

CRESTLINE MAYOR'S COURT LOCAL RULES

EFFECTIVE _____, 2026

GENERAL PROVISIONS

Rule 1	Scope & Effective Date
Rule 2	Jurisdiction of Court
Rule 3	Sessions and Hours
Rule 4	Clerk of Court
Rule 5	Transfers
Rule 6	Court Costs
Rule 7	Electronic Filing
Rule 8	Journal Entries
Rule 9	Payment of fines and costs
Rule 10	Court Decorum and Conduct
Rule 11	Duties of Counsel
Rule 12	Appeals
Rule 13	Case Management

CRIMINAL AND TRAFFIC RULES

Rule 14	Violations Bureau
Rule 15	Affidavits and Complaints
Rule 16	Bail/Bond Schedule
Rule 17	Arraignment Time
Rule 18	Appearance of Defendant
Rule 19	Court Appointed Counsel for Indigent Defendants
Rule 20	Demand for Jury Trial
Rule 21	Reserved

COURT SECURITY

Rule 23	Court Security
---------	----------------

**CRESTLINE MAYOR'S COURT
CRESTLINE, OHIO**

IN THE MATTER OF
THE RULES OF COURT

JUDGMENT ENTRY

It is hereby ORDERED, ADJUDGED AND DECREED that all the Rules of Court, heretofore existing are repealed, revoked, and annulled.

It is further ORDERED, ADJUDGED AND DECREED that the following rules set forth numerically shall become, and are, forwith the Rules of Practice and Procedure of the Court.

It is further ORDERED, ADJUDGED AND DECREED that the following rules shall become effective _____, a date of at least 30 days from the posting and availability of such changes.

Magistrate, Amy E. Skropits

Mayor

GENERAL PROVISIONS

Rule 1 - Scope & Effective Date

- A. These Local Rules of Court are adopted for the governance of the practice and procedures in Crestline Mayor's Court, pursuant to the Court's inherent authority as set forth in the rules of Civil and Criminal Procedure and Rules of Superintendence. These rules may be cited as Crestline Mayor's Court Rules i.e. "M.C. Rule 1(A) etc." The purpose of these rules is to facilitate the expeditious disposition of cases that come before the court.
- B. Except as otherwise noted herein, these rules are effective as of _____, and shall govern all proceedings filed subsequent to that date.
- C. The rules may be amended from time to time by orders of the Mayor or Magistrate.

Rule 2 – Jurisdiction of Court

The jurisdiction and rules of this Mayor's Court is governed by R. C. 1905.
The territorial jurisdiction of the Crestline Mayor's Court includes the Village of Crestline.

Rule 3 – Sessions and Hours

The sessions of this Court shall begin at 9:00 a.m. for Traffic and 10:00 a.m. on every other Wednesday, holidays excepted. These times and days are subject to temporary modification by the Court to meet emergencies or the requirements of particular cases. The office of the Clerk shall be open for the transaction of business Monday through Friday 8:30 a.m. to 4:30 p.m. closed on federal holidays. If the Mayor/Magistrate is unable to conduct Court due to illness or emergency, you will have the option of a continuance or transfer of case to Bucyrus Municipal Court.

Rule 4 – Clerk of Court

- A. The clerk of Mayor's Court shall be responsible for the processing of all documents filed with the Mayor's Court, maintaining the docket of the court, administering the traffic violations bureau, collecting and distributing to the proper sources all fines, costs and fees imposed by the court.
- B. The Clerk of Court shall submit all documents of court record and other information required to the Ohio Bureau of Motor Vehicles in a timely manner.
- C. The Clerk of Court shall submit all dispositions of court record and other information required to the Ohio Bureau of Criminal Investigations (BCI&I) in a timely manner
- D. The Clerk of Court shall follow retention schedules according to the Village Records Commission utilizing microfilm and computers for storage whenever possible.
- E. The Clerk's Office shall receive and time-stamp all motions including but not limited to: not guilty pleas, continuances, appearances of counsel, discovery requests, jury demands

and all other legal motions to transfer, dismiss, and suppress. The clerk shall schedule all matters for trial by coordinating necessary evidence, notifying the officers, witnesses, interpreters, or any other relevant persons.

