informing the requestor of the manner in which the office keeps its records.

Section 2.2

The requestor does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is this Court's general policy that this information is not to be requested.

Section 2.3

Public records are to be available for inspection during regular business hours, with the exception of holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; the accessibility of the records; and, the necessity for any legal review of the records requested.

Section 2.4

Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. All requests for public records must either be satisfied or be acknowledged in writing by the Court within five business days following the Court's receipt of the request. If a request is deemed significantly beyond "routine," such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following: a) an estimated number of business days it will take to satisfy the request; b) an estimated cost if copies are requested; and, c) any items within the request that may be exempt from disclosure.

Section 2.5

Any denial of public records requested must include an explanation. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the remainder released, if permitted by Ohio law. If there are redactions, each redaction must be accompanied by a supporting explanation.

Section 3. Costs for Public Records

Those seeking public records will be charged only the actual cost of making copies. Persons requesting documents may ask that the paperwork be mailed to them. They will be charged the actual cost of the postage and mailing supplies.

Section 4. E-mail

Documents in electronic mail format are records as defined in the Ohio Revised Code when their content relates to the business of the Court and is not confidential or otherwise exempt by applicable Ohio law. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

Section 4.1

Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of the Court are instructed to retain their e-mails that relate to public business and to copy them to their business e-mail accounts and/or to the Court's records custodian.

This policy is adopted by the Huron County Common Pleas Court, Probate Division, on the 1st day of October, 2007 in response to recent statutory amendments regarding public records which became effective on 29 September 2007.

Rule 24
Court Costs - Probate Division

The Court will assess court costs in accordance with Appendix 1 attached hereto and incorporated by reference.

Rule 25
Guardians

The Court will not accept for filing any guardianship for a minor where the only purpose of the guardianship is to establish a residency for school purposes. Custody for school purposes is a matter to be heard and determined in the Juvenile Division of the Court under O.R.C. 2151.23(A).

Rule 25.01 Applicability

The Huron County Probate Court Local Rules regarding guardianships shall apply to all guardianships administered through this Court, unless otherwise indicated in the particular Local Rule, or unless expressly waived by Court Order.

Rule 25.02 Emergency Guardianships

Pursuant to Sup.R. 66.03(A), the following process will be observed for emergency guardianships. Every application for the appointment of an ex parte emergency guardian shall be accompanied by: a) a Statement of Expert Evaluation (SPF 17.1) with the supplement pertaining to emergency guardianships (SPF 17.1A); b) a completed Next of Kin form (SPF 15.0); c) an affidavit signed by the applicant setting forth anecdotal information describing the imminent risk of significant injury to the person or property of the alleged incompetent person that justifies an ex parte emergency appointment; d) compliance with the Court's requirements with respect to background checks and credibility; and, e) appropriate bond in emergency guardianships of the estate. The applicant and/or applicant's counsel shall appear at the Court when filing the application for emergency guardianship. The applicant shall also attend the 72-hour hearing to determine whether to extend the emergency guardianship for up to 30 additional days. The applicant is expected to file a full application for appointment of guardian (SPF 17.0) within 7 days of the completion of a hearing extending the guardianship beyond the initial 72-hour appointment if it is anticipated that a guardianship will be necessary beyond the emergency guardianship period.

Rule 25.03 Comments & Complaints

Pursuant to Sup. R. 66.03(B), the following process will be observed for submitting and considering comments or complaints regarding the performance of guardians appointed by this Court.

This Local Rule is applicable to all guardians appointed by the Court pursuant to R.C. 2111.02. Comments and complaints (hereinafter collectively referred to as “complaints”) received regarding the performance of guardians and the resulting documents and correspondence are considered to be case documents, but will be sealed and not available for public inspection without prior approval from the Court. The Court will note actions with respect to the complaint in the case docket. The Court will promptly provide notice of complaints to the guardian and the guardian’s counsel (SPF 27.0).

Except in cases in which a referral to law enforcement or Adult Protective Services would be required, the Court will not accept or act upon an oral or telephonic complaint against a guardian, other than to provide information to enable the complainant to hand-deliver, fax, e-mail or mail the written complaint. The Court will not accept an anonymous complaint. The Court will date-stamp each complaint upon receipt in any of the forms indicated above. Complaints received electronically on days the Court is closed shall be deemed to have been received on the next day the Court is open.

When a complaint is received at the Court by hand delivery or electronic means:

- A) Within 5 business days of receipt of the complaint the Court shall send a letter to the complainant acknowledging the receipt of the complaint.
- B) Within 10 business days of receipt of the complaint the Court shall perform an initial review of the complaint after a study of the guardianship case, and
 - 1) Send the complainant a letter dismissing the complaint as unsubstantiated / unspecific / insufficient and send a copy of the complaint and response to the guardian or guardian’s counsel; or
 - 2) Send a copy of the complaint to the guardian and/or guardian’s attorney and request a response to the complaint within 15 business days from the date of the mailing. The forwarding letter shall advise the guardian and/or attorney that a failure to respond will result in a hearing for the guardian to show cause why the guardian should not be held in contempt. A copy of the forwarding letter shall be provided to the complainant; or,
 - 3) Notify the guardian and/or the guardian’s counsel and the complainant and refer the matter to the Guardianship Investigator for an investigation and a report within 15 days from the date of referral; or,
 - 4) When appropriate, refer the matter to law enforcement or Adult Protective Services if the complaint alleges abuse, neglect or exploitation of the ward. When the Court makes such a referral, the Court will take such emergency action as it determines necessary to protect the interests of the ward while being cognizant of the need to have minimal impact on investigation by law enforcement.
- C) Upon the expiration of the period for the responsive reports from the guardian or Guardianship Investigator to be filed, or upon their earlier filing, the case file shall be

submitted to the Probate Judge and within 5 business days the Judge shall do one or more of the following:

- 1) Find the complaint to have been resolved or unsubstantiated and advise the complainant, guardian and/or counsel accordingly by letter;
- 2) Set a review hearing or a show cause hearing with notice to the complainant, the ward, the guardian and/or guardian's attorney, and other interested parties;
- 3) Appoint a Guardian ad Litem to represent the best interests of the ward; or
- 4) Appoint counsel for the ward, if unrepresented.

Except when administratively dismissing a complaint or acting in an emergency, the Court shall not act without a hearing. The Court's journalization of its decision in Rule 25.03(C)(1) or (2) above will close the complaint. The Court's actions may include dismissal, directives for remedial action, establishing periodic review hearings, allocating costs and fees, referral to law enforcement for investigations, sanctions, removal and any other actions permitted by law. The Court shall maintain a record regarding the nature and disposition of any complaints filed under this Rule.

25.04 Guardian Background Checks

An applicant for appointment as a guardian, including as an emergency guardian, must submit to a civil and criminal record check satisfactory to the Court. In place of a civil and criminal background check, an Ohio attorney applicant currently in good standing with the Ohio Supreme Court, may obtain and submit to the Court a Certificate of Good Standing with disciplinary information, issued by the Ohio Supreme Court.

Rule 25.05 Guardian with Ten or More Adult Wards

To assist the Court in meeting its supervisory responsibilities under Sup. R. 66.05(B), and in satisfaction of the responsibilities arising under Sup. R. 66.08(H) by 31 January of each year, a guardian with ten or more adult wards through the probate courts of Ohio shall register with this Court on the local Multi-Guardian Annual Registration Form (SPF 27.5). The registration shall include a listing of the guardian's wards, the case number and the appointing court. The guardian in such cases shall advise the Court of any change in the guardian's name, address, telephone number and e-mail address within ten days of the change occurring.

If the guardian will be seeking compensation from the guardianship or from the court, the guardian shall include with the annual registration a fee schedule that differentiates guardianship services fees established by local rule from legal fees or other direct services (SPF 27.6).

A guardian with ten or more adult wards shall include with the Guardian's Report form a statement indicating whether the guardian is aware of any circumstances that may disqualify the guardian from continuing to serve as a guardian.

Rule 25.06 Guardian Fundamentals Training Requirement

A Guardian holds a unique role with respect to the ward and the Guardian has an obligation to obtain an understanding of the fundamentals of that relationship. Formalized training is one means to gain that competency.

Every guardian for an adult not related to the ward by consanguinity (a blood relationship) or affinity (kinship by marriage) must meet the guardianship fundamentals training requirements under Sup. R. 66.06 by completing prior to appointment or within six months thereafter, a six-hour guardianship fundamentals course provided by the Ohio Supreme Court, or, with approval by that Court, another entity. Those failing to meet the requirement may be subject to a citation for being in contempt of court and subject to sanctions including, but not limited to imposition of a fine, denial of compensation, and/or removal. The guardian is responsible for timely providing documentation to the Court that establishes compliance with the guardianship fundamentals training requirement (SPF 27.2).

