PUTNAM COUNTY MUNICIPAL COURT

IN THE MATTER OF:

RULES OF COURT OF THE PUTNAM COUNTY MUNICIPAL COURT OTTAWA, OHIO

EFFECTIVE
January 31, 2016

JUDGE CHAD C. NIESE

The Putnam County Municipal Court
Putnam County
Ottawa, Ohio

In the Matter of

The Local Rules of Court

Judgment Entry

****

In accordance with Ohio law, the following rules of court for practice and procedure in the Putnam County Municipal Court are hereby adopted as the Local Rules of Court. Adopted by the this Court on the 31st day of January, 2016. These Local Rules supersede and replace all prior Local Rules adopted by this court.

The Clerk of Court shall forward a certified copy of these rules to the Supreme Court of Ohio pursuant to Civil Rule 83. These rules are provided online at www.putnamcountyohio.gov. Said Clerk shall provide paper copies of these rules to all those duly licensed to practice law before this court upon request thereof.

Judge Chad C. Niese

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RULES OF PRACTICE AND PROCEDURE
PUTNAM COUNTY MUNICIPAL COURT

RULE 1

By virtue of the authority vested in the Putnam County Municipal Judge of Putnam County, Ohio the following rules are hereby adopted for the purpose of expediting the business of the Putnam County Municipal Court.

The Local rule of the Putnam County Municipal Court, hereinafter set forth, shall be interpreted to promulgate the fair, impartial, open and courteous administration of justice under the constitution and laws of the State of Ohio.

CONFLICT

The rules set forth herein are designed as Local Rules under Rule 83 of the Ohio Rules of Civil Procedure, and in case of conflict herein, the Rules of Civil Procedure take precedence. In the event of conflict with any Traffic Rules or Rules of Criminal Procedure, the Rules of Criminal Procedure and/or Traffic rules take precedence.

RULE 2
COURT SESSIONS

A. The Court shall be open Monday through Friday from 8:30 A.M. until 4:30 P.M. There will be no Court on days the Courthouse is closed.

B. All cases will be heard in the Municipal Court Courtroom on the Third Floor, Putnam County Courthouse located in Ottawa, Ohio unless a conflict exists when another Court is in session.

C. Court protocol will include:

1. All persons in the Courtroom will stand while the Court is being opened and recessed.
2. There will be no smoking, eating or drinking in the courtroom. Persons with small children will take appropriate action to assure court proceedings are not interrupted.
3. All law enforcement officers will wear their appropriate uniforms while in attendance at a formal court hearing. The wearing of sidearm is left to the officer's judgment but may be restricted on an individual case basis by the court.
4. All law enforcement officers are requested to remain in the official designated waiting area.
5. Parties or those interested in attending proceedings of any pending case in Court must wear appropriate attire. Excessive or distracting dress may be deemed inappropriate by the court and removed from the Courtroom.
6. Attorneys appearing for Court hearings or on Court related proceedings shall wear appropriate attire (coat and tie for male attorneys and appropriate business dress for female attorneys).

D. The defendant's presence is required at all criminal/traffic pre-trial conferences unless excused by the court. Civil pre-trial hearings may be conducted without the presence of the parties if they are represented by counsel. Conference (telephone) call pre-trials involving civil matters are permissible with approval of the court and must be arranged with the court before the scheduled time of the pre-trial.

E. All sessions of the Court will be recorded with a recording device by the duly appointed deputy clerk in attendance during its operation. Audio recordings will be maintained by the clerk's office.

F. When a stenographer is requested for any hearing, the party requesting the stenographer must file a motion with the court in writing within (10) days before the hearing date. Costs for a stenographer for jury or non-jury matters will be assessed to the party making the request.

G. The Court recognizes the necessity to assure all persons appearing before said Court shall understand their legal rights and the consequences of any pleas made upon arraignment. Each defendant will receive a Court issued form entitled "Rights of Defendant at Arraignment" when appearing for court. The defendant will be instructed to read said form and this document will be signed and presented to the presiding Judge at the time of arraignment.

H. The Court is cognizant of the fact that a defendant may not be able to financially afford legal representation. If a defendant desires a court appointed attorney, the Judge will instruct the defendant to complete a form entitled "Affidavit of Indigence" with attached questionnaire to determine whether said defendant qualifies for the appointment of counsel. If the Court determines a defendant is entitled to appointed counsel, same shall be so noted on the Court record. The defendant will be instructed to call the assignment clerk at a later time to obtain the name of the assigned counsel.

RULE 3
PLEADINGS

All papers filed with the Clerk, including, but not limited to pleadings, motions, applications, judgments and orders, shall be in compliance with the Ohio Rules of Civil Procedure; Ohio Rules of Criminal Procedure or the Ohio Rules of Traffic Procedure as the case may deem necessary.

RULE 4
JURY TRIAL

In any civil jury case, counsel for the plaintiff shall file trial briefs with the Clerk of Courts not later than fourteen (14) days before the date of trial. Copies of such trial briefs shall be certified to all opposing counsel or parties unrepresented by counsel. Reply briefs shall be filed with the Clerk not later than ten (10) days before the date of trial, with copies certified to all opposing counsel or unrepresented parties.

In all civil cases wherein a jury has been requested, that party requesting a jury shall advance to the Clerk of Courts office the sum of four hundred dollars ($400.00) jury demand deposit. This deposit shall be paid not less than twenty-one (21) day prior to trial.

RULE 5
CONTINUANCE AND CANCELLATION

Requests for continuance shall be in writing signed by the party, if unrepresented, or the party's attorney if represented, on a form approved by the Court, and submitted to the Clerk with a certification to all opposing counsel or parties unrepresented by counsel five (5) days before the date set. The requests must contain a sufficient reason for the need of such continuance.

In the event the date set by the clerk is for a jury trial, and the parties involved thereto have the matter settled, notice must be given to the Clerk forty-eight (48) hours before the date of the trial. Failure to comply with this Rule will result in the party responsible for the notification being responsible for the cost of any jurors appearing on the date set for trial.

RULE 6
FEES FOR COMPUTER RESEARCH AND SERVICES

Pursuant to the authority of Ohio Revised Code 1907.261 it is determined for the efficient operation of the Civil Division of Putnam County Municipal Court, funds are required to maintain and advance computerization and technology development throughout the Municipal Court and the Municipal Clerk of Court's office.

The Clerk of Courts is authorized to charge and collect the fee of three dollars ($3.00) upon the filing of each civil cause of action or appeal. These fees shall be collected under the court Legal Research Fund and shall be paid to the County Treasurer. The Treasurer shall place this money in a separate fund and will disburse it, subject to an appropriation by the Putnam County Commissioners, in an amount not greater than the actual cost for computerizing the court or procuring and maintaining computerized legal research services as stated in O.R.C. 1901.261(A)(1)(2) and (3).

Pursuant to the authority of ORC 1901.261(B)(1), The Clerk of Courts is further authorized to charge a fee of ten dollars ($10.00) upon the filing of each cause of Civil Action, Appeal Action, Criminal Action (other than traffic cases) and docketing and indexing of each aid in execution or petition to vacate, revive or modify a judgment. A cost of seven dollars ($7.00) will be charged to all traffic cases. These fees will be used for the purpose of computerization advancement in the Municipal Court clerk of Courts office. Fees collected under the Clerk's computerization fund, shall be paid to the County Treasurer, placed in a separate fund and disbursed subject to an appropriation by the Putnam County Commissioners in an amount no greater than the actual cost for procuring and maintaining the clerk's computerization and technology services.