- F. The Clerk of Court shall prepare and maintain a docket and other records that are required, all of which shall be the public record of the court.
- G. The Clerk shall permit any person to examine and to make a copy of any papers designated by O.R.C. 149.43 as a public record after the Clerk has redacted any and all private information that may appear on said documents. No original papers or dispositions in any case or proceeding shall be removed from the office of the Clerk, except for use in Court or by the Court, except on written Order of the Court.
- H. Assignment of Case Numbers: The Clerk of Courts shall assign a case number to each complaint or ticket as follows:
25TRD00000 -Year, Traffic Complaint, numerical order number
25TRC00000 – Year, OVI Complaint, numerical order number
25CRB00000 - Year, Criminal Complaint, numerical order number
25OTH00000 - Year, Parking Complaint, numerical order number
- I. The Clerk is responsible for receipting, posting and balancing all court related court costs, fees and fines. Additionally, the Clerk is responsible for disbursing those funds back to the state and the Village of Crestline as directed by law.
- J. The Clerk will be responsible for balancing the monthly bank statement against all receipts and disbursements.
- K. The Clerk shall annually register the Court with the Ohio Supreme Court and shall submit all quarterly reports to the Ohio Supreme Court as required by R.C. 1905.
- L. The Clerk shall register the Court annually with the Ohio Supreme Court every January prior to the 1st scheduled court session.
- M. The Clerk shall file the quarterly reports with the Ohio Supreme Court as required, January 15th, April 15th, July 15th, October 15th each year.
- N. The Clerk of Courts shall attend at least one training session annually with the Association of Mayor’s Court Clerks of Ohio and the Ohio Municipal League.

Rule 5 - Transfers

The clerk is responsible for processing cases transferred to Municipal Court. A transfer to the Municipal Court can be accomplished by: 1) The Court lacks jurisdiction (O.R.C. 1905.01); 2) demand for jury trial (O.R.C. 2937.08); 3) Defendant files a written notice of appeal (O.R.C. 1905.23); Magistrate’s option (O.R.C. 1905.032).

The Clerk's office shall certify and copy all transferred cases in their entirety. The transferred case documents and any bond money posted shall be either hand delivered or mailed to the Municipal Court within a period of no more than 1 working day.

Rule 6 - Court Costs

The court costs for Crestline Mayor's Court are \$125.00 for all moving and criminal cases and \$96.00 for all non-moving violations. The sums shall be distributed as follows:

\$76.00 General Fund of the Village of Crestline for moving and non-moving violations
\$86.00 General Fund of the Village of Crestline for criminal cases
\$10.00 Courts improvement fund for all cases
\$25.00 Indigent Support Defense Fund for moving violations (State)
\$20.00 Indigent Support Defense Fund for criminal violations (State)
\$10.00 Indigent Support Defense Fund for non-moving violations (State)
\$ 9.00 Victims of Crime for moving and criminal violations (State)
\$ 3.50 Drug Law Enforcement Fund for moving violations (State)
\$ 1.50 Indigent Driver's Alcohol Treatment for moving violations (County)

In addition to the basic court costs above, the following additional fees/costs shall be assessed for each of the following unless ordered waived by the mayor or magistrate:

\$300.00	Diversion fee
\$30.00	Service fee for bad check
\$300.00	Tide fee
\$50.00	Expungement / Sealing filing fee
\$30.00	Warrant fee
\$15.00	License forfeiture processing fee
\$10.00	Pre-trial fee
\$25.00	Payment Plan fee
\$ 6.00	Witness fees
\$25.00	State bond fee
\$ 2.00	Subpoena fee
\$10.00	Continuance fee

The Court may amend the fees/costs as the Court deems necessary.

Rule 7 – Electronic Filing

The Court provides for the filing of pleadings and other papers by electronic means. All pleadings and other papers may be filed with the Court by facsimile (419) 396-5870 or email at afruth@Crestlineoh.org subject to the following provisions:

- A. A document filed by electronic transmission will be accepted as original and the signature accepted as original. The electronic documents need not be followed with the original pleadings or other papers, but the originals must be maintained by the filing party and are subject to inspection by the Court if requested.
- B. The attorney or other parties must provide the following information on the fax cover page:
 - 1. the name of the court;
 - 2. the title of the case;
 - 3. the case number;
 - 4. the title of the document being filed;
 - 5. the date of transmission;
 - 6. the transmitting fax number or email;
 - 7. an indication of the number of pages included in the transmission, including the cover page;
 - 8. if a case number has not been assigned, state that fact on the cover page;
 - 9. the name, address, telephone number, fax number, Supreme Court registration number, and, if available, an e-mail address of the person filing the electronic document, if available.
- C. The clerk shall notify the attorney or other parties if the transmitted document cannot be filed for any reason. All documents submitted will be considered filed only when the date/time has been stamped by the Clerk and the document has been properly docketed.
- D. The Clerk may accept for filing by electronic transmission any document except those which the Clerk is required to collect a specific filing fee pursuant to statute or court rule or to effectuate service and summons.

Rule 8 - Journal Entries

All judgments, orders, decisions or rulings entered by the Court shall constitute the journal entries unless otherwise ordered by the Court or required by counsel.

The magistrate may require attorneys or parties in any case to prepare journal entries and to submit them to opposing counsel or parties who shall approve or reject the same within ten days from the date received. The magistrate must approve such entry.

