

AMCR APPENDIX EDITS 2026

Appendix A

Individual Docket	A.M.	P.M.
Monday	8:30 - 12:00	1:00 - 4:00
Tuesday	8:30 - 12:00	1:00 - 4:00
Wednesday	8:30 - 12:00	1:00 - 4:00
Thursday	8:30 - 12:00	1:00 - 4:00
Friday	8:30 - 12:00	1:00 - 4:00
Arraignment Room	Felony A.M.	Misdemeanor P.M.
Monday	8:30 - 12:00	1:00 - 4:00
Tuesday	8:30 - 12:00	1:00 - 4:00
Wednesday	8:30 - 12:00	1:00 - 4:00
Thursday	8:30 - 12:00	1:00 - 4:00
Friday	8:30 - 12:00	1:00 - 4:00
Saturday	8:30 - 12:00	-----
Traffic Docket	A.M.	P.M.
Monday	8:30 - 12:00	1:00 - 4:00

Tuesday	8:30 - 12:00	1:00 - 4:00
Wednesday	8:30 - 12:00	1:00 - 4:00
Thursday	8:30 - 12:00	1:00 - 4:00
Friday	8:30 - 12:00	1:00 - 4:00
Small Claims Docket	A.M.	P.M.
Monday	8:30 - 12:00	1:00 - 4:00
Tuesday	8:30 - 12:00	1:00 - 4:00
Wednesday	8:30 - 12:00	1:00 - 4:00
Thursday	8:30 - 12:00	1:00 - 4:00
Friday	8:30 - 12:00	1:00 - 4:00
Mediation Hearings	A.M.	P.M.
Saturday	8:30 - 12:00	-----

Appendix B

Description	Cost
Regular Civil Case Filing w/Certified Mail Service (Up to 2 Defendants)	\$176.00
Each additional defendant	\$20.00
Eviction Case Filing w/Certified Mail, Bailiff Service, Regular Mail (1 Defendant)	\$193.00

Eviction Case Filing w/Certified Mail, Bailiff Service, Regular Mail (2 Defendants)	\$203.00
Each Additional Defendant w/Certified Mail, Bailiff Service, Regular Mail	\$30.00
Replevin (Up to 2 Defendants)	\$176.00
With Locksmith Order (1 Defendant)	\$191.00
With Locksmith Order (Each Additional Defendant)	\$20.00
Cognovit Note	\$173.00
Small Claims (1 Defendant)	\$133.00
Each Additional Defendant	\$20.00
License Suspension Appeal	\$94.00
Transfer of Judgment from Another Court	\$103.00
Alias Bailiff Service	\$20.00
Alias Certified Mail	\$15.00
Alias Regular Mail	\$10.00
Amended Complaint & Cross-Complaint (up to 2 parties)	\$43.00
Additional service per defendant:	
Certified Mail	\$15.00
Bailiff Service	\$20.00

Regular Mail	\$10.00
Counterclaim & Third Party Complaint (up to 2 parties)	\$78.00
Additional service per defendant:	
Certified Mail	\$15.00
Bailiff Service	\$12.00
Regular Mail	\$10.00
Appeal / Transcript	\$50.00
Certificate of Judgment	\$45.00
Change of Venue / Transcript	\$40.00
Execution	\$60.00
Foreign Service:	
Sheriff Service	\$40.00
Secretary of State Service	\$15.00
FRR	\$9.00
Garnishment - Personal Earnings:	
If Total Amount Now Due is \$3,000 or Less	\$143.00
If Total Amount Now Due is Greater than \$3,000	\$203.00
Garnishment - Other Than Personal Earnings:	

Bailiff Service (In-County)	\$66.00
Certified Mail (Out-of-County)	\$95.00
Jury Demand	\$350.00
Mandatory Order, Show Cause w/Certified Mail or Bailiff Service (1 Defendant)	\$50.00
Each additional defendant	\$15.00
Motions (Any Civil Motion Which Would Terminate the Action):	
Summary Judgment, Default Judgment, Judgment on the Pleadings & Dismissals (Except 1st and 2nd Cause of Evictions)	\$25.00
Motions to Vacate & any other Civil Motion that modifies a final judgment	\$60.00
NSF Check	\$40.00
Objection to Magistrate Decision	\$50.00
Order of Sale and Appraisal for Executions	\$78.50
Pay Order	\$7.00
Photocopies:	
No Charge for First Ten Copies	\$0.25
Certified	\$1.00
Exemplified	\$3.00
Revivor w/Certified Mail or Bailiff Service (1 Defendant)	\$93.00

Each additional defendant	\$18.00
Subpoenas w/ Certified Mail or Bailiff Service (1 Witness) - Does not include witness fee	\$10.00
Transfer to Regular Court Docket/Other Court	\$40.00
Trusteeship (First 10 Creditors)	\$60.00
Writ of Restitution	\$40.00

Criminal Waiver Costs

Criminal Local and State Costs

Description	Costs
Local Basic Costs	\$41.00
State Public Defender	\$20.00
State Victims of Crime	\$9.00
Computerization Fee	\$23.00
Crimestoppers	\$1.00
Bank Automation Fee	\$3.00
Special Projects Fund	\$45.00
Total	\$142.00