RULE 7
COURT COSTS AND FEES

The following will be costs for filing and processing cases within the Putnam County Municipal Court, Ohio. (see chart in Appendix) All costs set forth are inclusive of computerization, legal research and special project fees.

COURT COSTS RESPONSIBILITY

All court costs incurred during the filing and pending activity of civil cases in Putnam County Municipal Court are the responsibility of the party filing the action. Court costs not covered by the deposit required at the time of filing will be billed to the Plaintiff at the conclusion of the case. The total of all court costs may be added to the amount of the judgment rendered in the case and reimbursed to the filing party upon the collection of judgment monies.

CIVIL CASE

The filing fee for civil action will be ninety-five dollars ($95.00). In addition, clerk action will be assessed a cost of four dollars ($4.00) per action. A deposit of forty dollars ($40.00) shall be advanced for an execution on a debtor exam action. For a bank attachment, a one dollar ($1.00) fee to the bank and a one hundred dollar ($100.00) deposit to the Clerk is required. A one hundred fifty dollar ($150.00) deposit will be required for forcible Entry and detainer court actions. Any court fee or cost not paid by the established deposit will be billed to the petitioner.

SMALL CLAIMS CASE

The filing fee of fifty dollars ($50.00) shall be charged for a Small Claims case. There will be a deposit of fifty dollars ($50.00) for a counter claim filed in a Small Claims case. An additional thirty dollars ($30.00) deposit will be charged for Small Claim Debtor's questionnaire requests. An eighty dollar ($80.00) deposit is required for an execution court action. There is a fee to the bank of one dollar ($1.00) plus a one hundred dollar ($100.00) deposit to the clerk for a bank attachment.

CRIMINAL AND TRAFFIC

The base court costs to be assessed on the filing of a criminal case in the Putnam County Municipal Court will be seventy-five dollars ($75.00) and the base court costs on the filling of a traffic case will be sixty-five dollars ($65.00).

Criminal Case	**Base Cost $75.00**
State Victim Assistance Fund	$ 9.00
Allen County Crime Stoppers	$ 1.00
Court special Project Fund	$ 5.00
Indigent Defendant Support Fund	$20.00
Clerk Computerization Fund	$10.00
Putnam County General Fund	$30.00
Traffic/Moving Violation	**Base Cost $75.00**
State Indigent Defendant Support Fund	$25.00
Indigent Defendant Alcohol Treatment Fund	$ 1.50
Drug Law Enforcement Fund	$ 3.50
State Victims Assistance Fund	$ 9.00
Clerk's Computerization Fund	$10.00
Putnam County General Fund	$26.00
Traffic/Non Moving Violation	**Base Cost $75.00**
Indigent Defense Support Fund	$10.00
Clerk's Computerization Fund	$10.00
Putnam County General Fund	$55.00
Parking Violation	**Base Cost $75.00**
Clerk's Computerization Fund	$10.00
Putnam County General Fund	$65.00

A four collar ($4.00) fee for each additional clerk action shall be charged. In the event a license forfeiture is filed with the State Bureau of Motor Vehicles for non-appearance or non-payment of fine and costs, ad additional cost of fifteen ($15.00) will be assessed.

GARNISHMENT

A one hundred dollar ($100.00) deposit will be required upon the initial filing and processing of a garnishment to an employer on personal earnings. There will be a four dollar ($4.00) charge for further orders of the court or clerk action. The Clerk shall deduct a two per cent (2%) poundage fee from garnishment payments made to the court before disbursing monies to the Plaintiff/Creditor.

REOPENED CASE

A deposit of ninety-five dollars ($95.00) will be required to reopen any civil action in the Putnam County Municipal Court.

A forty dollar ($40.00) cost shall be assessed in criminal and traffic cases when a motion to reopen the case if filed. This includes any action filed to gain court consideration of a case including but not limited to probation violation issues, motion to impose court stipulations, motion for modification of a driver's license suspension or any motion seeking modification of a judgment entry. The party responsible to pay court costs will be notified through the Clerk of Courts office concerning payment of said costs.

DRIVING PRIVILEGE DOCUMENTATION

A twenty dollar ($20.00) fee shall be charged by the Clerk of Courts to document driving privileges within a defendant's case and to provide a Driving Privilege Card to that Defendant.

SUPOENAS

There will be a twenty-five ($25.00) deposit fee charged for each subpoena issued by the Clerk of Court on civil or Small Claims cases. This deposit will be used to cover a five dollar ($5.00) expense of issuance of the subpoena, the costs of law enforcement service on each subpoena and any witness fees. The requesting party will be responsible for outstanding court costs unless directed differently by the Court.

The costs, of issuing a subpoena for a criminal or traffic case, in the amount of twenty-five dollars ($25.00) will be assessed and calculated as court costs on that case. There will be no deposit required for a precipe for subpoenas on a criminal case made by the plaintiff, State of Ohio.

WRIT OF EXECUTION/WRIT OF RESTITUTION

A deposit of one hundred and fifty dollars ($150.00) will be the required deposit with the Putnam County Clerk of Courts before the issuance of any writ in the Putnam County Municipal Court.

This deposit money will be used to pay the increased fees involved in the processing and service of the writ, services provided by the Putnam County Sheriff's Department and the court costs.

REMOVAL OF MOBILE HOME

A deposit of five hundred dollars ($500) shall be required when a precipe for any Writ is filed for the removal of a mobile home by the Putnam County Sheriff's office. This writ will be issued by the Putnam County Clerk of Courts office for the removal of an abandoned mobile home or on a mobile home with a value of less than $3,000. Destruction of the mobile home will be the responsibility of the titled owner.

This deposit money will be used to pay the fees involved in processing and service of the writ proceedings by the Putnam County Sheriff's Department as well as any appraising and advertising fees and court costs.

CERTIFICATE OF JUDGMENT

The cost of obtaining a certificate of judgment will be ten dollars ($10.00) with an additional four dollar ($4.00) charge for any further Clerk action.

COPY COST

All copies prepared by the Clerk will be prepared at a charge of ten cents ($.10) per page which may be added to the court costs of an active case.

SPECIAL PROJECT FEES

Pursuant to the authority of Ohio Revised Code Section 1901.26(B)(1), the Putnam County Municipal Court has determined, for the efficient operation of the court, additional fees will be charged at the commencement of all criminal, civil and garnishment proceedings in addition to all fees and costs already established.

A fee of five dollars ($5.00) shall be collected on all new criminal cases filed. A fee of five dollars ($5.00) shall be collected on all civil cases filed (excluding Small Claims cases), and an additional fee of twenty dollars ($20.00) will be collected on all garnishment motions. These fees are included in the initial costs of the case.

These fees will be paid to the Putnam County Treasurer to be placed in a separate "Putnam County Municipal Court Special Project Fund" to be disbursed only upon order of the Court for special projects as shall be determined by the Court.

RULE 8
FORCIBLE ENTRY AND DETAINER

Service of summons on the defendant shall be according to the Ohio Rules of Civil Procedure and statute. The plaintiff must deposit one hundred and fifty dollars ($150.00) when filing a Forcible Entry and Detainer action with the court.

The plaintiff and/or plaintiff's attorney or records shall be present in court at the time set for hearing on restitution of the premises. Failure to comply with this rule shall result in a dismissal of the case.

RULE 9
SMALL CLAIMS DIVISION

Pursuant to the Revised Code 1925.01, a Small Claims Division has been established in the Putnam County Municipal Court for the recovery of money or for the consideration of a requested judgment of three thousand dollars ($3,000.00) or less as set by statute.