Rule 9 - Payment of Fines and Costs

- A. Any overpayment of five dollars (\$5.00) or less for fines and costs will not be refunded.
- B. The Court will not accept any more than \$5.00 worth of change when paying fines and/or costs.

- C. Fines and costs may be paid twenty-four (24) hours a day. They shall be paid with the Clerk of Courts. If the Clerk of Courts is closed or otherwise unavailable, payments shall be made at the Crestline Police Department or online @ crestlineoh.com.

Rule 10 – Court Decorum and Conduct

- A. The Bailiff is responsible for courtroom security & order.
- B. All persons and property entering the courtroom are subject to search.
- C. Weapons or other contraband may be confiscated. Anyone possessing weapons or contraband are subject to arrest if there is probable cause to believe a crime has been committed or if the law otherwise permits. This rule does not apply to police officers or security personnel who are on official business and not a party to a case before the Court.
- D. Clothing should be consistent with the seriousness and dignity of the judicial process. It should be constructed and worn in such a manner that is not unduly revealing or offensive.

Shirts and shoes must be worn at all times. Undergarments must be covered. No pajamas or slippers. Clothing items depicting gangs, drugs, alcohol use, or containing words, pictures, or symbols that are obscene, profane or sexually suggestive are not permissible. See-through tops, bare-midriff tops, tube tops, low-cut shirts/tops, swimwear, bathing suits, and lingerie are not permissible. You will be asked to leave if not wearing proper attire. Hats shall be removed upon entering the courtroom.

Police witnesses shall be in proper uniform.

- E. No purses/handbags or backpacks are permitted in the court room unless searched by Court personnel.
- F. Proper demeanor/conduct shall be observed at all times. Foul abusive language is prohibited.
- G. No talking while in court except as necessary for court business.
- H. Turn off all cell phones and all other electronic devices while in courtroom.
- I. No person shall loiter or behave in a disorderly manner in the Courtroom or in any halls, entryways leading thereto, or otherwise interfere with or obstruct judicial activities or proceedings.
- J. Small children are not permitted in the courtroom while the Court is in session without prior approval.

- K. The Court expects that counsel shall call these rules to the attention of clients and witnesses.
- L. Anyone arriving to Court after Court has convened shall reschedule until the next court date to allow for proper security checks. Each person will be permitted one continuance and must waive time for the continuance to be granted.
- M. Failure to comply with any aspect of this rule may result in appropriate sanction by the Court, including continuance of the matter before the Court, removal of non-compliant person, or a charge for contempt of court.

Rule 11 – Duties of Counsel

- A. Withdrawal of Counsel: Counsel wishing to withdraw from a case shall present a written motion stating the reasons for the withdrawal. Withdrawal of counsel will not be approved if application is made within 5 days of the trial date except for good cause shown.
- B. Motion Practice: All motions, except those normally made at trial, shall be in writing, served on opposing counsel and made within the time limits prescribed in the Ohio Rules of Criminal Procedure and Ohio Traffic Rules. Motions will be supported by Memoranda of Law containing applicable statutory and case law citations.

Any motion, which, by its nature, is capable of being determined without hearing, shall be ruled on without hearing. All motions not heard or decided prior to trial will be disposed of at trial.

- C. Continuances: Request for a continuance shall be by written motion and will only be granted upon showing of good cause. If a prior trial conflict exists, the date of scheduling shall be stated, with a copy of the notice attached to the motion. All requests shall be served on opposing counsel or party. Proposed entries should accompany the motions with blanks for the new trial time and date if agreed to by opposing counsel. No requests for continuance will be considered if made less than 5 days before trial except for circumstances, which by reasonable diligence could not be determined 5 days prior to trial.
- D. Status Conference: All cases that have been through the pre-trial process wherein the defendant is represented by Counsel shall be scheduled for a status conference three (3) months after the plea of Not Guilty is entered unless the case is resolved. The status conference may be by phone and shall include the Magistrate, Prosecutor, and Defense Counsel.

Rule 12 – Appeals

The Defendant may appeal the ruling of the Mayor's Court within ten days from the date\time a mayor/magistrate renders judgment, the appellant shall file with the mayor's court a written

notice of appeal designating the order or judgment appealed from and the court to which the appeal is taken. R.C. section 1905.23

All further proceedings in the mayor's court shall be stayed from the time of filing the notice of appeal with the mayor's court.

Rule 13 – Case Management

Crestline Mayor's Court shall make every effort to adjudicate its cases within the time limits prescribed by the Ohio Supreme Court. The current time limit for all types of cases is 6 months.

CRIMINAL AND TRAFFIC RULES

Rule 14 – Violations Bureau

A Traffic Violations Bureau is hereby established in accordance with Ohio Traffic Rule 13, with authority to process and dispose of those traffic offenses for which no court appearance is required by law. The Clerk of Court is hereby appointed as violations clerk thereof.