City of Akron Ordinances

City Ord.	Violation	Fine	Total
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92.08-92.14	Dog Violations	\$14.00 & Costs	\$156.00
92.25 B1	Dog at Large	\$14.00 & Costs	\$156.00
96.01	Vehicles Operated in Parks	\$14.00 & Costs	\$156.00
111.471	Rubbish Haulers License	\$14.00 & Costs	\$156.00
111.474	Covered Rubbish Vehicles	\$24.00 & Costs	\$166.00
132.01	Disorderly Conduct	\$69.00 & Costs	\$211.00
132.13	Disturbing the Peace	\$69.00 & Costs	\$211.00
139.06	Curfew	\$14.00 & Costs	\$156.00

State of Ohio Ordinances

State Ordinance	Violation	Fine	Total
715.55	Disturbing the Peace	\$69.00 & Costs	\$211.00
951.02	Dog at Large	\$14.00 & Costs	\$156.00
955.01	Registration of Dog	\$14.00 & Costs	\$156.00
1545.09	Park District & Turnpike Violations (See City and States Codes)		
1547.	Watercraft Violations	\$14.00 & Costs	\$156.00
1548.	Watercraft Violations	\$14.00 & Costs	\$156.00
2917.11	Disorderly Conduct	\$69.00 & Costs	\$211.00

Traffic Waiver Costs

Traffic Local and State Costs

Description	Costs
Local Basic Costs	\$42.00
State Public Defender	\$20.00
State Court Cost (HB 562)	\$10.00
State victims of Crime	\$9.00
Computerization Fee	\$23.00
Bank Automation Fee	\$3.00
Special Projects Fund	\$45.00
Total	\$152.00

All waiverable accidents are \$221.00 regardless of charge

Chapter 70 GENERAL PROVISIONS

City Ord.	Violation	Fine	Total
52.01-52.18	Garbage & Refuse Violation	\$24.00 & Costs	\$176.00
70.04	Resisting Police Officer	\$69.00 & Costs	\$221.00
70.07	Prohibitions on Use of Freeway	\$14.00 & Costs	\$166.00
70.08	Shortcutting Across Private Property	\$14.00 & Costs	\$166.00

70.20-70.24	Traffic Control Device; Red Lights; Pedestrian Control Signals; and Flashing Traffic Signals	\$34.00 & Costs	\$186.00
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Chapter 71 LICENSING PROVISIONS

City Ord.	Violation	Fine	Total
71.01 C	Expired Drivers License	\$19.00 & Costs	\$171.00
71.15	License Plate and Validation Sticker Violations:		
	(1) No License Plates	\$34.00 & Costs	\$186.00
	(2) Expired License Plates:		
	A. 1 To 7 Days	\$19.00 & Costs	\$171.00
	B. 8 To 30 Days	\$19.00 & Costs	\$171.00
	C. 31 To 90 Days	\$19.00 & Costs	\$171.00
	D. Over 90 Days	\$19.00 & Costs	\$171.00
71.17	Using License Plates of Former Owner	\$69.00 & Costs	\$221.00
71.18	Ohio Resident Using License Plates From Another State	\$69.00 & Costs	\$221.00

Chapter 72 TRAFFIC RULES

City Ord.	Violation	Fine	Total
72.01	Lanes of Travel on Roadways	\$29.00 & Costs	\$181.00
72.02	Driving in Marked Lane	\$29.00 & Costs	\$181.00

72.03	Vehicles Traveling in Opposite Direction	\$29.00 & Costs	\$181.00
72.04-72.08	Passing Violations	\$29.00 & Costs	\$181.00
72.09	One-way Streets & Rotary Traffic Island	\$29.00 & Costs	\$181.00
72.10	Divided Roadways	\$29.00 & Costs	\$181.00
72.11	Following Too Closely	\$24.00 & Costs	\$176.00
72.12-72.26	Right of Way Violations	\$34.00 & Costs	\$186.00
72.28	Through Streets	\$29.00 & Costs	\$181.00
72.30-72.33	Railroad Crossing Violations	\$29.00 & Costs	\$181.00
72.35	Operating Motor Vehicle with Control or Vision Obstructed	\$24.00 & Costs	\$176.00
72.36	Occupying Trailer while in Motion	\$14.00 & Costs	\$166.00
72.37-72.39	Driving on Closed Street or Sidewalk; Obstructing Vehicles	\$24.00 & Costs	\$176.00
72.45	Driving Through Safety Zone	\$24.00 & Costs	\$176.00
72.47	Opening Doors in Traffic Zone	\$25.00 & Costs	\$177.00
72.70 B1	Non-Use of Seat Belt Driver	\$30.00 & Costs*	\$143.00*
72.70 B2	Non-Use of Seat Belt Passenger	\$20.00 & Costs*	\$133.00*

*Costs for Seat Belts are \$113.00

Chapter 73 MOTOR VEHICLE CRIMES

City Ord.	Violation	Fine	Total
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73.10	Reckless Operation	\$69.00 & Costs	\$221.00
73.11	Unsafe Vehicle	\$34.00 & Costs	\$186.00
73.12	Peeling	\$29.00 & Costs	\$181.00
73.13	Failure to Control	\$34.00 & Costs	\$186.00
73.20	Speeding Violations		
	(1) School Zones		
	A. Speed Charged Not More than 35 MPH	\$90.00 & Costs	\$242.00
	B. Speed Charged More Than 35 MPH	\$140.00 & Costs	\$292.00
	(2) All Other Zones		
	A. Speed Charged No More Than 15 MPH Above Limit	\$29.00 & Costs	\$181.00
	B. Speed Charged From 16-20 MPH Above Limit	\$34.00 & Costs	\$186.00
	C. Speed Charged From More Than 20 MPH Above Limit	\$69.00 & Costs	\$221.00
73.20 A	Assured Clear Distance	\$69.00 & Costs	\$221.00
73.21	Slow Speed	\$14.00 & Costs	\$166.00
73.33	Accident Report	\$14.00 & Costs	\$166.00