Cases filed in the Small Claims Division of the Putnam County Municipal Court will be heard on Wednesday mornings at 11:00 A.M. or as scheduled by the court. In the event of the defendant's denial of the claim, and for good cause, the matter may be scheduled for further hearing by the court.

In the event the defendant is not present in Court when the case is called, the plaintiff is entitled to a default judgment. If the defendant is in Court and the plaintiff is not present on the day the case is called, the case will be dismissed, without prejudice to the plaintiff, and at plaintiff's cost

Upon a motion to transfer a case from the Small Claims Docket to the Civil Docket, or upon the filing of any counterclaim, cross-claim or similar filing seeking relief in excess of the jurisdictional limit of the Small Claim Court, the moving party must accompany said motion with a case deposit of ninety-five dollars ($95.00).

RULE 10
JUDGMENT ENTRIES IN CIVIL CASES, EXCEPT SMALL CLAIMS DIVISION

In all cases in which parties are represented by counsel and a decision is made by the Court or jury on any issue, prevailing counsel shall, within seven (7) days after announcement of decision, prepare a judgment entry giving effect to such decision and submit the same to opposing counsel. If there is no opposing counsel, same shall be submitted to the court and the entry shall be considered for approval by the court. Opposing counsel shall approve or reject proposed entry within five (5) days after receipt and if he/she rejects, he/she shall within the same five (5) days prepare an entry. Both entries shall be presented to the Judge forthwith, who will thereupon approve one of such tendered entries or prepare an entry to the Judge's satisfaction, duly noting exceptions, and file same with the Clerk of Courts with copies to counsel. Failure of opposing counsel to approve or object within the specified time limits shall be deemed a waiver and acceptance of the tendered entry.

If the prevailing party is not represented by counsel in a contested matter, and a decision is made by the Court or jury on any issue, the Court will prepare a Judgment Entry giving effect to such decision. If there is opposing counsel, same will be submitted to him/her for any objection. Said objections shall be filed with the Court within five (5) business days. The Court will then decide to leave the entry as originally written or modify same.

If the prevailing party is not represented by counsel, the matter is not contested, and a decision is made by the Court on any issue, the Court shall prepare a Judgment Entry giving effect to such decision and submit same to the record.

Upon application by a party for a default judgment in a civil matter, the party so moving shall serve a copy of the motion by regular mail upon the party(s) in default. The motion shall so indicate by a proof of service.

Upon a motion for default judgment being properly filed with the Court, the Court shall wait a period of fourteen (14) days within which any party(s) in default may request a hearing. In the event no hearing is requested, the judgment shall be granted. It is incumbent upon the moving party to submit with said motion a proposed Default Judgment Entry.

RULE 11
APPRAISAL FEES FOR SHERIFF'S SALE

Upon an execution wherein personal property is seized for sale by the Sheriff's Department of this county, the Sheriff's office is authorized to expend ten dollars ($10.00) per item until total of one hundred dollars ($100.00) for all items for the appraisal of the personal property to be sold at the Sheriff's sale is reached.

RULE 12
TRUSTEESHIP

A request for a trusteeship will be filed as a civil action in the Putnam County Municipal Court with a filing fee of ninety-five ($95.00). After approval by the court this action allows for the collection of twenty-five per cent (25%) of an applicant's net earnings. These earnings shall be disbursed in equal payments to all verified creditors on a payment schedule established by the Clerk of Courts. Employment garnishment proceedings are stayed while a trusteeship is in place.

To obtain a trusteeship, an applicant must file an "Application for the Appointment of a Trustee" with the Court. A list of all creditors, their addresses, payment mailing address and individual account numbers must be provided to the court on the "Statement as to Creditors" forms provided by the court.

A copy of a most recent billing statement of each account should be provided. It is the responsibility of the Applicant to provide the court with their most recent pay stub and 25% of the next non-exempt earnings in cash for every pay period. This payment to the court will continue each week due by a weekly day specified by the court.

If weekly payment is omitted for any reason, the defendant is required to present a written explanation for the omission. With Court approval said defendant may make weekly payments of five dollars ($5.00) to maintain the trusteeship as open and valid. In case of sickness, a doctor's excuse is required along with the five dollar ($5.00) weekly payment. This money will accumulate on the defendant's account and will be disbursed to creditor's. If there is no activity on the defendant's account for one month, the trusteeship will be dismissed by the court and the debtor cannot file a new trusteeship for another six (6) months.

If a payment is missed an explanation must be submitted in writing and the court will determine if submitted excuse is permissible. Missing a payment may be reason for the termination of a trusteeship and is at the discretion of the court. The court will retain two per cent (2%) poundage of all monies held when making disbursement of monies. Information including forms will be available at the Clerk of Courts office.

RULE 13
TRAFFIC COURT

Traffic Court will be held as stated in Rule 2 of these rules, and will follow the rules heretofore described unless changed by this section.

A. In traffic cases the complaint and summons shall be in the form known as the "Uniform Traffic Ticket and Complaint" as set forth in the Ohio Traffic rules. All traffic cases to be designed with a TRD case number must be filed a minimum of one (1) hour before the defendant's scheduled appearance date and time. Failure to do so may result in a discharge of the defendant's citation and a bar of any future filing of the charge again the defendant.

B. The violations Bureau shall operate in accordance with Traffic Rule 13 for traffic and criminal minor misdemeanor cases.

C. The Court may issue a warrant for any defendant who fails to appear for assigned court hearing or fails to answer a traffic citation or summons served upon him/her. Upon the non-appearance of a defendant on a traffic summons or citation, or failure to pay fines or court costs on conviction the Court may issue a "Notice of Forfeiture of Driving Privileges" to the Ohio Bureau of Motor Vehicles using the appropriate BMV form.

D. On all traffic and misdemeanor cases citing a violation of a village Ordinance the citing agency shall attach to the citation or complaint a copy of the Village Ordinance and degree of offense (ie. MM, M4, M3, M2 or M1). If the attachment is not included when the citation is filed in Putnam County Municipal Court the penalty for a violation filed under the Village Ordinance Code section will be treated as a similar violation outlined in the Ohio Revised Code. The Clerk of Courts is authorized to charge the penalty amount attached to the most similar offense as outlined in the court's bond schedule. If it is not possible to match the pending violation with a comparable established ORC offense, direction must be obtained from the court.

E. The court may institute appropriate proceedings under Interstate Non-Resident Compact Act administered through the Bureau of Motor Vehicles if the defendant is a non-resident of Ohio. Notice must be sent to the defendant and if no response is obtained, appropriate license forfeiture papers may be sent to the BMV.

F. A Violations Bureau has previously been established, pursuant to Ohio Traffic rule 13 and Criminal Rule 4.1, by this court and its' predecessor, the Putnam County Court. The establishment of the violations Bureau is affirmed and ratified. Said Violations Bureau shall continue and shall operate pursuant to Ohio Traffic Rule 13. Other non-traffic minor misdemeanor cases may be handled pursuant to the procedures of Criminal rule 4.1. The Clerk of courts shall continue as and is hereby designated as Violations Clerk.

G. The use and filing of a ticket that is produced by computer or other electronic means is hereby authorized in the Putnam County Municipal Court. The Electronically produced ticket shall conform in all substantive respects to the Ohio Uniform Traffic Ticket and the requirements of the Ohio Traffic Rules. If an electronically produced ticket is issued at the scene of an alleged offense, the issuing officer shall provide the defendant with a paper copy of the ticket.