Every guardian of an adult ward to whom the guardian is related by consanguinity (blood relationship) or affinity (kinship by marriage) must attend the six-hour guardianship fundamentals course, unless the Court, for good cause shown, exempts this guardian from the training requirement for guardians. Even if this guardian is exempted from the six-hour guardianship fundamentals course, the Court, in its discretion, may require the guardian to complete such training as it deems appropriate. The required training for these guardians must be completed prior to appointment or within six months thereafter. Those failing to meet the requirement may be subject to a citation for being in contempt of court and subject to sanctions including, but not limited to imposition of a fine, denial of compensation, and/or removal. The guardian is responsible for timely providing documentation to the Court that establishes compliance with the guardianship fundamentals training requirement (SPF 27.2).

Rule 25.07 Guardian Continuing Education

After completing the guardian fundamentals course, every guardian of an adult not related to the ward by consanguinity (a blood relationship) or affinity (kinship by marriage) shall annually complete a three-hour guardianship continuing education course provided by the Ohio Supreme Court, or with prior approval of that Court, another entity.

After completing the guardian fundamentals course, every guardian of an adult who is related to the ward by consanguinity (a blood relationship) or affinity (kinship by marriage) shall annually complete a three-hour guardianship continuing education course provided by the Ohio Supreme Court, or with prior approval of that Court, another entity, unless the Court, for good cause shown, exempts this guardian from the continuing education requirement for guardians

If a guardian fails to comply with the guardian continuing education requirement, the guardian shall not be eligible for further appointment until the requirement is met. The guardian also may be subject to sanctions and/or removal.

By 31 December of the first calendar year after completing the guardianship fundamentals course, or its waiver by Court order, the guardian is responsible for providing

to this Court documentation demonstrating compliance with this guardian continuing education requirement, including the title, date, location and provider of the education, or a certificate of completion containing such information (SPF 27.2).

Rule 25.08 General Responsibilities of the Guardian to the Court

The person seeking to be appointed as the guardian is expected to have met with the proposed ward at least once prior to appearing before the Court for the hearing on the application, unless the Court has waived the pre-appointment meeting for good cause.

If the guardian becomes aware of allegations of abuse, neglect or exploitation of the ward, the guardian shall immediately report the same to the appropriate law enforcement authorities and the Court.

A guardian appointed by this Court shall inform the Court as to any change of address for either the guardian or the ward. This notification must be made within ten days of the address change on (SPF 27.3). If the ward's residence is changed, the reason for the change must be indicated. Failure to notify the Court, under this rule, may result in the guardian being removed and/or the guardian's compensation being reduced or denied.

The guardian shall not relocate the ward from Huron County, Ohio or into a more restrictive setting without prior Court approval, unless a delay in obtaining authorization for the change in residence or setting would detrimentally affect the health and safety of the ward.

The guardian shall avoid conflicts of interest with the ward and endeavor to avoid the appearance of impropriety (perceived self-serving, self-dealing or perceived actions adverse to the ward's best interests) when dealing with the ward's assets and needs. A potential

conflict for the guardian may arise if the guardian's immediate family (parent, spouse or child) is being employed or contracted by the guardian. The guardian shall disclose all conflicts to the Court in a clear and unequivocal manner.

The guardian shall obey all orders of this Court and shall perform all guardianship duties in accordance with the state and federal laws and rules and this Court's local rules in effect during the guardianship.

Pursuant to Sup. R. 66.08(F), the guardian shall seek approval from the probate court in which the guardian was appointed before filing suit for the ward (Appendix 7).

Rule 25.09 General Responsibilities of the Guardian to the Ward

The guardian shall treat the ward with respect and dignity.

The guardian shall meet with the ward at least quarterly throughout the year, or more often if needed to promote the best interests of the ward.

Unless a guardian is related to the ward by consanguinity (a blood relationship) or

affinity (kinship by marriage), the guardian shall not deliver the ward direct services, as defined by Sup. R. 66.01(B) without approval from this Court.

Within three months after appointment, a guardian shall file with the Court a list of all the ward's important legal papers, including but not limited to estate planning documents, advance directives, and powers of attorney, and the location of each one of these papers (SPF 27.11). If it becomes known to the guardian that such information has changed or the existence of other important legal papers becomes known, the guardian shall report that new information to the Court in writing within 30 days of discovery.

Rule 25.10 Guardianships of Minors

In proceedings involving the appointment of a guardian of a minor, the following shall apply:

- (A) The Court will not establish a guardianship solely for the purpose of school enrollment.
- (B) The Court will not establish a guardianship over the person of a minor where another Court has jurisdiction over custody of the minor.
- (C) When the minor has not been in Ohio for 6 months, the Court will not accept for filing an Application for Guardianship unless it is alleged that the minor has been (1) abandoned (no contact) by the parents for more than 90 days; (2) has a medical emergency; or, (3) the minor's "home state" has declined jurisdiction pursuant to the Uniform Child Custody Jurisdiction Enforcement Act, R.C. 3127, et seq.

Rule 25.11 Guardian's Report

Annually, the guardian of the person of an adult incompetent shall file the Guardian's Report (SPF 17.7). Unless otherwise ordered by the Court each Guardian's Report for an incompetent shall be accompanied by a Statement of Expert Evaluation (SPF 17.1) and the Annual Guardianship Plan (SPF 27.7 and/or SPF 27.8). If a physician or clinical psychologist states as an Additional Comment on a Statement of Expert Evaluation, that to a reasonable degree of medical or psychological certainty the ward's mental capacity will not improve, the Court may dispense with the filing of subsequent Statements of Expert Evaluation with the Guardian's Report. Requests for dispensing with filing of the Statement of Expert Evaluation must be made in writing through a properly filed motion.

Pursuant to Sup. R. 66.08(G), the guardian of the person for an adult incompetent shall include with the annual Guardian's Report the Annual Guardianship Plan (SPF 27.7) stating the guardian's goals and plans for meeting the personal needs of the ward. The guardian of the estate for an adult incompetent shall include with the annual Guardian's Report the Annual Guardianship Plan (SPF 27.8) identifying the guardian's goals and plans for financially meeting the ward's needs.

Rule 25.12 Guardian's Compensation

Unless otherwise provided by law or ordered by the Court, a guardian may charge for ordinary services an amount computed in accordance with Appendix 5.

Minimum compensation of \$300.00 per year.

Additional compensation, reimbursement for expenses incurred, and fees of a guardian of the person only, may be fixed by the Court on application.

The Court may require that applications for fees or compensation be set for hearing and that written notice of the time and place of the hearing and the amount applied for be given to interested parties, as required by the Court. A copy of the notice, with certified mail return receipt attached, together with an affidavit of the services of such notice, shall be filed prior to the hearing.

The compensation of co-guardians in the aggregate shall not exceed the compensation which would have been payable of only one guardian had been acting.

A separate schedule of the computation of the guardian's compensation shall be set forth in the guardian's account as a condition of its approval. The guardian's compensation may be reduced and the guardian may be surcharged if the principal and income is not managed in accord with the prudent investor rules.

Except for good cause shown, neither compensation for a guardian nor fees to the attorney representing the guardian, will be allowed while the guardian is delinquent in filing an account as required by R.C. 2109.30.

Rule 25.13 Frequency of Accounting by Guardian

An initial accounting shall be required for the period ending six (6) months after the appointment of a guardian, and annually thereafter.

Rule 26 **Indigent Wards**

The applicant or the guardian must file with the Court an Affidavit of Indigency (Appendix 8) if the waiver of court costs is being requested or payment of compensation from the Indigent Guardianship Fund is being requested. False affidavits are punishable by findings of contempt, prosecution or other sanctions.

Rule 27 **Counsel Fees** **Decedent's Estate; Trusts or Guardianships**

- A. Counsel fees allowed as part of the expense for administering a decedent's estate, trust or guardianship shall be based upon the actual services performed by the attorney and the reasonable value of those services. Prof. Cond. R. 1.5 provides the basis for determining the reasonableness of attorney fees. Determination of reasonable value includes consideration of the size of the estate, the nature and complexity of administration and litigation, beneficial results of the administration, litigation results achieved and risks involved together with professional liability exposure.

- B. The Court will consider applications for the allowance of attorney fees at the time of the filing of the final account, and counsel shall set forth an itemized statement of the services performed. No separate application for allowance of fees will be required, however, when the final account sets forth fees computed within the limits of the following schedules (See: Appendix 3 or Appendix 6). Any request for attorney fees before the final account is submitted to the Court shall be presented through a written motion, along with a memorandum in support setting forth the basis for the request, and itemization of services performed.

