

**AMENDMENT TO THE LOCAL RULES OF
THE MORROW COUNTY MUNICIPAL COURT**
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In accordance with Rule 5(A)(2) of the Rules of Superintendence for the Courts of Ohio, notice is hereby given of amending the Local Rules of the Morrow County Municipal Court to comply with the immediate need to establish a Compliance Plan for to ensure complete, accurate, and timely submission of information into the state's computerized criminal history repository at the Bureau of Criminal Investigation (BCI), the Ohio Law Enforcement Automated Data System (LEADS), and other law enforcement databases. The amendment to the Local Rules of the Morrow County Municipal Court, in red below, become effective July 1, 2026.

Comments regarding the rule amendment will be accepted through August 1, 2026. Comments should be directed to Morrow County Municipal Court, 48 East High Street, Room A, Mt. Gilead, Ohio 43338 or info@morrowcountymunict.org.

I. GENERAL RULES OF COURT

RULE IV CASE MANAGEMENT IN CRIMINAL CASES

M. Reporting to Law Enforcement and Compliance Plan

1. The court has a duty to ensure complete, accurate, and timely submission of information into the state's computerized criminal history repository at the Bureau of Criminal Investigation (BCI), the Ohio Law Enforcement Automated Data System (LEADS), and other law enforcement databases
2. The Court, in collaboration with the clerk, law enforcement agencies, and any other applicable justice system partners, will develop a Reporting to Law Enforcement & Compliance Plan.
3. The Reporting to Law Enforcement & Compliance Plan will identify procedures and timelines for:
 - a. Obtaining and reporting fingerprints as prescribed by the Revised Code and Supreme Court of Ohio rules, including R.C. 109.57(A)(2), 109.60(A), 2923.14, 2929.44(B), and 2945.402(E)(1), Sup.R. 95(C) and Crim.R. 9(A);
 - b. Reporting information regarding protection orders as prescribed by the Revised Code and Supreme Court rules, including R.C. 2903.213, 2903.214, and 2919.26, and Sup.R. 10(A);
 - c. Reporting information to the Ohio Department of Public Safety's Bureau of Motor Vehicles as prescribed by R.C. 4510.03, 4513.37, and 5502.10 and Supreme Court rules;
 - d. Maintaining complete and accurate records in accordance with 18 U.S.C. 922(g), the Revised Code, including R.C. 2923.13, and Supreme Court rules in the event of an audit by the Federal Bureau of Investigation, BCI, or state or local auditors; and

- e. Reporting sealed and expunged records to BCI, LEADS, and other law enforcement databases pursuant to the Revised Code, including R.C. Ch. 2953 and R.C. 2903.214 and 2930.171.
4. The Court will review the Reporting to Law Enforcement & Compliance Plan every three years from its adoption date.

APPENDIX E
To Local Rules of Court

**IN THE MORROW COUNTY MUNICIPAL COURT
MOUNT GILEAD, OHIO**

LAW ENFORCEMENT REPORTING COMPLIANCE PLAN

Effective July 1, 2026

Pursuant to Sup. R. 5(F), the Morrow County 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.

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. Individuals appearing in person will be served with a journal entry ordering them to remain at the Court until fingerprinted. Fingerprints are captured using the LiveScan device while individuals are waiting for the hearing to begin or after the hearing while they are waiting for paperwork from the Clerk's office.
3. If individuals appear by video or if the LiveScan device is unavailable, individuals will be served with a journal entry ordering them to go to the Morrow County Sheriff's Office (MCSO) within 24 hours. The entry will include a written acknowledgement to be completed by the MCSO when the fingerprints are completed. The journal entry will be returned to the Court by the MCSO and scanned into the case management system in the accused's pending case(s). Upon receipt of the fingerprint card from the bailiff or the MCSO, the ITN is entered into the case management system for the corresponding charge.
4. At each subsequent hearing, the status of fingerprinting will be discussed with defense counsel and pro se litigants. If necessary, journal entries ordering the accused to be fingerprinted will be served to the accused and defense counsel. The Court's hearing notices and conference memorandums will also state that video hearings concluding the case are not permitted until the accused has been fingerprinted by the Court or MCSO.

5. If a probation violation is filed, the Clerk will determine whether the probationer was previously fingerprinted. If the Court has fingerprints for the underlying offense, the same ITN will be used to report the outcome of the probation violation. If the probationer was not fingerprinted, the above procedures will be utilized to capture and report fingerprints for the underlying conviction and the outcome of the probation violation.
6. Following disposition, the Clerk promptly prints the summary report (i.e. fingerprint label) required by R.C. 109.57(A)(2). Printing the report triggers the case management system to document the report in the internal notes section of the defendant's case(s). The fingerprint card will be scanned into the non-public folder for the defendant's case(s). The card and summary report are promptly, on a weekly basis, sent by certified mail, return receipt requested to BCI.

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 Morrow County Sheriff's Office to enter into appropriate law enforcement databases. Whenever possible, the bailiff will personally deliver the completed Form 95 to the Morrow County Sheriff's Office the same day.

Protection Orders

Whenever a Motion for Temporary Protection Order is granted:

1. The Court will ensure required defendant signatures are obtained.
2. Court or MCSO 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 will docket an image of the completed Form 10-A.
5. A copy of the Protection Order will be sent to the Morrow 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. Whenever possible, the bailiff will personally deliver Form 10-A to the Morrow County Sheriff's Office the same day.

Ohio Bureau of Motor Vehicle (BMV) Reporting

1. Clerk reporting of BMV related Court actions for the week shall occur via the case management system's electronic transmissions to the BMV daily. This includes reporting of convictions of operating a vehicle impaired (OVI).
2. The Clerk will collate all suspensions to be reported.
3. The report will be in the format prescribed by the BMV.
4. The Clerk will send the report to the BMV.
5. The Clerk will ensure reporting is correct and take corrective action when needed.

Sealing and Expungement Reporting

1. Per R.C. 2930.171, the Morrow County Prosecutor's Office, Village of Mount Gilead Solicitor, or Village of Cardington Solicitor shall notify victims when a sealing or expungement is granted by the Court.
2. The Clerk will transmit notice of sealed or expunged records to law enforcement agencies, including but not limited to BCI, as required by R.C. 2953.
3. The Clerk will maintain sealed records in a confidential file and only release pursuant to Court Order or pursuant to R.C. 2953.34.