RULE 14
BUREAU OF MOTOR VEHICLE CASES

Judgment entries granting limited driving privileges in Bureau of Motor Vehicle cases (implied consent, A. L. S., points, etc.) shall include the following information:

1. Name, address, the last four digits of social security number, and date of birth.
2. Place, address and employment.
3. The following paragraph: "A copy of this entry shall be on the person of the defendant while driving under privileges granted by this court. Any officer observing a violation of the terms of this conditional driving shall seize this entry and immediately notify this court".
4. In alcohol related suspensions, a statement that defendant shall have a -0- blood alcohol content when driving with limited privileges, likewise, failure to take a blood/alcohol test if stopped while operating under limited privileges shall be deemed grounds for termination of limited privileges.
5. Proof of Insurance.

REINSTATEMENT FEE PLAN

Following a license suspension which has been recorded with the Ohio Bureau of Motor Vehicles an individual may gain limited driving privileges and establish a reinstatement fee payment plan by petitioning the local court. The defendant must file appropriate forms with the court which include: "Reinstatement Fee Plan Application" and "Application for Limited Driving Privileges"(copies included in appendix). These completed forms must be filed with the court by the applicant along with a fifty dollar ($50.00) filing fee, proof of insurance, proof of employment and a copy of the letter received from the Bureau of Motor Vehicles. This action will be docketed as a miscellaneous court action.

Upon approval of the request by the local Municipal Court Judge, notification of acceptance will be sent to the Ohio Bureau of Motor Vehicles by the Clerk of Courts. All information concerning payments instructions will be mailed to the petitioner directly from the Bureau of Motor Vehicles.

Limited driving privileges are valid only while defendant is current in their payments according to the BMV Installment Payment Plan.

RULE 15
PAYMENT OF FINES AND COSTS

In cases where a fine and costs are assessed, the payment will be made immediately after the conclusion of the case. All payments are to be made to the Clerk of Courts of Putnam County Municipal Court. If defendant is unable to pay fines and costs immediately to the Court the following restrictions will be enforced:

A. If the defendant is unable to pay the required fine and costs he/she may make an oral request to the court for an extension of time for payment.

B. If an extension to pay is granted by the court, the defendant must sign a payment agreement at the clerk's office (Pay or Appear form in appendix). This statement documents the amount owed, the due date of the payment and the conditions for failure to pay by the date established.

C. Payments upon a case shall be applied as required by law.

D. If restitution has been ordered by the Court to be paid through the Clerk of Courts office as part of the final entry an additional charge of two percent (2%) poundage will be charged on the total restitution amount and added to clerk's fees.

E. When a defendant is given time to pay fine and costs, the mandatory "Pay or Appear" agreement will provide said defendant a date to appear for a hearing. If the defendant fails to appear at this scheduled hearing and has not honored the "Pay or Appear" agreement reason for non-payment will be determined by the court and necessary action will be ordered.

ACCOUNTS RECEIVABLE/COLLECTION SERVICES

All court costs, fines, attorney fees and/or restitution owed on cases filed in the Putnam County Municipal Court will be entered onto the Accounts Receivable computer program.

The defendant will receive an itemized statement created at the conclusion of each case. The total fees must be paid within the following four-month period (120 days). Additional notices will be sent to the defendant every 30 days concerning the balance due in fines, costs, attorney fees and/or restitution. If the account is not paid at the conclusion of the 120-day period or any extension of time granted by the Court, the account may be turned over to the Ohio Attorney General's Office for collection or to a private collection agency contracted by the county to collect delinquent funds. There will be a collection fee added as costs, payable to the collection agency, in court approved cases in which a judgment has been determined and a closing entry has been entered on the record.

Outside collection proceedings may begin immediately if the defendant fails to appear for a court hearing, fails to remain current in court ordered payments or does not provide the court with a current address. No additional notice need be sent concerning outside collection procedures to defendants who fail to comply with court orders.

REFUND OF OVERPAYMENT

The Court hereby determines that for the efficient operation of the Court any overpayment received for ten dollars ($10.00) or less will be receipted as Putnam County Municipal Court Fee.

It is hereby ordered that the Clerk of Courts will not issue refunds in any division that total ten dollars ($10.00) or less. Overpayment of ten dollars ($10.00) or less will be receipted as a Putnam County Municipal Court fee and disbursed at the end of the month to clerk's fees in the county general fund. Overpayment in excess of ten dollars ($10.00) will be refunded by check after thirty (30) days to the payee.

Any refund amount may be made upon order of the court Defendant must submit a written request for refund to the court.

RULE 16
HOUSE ARREST PROGRAM

Upon application by a defendant or their attorney, and upon order of Court a prisoner may participate in a House Arrest Program. Said program for the Municipal Court shall be administered by the Putnam County Sheriff's Department and the fees shall be set by said department. No House Arrest Program may be instituted except by specific order of the Court.

RULE 17
WORK RELEASE PROGRAM

Section 5147.28 et seq. of the Revised Code of Ohio provides for the establishment of a prisoner work-release program. Said program has been established with the agreement of all Courts in Putnam County.

Whereas, the officials of all Courts in Putnam County together with those persons and officials connected with the administration and with the working of such program, have met and agreed upon and approved a program which they believe to be feasible under the provision of such statutes and provided in such cases.

The prisoner work-release program shall be administered and subject to the rules, terms and conditions of the program. Said rules may be complemented, amended or changed by Judgment Entry of the Court. See appendix for copy of "Work Release Rules and Regulations" and "Work-Release Agreement".

RULE 18
PROBATION DEPARTMENT FOR PUTNAM COUNTY MUNICIPAL COURT

A Probation Department for the Putnam County Municipal Court was established effective July 1, 1996. The department shall be staffed as necessary. Said department shall provide assistance to the Court by furnishing pre-sentence investigation reports, monitoring probationers during their term of probation, reporting to the Court violations of terms of probation and making recommendations to the Court concerning termination of probation following a successful completion of all terms of probation. The Probation Department shall perform other duties consistent with the effective administration of justice as deemed necessary by the Court

A copy of the "Rules of Probation" are included in the appendix of these rules. The Probation Officers shall have the power to modify those conditions according to experience and circumstances of each probationer.

Pursuant to Ohio Revised Code 2951.021(B)(1) the court will access as part of the court costs a twenty-five dollar ($25.00) fee for the preparation of a pre-sentence report. This money will be collected by the Clerk of Courts office and disbursed to the Probation Department.

The Court will access as a part of the court costs a twenty-five dollar ($25.00) per month probation fee, payable by all probationers as directed by the Court. Said fees may be increased not to exceed the allowable amount of fifty dollars ($50.00) per month, or may be decreased as may be required to maintain the Probation Office of Putnam County Municipal Court.

Probationers will make a monthly payment to the Clerk of Courts office to be applied to court costs, fines or restitution which may be owed by said probationer. Failure to do so will be reported to the Probation Officer immediately.

RULE 19
BOND SCHEDULE FOR MISDEMEANOR, CRIMINAL AND TRAFFIC OFFENSES

If a defendant is arrested for misdemeanor offense and is not issued a summons, and is not released on her personal recognizance, the following bail bond schedule shall apply, unless otherwise noted.

1st Degree Misdemeanor - $3,000.00
2nd Degree Misdemeanor - $2,000.00
3rd Degree Misdemeanor - $1,500.00
4th Degree Misdemeanor - $1,000.00

A ten percent (10%) bond can only be posted if approved by a Judge.