Rule 28
Schedule of Fees for Ordinary Legal Services in the
Administration of Estates of Deceased Persons
(See Appendix 3)

- A. On the value of all personal property actually administered (including cash advanced to pay debts, taxes or legacies) and the equitable value of all real property owned by the decedent, or on the amount of proceeds from the sale of any property, plus the income from such real and personal property for which the fiduciary accounts:
1. 5% of the first \$25,000.00.
 2. 4.5% of the next \$25,000.00.
 3. 4.0% of the next \$25,000.00.
 4. 3.5% of the next \$25,000.00.
 5. 3.0% of the of balance remaining.
 6. 1% of the value of (a) joint and survivorship accounts, (b) U.S. Bonds, and (c) other such property payable/transferred to named beneficiary(s). These assets shall be itemized on Appendix 3a and filed with Appendix 3.
- B. Where all interested parties have consented, in writing, to the amount of ordinary attorney fees calculated pursuant to Local Rule 28(A), an application need not be made for the allowance, provided the consent is endorsed on the fiduciary account or evidenced by a separate instrument filed with the account. This provision shall not apply to guardianships. Counsel shall file a Motion for Extraordinary Fees with an itemization of services performed when requesting a fee that is in excess of the amount calculated pursuant to Local Rule 28(A) and Appendix 3.

Rule 29
Fees When Acting as Both Fiduciary and Attorney

When an attorney is appointed as executor, administrator, guardian, or trustee, and that attorney or other attorney with the same law firm is acting as attorney for the fiduciary, the total fees allowed for the attorney/fiduciary may not exceed the fiduciary fee presumed appropriate from the fiduciary fee computation worksheet, plus one-half of the counsel fee presumed appropriate from the counsel fee computation worksheet, absent good cause shown.

Rule 30

Counsel fees in Connection with Settlement of Claims for Wrongful Death, Conscious Pain and Suffering, Claims for Personal Injuries to Persons under Guardianship and Settlement of Personal Injuries to Minors under R.C. 2111.18

Repealed and not replaced.

Rule 31

Attorney Fees in Guardianships & Trusts

- A. Fees for legal services rendered to a guardian or trustee shall be computed within the guidelines set forth below. The principal at the beginning of the initial guardianship or trust accounting period shall be used only once in calculating fees per the court's schedule. These fees will be considered with the filing of the inventory and with the filing of periodic accountings. The attorney shall have the responsibility of filing with the inventory or account the Court's Appendix 6.
- B. While there shall be no minimum or maximum fee that automatically will be approved by the Court, fees computed according to the following guidelines will generally be considered just and reasonable. Hearings upon these requests for fees will normally not be required when the fees requested are computed within these guidelines. When a hearing is deemed necessary, it may be conducted on a non-oral basis at the Court's discretion.
- C. Requests for extraordinary fees will be reviewed by the Court with consideration given to the factors contained in Rule 1.5 of the Ohio Rules of Professional Conduct.
- D. Guidelines for attorney fees (Guardianships & Trusts) Court's Appendix 6
 - 1. 3% of receipts during the accounting period; plus
 - 2. 3% of disbursements during the accounting period; plus
 - 3. 5% of gross proceeds of sale in a guardianship land sale proceeding.
- E. In non-indigent cases, attorney fees not exceeding \$600 to establish the guardianship or trust and \$600 to prepare and file an account will normally be considered reasonable and just regardless of the actual value of assets in the guardianship estate or trust.
- F. For indigent cases, attorney fees will be allowed as follows:
 - 1. \$75.00 per hour for time spent

Rule 32

Compensation for Executors and Administrators

Unless otherwise provided by law or ordered by the Court, an estate executor or administrator may charge for his/her ordinary services in an amount computed in accordance with Appendix 4.

Rule 33
Trustee's Compensation

- A. Except where the instrument creating the trust makes provision for compensation, a trustee may charge annually for ordinary services performed by the trustee in connection with the administration of each separate trust estate in an amount computed in accordance with Appendix 5 or a minimum of \$300.00 per year.
- B. Additional compensation for extraordinary services may be allowed upon application. The Court may require that the application be set for hearing and notice thereof be given to interested parties in accordance with Civil Rule 4.1. The notice shall contain a statement of the amount of compensation sought.
- C. The compensation of co-trustees in the aggregate shall not exceed the compensation which would have been payable if only one trustee had been acting, except in the following instances:
 - 1. Where the instrument under which the co-trustees are acting provides otherwise; or
 - 2. Where all the interested parties have consented, in writing, to the amount of the co-trustees' compensation, and the consent is endorsed on the trustees' account or evidenced by a separate instrument filed therewith.
- D. A separate schedule of the computation of the trustee's compensation shall be shown in the trustee's account as a condition of its approval.
- E. Except for good cause shown, neither compensation for a trustee nor fees to the counsel representing the trustee will be allowed while the trustee is delinquent in filing an account required by O.R.C. §2109.30
- F. A trustee's compensation may be reduced and the trustee may be surcharged if the principal and income is not managed in accord with the prudent investor rules.

Rule 34
Appearances

Proceedings in the Probate Court may be closed to the public at the Judge's discretion. The Court may, upon request, allow a person with a direct interest in any case to be present.

Any person summoned to appear before the Court who fails to do so may be punished as in other cases for contempt of Court.

Rule 35
Continuances

Request for continuances will be made in accordance with Sup. R. 56. All applications for continuances shall be made as far in advance of hearing dates as practicable except as herein provided. All requests shall be in writing. Requests shall be granted only after notice to all other counsel and/or parties involved. No case will be continued on the day of the hearing except for good cause shown.

Rule 36
Jury Trials

All jury demands shall be pursuant to Rule 38 and 39 of Rules of Civil Procedure. Jury demands shall be accompanied by a cost deposit of \$25.00 pursuant to O.R.C. §2303.20 (E).

Rule 37
Exhibits

Exhibits shall be marked and copies provided to opposing counsel prior to hearing.

Rule 38
Magistrates

Pursuant to Rule 53 of the Ohio Rules of Civil Procedure Magistrates are empowered and authorized to hear and decide all cases assigned.

All decisions of the Magistrate shall be in writing. Magistrate's Orders shall take effect immediately unless stayed by Court order. Decisions of the Magistrate shall have full force and effect upon being adopted by the Court unless stayed by Court order. Decisions of the Magistrate shall have full force and effect upon being adopted by the Court unless timely written objections are filed.

Rule 39
Objections, Appeals, Magistrate Decisions/Orders

Pursuant to Rule 53 of Rules of Civil Procedure, any party to the action may file written objections to a Magistrate's Decision. The filing deadline is 14 days. A party shall have 10 days to appeal from a Magistrate's Order. A supporting memorandum shall accompany an objection or appeal. A memorandum in response may be filed by any party within seven (7) days of the filing of the objection or appeal and accompanying memorandum.

Upon timely filing of an objection or appeal, the Judge may affirm, reject or modify the Magistrate's Order or Decision upon review, or may hear additional evidence at his discretion. Objections or appeals may be set for oral hearing at the request of any party and the discretion of the Court.

Rule 40
Photographing and Broadcasting of Court Proceedings

The taking of photographs in the Courtroom, corridors and other areas adjacent to the Courtroom and the transmitting or sound recording of such proceedings for broadcasting by radio or television shall not be permitted unless authorized by the Court. Requests for permission to broadcast, televise, record or photograph in the Courtroom shall be made in writing to the Judge as far in advance as reasonably practicable but in any event not less than 24 hours prior to the Courtroom session to be broadcast, recorded or photographed.

Rule 41
Guardians ad Litem

The Court shall appoint a Guardian ad Litem when it finds it is necessary and appropriate to protect the interests of a child, ward, surviving spouse or other person or whenever the Court is required to do so by statute.

The role of the Guardian ad Litem is to assist the Court and to represent the interests of the child, ward, surviving spouse or other person with the primary focus being the best interest of the child, ward, surviving spouse or other person.

Guardian ad Litem shall have full access to Court records.

The Guardian ad Litem may subpoena and examine independent witnesses.

A Guardian ad Litem shall perform appropriate duties upon appointment. As the feasibility of some of the duties will depend on the age of the child, ward, surviving spouse or other person and the specific circumstances of each case, it is within the discretion of the Guardian ad Litem to tailor each of the following duties to the individual case:

- A. Interview each parent or party separately (or state in the report why such interviews would be unnecessary or impractical).
- B. Interview the child, ward, surviving spouse or other person separately (or state in the report why such interviews would be unnecessary).
- C. Observe each child's interaction with each parent.
- D. Investigate all significant persons and interview them independently, either in person or by telephone.
- E. Review pleadings and consult with each attorney as to position and issues.
- F. Contact any mental health providers involved in the case.
- G. Contact the school of the child.
- H. Contact health care providers, child service agencies, etc.
- I. Perform home visits (can be combined with interviews and observations).
- J. Evaluate the necessity of psychological evaluations or counseling.
- K. Communicate with the Children's Services caseworker.
- L. Attend all hearings and depositions concerning the child.
- M. Request appointment of an attorney to represent the Guardian ad Litem when necessary.