Chapter 74 EQUIPMENT AND LOADS

City Ord.	Violation	Fine	Total
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74.05-74.56	Mechanical Defects Including: all Lights; Red Reflectors; Extended Load; Horn, Siren, and Warning Devices; Windshield and Wiper; Mirrors; Bumpers; and Mufflers	\$14.00 & Costs	\$166.00
74.47	Tinted Glass	\$24.00 & Costs	\$176.00
74.58	Wheel protectors on Heavy Commercial Vehicles	\$25.00 & Costs	\$177.00
74.59	Maximum Width, Height & Length	\$25.00 & Costs	\$177.00
74.70-74.74	Load Violations Including: Extended and Insecure Loads; Towing Rules; Weighing Vehicles; and Special Permits	\$24.00 & Costs	\$176.00

Chapter 75 BICYCLES, MOTORCYCLES AND SNOWMOBILES

Chapter 76 PARKING REGULATIONS

City Ord.	Violation	Fine	Total
75.01-75.26	Bicycle, Motorcycle, Snowmobile and All-Purpose Vehicles	\$9.00 & Costs	\$161.00
76.01	Parking on Highways	\$24.00 & Costs	\$176.00
76.02	Unattended Motor Vehicle	\$25.00 & Costs	\$177.00
76.12 C	Parking on Highway	\$24.00 & Costs	\$176.00

Chapter 77 PEDESTRIANS

City Ord.	Violation	Fine	Total
77.01	Pedestrian Violations	\$24.00 & Costs	\$176.00
77.02	Fail to Yield Right of Way to Pedestrian	\$29.00 & Costs	\$181.00
77.03-77.09	Pedestrian Violations	\$24.00 & Costs	\$176.00

77.10	Pedestrian Intoxication on Highway	\$69.00 & Costs	\$221.00
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Chapter 4503 LICENSING OF MOTOR VEHICLE
Chapter 4507 DRIVER'S LICENSE LAW
Chapter 4510 DRIVER'S LICENSE SUSPENSION

State Ordinance	Violation	Fine	Total
4503.21	License Plate and Validation Sticker Violations:		
	(1) No License Plates:	\$34.00 & Costs	\$186.00
	(2) Expired License Plates:		
	A. 1 to 7 Days	\$19.00 & Costs	\$171.00
	B. 8 to 30 Days	\$19.00 & Costs	\$171.00
	C. 31 to 90 Days	\$19.00 & Costs	\$171.00
	D. Over 90 Days	\$19.00 & Costs	\$171.00
4507.02	(A)(1), (A)(3)(See 4507.99(B) Penalty Section)		
	Expired Drivers License	\$19.00 & Costs	\$171.00
4510.12	(C)(2) MM		
	Operate Motor Vehicle - Expired License	\$19.00 & Costs	\$171.00

Chapter 4511 TRAFFIC LAWS - OPERATION OF MOTOR VEHICLE

State Ordinance	Violation	Fine	Total
4511.051	Prohibitions on Use of Freeway	\$14.00 & Costs	\$166.00
4511.12-4511.15	Traffic Control Devices; Red Lights; Pedestrian Control Signals; and Flashing Traffic Signals	\$34.00 & Costs	\$186.00
4511.20	Reckless Operation	\$69.00 & Costs	\$221.00
4511.202	Failure to Control	\$34.00 & Costs	\$186.00
4511.204	Driving While Texting	\$100.00 & Costs	\$252.00
4511.21	Speeding Violations		
	(1) School Zones:		
	A. Speed Charged No More Than 35 MPH	\$29.00 & Costs	\$181.00
	B. Speed Charged More Than 35 MPH	\$69.00 & Costs	\$221.00
	(2) Construction Zone (Fines Doubled)		
	A. Speed Charged Not More Than 15 MPH Above Limit	\$58.00 & Costs	\$210.00
	B. Speed Charged from 16-20 MPH Above Limit	\$68.00 & Costs	\$220.00
	C. Speed Charged More Than 20 MPH Above Limit	\$138.00 & Costs	\$290.00
	(3) All Other Zones:		
	A. Speed Charged Not More Than 15 MPH Above Limit	\$29.00 & costs	\$181.00
	B. Speed Charged From 16-20 MPH Above Limit	\$34.00 & Costs	\$186.00

	C. Speed Charged More Than 20 MPH Above Limit	\$69.00 & Costs	\$221.00
4511.22	Slow Speed	\$14.00 & Costs	\$166.00
4511.25	Lanes of Travel on Roadways	\$29.00 & Costs	\$181.00
4511.26	Vehicles Traveling in Opposite Direction	\$29.00 & Costs	\$181.00
4511.27-4511.31	Passing Violations	\$29.00 & Costs	\$181.00
4511.32	One-Way Streets & Rotary Traffic Islands	\$29.00 & Costs	\$181.00
4511.33	Driving in Marked Lanes	\$29.00 & Costs	\$181.00
4511.34	Following Too Closely	\$24.00 & Costs	\$176.00
4511.35	Divided Roadways	\$29.00 & Costs	\$181.00
4511.36-4511.40	Turns at Intersections; U-Turns and Stop Signals; Hand and Arm Signals; Starting and Backing Vehicles	\$34.00 & Costs	\$186.00
4511.41-4511.451	Right of Way Violations	\$34.00 & Costs	\$186.00
4511.452-4511.48	Pedestrian Violations	\$24.00 & Costs	\$176.00
4511.481	Pedestrian Intoxication on Highway	\$69.00 & Costs	\$221.00
4511.49-4511.511	Pedestrian Violations	\$24.00 & Costs	\$176.00
4511.52-4511.56	Bicycle, Motorcycle, Snowmobile, and All-Purpose Vehicles	\$9.00 & costs	\$161.00
4511.60	Driving Through Safety Zone	\$24.00 & Costs	\$176.00
4511.61-4511.64	Railroad Crossing Violations	\$29.00 & Costs	\$181.00