BOND/BAIL IN CASES OF DOMESTIC VIOLENCE

Pursuant to Ohio Revised Code Section 2919.251 the previously given bail bond schedule shall not apply to any offense of violence if the alleged victim of the offense charged was a family or household member at the time of the offense and if any of the following apply:

1. The person charged, at the time of the alleged offense, is subject to the terms of a protection order of consent agreement approved pursuant to Revised Code Sections 2919.26 or 3113.31.
2. The person charged has previously been convicted of or plead guilty to a violation of Ohio Revised Code Sections 2919.25, 2919.27, 2929.26, 2907.07, 11.12 or 2911.21 or any form of a Municipal ordinance or law of this or any other State of the United States that is substantially similar to any of those exceptions.
3. The arresting officer indicates in the police report or other documentation accompanying the complaint that any of the following were present:
    a. The arresting officer observed the alleged victim's objective manifestations of physical harm which the arresting officer reasonably believes are a result of the alleged offense.
    b. The arresting officer reasonably believes that the person had on the person's person at the time of the alleged offense a deadly weapon or dangerous ordinance.
    c. The arresting officer reasonably believes that the person presented a credible threat of serious physical harm to the alleged victim or to any other person if released on bail before trial.

In these instances the defendant shall be required to appear before the court for setting of bail. The court shall consider those factors listed in Division B of Revised Code Section 2919.251 when setting bail. The appearance requirement may only be waived by a Judge and in such instances bail shall be set by the Judge. IN this event, a condition of bond shall be that the defendant have no contact, direct or indirect, with the alleged victim and shall not enter upon the residence of the alleged victim.

FELONY OFFENSES AND OTHER OFFENSES OF VIOLENCE

Pursuant to Revised Code Section 2917.23, in situation of assault, menacing, stalking, or to any alleged violation of Section 2903.11, 2903.12, 2903.13 where the victim of the offense is a peace officer, or any felony violation, the bail-bond schedule shall not apply. In such cases, bail shall only be set by the Judge.

Bonding cases not provided for in this schedule may be set in accordance with Ohio Revised Code Section 2937.23. This order is subject to Criminal Rule 46 of the Ohio Rules of Criminal Procedure and to al provision of the Ohio Revised Code, as well as the Court's local rules and provisions concerning mandatory court appearances. In the event any local rule conflicts with any provision of the Ohio Revised Code or the Ohio Rules of Criminal Procedure, then the Revised Code or Criminal Rules shall control.

CASH BOND

If an Own Recognizance bond is deemed inappropriate, upon consideration of the above factors, cash bond shall be set according to the bond schedule established herein, unless deviated from by the court or unless bail is required to be set by a Judge.

Any deviation from the bond schedule by the Clerk of Courts, charging officer, or county jail, must be approved in advance by the Court on an individual case by case basis. In any situation where bond is set above the schedule without court approval, the officer must appear at the defendant's next court hearing.

ACCEPTANCE OF BOND ON BAILABLE OFFENSES

In cases where bail is permitted by this rule, and is not otherwise prohibited by the Ohio Revised Code, and no Judge is readily available, the Clerk of Courts may fix the amount of bail in accordance with the above referenced bail schedule. If the Clerk of Courts office is open, bail shall be paid at said office.

If the Clerk of Courts office is closed the Putnam County Sheriff, Deputy Sheriff or police officer having custody of the person charged may fix the amount of bail in accordance with the schedule set forth herein and accept payment of the same. Bail shall only be paid in the County Courthouse or at the County Jail.

RULE 20
MISDEMEANOR WARRANTS

The Putnam County Sheriff shall incarcerate all defendants arrested upon a warrant from this court if the arrest occurs as follows:

1. PU 1 – Nationwide – all felonies.
2. PU 2 – Statewide – all felonies and M-1 offense.
3. PU 3 – Within 100 miles – all felonies and M-1 through M-4 offenses.
4. PU 4 – Adjacent Counties – all felonies, M-1 through M-4 and MM offenses.
5. PU 5 – County of Warrant only – all cases.

In the event an arrest has been made upon a warrant outside the scope of this rule, the Sheriff will consult with the Court as to the feasibility of a pick-up and conveyance order for said defendant.

RULE 21
WILDLIFE AND WATERCRAFT BOND/WAIVERS

A person charged with a minor, 3rd or 4th degree misdemeanor violate of Chapter 1531, 1533, or 1547 of the Ohio Revised Code may post the following bond amounts. If the defendant waives appearance, the bond shall be forfeited and no warrant shall be issued. The charging officer, however, has the discretion to require the defendant's appearance at arraignment by indicating so on the defendant's citation or summons.

Degree of Offense	**Bond (Includes Court Costs)**
Minor Misdemeanor	$100
4th Degree Misdemeanor	$200
3rd Degree Misdemeanor	$300

RULE 22
RULES FOR THE REGULATION OF THE PUTNAM COUNTY JAIL

Court will provide copy of this rule upon request.

RULE 23
COURT APPOINTED COUNSEL

All duly registered Ohio Attorneys, in private practice of law in the State of Ohio with the exception of the Prosecuting Attorney, their assistants and partners or associated in private practice with them, may request to be entered on the list of counsel available for appointment to represent indigent defendants. By requesting to be entered upon the list and accepting appointments, the attorney is representing to the court that they are eligible to receive assignments. Any attorney may be excused from said service upon request and the Court's approval. All appointments shall be made by the Court.

Assigned counsel shall receive compensation for professional services rendered, and shall be reimbursed for expenses, pursuant to Ohio Law. Within thirty (30) days following the last date of service to the defendant, counsel shall submit an itemized statement in duplicate, for services rendered and expenses incurred. These expenses shall be submitted on the appropriate form as required by the State Defender's office.

The Court will review and consider the statement and shall determine the amount of compensation due, in the amount of the hourly rate approved by the Board o County Commissioners, Putnam County, Ohio. In the event investigators or other expert witnesses are allowed by the Court, the expense for the same shall be filed with appointed counsel's application and made a part of counsel's expense.

APPOINTED COUNSEL FEES FOR INDIGENT DEFENDANT

A resolution by the Board of Commissioners of Putnam county, dated February 23, 2001, journalized in Commissioners' Journal 45, pages 309 and 310, came upon for review and interpretation as said Resolution applies to the Putnam County Municipal Court.

In particular the following paragraph appears to be in need of interpretation by the Court:

"If the defendant enters a guilty plea to the charges of the indictment or complaint the attorney at that trial court shall be compensated at a minimum of $250.00. If the charges are dismissed against the defendant prior to trial, the attorney shall be compensated $150.00."

A review of appointed counsel billings for indigent defendants in the Putnam County Municipal Court since November 21, 1996 indicates the minimum of $250.00 has neither been applied for by counsel nor approved by the court. Further, it is the experience of this court that there is substantially more preparation involved in a felony charge prior to the entrance of a plea than would be required in a misdemeanor case.

Based upon the foregoing conclusion, it is the finding of this court the above cited paragraph in Commissioners' Resolution dated February 23, 2001 does not apply to minimum fees for appointed counsel in the Putnam County Municipal Court.

RULE 24
CASE MANAGEMENT RULE

This local rule is to address the case flow management requirement of Municipal and County Courts and to reduce to written rule the court's practice and administrative orders.

Law Enforcement shall file citation documentation within seventy-two (72) hours of issuance of citation unless good cause is shown and such citations shall be set for arraignment within ten (10) days from the date of service of citation or summons.