A Minor Misdemeanor Violations Bureau is hereby established in accordance with Ohio Rules of Criminal Procedure Rule 4.1, with authority to process and dispose of minor misdemeanors for which no court appearance is required. The Clerk of Court is hereby appointed as clerk thereof.

A schedule of fines and costs for matters that the traffic violations bureau handles has been adopted and is posted in the Clerks Office and at the Police Department and attached hereto as exhibit A.

If the defendant fails to appear in court, a supplemental citation shall be issued. If a defendant fails to appear on the supplemental citation, the Magistrate may issue a warrant for their arrest, warrant block on their driver's license registration, registration block, or a driver's license forfeiture. If a defendant subsequently appears and pays all fines and costs or signs a payment plan agreement, the warrant, warrant block, registration block, or license forfeiture will be lifted by virtue of the payment or payment agreement. Defendant must also pay the BMV fees before being valid.

Every 7 business days, the Clerk of Court shall transmit to the Bureau of Motor Vehicles via electronic means the Court abstract covering convictions, license forfeitures, license forfeiture releases, warrant blocks, warrant block releases, registration blocks, registration block releases and modifying orders for all Mayor's Court cases.

Rule 15 – Affidavits and Complaints

All criminal and traffic cases shall be commenced in this Court by the filing of a complaint. All complaints shall state the name of the offense charged and shall contain the numerical

designation of the statute or ordinance. If a warrant is requested on a complaint, the complaint shall be accompanied by an affidavit of fact pursuant to Ohio Criminal Rule 4(A)(1) whereby the Court can determine probable cause. An affidavit of fact merely phrased in statutory language and in substantially the same language as the complaint is not sufficient.

Rule 16 – Bail/Bond Schedule

The Court has established a bail schedule for certain criminal and traffic offenses by separate entry. Said schedule is available at the Clerk’s Office and the Police Department. Bail/bond shall be paid by cash, money order, or credit card. No Checks will be accepted for bond.

Rule 17 – Arraignment Time

Arraignments shall be held at 9:00 a.m. for traffic and 10:00 a.m. for criminal 2nd and 4th Wednesday, and at such other times as the Magistrate deems appropriate.

Rule 18 – Appearance of Defendant

Persons charged with traffic and/or criminal offenses shall be present at the initial appearance as well as all subsequent hearings except as set forth herein. Failure to appear may result in the issuance of an arrest warrant, a warrant block, registration block, or a Driver’s License Forfeiture.

Rule 19 – Court Appointed Counsel for Indigent Defendants

When the Defendant, charged with an offense which has the possibility of incarceration, indicates to the Court that he/she is indigent and desires counsel, the Court may conduct a brief preliminary qualification to be held in open court or the Defendant may be required to complete a certification of assets, (i.e. affidavit of indigency) to verify indigence and eligibility for the appointment of counsel. The Court reserves the right to examine the document comprising the investigation of the Defendant’s indigence. If the defendant is eligible for appointed counsel, the case will be transferred to the Municipal Court.

Rule 20 – Demand for Jury Trial

If the Defendant asserts his/her rights for a jury trial, the case shall be transferred to the Municipal Court as the Mayor’s Court does not conduct jury trials. In criminal cases the demand for jury trial must be filed within the time limits set forth in Ohio Criminal Rule 23(A), that is not less than ten (10) days prior to trial date, or on or before the third day following receipt of notice of the day set for trial, whichever is later. Failure to demand a jury trial within the time limits set forth is a complete waiver of the right to trial by jury.

Rule 21 – Reserved

COURT SECURITY

Rule 22 - Court Security

WARNING

ALL PERSONS IN THE MAYOR'S COURT OF THIS BUILDING ARE SUBJECT TO SEARCH

NO PERSON SHALL ENTER THE COUNCIL CHAMBERS / COURTROOM AT THE VILLAGE OF CRESTLINE VILLAGE BUILDING LOCATED AT 100 NORTH SELTZER STREET, CRESTLINE, OHIO, CARRYING ON OR ABOUT HIS OR HER PERSON OR READY AT HAND, CONCEALED OR EXPOSED, ANY OF THE FOLLOWING:

FIREARMAs defined by the Ohio Revised Code Section 2923.11(B), loaded or w/ ammunition ready at hand. EXCEPTION: Law Enforcement officers on official business.

EXPLOSIVE DEVICE.....As defined by Ohio Revised Code 2923.11(H).

DANGEROUS ORDNANCE.....As defined by Ohio Revised Code 2923.11(K).

KNIFE/SCISSORS/STRAIGHT RAZOR: Which have a blade of two inches or more.

If you have any of the above items turn them over to the Village of Crestline Police Dept. before you enter the courtroom. **Violations of this policy and/or the Ohio Revised Code will be prosecuted, any prohibited items will be confiscated.**