4511.65	Through Streets	\$29.00 & Costs	\$181.00
4511.66	Parking on Highway	\$24.00 & Costs	\$176.00
4511.661	Unattended Motor Vehicle	\$25.00 & Costs	\$177.00
4511.68	Prohibited Standing or Parking Places	\$25.00 & Costs	\$177.00
4511.69	Parking Near Curb and Handicapped Parking	\$25.00 & Costs	\$177.00
4511.70	Operating Motor Vehicle with Control or Vision Obstructed	\$24.00 & Costs	\$176.00
4511.701	Occupying Trailer While in Motion	\$14.00 & Costs	\$166.00
4511.71-4511.712	Driving on Closed Street or Sidewalk; Obstructing Vehicles	\$24.00 & Costs	\$176.00
4511.79	Driving with Impaired Alertness or Ability	\$69.00 & Costs	\$221.00
4511.81	Child Restraint Violations	\$100.00 & Costs	\$252.00

Chapter 4513 TRAFFIC LAWS -- EQUIPMENT; LOADS

State Ordinance	Violation	Fine	Total
4513.02	Unsafe Vehicle	\$34.00 & Costs	\$186.00
4513.021-4513.28	Mechanical Defects Including: All Lights; Red Reflectors; Extended Load, Horn, Siren, and Warning Devices; Windshield and Wiper; Bumpers; and Mufflers	\$14.00 & Costs	\$166.00
4513.241	Illegally Tinted Glass	\$24.00 & Costs	\$176.00
4513.263 B1	Non-Use of Seat Belt Driver	\$30.00 & Costs*	\$143.00*

4513.263 B2	Non-Use of Seat Belt Passenger	\$20.00 & Costs*	\$133.00*
4513.30-4513.34	Load Violations Including: Extended and Insecure Loads; Towing Rules; Weighing Vehicles; and Special Permits	\$24.00 & Costs	\$176.00
4513.36	Resisting Police Officer	\$69.00 & Costs	\$221.00
4513.64	Abandoning Junk Vehicle	\$25.00 & Costs	\$177.00
4513.65	Failure to Comply with Order to Remove Junk Vehicles	\$69.00 & Costs	\$221.00

*Costs for Seat Belts are \$113.00

Chapter 4549 MOTOR VEHICLE CRIMES

Chapter 5577 LOAD LIMITS ON HIGHWAYS

Chapter 5589 OFFENSES RELATING TO HIGHWAYS

State Ordinance	Violation	Fine	Total
4549.11	Using License Plates of Former Owner	\$69.00 & Costs	\$221.00
4549.12	Ohio Resident Using License Plates from Another State	\$69.00 & Costs	\$221.00
5577.05	Maximum Width, Height, & Length	\$25.00 & Costs	\$177.00
5577.11	Wheel Protectors on Heavy Commercial Vehicles	\$25.00 & Costs	\$177.00
5589.08- 5589.081	Vehicles with Spikes, Lugs, or Chains	\$29.00 & Costs	\$181.00

Transcript Costs

The requesting party shall pay the court for transcripts (per page) prepared by the official court reporter according to the following rate schedule set forth below:

Category	Civil	Criminal/Traffic
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Ordinary Delivery	\$4.00 per page	\$5.00 per page
Priority Delivery	\$6.50 per page	\$6.50 per page
Audio CD	\$5.00	

The requesting party must file a written request for transcripts under the case number and make full payment to the court prior to receiving the transcript. There shall be no charge by a court reporter employed by the court for any transcript requested by a Judge of this court. Transcribers hired as independent contractors by the court shall be deemed by accepting the undertaking to have waived any claim of copyright in the transcripts produced from the court's audio recordings.

Payment to the Clerk may be made by cash, check, money order, or Visa/Master Card.

Appendix C

A. Jury Eligibility and Procedure for Jury Selection

Juror eligibility shall be determined and prospective jurors shall be selected by the jury commission of the Summit county Court of Common Pleas in accordance with its policies and procedures for potential service with the Akron Municipal Court.

B. Summoning of Prospective Jurors

Prospective jurors shall be summoned only on the filing of a written jury demand and pursuant to AMCR No. 4(B)(8) and (C)(14).

Every effort shall be made to resolve cases prior to summoning juries. A jury panel shall not be summoned unless it appears that there is a substantial likelihood of trial.

C. Examination of Prospective Jurors

Examination of prospective jurors shall be limited to matters relevant to the matter before the Court and to determine the juror's fairness and impartiality.

All prospective jurors shall be placed under oath in accordance with the Ohio Revised Code.

The Court may conduct a preliminary voir dire examination concerning basic and relevant matters, and counsel shall be permitted a reasonable period of time to question panel members thereafter. Counsel or parties shall conform their voir dire questioning to the following rules:

Questions are to be asked collectively of the panel whenever possible. Counsel may inquire by general questions concerning the validity and philosophy of reasonable doubt or the presumption of innocence

In the event there exists a potential for sensitive or potentially invasive questions, the Court or the parties may request a hearing preceding voir dire to consider these questions.