Continuance of arraignments shall be limited to seven (7) days from the scheduled date of appearance when requested by the Defendant unless accompanied by written plea, appearance of counsel, satisfactory bond, time waiver and proof of insurance where applicable. A defendant may be granted on continuance of seven (7) days after receiving the assigned date of the scheduled court appearance for arraignment. This initial continuance may be granted by the Clerk when a request is made in person or by phone. The Clerk shall immediately assign the defendant a new court date within seven (7) days or original hearing date. No continuance may be granted on any citation alleging violence to another person unless approved by the Court.

All cases, other than Small claims, Forcible Entry and Detainer and Minor Misdemeanors shall be set for pre-trial conference no later than three (3) weeks after arraignment or thirty (30) days after last responsive pleading.

Failure of a party or counsel to respond to a court request within fifteen (15) days may result in dismissal or contempt of court sanctions.

RULE 25
JURY MANAGEMENT PLAN FOR PUTNAM COUNTY MUNICIPAL COURT

Court will provide copy of this rule upon request.

RULE 26
COURT SECURITY

To assure the Court facilities are secure for all those who visit and work at the Court and pursuant to the Rules of Superintendence for the Putnam County Municipal Court, Rule 9, the Court establishes the following:

The Court has appointed a Local Court Security Advisory committee consisting of one representative of each of the following groups: judges, other court staff, law enforcement responsible for court security, and individuals as deemed appropriate by the Court.

The local Court Security Advisory Committee shall recommend a security plan which shall establish written directives for the purpose of ensuring security within the court while maintaining accessibility to the community and be incorporated into Local Rule.

COURT SECURITY OFFICERS

At the request of the Presiding Judge, uniformed, armed law enforcement officers, certified by the Ohio Peace Officers Training Council, shall be assigned in sufficient numbers to court security to insure the security of the court room, the judge's chambers, the court administrator's office, the jury room, the court's conference rooms and the areas immediately adjacent thereto.

PERSONS SUBJECT TO SECURITY SCREENING

At the request of the Presiding Judge, all persons entering the court room, the judge's chambers, the court administrator's office, the jury room, the court's conference rooms and areas immediately adjacent thereto shall be subject to security screening, including a search of their persons and any brief cases, parcels and packages in their possession.

WEAPONS

No weapons shall be permitted in the court room, the judge's chambers, the court administrator's office, the jury room, the court's conference rooms and areas immediately adjacent thereto, except those carried by law enforcement officers, certified by the Ohio Peace Officers Training Council, while on duty and acting within the scope of their employment.

PRISONER TRANSPORT

Incarcerated defendants in criminal cases shall be accompanied at all times while in the Courthouse by a Deputy Sheriff, Jailer, or a local police officer.

DURESS ALARMS

The Court Room, Judge's Chambers and the Clerk's office shall be equipped with duress alarms connected to a central monitoring station. The duress alarms shall be tested on a monthly basis.

RULE 27
FACSIMILE FILINGS

The filing of pleadings and other papers may be made by electronic means. Any signature on electronically transmitted pleading or papers shall be considered that of the attorney or party it purports to represent for all court purposes. If it is established that the pleadings or papers were transmitted without authority, the Court shall order the filing stricken.

Attorneys shall limit requests for facsimile transmission to filings of an emergency or time-critical nature. This type of transmission is only to be used in appropriate circumstances. The court reserved the right to revoke this privilege from any attorney who appears to be abusing the privilege as documented on the fax log maintained by the Clerk of Courts.

All pleadings except an original complaint, or other papers may be filed with the Clerk by facsimile transmission subject to the following provisions:

A. A fax document will be accepted as original and the signature accepted as original consistent with Civil Rule 5(E) except in the filing of a new case. The sending party must supply the clerk with appropriate copies with a notation of "Previously Faxed Document" prescribed by these rules for service on parties within three business days from the date of the transmission. It shall not be the responsibility of the clerk to make copies of the fax transmission for service on interested parties.

B. The attorney must telephone the Clerk's office if a precipe of any nature is being faxed (subpoena, service of summons, reissued service request, etc.).

C. Documents must be no longer than ten (10) pages.

D. The attorney must transmit the item to a phone number specified by the Clerk. Such time will ordinarily be within the normal business hours.

E. The attorney must use a cover sheet when making transmissions and provide all required information. Fax transmissions without a cover sheet will not be accepted for filing. Papers for no more than one case can be transmitted with a given cover sheet.

F. Any facsimile copy filed pursuant to this rule shall conform to the requirements of Civil Rules 10 and 11 in both form and substance, and shall be preceded in transmission by a cover page with includes the following information:

1. Name and forwarding attorney.
2. Address of forwarding attorney.
3. Ohio Supreme court registration number of attorney.
4. Telephone number of attorney.
5. Facsimile telephone number of attorney.
6. Date and time of facsimile initiation.
7. Number of pages in document being forwarded.

G. Court costs are three dollars ($3.00) per transmission, plus one dollar ($1.00) per page. All costs are on both incoming and outgoing documents.

RULE 28
CRIME STOPPERS PROGRAM

The Board of Putnam County Commissioners approved a resolution on September 15, 2004 to enter into an agreement with Lima-Allen County Crime Stoppers Program.

Said resolution, recorded in Commissioners Journal 81, pages 337 and 338, states that the Putnam County Municipal Court and Putnam County Common Pleas Court will impose the sum of one dollar ($1.00) as costs in any case in which a person is convicted of or pleads guilty to any offense other than a traffic offense pursuant to Section 9.92(D) of the Ohio Revised Code, effective October 1, 2004.

The Board of County Commissioners does herby authorize Putnam County Municipal Court and Putnam County Common Pleas Court, effective November 1, 2004 to impose the sum of one dollar ($1.00) as costs in any case in which a person is convicted of or pleads guilty to any offense other than a traffic offense pursuant to Section 9.92(D) of the Ohio Revised Code.

This one dollar ($1.00) additional court costs is in addition to any other court costs that the court is required by law to impose upon the offender, and the court shall impose the one dollar ($1.00) additional court costs as long as the agreement of affiliation is in effect, but the court, in the court's discretion, may remit this one dollar ($1.00) additional court costs to the offender.

The Clerk of each court shall transmit all monies collected during a month on or before the twentieth day of the following month to the Lima-Allen County Crime Stoppers, P. O. Box 582, Lima, Ohio 45802.

RULE 29
MEDIATION

Mediation is a process of resolving disputes through the negotiated agreement of the parties with the assistance of an objective and impartial third party. The mediator generally does not recommend a settlement, but rather facilitates negotiations and communication between the parties until a mutually acceptable settlement of differences is obtained, or until an impasse is evident. The mediator will guide the discussions and help clarify issues, Private caucuses may be held between the mediator and each party in an attempt to bring disputes to a resolution.

At any time after service of summons in a Civil or Small Claims action the Court may order both parties to participate in mediation. All parties are required to participate in mediation on a good faith basis when medication is directed by the Court.

The mediator shall notify the Court upon the conclusion of mediation. Any agreement reached during mediation shall not be binding until reduced to writing and signed by all parties and approved by their counsel;, if any, and the Court. Statements made during mediation shall be considered compromise negotiations and are not admissible as evidence pursuant to Evidence Rule 408.

RULE 30
PUTNAM COUNTY MUNICIPAL COURT DIVERSION PROGRAM

The Putnam County Municipal Court Diversion Program is designed as an option for the first-time defendant charged with underage possession/consumption of an alcoholic beverage under Ohio Revised Code Section 4301.69

Upon agreement of the State of Ohio and a defendant and/or their attorney to participate in the Diversion Program, and approval by the Court, the program shall be in effect. The terms of the program are those set forth by the Court. If the program is successfully completed the matter shall be dismissed at defendant's cost.