For good cause shown, the Guardian ad Litem may request that the Court order the parties and/or child to submit to physical, psychological or psychiatric evaluation.

A Guardian ad Litem is entitled to notice of all hearings and to receive copies of any and all filings made by the other parties to the action.

The Guardian ad Litem shall attend all Court hearings.

Unless otherwise directed by the Court the Guardian ad Litem shall prepare a written report and submit it to the Court and all parties.

A Guardian ad Litem has a duty to notify the Court and counsel if the wishes of the child, ward, surviving spouse or other persons are in opposition to the Guardian's recommendations.

Rule 42

Processing Overpayments and Underpayments Made by Parties

The Court finds that in the performance of its duties, it occasionally happens that a party paying fines, court costs, or other monies payable through the Court, will pay more than the amount that is due, and further finds that this overpayment may not be discovered until such time that it is not practical to give change to the overpaying party.

When an overpayment that is equal to, or less than, \$10.00 in value is discovered, no refund will be made, and the money will be paid by the Clerk of this Court into the General Fund of Huron County as court costs. Conversely, when the amount remaining at the conclusion of a case is \$10.00 or less, the Clerk shall not bill any party for court costs due to Probate Court for an underpayment.

In those situations, in which the amount of the overpayment is greater than \$10.00, all reasonable attempts shall be made by the Clerk of this Court to refund the amount of the overpayment to the paying party.

Rule 43

Compensation for Preparing Transcripts and Copies

Repealed and not replaced

Rule 44

Tobacco Use in the Huron County Courthouse

Whereas, the Court finds that tobacco smoke is a major contributor to indoor air pollution and that smoking in enclosed areas is detrimental to the public's health, welfare, comfort, and environment;

And whereas, the Court further finds that exposure to second-hand smoke is acutely harmful to nonsmokers with cardiovascular or respiratory disease and that the United States Surgeon General has determined that smoking and the use of other tobacco products is a leading cause of disease, including lung cancer in healthy nonsmokers.

And whereas, the Court further finds that smoking in certain enclosed areas is a public nuisance and a cause of material annoyance, discomfort and physical irritation to the public;

It is hereby ordered, adjudged and decreed that effective the 21st day of February 1995, all areas within the Courthouse including hallways, stairwells, and restrooms shall be designated nonsmoking areas and the use of all tobacco in this Courthouse shall be prohibited. It is further ordered that the custodial personnel for the Courthouse post appropriate signs notifying the public of these prohibitions and that ashtrays be located outside the entrances so that any smoking material may be extinguished prior to entering the Courthouse.

Rule 45
Carrying of Weapons

No person shall knowingly carry or have on his person or ready at hand, any firearm, dangerous weapon or dangerous ordnance upon entering or while in the offices of the Probate Court, or upon entering or while in any Courtroom where this Court is conducting official business.

This Court order does not apply to law enforcement officers of this State or the United States, who are authorized to carry weapons or a dangerous ordnance and who are acting within the scope of their law enforcement duties.

The deputy clerk of this Court is directed to post a copy of this order at all entrances to this Court's facilities and all shall take notice from this order that any violations hereof shall be considered an act of direct contempt of Court and shall be subject to summary punishment and/or criminal prosecution.

Rule 46
Filing Documents by Electronic Means

The Provisions of this Local Rule pertain to the Huron County Probate Court only and are adopted under [Civil Rule 5(E)], [Civil Rule 73(J)], and [Appellate Rule 13(A)].

Pleadings and other papers may be filed with the Huron County Probate Court by facsimile transmission to (419) 663-5452 or by email to hcprobate@huroncounty-oh.gov subject to the following conditions:

1. APPLICABILITY

- 1.1 These rules apply to civil and appellate proceedings in the Huron County Probate Court.

2. ORIGINAL FILING

- 2.1 A Document filed by electronic means shall be accepted as the effective original filing, except for a Last Will and Testament. The person making a filing by electronic means need not file any source document with the Clerk of the Huron County Probate Court but must, however, maintain in his or her records and have available for production on request by the court the source document filed by electronic means, with original signatures as otherwise required under the applicable rules, together with the source copy of the facsimile cover sheet used for the subject filing.
- 2.2 The source document filed by electronic means shall be maintained by the person making the filing until the case is closed and all opportunities for post judgment relief are exhausted.

3. SIGNATURE

- 3.1 A party who wishes to file a signed source document by electronic means shall either:
- a. Send by electronic means a copy of the signed source document; or
 - b. Send by electronic means a copy of the document without the signature but with the notation “/s/” followed by the name of the signing person where the signature appears in the signed source document.
- 3.2 A party who files a signed document by electronic means represents that the physically signed source document is in his/her possession or control.

4. EXHIBITS

- 4.1 Any document that has exhibits that cannot be accurately transmitted via electronic means for any reason must be replaced by an insert page describing the exhibit and why it is missing. Unless the court otherwise orders, the missing exhibit shall be filed with the court, as a separate document, not later than five (5) court days following the filing of the document by electronic means. Failure to file the missing exhibits as required by this paragraph may result in the court striking the document and/or exhibit.
- 4.2 Any exhibit filed in this manner shall be attached to a cover sheet containing the caption of the case, which sets forth the name of the court, title of the case, the case number, name of the judge and the title of the exhibit being filed (e.g., Fiduciary Smith’s Notice of Filing Exhibit “A” to Fiduciary’s Smith’s Response to the Motion to Remove Fiduciary), and shall be signed and served in conformance with the rules governing the signing and service of pleadings in this court.

5. TIME OF FILING

- 5.1 Subject to the provisions of these rules, all documents sent by electronic means and accepted by the Clerk shall be considered filed with the Clerk of the Huron County Probate Court as of the date and time the Clerk time-stamps the documents received, as opposed to the date and time of the transmission by electronic means. The office of the Clerk of the Huron County Probate Court will be deemed open to receive transmission of documents by electronic means on the same days and at the same time the court is regularly open for business.
- 5.2 The Clerk of the Huron County Probate Court may, but need not, acknowledge receipt of a transmission submitted by electronic means.
- 5.3 The risks of transmitting a document by electronic means to the Clerk of the Huron County Probate Court shall be borne entirely by the sending party.

- 5.4 Anyone using electronic means is urged to verify receipt of such filing by the Clerk of the Huron County Probate Court through whatever technological means are available.

6. FEES AND COSTS

- 6.1 No document filed by electronic means that requires a filing fee shall be accepted by the Clerk for filing until court cost and fees have been paid. Court costs and fees may be paid by check, money order, credit card or cash directly at the Huron County Probate Court or by mail. Payments by credit card may be taken via telephone.
- 6.2 No additional fee shall be assessed for filings submitted by electronic means.

7. LENGTH OF DOCUMENT

- 7.1 Facsimile filings shall not exceed 10 pages in length. There is not a page limit on email filings. The filer shall not transmit service copies by electronic means.

8. EFFECTIVE DATE

- 8.1 These local rules shall be effective October 8, 2020, and shall govern all proceedings in actions brought after they take effect and also further proceedings in pending actions, except to the extent that, in the opinion of the court, their application in a particular action pending on the effective date would not be feasible or would work an injustice, in which event, the formal procedure applies.

Rule 47 **Computerization Fund**

Pursuant to Ohio Revised Code §2101.162, it is hereby determined that, for the efficient operation of this Court, additional funds are required to computerize the office of the Clerk of this Court.

Effective January 1, 1998, a total of \$13.00 shall be charged on the filing of each cause of action or appeal, on the filing, docketing and endorsing of each certificate of judgment, or on the docketing and indexing of each aid in execution or petition to vacate, revive, or modify a judgment under divisions (A), (P), (Q), (T) and (U) of Section 2303.20 of the Ohio Revised Code.

The County Auditor is hereby authorized and directed to pay all such money collected into the fund known as "The Probate and Juvenile Court Computerization Fund", account number 133-10200-133. The amount of \$13.00 for each filing as previously defined herein shall be paid over to the county treasury. The money deposited in the fund shall be used for procuring and maintaining computer systems for the clerk's office. Money shall be disbursed from the fund solely upon the order of the Probate Judge.