In all cases, voir dire shall be held on the record, but may be conducted outside the presence of other jurors in order to protect juror privacy, or to avoid juror embarrassment.

If it is determined by the Court during the voir dire process that an individual is unable or unwilling to sit in a particular cause fairly and impartially, the individual may be removed from the panel for cause. Such motion for removal for cause may be made by counsel or a party if unrepresented, or sua sponte by the Court. Further, R.C. 2313.42 and Crim R. 24(B) set forth additional cause challenges which may be made against potential jurors.

Peremptory challenges shall be exercised alternately as presently established by R.C. 2945.23, Civ. R. 47, and Crim R. 24, unless prior to trial the parties agree on the record to another method. In special circumstances, challenges may be made outside the hearing of the prospective jurors. There shall be no limit to challenges for cause; however, peremptory challenges shall be limited to that number as established by the Rules of Civil and Criminal Procedure.

In criminal cases, the jury shall consist of eight (8) regular jurors and one (1) alternate juror. In civil cases, the jury shall consist of eight (8) regular jurors and one (1) alternate juror, unless by agreement, the parties stipulate to a lesser number. In special circumstances, an additional alternate juror may be selected.

D. Jury Orientation

Upon appearance for service, all prospective jurors shall be placed under the supervision of assigned personnel and shall direct any questions or communications to such court personnel for appropriate action.

The Court shall give preliminary instructions to all prospective jurors, as well as additional instructions following the impaneling of the jury to explain the jury's role, trial procedures of the court, along with other basic and relevant legal principles as the Court deems necessary and appropriate.

Upon the completion of a case and prior to jury deliberation, the Court shall instruct the jury on the law and the appropriate procedures to be followed during the course of deliberations. In accordance with the Civil and Criminal Rules of Procedure, the parties or their counsel may request that special instruction be given to the jury.

A final jury charge may in the discretion of the judge be committed to writing, and may be provided to the jury for its use during deliberation.

All communications between the judge and the members of the jury panel, from the time of reporting to the court through dismissal, shall be committed to writing or placed on the record in open court. Counsel for each party shall be informed of any communication and shall be given the opportunity to be heard as to such communication. Under no circumstances shall counsel, a party, or other witnesses, have any contact with jurors.

All jury deliberations shall be conducted in the jury deliberation room. Jury deliberation rooms shall include space, furnishings and facilities conducive to reaching a fair verdict. Court personnel shall endeavor to secure the safety of all prospective jurors and shall arrange and conduct all activities so as to minimize contact between jurors, parties, counsel and the public. Upon the commencement of deliberations, all jurors shall remain in the care of court personnel and shall not be permitted to leave the court without permission.

Deliberations shall not continue after a reasonable hour, unless the trial judge determines that evening or weekend deliberations would not impose an undue hardship upon the jurors and are required in the interest of justice. Jurors shall be consulted prior to any decision.

If jury deliberations are halted, jurors shall be permitted to be separated, unless for good cause shown, the Court finds that sequestration is necessary. If a jury is sequestered, the Court shall undertake the responsibility to oversee the conditions of sequestration and the transportation of all jurors.

Upon reaching a verdict, all jurors shall return to the courtroom where the verdict or verdicts shall be read in open court. Upon the reading of the verdict, in criminal cases, either party may request that the jury be polled.

Upon completion of service, each juror shall be given a personalized certificate of appreciation at the discretion of the judge.

Appendix D

RESERVED

Appendix E

The Akron Municipal Court adopts the following Court Records Management and Retention Rules. Sup.R. 11.28(E). The combined records, indexes, dockets, journals, and case files may be combined. Combined records must be retained in accordance with the record that has the longest retention period. But see Sup.R. 11.33(E) and RC 1901.41 – shall be retained for 25 years.

A. Exhibits Sup.R. 11.34(B)(2)

Unless otherwise provided by any other provision set forth in Sup.R 11.28 through 11.33, exhibits may be destroyed at the conclusion of litigation, including times for direct appeal, if all of the following conditions are satisfied:

1. the party who tendered the exhibits is notified in writing, at their last known address, that the party may retrieve exhibits, depositions, or transcripts within sixty days from the date of the written notification;
2. the written notification informs the party that the exhibits will be destroyed if not retrieved within sixty days from the date of the notification;
3. the written notification informs the party of the location for retrieval.

Sup. R 11.34(B)(3) & (4).

B. Exhibits may be destroyed one year following the date from the written notification if the notification is returned addressee unknown, undeliverable, or moved, with no forwarding address.

C. For cases concluding on or after April 1, 2025, after one year from the conclusion of litigation, including times for direct appeal, exhibits may be destroyed without prior notice to the party who tendered the exhibits.

D. Retention Schedule for the Administrative Documents of the Court Sup.R. 11.29

1. Administrative Journal. Administrative journals that consist of court entries, or a record of court entries, regarding policies and issues not related to cases shall be retained permanently.
2. Annual reports. Any required annual report shall be retained permanently.
3. Communication, correspondence, calendar, and general office records. Communication, correspondence, calendar, and general office records, including paper, telephonic, and electronic records, may be destroyed as soon as they are considered to be of no value by the person holding them.
4. Drafts and informal notes. Drafts and informal notes may be destroyed as soon as they are considered to be of no value by the person holding them.
5. Employment applications. Employment applications shall be retained for two years.
6. Employee benefit and leave records. Employee benefit and leave records, including life and medical insurance records, not retained by the appropriate

city, county, or state fiscal officer shall be retained for three years or until the issuance of an audit report by the Auditor of State, whichever is later.