If the defendant does not complete the Diversion Program he/she will appear in court for further disposition.

Rule 31
Personal and Private Information

The following information is deemed personal and private and may not be included in a public record:

1. Social Security number
2. Full financial account number (the last four digits of an account number may be listed.
3. Any other information deemed personal and private by any other federal or state statute, regulation, executive order or court ruling.

It is the responsibility of the filing party and counsel to remove personal and private information, from a document filed with the Clerk of Court's office (see Superintendent Rule 45 (D)). The responsibility of the filing party and counsel to remove personal and private information extends to, and includes, exhibits and addenda attached to filings, such as preliminary and final judicial reports, which itemize state tax liens, that use social security numbers as case number; medical records; and personal information such as may be found under R.C. 2907, "Sex Offenses".

The Clerk of Courts and Deputy Clerks have no responsibility for the removal of any personal and private information filed in a pubic document in the Putnam County Clerk of Courts office.

Any personal and private information contained in documents filed prior to the implementation of this rule is considered public. Any personal and private information in records or transcripts transmitted to this court from another Court is considered public. A party or an attorney in a case, or any other person whose personal and private information is contained in the public records of this Court may petition the court for the removal of personal and private information and, if the request is granted, the personal and private information will be redacted.

All public documents filed with the Clerk of Courts office are subject to record retention processes of imaging and microfilming. Case documentation listing all entries filed in the case and the date of filing shall be placed on the Clerk of Court's website for viewing.

Putnam County Municipal Court
Judge Chad C. Niese
245 E. Main St., Suite 303, Ottawa, Ohio
Phone: 419-523-8735
Clerk's Office: 419-523-3110

Court Schedule

Monday	Criminal and Traffic	
	9:00 A.M. – 12:00 P.M.	Pre-Trial on Pending Cases
	1:00 P.M. – 2:00 P.M.	**Arraignments**
	2:00 P.M. – 4:30 P.M.	Pre-trials on Pending Cases
Tuesday	Criminal and Traffic	
	9:00 A.M.	**Arraignments**
	10:00 A.M. – 12:00 P.M.	Motions/Hearings
	1:00 P.M. – 4:30 P.M.	Motions/Hearings/Pre-Trials
Wednesday	Criminal, Traffic, Civil	
	9:00 A.M.	Payment Plan Hearings
	9:00 A.M. – 11:00 A.M.	Civil Pre-Trials
	11:00 A.M. – 12:00 P.M.	Small Claim Initial Hearings
	1:00 P.M. – 1:30 P.M.	**Arraignments (Jail Only)**
	1:30 P.M. – 4:30 P.M.	Small Claim and Civil Trials
Thursday	Criminal and Traffic	
	9:00 A.M.	**Arraignments**
	10:00 A.M. – 4:30 P.M.	Motions/Hearings/Pre-Trials
		Jury Trials
Friday	Criminal and Traffic	
	9:00 A.M.	**Arraignments (Jail Only)**
	9:30 A.M. – 4:30 P.M.	Over Flow Cases

PUTNAM COUNTY MUNICIPAL COURT
JUDGE CHAD C. NIESE

245 E. MAIN ST., SUITE 303
OTTAWA, OHIO 45875
PHONE: 419-523-8735 - CLERK'S PHONE 419-523-3110

FILING FEES AND COST

Effective January 31, 2016

Bank Attachment (plus $1.00 to respondent)	$100.00
Certificate of Judgment	$ 10.00
Certification	$ 2.00
Civil Case Deposit (Additional Defendants $10.00)	$ 95.00
Copies	$ .10
Counter Claim – Civil	$ 95.00
Counter Claim – Small Claims	$ 50.00
Debtor's Exam	$ 40.00
Debtor's Questionnaire	$ 30.00
Expungement Fee	$ 50.00
Forcible Detention and Detainer (Civil Case)	$150.00
Garnishment	$100.00
Notary	$ 1.00
Pre-Sentence Investigation	$ 25.00
Probation Supervision (initial fee)	$ 50.00
Publication Deposit	$400.00
Reopen Case Fee – Traffic/Criminal	$ 40.00
Reopen Civil Case (Additional Defendants $10.00 Each)	$ 95.00
Reopen Small Claim Case (Additional Defendants $8.00 Each)	$ 50.00
Small Claim Case filing Fee (additional Defendants $8.00 Each)	$ 50.00
Subpoena Fee	$ 25.00
Trusteeship	$ 95.00
Writ of Execution	$150.00
Writ of Restitution	$150.00
Jury Demand Deposit (Civil Case)	$200.00
Removal of Mobile Home Deposit (Civil Case)	$500.00
Revival of Judgment	$ 95.00

PUTNAM COUNTY MUNICIPAL COURT
BOND SHEDULE

245 E. Main St., Suite 303 Ottawa, Ohio 45875
Phone 419-523-8725
putnamcountycourtsohio.com
Effective 1-31-2016

If waiving appearance, payment of the listed amount must be made to the Putnam County Municipal Court by the court date given on ticket. Payment can be made in person at the Clerk of Courts office, by mail or electronically online. Only certified checks or money orders are accepted. Payment can be made online at **putnamcountycourtsohio.com.**

The Clerk's office is open Monday thru Friday 8:30 to 4:30 p.m. When mailing a ticket and payment, sign waiver on back of ticket, attach certified check or money order made out to Putnam County Municipal Court to address listed above.

ORC	VIOLATION	BOND
4513.263	Seat Belt -Driver	$115.00
	Passenger	$105.00
4511.78	Child Restraint	$110.00
5577.05	Over-length	$110.00
5577.04	Over-load	Per-Statute
4511.21	**Speed**	
	0-10 MPH Over Posted Limit	$115.00
	11-15 MPH Over Posted Limit	$125.00
	16-20 MPH Over Posted Limit	$135.00
	21-25 MPH Over Posted Limit	$155.00
	Excess of 26 MPH Over Posted Limit	$175.00
4511.21	Assured Clear Distance (with proof of Insurance)	$125.00
4503.21	Display of License Plates	$125.00
4511.12	Failure to Obey Traffic Device	$125.00
4511.202	Failure to Control (with proof of insurance)	$135.00
4511.25	Lanes of Traffic	$125.00
4511.34	Following Too Close	$125.00
4511/27 & 30	Improper Passing/Turning	$125.00
4511.31 & 35	Lane Violation	$125.00
4511.36 & 40	Improper Turns/Signaling	$125.00
4511.41 – 46	Failure to Yield	$125.00
4511.451	Funeral Procession	$125.00
4511.53	Bicycles, Motorcycles, Snowmobile	$125.00
4511.66 & 69	Parking	$125.00
4511.70	Obstruction & Interference Affecting Control of Driver	$125.00
4511.71	Driving on Closed Roadway	$125.00
4511.712	Obstruction Passage of another Vehicle	$125.00
511.72 & 73	Following Emergency Vehicle	$135.00
4511.82	Littering	$185.00
4513	Equipment Failure	$125.00
955.21	Failure to Register Dog	$125.00
955.22	Dogs running at large (minor misd. only)	$115.00
4513.241	Window Tint	$125.00
Village Code	Loud Music	$135.00
Village Code	Rapid Acceleration	$125.00
2917.11	Disorderly Conduct	$135.00
4301.62	Open Container	$135.00
4510.12	Operating w/o Valid Driver License (minor misd. only)	$135.00
4510.12	No Operator's License (unclassified misdemeanor)	$225.00
4510.111	Driving Under Suspension (unclassified misdemeanor)	$225.00
4510.16	Driving Under FRA Susp/Cancellation/Nonpayment (uncl-misd)	$225.00
4510.21	Failure to Reinstate License (unclassified misdemeanor)	$225.00
Traffic	Any other minor misdemeanor traffic offense, unless appearance required by stature	$135.00
Criminal	Any other minor misdemeanor criminal offense (excluding possession of drugs or (Drug Paraphernalia) unless appearance required by state.	$135.00

wildlife and Watercraft Bond/Waivers

A person charged with a minor 3rd or 4th Degree Misdemeanor violation of Chapter 1531, 1533, or 1547 of the O. R. C. may post the following bond amounts. If the defendant fails to appear, the bond shall be forfeited and no warrant issued. The charging officer, however, has the discretion to require the defendant's appearance at arraignment by indicating so on the defendant's citation of summons. The bond/waiver includes court costs.