Rule 48
Special Projects Fund

Whereas O.R.C. §2303.201 authorizes all divisions of the Court of Common Pleas to charge a fee, in addition to all other court costs, to be used to acquire and pay for special projects of the court, including, but not limited to, the acquisition of additional facilities or the rehabilitation of existing facilities, the acquisition of equipment, the hiring and training of staff, community service programs, mediation or dispute resolution services, the employment of magistrates, the training and education of judges, acting judges, and magistrates, and other related services; and

Whereas, the Court determines that, for the efficient operation of the Court, additional funds are necessary for these purposes;

It is therefore ORDERED that, pursuant to O.R.C. §2303.201(E), in addition to the fees and costs otherwise authorized by the Revised Code, the Clerk of this Court shall charge and collect on the filing of each criminal cause or civil action or proceeding the sum of TWENTY-FIVE DOLLARS (\$25.00) effective 3 October 2022.

It is further ORDERED that, pursuant to O.R.C. §2303.201(E), all fees collected pursuant to this Order shall be paid to the Huron County Treasurer, which funds shall thereupon be placed in a separate fund to be disbursed upon Order of this Court.

Rule 49
Legal Aid Filing Fee Surcharge Increase

Pursuant to House Bill 66, 126th G.A., the Huron County Probate Court will, effective October 1, 2005, collect \$26.00 on the following cases: Adoptions, Full Estates, Guardianships, and Name Changes of which 1% will be retained by the Huron County Probate Court through the Huron County Commissioners, for administrative fees as allowed by this law, and be paid into the County's General fund at the end of each month.

Rule 50
Records Retention Schedule

The Huron County Probate Court has adopted the Local Record Retention Schedule attached in back as Appendix 2, which will be followed in accordance with Rule 26 of the Rules of Superintendence for the Courts of Ohio.

Rule 51
Frequency of Accounting by Guardian

An initial accounting shall be required for the period ending six (6) months after the appointment of a guardian, and annually thereafter.

Rule 52**Appointment and Compensation of Appraisers in Estate and Land Sale Proceedings**

- A. There will be one suitable and disinterested appraiser appointed where required by law or deemed appropriate by the Court.
- B. Executors and administrators may allow the appraiser a reasonable sum as compensation for the services without special application to the Court, provided the sum is agreed upon between the fiduciary and the appraiser. The executors and administrators shall take into consideration the amount of time and work reasonably required in appraising the assets of the estate as well as the type and character of the property appraised when determining the appropriate sum.
- C. If the fiduciary determines that the services of an expert in the evaluation of special or unusual property are needed, an expert can be retained.
- D. An appraiser may waive all or any part of the compensation.
- E. Where any questions arise in the interpretation of this rule or in circumstances where the amount of compensation cannot be agreed upon, the fiduciary shall file an application for allowance of compensation for each appraiser with the Court.

Rule 53**Name Change and Name Conformity Proceedings**

This Rule governs name change and name conformity proceedings under O.R.C. Chapter 2717.

A) Choosing the Correct Proceeding

A name change proceeding, name conformity proceeding and birth record correction proceeding serve different purposes. Each action has its own requirements. The Court will determine if the application is the appropriate procedure to accomplish the person's intent based on the circumstances.

A name change proceeding seeks to change all or part of a person's name to a different name going forward.

A name conformity proceeding is solely to correct misspellings, inconsistencies or errors on one or more official identity documents evidencing a person's current legal name. A name conformity corrects errors that occurred in the past. It does not change a person's name, but merely identifies conflicting problems in their official identity documents and corrects those problems by a Court Order so that all of the person's official identity documents are consistent and conformed to prove the applicant's chain of identity and reflect the legal name the person currently uses.

A birth record correction proceeding only corrects clerical errors in the birth record of a person who was born in Ohio. A birth record correction proceeding may not be substituted

for a name change proceeding or name conformity proceeding.

B) Documentation Requirements on Name Change Proceedings

An applicant seeking a name change must provide the following documents relating to the applicant or minor with the application:

- Certified Copy of Birth Certificate
- Copy of Social Security Card

Upon review of the application, the Court may order the submission of other documents the Court deems relevant to the application.

C) Documentation Requirements on Name Conformity Proceedings

An applicant seeking to conform a legal name must provide the official identity documents relating to the applicant or minor with the application, including:

- Certified Copy of Birth Certificate
- Copy of Social Security Card
- Driver's License or State issued ID Card (if any) (Court will make copy)
- Copy of Marriage Record (if any)
- Copy of Divorce Decree (if any)
- Passport (if any) (Court will make copy)
- All other documents for which name conformity is sought

Upon review of the application, the Court may order the submission of other documents the Court deems relevant to the application.

D) Hearings on Adult Name Change and Adult Name Conformity Proceedings

Generally, the Court will not require a hearing and will dispense with notice on an adult name change or an adult name conformity proceeding. The Court may require a hearing if the Court determines that the application presents any irregularities or issues, or if the Court determines that the legal interests of another party may be affected by the proceeding. If the Court requires a hearing, it will determine the manner, scope and content of the hearing notice. The applicant is responsible for serving the hearing notice.

E) Hearings on Minor Name Change and Minor Name Conformity Proceedings

In uncontested name change proceedings and name conformity proceedings for a minor in which the consent of both natural parents of the minor is filed simultaneously with the application, the Court generally will not require a hearing and will dispense with notice.

If an application for name change of a minor or application to conform name of a minor is filed without the written consent of both natural or adoptive parents, or if the Court determines that the application presents any irregularities or issues, the Court will schedule the application for a hearing. Notice of the hearing will comply with paragraph F of this Rule.

The applicant and minor must appear at the hearing.

F) Service of Notice on Minor Name Changes and Minor Name Conformity Proceedings

Any parent or alleged father who has not consented to a minor's name change or name conformity will be served by the Court with notice of the hearing pursuant to Civ. R. 73. If a parent or alleged father's whereabouts are unknown, the Court will require the applicant to publish notice of the hearing, at the applicant's expense, to the parent or alleged father who has not consented in a newspaper of general circulation in Huron County, one time at least 30 days before the hearing. The applicant must file proof of publication of the notice with the Court no later than five Calendar Days before the date of hearing on the application.

G) Contested Proceedings

If any name change proceeding or name conformity proceeding becomes contested, the Court will convert the scheduled hearing date to a pretrial conference, during which the Court will set a new hearing date. At the pretrial conference, the Court will determine whether to excuse a minor who is the subject of the action from appearing at the hearing and whether the Court will conduct an in-camera interview of the minor before the hearing. The applicant and the person contesting the application must attend the pretrial conference personally or through their legal counsel.

H) Confidentiality

If an applicant for a name change or name conformity desires the proceeding and the record to be confidential, the applicant must file a request for confidentiality supported by an affidavit or other sufficient proof that notice of the hearing or public access to the record would jeopardize the applicant's personal safety. A proposed entry must accompany the request. If the Court grants the applicant's request, the Court will waive notice and permanently seal the file.

Rule 54
Remote Appearances

This cause came to be heard on September 30, 2022, upon the Court's own motion.

The intent of Local Rule 54 is to promote uniformity in the practices and procedures related to remote appearances in cases where such an appearance is permitted by these rules, court order, statute, or other rules of court. "Remote" is defined as the use of live two-way video or audio technology. Notwithstanding any other provisions of this Rule, a judge may order a party's personal appearance in Court for any conference, hearing, or proceeding.

A. Telephone Appearances. The Court may conduct conferences, hearings, and proceedings via telephone with attorneys and unrepresented parties in accordance with the Hearing Management Plan set forth in Division (F) of this Rule.

1. All evidentiary proceedings involving a telephone appearance must be recorded and reported to the same extent as if the participants had

- appeared in person.
2. The Court may specify the time and the person who will initiate the conference and any other matter or requirement necessary to accomplish or facilitate the telephone appearance.
 3. Upon convening a conference, hearing, or proceeding involving a telephone appearance, the Court shall recite the date, time, case number, names and locations of parties and counsel, and the type of conference, hearing, or proceeding.
 4. The Court may require a party to appear in person, including video conferencing, at a conference, hearing, or proceeding in which a telephone appearance is otherwise permitted if the Court determines a personal appearance would materially assist in the determination or effective management or resolution of the particular case.
 5. If at any time during a conference, hearing, or proceeding conducted by telephone, the Court determines a personal appearance, including video conferencing, is necessary, the Court may continue the matter and require a personal appearance.

B. Video Conferencing.

1. The Court may conduct conferences, hearings, and proceedings via a live two-way video conferencing platform with attorneys and unrepresented parties in accordance with the Hearing Management Plan set forth in Division (F) of this Rule.
2. All evidentiary proceedings involving a video conference appearance must be recorded and reported to the same extent as if the participants had appeared in person.
3. Upon convening a conference, hearing, or proceeding involving a video conference appearance, the Court shall recite the date, time, case name, case number, names and locations of parties and counsel, and the type of conference, hearing, or proceeding.
4. The Court may require a party to appear in person at a hearing, conference, or proceeding in which video conference appearance is otherwise permitted if the Court determines a personal appearance would materially assist in the determination or effective management or resolution of the particular case.
5. If at any time during a conference, hearing, or proceeding conducted by video conference the Court determines a personal appearance, including video conferencing, is necessary, the Court may continue the matter and require a personal appearance.