7. Employee history and discipline records. Records concerning the hiring, promotion, evaluation, attendance, medical issues, discipline, termination, and retirement of court employees shall be retained for ten years after termination of employment.
8. Financial records. Financial records, including cash books, bank transaction records, and expense and receipt ledgers, shall be retained for three years or until the issuance of an audit report by the Auditor of State, whichever is later.
9. Fiscal records. Fiscal records, including copies of transactional budgeting and purchasing documents maintained by another office or agency, shall be retained for three years or until the issuance of an audit report by the Auditor of State, whichever is later.
10. Grant records. Records of grants made or received by a court shall be retained for three years after expiration of the grant. Records of unsuccessful grant applications submitted by a court may be destroyed as soon as they are considered to be of no value by the person holding them.
11. Payroll records. Payroll records of personnel time and copies of payroll records maintained by other office agency shall be retained for three years or until the issuance of an audit report, whichever is later.
12. Publications received. Publications received by a court may be destroyed as soon as they are considered to be of no value by the person holding them.
13. Request for proposals, bids, and resulting contracts. Requests for proposals, bids received in response to requests for proposals, and contracts resulting from requests for proposals shall be retained for three years after the expiration of the contract that is awarded.

E. Retention schedule for financial records Sup.R. 11.33(A)

1. Auditor reports. Auditor reports shall be retained permanently.
2. Separate account of receipts and disbursements records. A separate account of receipts and disbursements in civil and criminal cases shall be retained permanently.
3. Rental escrow account records. Rental escrow account records shall be retained for five years after the last date of deposit.

F. Retention Schedule for the index, docket and journal. Sup.R. 11.33(B). The index, docket, and journal shall be retained for twenty-five years.

- G. Recordings of proceedings. Sup.R. 11.33(C). Recordings of proceedings shall be retained for five years after the final judgment in the case.
- H. Judge, Magistrate, and Clerk drafts, and research. Sup.R. 11.33(D). Judge, Magistrate, and clerk drafts, notes, and research may be destroyed as soon as they are considered to be of no value by the person holding them.
- I. Retention schedule for case files Sup.R. 11.33(E)
1. Civil case files. Civil case files shall be retained for two years after the final judgment and issuance of an audit report by the Auditor of State, unless a longer minimum retention period is established by local rule.
 2. OVI case files. Operating a vehicle under the influence of alcohol or drug case files shall be retained for fifteen years after the final judgement. Documents within a case file admissible as evidence of a prior conviction, including evidence that a defendant was represented by counsel or waived their right to counsel, shall be retained for fifty years after the final judgment.
 3. Felony criminal case files. Felony criminal case files shall be retained for two years after the final judgment of the municipal or county court.
 4. Misdemeanor criminal case files. Except for minor misdemeanor criminal cases, misdemeanor criminal case files shall be retained for fifteen years after the final judgment of the municipal or county court. Documents within a case file admissible as evidence of a prior misdemeanor criminal conviction, including evidence that a defendant was represented by counsel or waived their right to counsel, shall be retained for fifty years after the final judgement.
 5. First through fourth degree misdemeanor traffic files. Except for operating a vehicle under the influence of alcohol or drug case files, first through fourth degree misdemeanor traffic files shall be retained fifteen years after the final judgment of the municipal or county court. Documents within a case file admissible as evidence of a prior conviction including evidence that a defendant was represented by counsel or waived their right to counsel, shall be retained for twenty-five years after the final judgment.
 6. Unclassified misdemeanor, minor misdemeanor traffic, and minor misdemeanor criminal case files. Unclassified misdemeanor, minor misdemeanor traffic, and minor misdemeanor criminal case files shall be retained for five years after the final order of the municipal or county court.
 7. Parking ticket records. Parking ticket records shall be retained until the ticket is paid and the Auditor of State issues an audit report.
 8. Real estate. Case files of matters that resulted in a final judgment determining title or interest in real estate shall be retained permanently.

9. Search warrant records. Search warrant records shall be indexed and the warrants and returns retained in their original form for five years after the date of service or last service attempt.

Appendix F

Pursuant to Sup. R. 14.10, the Akron Municipal Court implemented a security policy and procedure plan on July 1, 1995, which addresses the Ohio Court Security Standards adopted by the Supreme Court of Ohio on October 17, 1994. Said plan has been filed with the clerk of the Supreme Court and shall not be a public record.

Appendix G

Failure to follow this list shall result in immediate removal from the Akron Municipal Court and surrounding premises. If the offender is a litigant, the Civil, Criminal, or Traffic matter shall be rescheduled. Electronic devices are prohibited without permission of the Court. Electronic devices, including recording and transmitting devices, cell phones, pagers, must be turned off before entering the courtroom. Attorneys/licensed counsel must be dressed in professional attire. Sunglasses must be removed prior to entering the courtroom. No food or drink (other than water) permitted in the courtroom. No children permitted in the courtroom. Prohibited clothing:

- Flip flops, house slippers, or similar footwear
- Non-religious headwear, including hair rollers, bonnets, caps, hoodies, or face masks
- Bath robes, pajamas, clothing akin to pajamas, or nightwear i.e. lingerie
- Pants, shorts, dresses, skirts, or shirts that are worn to expose undergarments to any extent
- Shorts, skirts, or dresses that expose mid-thigh or above
- Underwear or undergarments worn as outer garments
- Halter tops, tank tops, crop tops, muscle shirts, see-through tops, bare midriff tops, or tops with open backs
- Body suits, swim wear, or bathing suits
- Ripped/torn pants, shorts, dresses, skirts, or shorts
- Clothing with vulgar/inappropriate writing, derogatory language, or obscene or suggestive writing. This includes sexual, drug, tobacco, gang affiliations, or alcohol-related language

Appendix H

Law Enforcement Reporting Compliance Plan

Pursuant to Sup.R. 3.04 the Akron Municipal Court hereby establishes a Compliance Plan for the submission of Fingerprints, Incident Tracking Numbers (ITN) and case disposition numbers; Mental Health Adjudications; Protection Orders; and Ohio Bureau of Motor Vehicle associated convictions and license points.

Fingerprint, Incident Tracking Numbers (ITN), and Case Disposition Reporting

1. Prior to each arraignment session, the Court's case management system and court staff will identify defendants set for arraignment who have not previously been fingerprinted or not assigned an Incident Tracking Number (ITN) pursuant to R.C. 109.57 and R.C. 109.60. Said information will be provided to the judicial officer conducting the arraignment session.
2. The judicial officer will order those individuals not previously fingerprinted or assigned an ITN to report to the Summit County Jail within twenty-four hours of the arraignment for fingerprinting and ITN assignment.
3. Sheriff personnel will capture all required prints from the defendants and ensure an ITN is assigned by the AFIS system prior to transmitting fingerprints and ITN to the Ohio Bureau of Criminal Investigation (BCI).
4. The ITN will be entered into the Court's case management system by Clerk of Court staff.
5. Upon conviction, the Clerk or Office of Information Technology shall transmit case dispositions to BCI on a weekly basis.
6. Each transmission shall be reviewed, any corrections made to any rejected transmissions and corrected transactions resent where necessary.
7. The Clerk will respond within twenty-four hours to any FBI inquiry about any defendant's potential firearm disqualification under 18 U.S.C. 922(g).

Mental Health Adjudication Reporting

1. Where any defendant is convicted of an offense of violence as defined by R.C. 2901.01(A)(9)(a) or any substantially similar municipal ordinance; or convicted of conspiracy or attempt to commit an offense of violence as defined by R.C. 2901.01(A)(9)(a) or any substantially similar municipal ordinance and being ordered to complete a mental health evaluation; or being found not guilty by reason of insanity; or being found incompetent to stand trial, the Court shall complete Form 95 NCIC Mental Health Notice with all required information required at the time of conviction.
2. The Clerk of Courts shall docket the completed Form 95, maintain the original case file, and transmit a copy of the completed Form 95 to the Summit County Sheriff's Office to enter into appropriate law enforcement databases.

Protection Orders

Whenever a Motion for Temporary Protection Order is granted:

1. The Court will ensure required defendant signatures are obtained.
2. Court or Sherrif staff will provide defendants with a copy of the order.
3. The Court will ensure Form 10-A Notice to NCIC is completed.
4. The Clerk of Courts shall docket an image of the completed Form 10-A.
5. A copy of the Protection Order shall be sent to the Summit County Sheriff's Office.
6. Court staff will timely transmit Form 10-A information to relevant law enforcement databases and local law enforcement upon the form's completion.

Ohio Bureau of Motor Vehicle (BMV) Reporting

1. Clerk of Court reporting of BMV related Court actions for the week shall occur each Friday. This includes reporting of convictions of operating a vehicle impaired (OVI).
2. The Clerk shall collate all suspensions to be reported.
3. The report shall be in the format prescribed by the BMV.
4. The Clerk will send the report to the BMV.
5. The Clerk shall ensure reporting is correct and take corrective action when needed.
6. The Clerk shall create a docket entry reflecting the date case information is sent to the BMV.

Sealing and Expungement Reporting

1. Per R.C. 2930.171, the Akron Municipal Prosecutor's Office shall notify victims when a sealing or expungement is granted by the Court.
2. The Clerk of Courts shall transmit notice of sealed or expunged records to law enforcement agencies as required by R.C. 2953.
3. The Probation Department shall notify the Clerk of Courts when to send notice of a sealed or expunged file to BCI.
4. The Clerk shall maintain sealed records in a confidential file and only released pursuant to Court Order or pursuant to R.C. 2953.34.

Maintaining Reporting Records

1. The Clerk of Court shall implement internal audit mechanisms and maintain logs of their submissions to law enforcement in compliance with Sup.R. 3.04, 18 U.S.C. 922(g) and R.C. 2023.13.
2. These mechanisms and logs shall be available in the instance of an audit by the FBI, BCI, or local auditors.

3. Reporting mechanisms will be standardized. Appropriate Clerk staff will receive regular training to ensure ongoing compliance on at least a yearly basis.
4. The Clerk's Criminal Supervisor shall serve as a liaison to facilitate communication with outside auditors.
5. The Clerk will validate reported records and correct reported records the same day they are sent to law enforcement where necessary. The Clerk will gather necessary records to be provided to state and federal auditors within the time frame prescribed by the requesting agency or relevant Revised Code section. The Clerk's criminal supervisor or Chief Deputy will check for updates to state and federal reporting requirements and record retention schedules on at least a six-month basis.