Degree of Offense	Bond/Waiver
Minor Misdemeanor	$100.00
4th Degree Misdemeanor	$200.00
3rd Degree Misdemeanor	$300.00

PUTNAM COUNTY MUNICIPAL COURT
CONDITIONS OF PROBATION

Defendant	**Case No.**
Address	**Social Security Number**
City, State, Zip Code	**Violation**
Phone	**Employment**

In accordance with authority by the Ohio Probation Law, you have been placed on probation on this date _____, for a period of _____months/years before Judge _____
_____, Putnam County Municipal Court.

It is the ORDER OF THE Court that you shall comply with the following general and special conditions of probation.

A. Refrain from the violation of any village ordinances, state and federal laws.
B. Keep good company and do not associate with another probationer or parolee.
C. Keep good hours and stay away from all undesirable places, including establishments that serve alcoholic beverages.
D. Seek and maintain employment at a lawful occupation.
E. Do not leave the country where you reside for more than 24 hours without prior approval of
F. the probation officer. Notify your probation officer if you intend to change your address.
G. Report promptly on the dates set forth. If you are unable to attend your appointment, notify the probation office at once.
H. You shall not operate a motor vehicle without a valid Ohio Operator's License. Any vehicles owned or operated by you must be covered by insurance and proof of insurance must be provided.

SPECIAL CONDITIONS

1. Curfew of _____P.M. until sunrise, except during employment.

2. Pay on Fines and Costs monthly in the amount of $_____

3. _____

4. _____

5. _____

6. _____

You are herby advised that under the law, the Court may at any time revoke probation for cause, modify the conditions of probation, and reduce or extend the period of probation. You are subject to arrest by the probation office without a warrant.

You are subject to unannounced alcohol or drug testing, and to unannounced home visits.

The Court has placed you on probation believing that you will sincerely try to obey and live up to the conditions of your probation. Follow the probation officer's instructions and advice. The Probation Law gives him the authority to instruct and advise you regarding recreational, social and financial matters.

_____

Defendant's Signature

_____

Probation Officer

_____

Date

IN THE PUTNAM COUNTY MUNICIPAL COURT
PUTNAM COUNTY, OHIO

WORK RELEASE RULES AND REGULATIONS

1. Upon the approval of the sentencing Judge in Putnam County, Ohio, any prisoner sentenced to a county jail shall be permitted to participate in a work-release program.

2. The Putnam County sheriff shall be appointed to serve as the administrator of the work-release program as set forth herein, such position being necessary and proper, pursuant to Section 5147.28 et. seq. of the Ohio Revised Code and shall be designated as Work-Release Administrator.

3. The Work-Release Administrator shall collect twenty dollars ($20) per day for each day worked.

4. Any prisoner in the Putnam County Jail, who has been sentenced to a jail term, which sentence is not a non-suspendable sentence, may be eligible for the work-release program under the following terms and conditions:

   A. Any prisoner under the work-release program shall be permitted to leave the jail thirty (30) minutes before the time he is required to report to this job and said prisoner shall report back to the jail within thirty (30) minutes after the completion of his or her work for that day, subject to Court Order in each particular case concerning distance to and from work and subject to the necessity of obtaining meals both before, after, and during said employment.

   B. Each prisoner on the work-release program shall provide his or her own transportation to and from his or her employment.

   C. A prisoner shall not be permitted to work any voluntary overtime hours without prior Court approval.

   D. Any prisoner on the work-release program who fails to abide by the rules and regulations of such program shall be discontinued on such program and remanded to the County Jail until a hearing is had on such violation and said prisoner shall not be reinstated except by the sentence of the Court. Such hearing will be requested by the prisoner.

   E. Any prisoner who desires to become eligible to participate in the Putnam County work-release program shall subscribe to a separate and independent Work-Release Agreement, such agreement follows.

WORK – RELEASE AGREEMENT

I _____ being in the custody of the Sheriff of Putnam County under sentence of The Putnam County Municipal Court, agree to abide by the following rules and regulations in order to become eligible to participate in the Work-Release Program.

1. The prisoner agrees and understands that her or she is to go directly to their place of employment and return directly without exception at the end of the working day subject to the Order of the Court.

2. The prisoner agrees to furnish and provide his or her own transportation to and from the Putnam County Jail subject to the approval of the Sheriff.

3. The prisoner agrees that he or she will under no circumstances drink alcoholic beverages or consume any controlled substances during the period of her of her participation in the work-release program.

4. The prisoner will not leave his place of employment for any purpose other than to return to the Putnam County Jail, subject to the Order of the Court.

5. The prisoner understands and agrees that he or she will make an accurate record of the time he or she enters and departs from the Putnam County Jail.

6. The prisoner agrees that the total cost for the Work-Release program of twenty dollars ($20) per day must be paid up before the prisoner is discharged. The Sheriff's Department is to notify the Court of any work-release violations. Any time the Work-Release Program is violated by the prisoner, such as not reporting for work, not having the proper papers signed by a supervisor for overtime work, or not having the $20 daily fee paid by Monday of the following week, the Work-Release Program may be terminated by the Court.

7. The prisoner agrees to hold the County of Putnam, the Sheriff, as Work-Release Administrator, and any of the County employees harmless for any injuries or damages which the prisoner might suffer while outside of the Putnam County Jail and while participating in the work-release program.

8. The prisoner understands and agrees that while outside the jail, he or she will not visit family or friends or call on the telephone.

9. The prisoner understands and agrees that while outside the jail, he or she will not send or receive mail.

10. The prisoner understands and agrees that he or she will not carry mail or packages into or out of the jail without the specific approval of the Sheriff or one of his officers.

11. The prisoner understands that if he or she escapes or walks off the job, they may be charge with escape.

12. The prisoner shall furnish an employment schedule prior to being released from work purposes.

13. I hereby release any and all confidential reports that may be made by counsel that may visit me, this report to be made a part of the Sheriff's report.

14. Weekly payment of work-release is due each Friday. If not paid by Monday, inmate may not return to work.

15. While on work-release the prisoner will be tested for alcohol and/or drug consumption each time he or she returned to the jail. The prisoner will be charged fifty cents ($.50) per test payable on Friday with work-release money.

I have read and agree to all of the above terms and conditions and I have received a copy thereof for my own records.

Date_____

_____

Prisoner Signature

_____

Witness Signature

_____

Witness Signature

_____

Administrator of Work-Release Program