C. Confidential Attorney-Client Communication. Provisions shall be made to preserve the confidentiality of attorney-client communications and privilege during any conference, hearing, or proceeding involving a telephone or video-conference appearance.

D. Witnesses. At the Court's discretion, a witness may testify via telephone or video conference if not otherwise prohibited by this Rule, statute, or other rules of court.

E. Technical Standards and Equipment. The equipment and platform used in any hearing or proceeding conducted under this Rule must conform to the

following minimum requirements:

1. All participants must have the ability to hear and communicate with each other simultaneously.
2. All participants must be able to see, hear, or otherwise observe any documents, physical evidence, or exhibits presented during the proceedings, either by video, facsimile, or other medium.
3. The equipment or platform must allow for the Court to generate a verbatim record of the conference, hearing, or proceeding.
4. The equipment or platform must be able to be used by people with disabilities to accommodate their disabilities under the Americans with Disabilities Act.
5. The use of telephone or video-conferencing platform used to conduct the conference, hearing, or proceeding shall in no way abridge any right of the public.

F. Hearing Management Plan. The Court may conduct conferences, hearings, and proceedings in the following manner unless for good cause shown:

Type of Proceeding	In Person	Video	Telephone	Hybrid
Pretrial Hearings	X	X	X	X
Review/Status Hearings	X	X	X	X
Evidentiary Hearings	X	X		X
Motion Hearings	X	X		X
Civil Proceedings	X	X		X
Administrative Proceedings	X	X	X	X

In person: A hearing is conducted where the Court and all participants appear physically in the same location.

Video: A hearing is conducted using ZOOM where the Court and all participants appear remotely.

Telephonic: A hearing is conducted where the Court and all participants appear using a telephone.

Hybrid: A hearing is conducted using a combination of any of the above-listed appearance types (e.g. the Court appears in the courtroom and the remaining participants appear via ZOOM).

Rule 55 **Technology Plan**

This cause came to be heard on October 19, 2022, upon the Court's own motion.

In accordance with Superintendence Rule 5(E), the Court shall adopt and maintain a court technology plan which will include:

1. A comprehensive strategy for implementing and maintaining technology solutions for conducting remote hearings, electronic service, the acceptable of electronic signatures, and any other technology-related solution utilized by the court or division; and
2. Procedures for notifying and providing instructions to the public on how to use the technology solutions implemented by the court or division and how the solutions will comply with any accessibility accommodation requirements, including any applicable requirements of the “Americans with Disabilities Act.”

This plan will be available from the office of the Clerk of Court and posted on the Court’s website at www.hcjpc.com.

These supplemental rules concerning local practice in this Probate Division of this Court have been this date adopted by me thus superseding all previously adopted local rules until this Court adopts other rules.

(Original signed by Judge), Probate Judge
Timothy L. Cardwell

Certificate

In accordance with Rule 5 of Rules of Superintendence, I have this date caused these rules to be filed with the Supreme Court by forwarding them electronically.

(Original signed by Judge), Probate Judge
Timothy L. Cardwell

Date: January 30, 2025

Appendix
1

HURON COUNTY PROBATE COURT COSTS AND DEPOSITS:	
Adoption - Filing of Petition - Adult & Minor	\$ 150.00
Appoint Commissioner for Medical Records	\$ 70.00
Appoint Commissioner for Safe Deposit Box	\$ 70.00
Authenticated copies admitted - plus \$1.00 per page for certified copies received	\$ 63.00
Authenticated copies issued - plus \$.10 per copy made	\$ 3.00
Birth Correction	\$ 63.00
Birth Registration	\$ 65.00
Marriage License	\$ 65.00
Civil Other Complaint	\$ 120.00
Concealment of Assets Complaint	\$ 120.00
Conservatorship	\$ 150.00
Construction of Will Complaint	\$ 140.00
Contest Will - Complaint	\$ 120.00
Declaratory Judgment Complaint	\$ 140.00
Determination of Heirship Complaint	\$ 140.00
Determination of Validity of Will or Trust Complaint	\$ 120.00
Estate - Full Administration	\$ 250.00
Estate - Release from Administration- with Will	\$ 165.00
Estate - Release from Administration- without Will	\$ 145.00
Estate - Re-Open Estate	\$ 63.00
Estate - Successor Application (same fee for successor Trustee & Guardian)	\$ 73.00
Estate - Summary Release	\$ 115.00
Guardianship - Adults & Minors	\$ 150.00
Guardianship - Emergency	\$ 140.00
Jury Demand	\$ 25.00
Land Sale Complaint	\$ 145.00
Minor Settlement - Filed within a Minor Guardianship	\$ 60.00
Minor Settlement Only - No Guardianship Necessary	\$ 75.00
Name Change – Adult and Minor	\$ 115.00

Name Conformity – Adult and Minor	\$ 115.00
Presumption of Death Complaint	\$ 140.00
Transfer/Sale of Structured Settlement	\$ 75.00
Trusts - Application to Appoint Trustee	\$ 150.00
Trust – Complaint to Modify	\$ 120.00
Trust – Complaint to Terminate	\$ 120.00
Will - Deposit Only (safekeeping purposes)	\$ 25.00
Will - Probate Only	\$ 85.00
Will Filed as Exhibit Only	\$ 30.00
Wrongful Death Application to Approve Settlement	\$ 75.00

Updated 1/30/2025

Appendix 2

Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

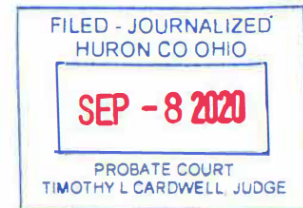
OHIO HISTORY CONNECTION

Page _____ of _____

AUG 26 2020

STATE AND LOCAL
GOVERNMENT RECORDS
RECORDS RETENTION SCHEDULE (RC-2) - Part 1

See instructions before completing this form. Must be submitted with PART 2

**Section A: Local Government Unit**Huron CountyCourt of Common Pleas, Probate Division

(local government entity)

Timothy L. Cardwell

(unit)

JudgeJuly 15, 2020

(signature of responsible official)

(name)

(title)

(date)

Section B: Records CommissionRecords Commission

(telephone number)

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address:

huroncorecorder@gmail.com

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

8/17/2020

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Local Government Records Archivist 8/31/20**Section D: Auditor of State**

Martin E. Meeks

Digitally signed by Martin E.
Meeks
Date: 2020.09.01 09:03:16 -0400

Records Manager

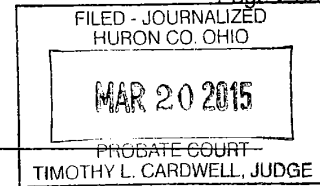
Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Page 2 of 9

**Section E: Records Retention Schedule**

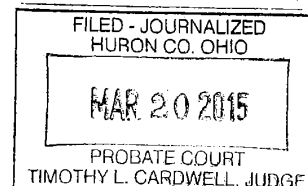
(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
P15-1	Administrative Journal Consists of court entries, or a record of court entries, regarding policies and issues not related to cases. (Sup.R. 26.01.A)	Permanent	Paper Electronic		<input checked="" type="checkbox"/>
P15-2	Annual Reports Two copies of each annual report (Sup.R. 26.01.B)	Permanent	Paper Electronic		<input checked="" type="checkbox"/>
P15-3	Bank Records Bank transaction records. (Sup.R. 26.01.C)	3 years or until issuance of an audit report by the Auditor of State whichever is later	Paper Electronic *may destroy paper when electronic is created		<input type="checkbox"/>
P15-4	Cash Books Include expense and receipt ledgers (Sup. R. 26.01.D)	3 years or until issuance of an audit report by the Auditor of State whichever is later	Paper Electronic *may destroy paper when electronic is created		<input type="checkbox"/>
P15-5	Communication Records Include routine telephone messages on any medium where official action will be recorded elsewhere. (Sup.R. 26.01.E)	Normal course of business when they are considered no value	Paper Electronic		<input type="checkbox"/>
P15-6	Correspondence and General Office Records Include all sent and received correspondence, in any medium. (Sup. R. 26.01.F)	Normal course of business when they are considered no value	Paper Electronic		<input type="checkbox"/>
P15-7	Drafts and Informal Notes Consist of transitory information used to prepare the official record in any other form. (Sup.R. 26.01.G)	Normal course of business when they are considered no value	Paper Electronic		<input type="checkbox"/>
P15-8	Employment Applications for Posted Positions (Sup. R. 26.01.H)	Two years	Paper		<input type="checkbox"/>
P15-9	Employee Benefit and Leave Records Employee benefit and leave records, including court office copies of life and medical insurance	3 years or until issuance of an audit	Paper		<input type="checkbox"/>