Appendix I

Overview

The Court Technology Plan serves as a governance document that establishes a structured framework for the management, administration, security, support, and ongoing use of technology systems throughout the Court. As technology continues to play a critical role in judicial operations, this plan ensures that all applications are implemented, maintained, and utilized in a manner that promotes operational excellence, cybersecurity, regulatory compliance, and continuity of court services.

The plan provides a centralized inventory of the Court's technology applications, identifies each system's business purpose, defines departmental ownership and responsibilities, and documents how employees receive training and operational guidance. By clearly establishing roles, responsibilities, and governance practices, the Court strengthens accountability, reduces operational risk, and promotes consistent technology management across all departments.

In addition, this plan supports strategic decision-making by providing court leadership with a clear understanding of the technology environment, enabling informed planning for future upgrades, resource allocation, disaster recovery, cybersecurity initiatives, and business continuity. It also serves as a valuable resource during audits, accreditation reviews, vendor management activities, and technology modernization efforts.

Executive Summary

The purpose of the Court Technology Plan is to provide a standardized approach for governing the technology applications that support the administration of justice and daily court operations. This document identifies each application used throughout the Court, its business purpose, methods for user training and communication, and the department responsible for system administration and operational support.

The Technology Plan is designed to:

1. Establish an inventory of Court technology applications.
2. Define the business purpose and operational value of each application.
3. Assign clear ownership, accountability, and departmental responsibilities.

4. Standardize user training, documentation, and communication processes.
5. Support cybersecurity, data protection, and regulatory compliance.
6. Improve operational efficiency through consistent technology governance.
7. Facilitate business continuity and disaster recovery planning.
8. Support strategic planning, budgeting, technology lifecycle management, and future modernization initiatives.
9. Promote transparency, accountability, and collaboration across all Court departments.

Ultimately, this Technology Plan serves as a strategic management tool that aligns technology resources with the Court's mission of delivering fair, efficient, secure, and accessible justice. By documenting technology assets and governance practices in a single authoritative resource, the Court is better positioned to maintain reliable operations, respond to emerging technology needs, and provide exceptional service to the judiciary, court staff, justice partners, and the public.

Technology Inventory & Responsibility Matrix

Application Name	Purpose	How Users Receive Instructions	Department Role / Responsibility
Adobe Reader	Provides users with the ability to securely view, open, print, search, annotate, and complete PDF (Portable Document Format) documents used for court operations, administrative processes, and official records. Adobe Reader supports access to court forms, policies, procedures, reports, training materials, and other official electronic documents while preserving document formatting and integrity.	Court IT or Department SME	Court IT
AMCIS	READ ONLY; LIMITED USERS: Serves as the Court's legacy case management system, providing historical case information, docket records, dispositions, financial data, and	Court IT or Department SME	L. Lee

	archived court records for research, reporting, and reference purposes.		
City Intranet	Provides a secure, centralized internal communication platform where employees can access organizational news, policies, procedures, forms, training materials, announcements, calendars, departmental resources, and other business information necessary to support daily operations and collaborative tools that support efficient court operations and informed decision-making.	Court IT or Department SME	City IT Court IT
FTR Player	Allows authorized users to access, review, and playback digitally recorded court proceedings for case review, transcription support, and quality assurance.	Court IT or Department SME	Court IT
FTR Record	Captures and securely records courtroom proceedings to create an official digital audio record of hearings, trials, and other judicial proceedings.	Court IT or Department SME	Court IT
Milestone Camera	Provides centralized video surveillance and security monitoring to enhance facility safety, protect court assets, support investigations, and maintain recorded video evidence	Court IT or Department SME	Court IT

Microsoft 365 Copilot	Utilizes artificial intelligence to enhance employee productivity by assisting with document creation, data analysis, meeting summaries, email drafting, research, and workflow automation across Microsoft 365 applications.	Court IT or Department SME	City IT /Court IT
Microsoft Office	Provides a suite of productivity applications used to create, edit, analyze, and manage business documents, spreadsheets, presentations, reports, and official correspondence.	Court IT or Department SME	City IT/ Court IT
Microsoft OneDrive	Provides secure cloud-based file storage, synchronization, backup, and document sharing while supporting collaboration and remote access to authorized files.	Court IT or Department SME	City IT/ Court IT
Microsoft Teams	Supports secure collaboration through instant messaging, virtual meetings, video conferencing, file sharing, project collaboration, and internal communications	Court IT or Department SME	City IT/ Court IT
The Visitor	Manages visitor registration, identification, badge issuance, and visitor tracking to enhance facility security and	Court IT or Department SME	

	maintain accurate visitor records.		
Tyler Jail	Manages jail-related information, inmate records, booking data, release information, warrants, and custody records while supporting communication between the Court and detention facilities.	Court IT or Department SME	Summit County Jail/APD
Tyler Enterprise Justice Systems (TEJS)	Provides an enterprise case management system for managing court case information, electronic filings, dockets, hearings, judicial workflow, financial records, and official court documents.	Court IT or Department SME	Denny/RaMona/Tamara/Dave/Court IT
Tyler Supervision	Supports community supervision programs by managing probation cases, offender compliance, appointments, assessments, case notes, and supervision reporting.	Court IT or Department SME	Denny
Zoom	Provides secure virtual meeting and video conferencing capabilities for remote hearings, staff meetings, training sessions, public outreach, and collaboration with external stakeholders	Court IT or Department SME	Court IT
VLC Media Player	Enables users to securely view and play multiple digital audio and video file formats for evidence review, training materials, surveillance recordings, and	Court IT or Department SME	Court IT

	multimedia presentations.		
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