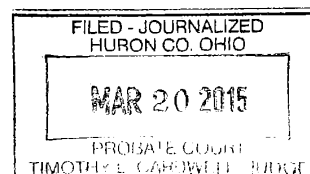
Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
	records. (Sup. R. 26.01.I)	report by the Auditor of State whichever is later			
P15-10	Employee history and discipline records Records containing the hiring, promotion, evaluation, attendance, medical issues, discipline, termination and retirement of court employees. (Sup. R. 26.01.J)	10 years after termination of employment	Paper		<input type="checkbox"/>
P15-11	Fiscal Records Fiscal records, including copies of transactional budgeting and purchasing documents maintained by another office or agency. (Sup. R. 26.01.K)	3 years or until issuance of an audit report by the Auditor of State whichever is later	Paper Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	
P15-12	Grant Records Records of grants made or received by a court. (Sup. R. 26.01.L)	3 years after expiration of the grant	Paper		<input type="checkbox"/>
P15-13	Payroll Records Payroll records of personnel time and copies of payroll records maintained by another office or agency. (Sup. R. 26.01.M)	3 years or until issuance of an audit report by the Auditor of State whichever is later	Paper		<input type="checkbox"/>
P15-14	Publications received Publications received by a court. (Sup. R. 26.01.N)	Normal course of business when they are considered no value	Paper		<input type="checkbox"/>
P15-15	Receipt Records Receipt and balancing records. (Sup. R. 26.01.O)	3 years or until issuance of an audit report by the Auditor of State whichever is later	Paper Electronic *may destroy paper when electronic is created		
P15-16	Requests for proposals, bids, and resulting contracts Requests for proposals, bids received in response to a request for proposal, and contracts resulting from a request for proposal. (Sup. R. 26.01.P)	3 years after the expiration of the contract that is awarded pursuant to the request for	Paper		



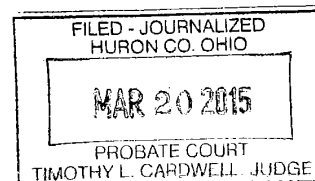
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
		proposal.			
P15-17	Exhibits, depositions, and transcripts. At the conclusion of litigation, including times for direct appeal, a court or custodian of exhibits, depositions, or transcripts may destroy exhibits, depositions, and transcripts if all of the following conditions are satisfied: (1) The court notifies the party that tendered the exhibits, depositions, or transcripts in writing that the party may retrieve the exhibits, depositions, or transcripts within sixty days from the date of the written notification; (2) The written notification required in division (F)(1) of this rule informs the party that tendered the exhibits, depositions, or transcripts that the exhibits, depositions, or transcripts will be destroyed if not retrieved within sixty days of the notification; (3) The written notification required in division (F)(1) of this rule informs the party that tendered the exhibits, depositions, or transcripts of the location for retrieval of the exhibits, depositions, or transcripts; (4) The party that tendered the exhibits, depositions, or transcripts does not retrieve the exhibits, depositions, or transcripts within sixty days from the date of the written notification required in division (F)(1) of this rule. (Sup. R. 26.F)	At the conclusion of litigation, including times for direct appeal.	Paper Electronic or miscellaneous items		
P15-18	Recordings of Hearings (Sup. R. 26.G)	5 years after the hearing date or 1 year after issuance of an audit report by the Auditor of State, whichever is later	Electronic, CD, tape	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	
P15-19	Blank Forms Obsolete, unneeded, or superseded forms stock (county schedule)	Until obsolete or superseded	Paper Electronic		

Revised January 2013

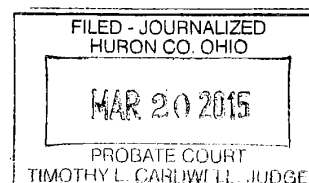


(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
P15-20	Disaster Plan Documents plans and procedures to protect and reestablish court operations in the event of a disaster. (county schedule)	Until updated or superseded	Paper Electronic		
P15-21	Rules of Court	Until updated or superseded	Paper Electronic		
P15-22	Records Request Requests to inspect and review public records (county schedule – ORC 149.43)	2 years	Paper Electronic		
P15-23	Records Retention and Disposition Forms Records, also called RC-1, RC-2, RC-3 forms, and other locally developed forms documenting the retention and disposition of the records of an office. (county schedule)	permanent	Paper Electronic		
P15-24	Speeches/ Presentations Written and/or recorded materials distributed when speaking to a group or press conference concerning an office and/or its operations. (county schedule)	Until no longer of administrative value/ appraise for historical value	Paper Electronic		✓ (historical)
P15-25	Surveys & Questionnaires Records collected from employees or public to assess how an event or program is perceived to determine if improvements or changes should be made. (county schedule)	Until no longer of administrative value	Paper Electronic		
P15-26	Visitors' log or sign-in sheets Registers or logs used to track visitors visiting an office. (county schedule)	1 year	Paper Electronic *may destroy paper when electronic is created		
P15-27	Accident Reports / Files Report of personal or property damage involving a county vehicle or occurring on county property. (county schedule)	6 years	Paper		
P15-28	Annual Inventory Departmental inventory of all the materials, machinery, tools and other court supplies. ORC305.18 (county schedule)	3 years	Paper Electronic		
P15-29	Audit Reports (Federal, State & Internal) Financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally. ORC 117.26 (county schedule)	5 years	Paper		

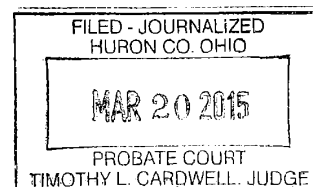
Revised January 2013



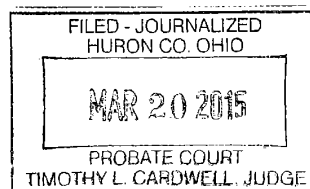
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
P15-30	Backup Data Computer generated backup tapes and data created, used and maintained for disaster recovery purposes. (county schedule)	Retain for one system backup cycle then delete, erase or destroy data	Tape CD		
P15-31	Budget, Annual Departmental/Office Fiscal allocation to a department or office for fiscal year. (county schedule)	3 years	Paper Electronic		
P15-32	Budget Preparation Documents (Working Papers) Preparation documents used to create annual budgets (county schedule)	2 years	Paper Electronic		
P15-33	Contracts Legal agreements with individuals, organizations, or entities to procure goods and/or services. ORC 2305.06 (county schedule)	8 years after expiration	Paper		
P15-34	Employment Applications / Resumes – Unsuccessful – Not Hired Application submissions for open job positions not chosen for employment, includes unsolicited resumes. (county schedule)	2 years	Paper		
P15-35	Equipment Maintenance Records Files documenting ownership, warranties, routine maintenance and repair of court owned equipment. (county schedule)	Life of equipment	Paper Electronic		
P15-36	Personnel Policy	Until updated or superseded	Paper Electronic		
P15-37	Litigation Records Records related to legal claims against an office and subsequent legal actions and court proceedings (county schedule)	5 years after case is closed and appeals are exhausted	Paper		
P15-38	Service Requests Written requests and tracking logs seeking services, assistance, etc. May include response and/or action taken. (county schedule)	Until no longer of administrative value	Paper		
P15-39	Surveillance Tapes / Videos Footage documenting daily actions of employees and visitors within an office and on its grounds for security purposes. (county schedule)	Use for one cycle then reuse provided no action pending	Electronic		
P15-40	Travel Requests / Expense Reports Requests for reimbursement for employee travel (county schedule)	3 years	Paper		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
P15-41	Vehicle Maintenance Records Records noting repairs and routine maintenance of court vehicles. (county schedule)	Until vehicle sold or disposed of	Paper		
P15-42	Vehicle Mileage Records Log of mileage and expenses incurred in court vehicles. (county schedule)	Until vehicle sold or disposed of	Paper		
P15-43	Workers' Compensation Claims Files covering claims made by employee for Workers Compensation benefits; includes claim, investigation, hearings, results, requirements, terms and conditions, etc. ORC 4123 (county schedule)	10 years after last activity	Paper		
P15-44	Index, Docket, Journal Index: a reference record used to locate journal, docket, and case file records. (Sup. R. 26.B3) Docket: a reference record that provides the dates and a summary of all hearings, pleadings, filings, orders, and other matters that are essential to an action, proceeding, or other matter in the probate division. (Sup. R. 26.04.A1) Journal: orders, entries, or judgments pertaining to the business and administration of the division, and other miscellaneous orders, entries, or judgments which the court may consider necessary to journalize, including all of the following: (a) Orders of appointment and oaths of office pursuant to section 2101.11 of the Revised Code of court personnel and other nonfiduciary appointees; (b) Orders of reference to magistrates; (c) Changes of the local rules of the probate division; (d) Orders changing the hours for the opening and closing of the probate court. (Sup. R. 26.04.C3)	Permanent	Paper Electronic Microfilm		✓
P15-45	Adoption records (Sup. R. 26.04.E1)	Permanent	Paper Electronic Microfilm *may destroy paper when microfilmed		✓
P15-46	Birth and death registrations Birth and death registrations dated prior to 1908. (Sup. R. 26.04.E2)	Permanent	Paper Electronic Microfilm *may		✓



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
			destroy paper when microfilmed		
P15-47	Civil commitment records (Sup. R. 26.04.E3)	3 years after the case is closed	Paper Electronic Microfilm *may destroy paper when microfilmed		
P15-48	Marriage License records (Sup. R. 26.04.E6)	Permanent	Paper Electronic Microfilm *may destroy paper when microfilmed		✓
P15-49	Estate records (Sup. R. 26.H)	Permanent	Paper Electronic Microfilm *may destroy paper when microfilmed		✓
P15-50	Civil records (Sup. R. 26.H)	Permanent	Paper Electronic Microfilm *may destroy paper when microfilmed		✓
P15-51	Trusts records (Sup. R. 26.H)	Permanent	Paper Electronic Microfilm *may destroy paper when microfilmed		✓
P15-52	Guardianship records (Sup. R. 26.H)	Permanent	Paper Electronic Microfilm *may destroy paper when microfilmed		✓
P15-53	Name Change records (Sup. R. 26.H)	Permanent	Paper Electronic Microfilm *may		✓



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
			destroy paper when microfilmed		
P15-54	All other case type records (Sup. R. 26.H)	Permanent	Paper Electronic Microfilm *may destroy paper when microfilmed		✓
P15-55	Jury Use & Management Plan	Until superseded	Paper Electronic		
P15-56	Prospective Juror List	Permanent	Paper Electronic *paper destroyed once electronic is created		✗
P15-57	Venire	Permanent	Paper Electronic *paper destroyed once electronic is created		✓
P15-58	Questionnaire and Requests to be excused and any supporting documents	1 year from end of that jury term	Paper		
P15-59	Ohio Supreme Court Quarterly Report Statistical reporting information provided to the Ohio Supreme Court	Permanent	Paper Electronic *paper destroyed once electronic is created		✓



APPENDIX 3

COURT OF COMMON PLEAS
PROBATE DIVISION
HURON COUNTY, OHIO

IN THE MATTER OF
THE ESTATE OF

CASE NUMBER _____

**COMPUTATION OF ATTORNEY FEES
IN DECEDENT'S ESTATE
(LOCAL COURT RULE 27(B) and 28)**

A. Value of personal property not sold: _____

Value of real estate not sold: _____

Gross proceeds from personal property sold: _____

Gross proceeds from real estate sold: _____

TOTAL: _____

5.0% of 1st \$25,000.00 _____

4.5% of 2nd \$25,000.00 _____

4.0% of 3rd \$25,000.00 _____

3.5% of 4th \$25,000.00 _____

3.0% of balance remaining _____

TOTAL of A: _____

B. 1% of value of the following, itemized on attached Appendix 3a

Joint and Survivorship Accounts _____

U.S. Bonds _____

Other payable/transferred to named beneficiary(s) _____

SUB TOTAL B: _____

RECAPITULATION

A. _____

B. _____

TOTAL: _____

APPENDIX 3aIN THE HURON COUNTY COMMON PLEAS COURT
PROBATE DIVISION

In the Matter of _____ : Case No.: _____
The Estate of _____ :
_____ :

LIST OF NON-PROBATE ASSETS

Pursuant to Local Rule 28(A) attached is a list of non-probate assets and their values. Joint and survivorship property passing to the surviving spouse and joint and survivorship property passing to persons other than the surviving spouse are listed separately. Alternatively, there is attached a copy of the recapitulation page from an estate tax return. This will be filed with the Court under seal.

Date_____
Signature_____
Name

- ☐ Fiduciary
- ☐ Attorney
- ☐ Other interested party

APPENDIX 3a (Page 2)

- I. Joint and survivorship property passing to the surviving spouse:
- II. Joint and survivorship property passing to persons other than the surviving spouse:
- III. Other property payable/transferred to named beneficiary(s) upon death of decedent:

APPENDIX 4COURT OF COMMON PLEAS
PROBATE DIVISION
HURON COUNTY, OHIOIN THE MATTER OF
THE ESTATE OF

CASE NUMBER _____

**COMPUTATION OF FIDUCIARY FEES IN
DECEDENT'S ESTATE
(Local Rule 32)**

Value of Personal Property, including income therefrom: _____

Gross proceeds of real estate sold: _____

TOTAL ABOVE: _____

A. 4.0% of first \$100,000.00 _____

3.0% of next \$300,000.00 _____

2.0% all over \$400,000.00 _____

TOTAL: _____

B. Real estate not sold _____

1.0% of value TOTAL: _____

C. Value of property not subject to administration _____
(Except Joint & Survivorship)
Itemized on attached Appendix 3a

1.0% of value

TOTAL: _____

RECAPITULATION

C. _____

D. _____

E. _____

TOTAL: _____

APPENDIX 5

COURT OF COMMON PLEAS
PROBATE DIVISION
HURON COUNTY, OHIO

IN THE MATTER OF THE
GUARDIANSHIP/TRUST OF

CASE NUMBER _____

**COMPUTATION OF GUARDIAN/TRUSTEE FEES
(Local Rules 25.12 and 33)**

A. 2% of receipts during the accounting period \$_____ = \$_____

B. 2% of disbursements during the accounting period \$_____ = \$_____

C. 2% of gross proceeds of sale in land sale case \$_____ = \$_____

TOTAL FEES \$_____

or

\$300.00 minimum compensation \$_____
per year

APPENDIX 6

COURT OF COMMON PLEAS
PROBATE DIVISION
HURON COUNTY, OHIO

IN THE MATTER OF THE CASE NUMBER _____

GUARDIANSHIP/TRUST OF

**COMPUTATION OF ATTORNEY FEES
IN GUARDIANSHIPS & TRUSTS
(Local Rule 31)**

D. 3% of receipts during the accounting period \$ _____ = \$ _____

E. 3% of disbursements during the accounting period \$ _____ = \$ _____

F. 5% of gross proceeds of sale in land sale case \$ _____ = \$ _____

TOTAL FEES OF A, B & C \$ _____

or

\$600.00 minimum to Establish Guardianship/Trust \$ _____

and/or

\$600.00 minimum to prepare and file accounting \$ _____

GRAND TOTAL OF FEES \$ _____

APPENDIX 7

COURT OF COMMON PLEAS
PROBATE DIVISION
HURON COUNTY, OHIO

In the Matter of
The Guardianship of

Case No. _____

**APPLICATION TO COMMENCE LEGAL PROCEEDINGS FOR WARD
[Sup.R. 66.08(F)]**

Applicant, Guardian of the above-named Ward, requests the Court's permission to commence legal proceedings on the Ward's behalf. The reasons for commencing legal proceedings on the Ward's behalf are: _____

[Attach additional pages if necessary]

Attorney for Applicant

Applicant

Address

Applicant Signature

City, State, Zip Code

Address

Phone Number

City, State, Zip Code

Attorney Registration No.

Phone Number

APPENDIX 8IN THE HURON COUNTY COMMON PLEAS COURT
PROBATE DIVISIONIn the Matter of
The Guardianship of

Case No.: _____

AFFIDAVIT OF INDIGENCY
(Local Rule 26)

The Affiant, being duly cautioned and sworn, states that the proposed ward is reasonably believed to be indigent and without the financial means to pay the court costs associated with a guardianship.

The Affiant represents that the following statements are true:

1. The proposed Ward's income is the following: _____
2. The proposed Ward's assets consist of the following:
 - A. Real Estate: Address _____
 - B. Bank Accounts / Cash _____
 - C. Investments _____
3. Neither the proposed ward nor anyone acting for the proposed ward, within the 5 years preceding this affidavit, has transferred, conveyed or gifted by trust or otherwise ANY INCOME, ASSETS OR OTHER PROPERTY to any person or entity for less than full consideration, value or payment.

Date_____
Affiant_____
Name typed or printed

Sworn to and signed in my presence this ____ day of _____, 20__.

Notary Public