

RULE 3 - REMOVAL OF FILES, PLEADINGS OR OTHER DOCUMENTS, STATISTICAL REPORTING

- 3.1** No files, pleadings or other documents on file in this Court shall be removed from the Clerk of the Court, except with the permission of the Clerk and under such rules as the Clerk may from time to time prescribe. Provided, however, this Rule shall not apply to:
- (A) The use of such files, pleadings or other documents in Open Court or Judge's Chambers during any Argument, Hearing, Trial or other proceeding in the case to which such files, pleadings or other documents pertain or in which they may be used; and
 - (B) Any removal made pursuant to law.
- 3.2** Notwithstanding anything in Rule 3.1 to the contrary, no file shall be removed from the Clerk of the Court with respect to and involving any case within seven (7) days prior to its scheduled Trial date.
- 3.3** The Clerk of the Court shall document the removal of each file and shall provide the name of the individual who has removed said file, its location and the date of its removal.
- 3.4** Unauthorized removal of files from the Office of the Clerk shall subject the offending party to Contempt of Court and/or the imposition of appropriate sanctions.

3.5 Statistical Caseload Report Form D and Form C shall be submitted electronically monthly and quarterly respectively by the Juvenile Chief Deputy Clerk and by Probate Chief Deputy Clerk, Court Administrator, or assigned deputy clerk. Permission is granted for said individuals to share the login credentials assigned to the Belmont County Juvenile and Probate Court for the submission of said forms to the Supreme Court of Ohio. The Court Administrator shall address any issues pertaining to the sharing of the credentials with any other individuals, shall maintain and update the login credentials and shall serve as the court's master email contact with the Supreme Court of Ohio.

RULE 4 - BROADCASTING/PHOTOGRAPHING PROCEEDINGS

- 4.1** The Judge assigned to the Trial or Hearing may permit the broadcasting or recording by electronic means and the taking of photographs in Court proceedings that are open to the public as provided by Ohio law and in conformity with Rule 12 of the Rules of Superintendence of the Courts of Ohio.
- 4.2** Requests for variance from this Rule shall be submitted to the Judge in writing, and the Court's ruling on the request shall be made a part of the record.
- 4.3** The Judge shall specify the place or places in the Courtroom where media representatives are to be seated or positioned.
- 4.4** For recording and broadcast purposes, microphones and other electronic equipment necessary for the audio pickup shall be as inconspicuous as possible, but may be visible.
- 4.5** Arrangements between or among media for "pooling" of equipment shall be the responsibility of the media representatives. "Pooling" arrangements are to be made outside the Courtroom and without imposing on the Judge or Court personnel. If disputes arise over arrangements between or among media representatives, the Judge may exclude all contesting representatives from the proceedings.
- 4.6** The Judge may prohibit the use of electronic or photographic equipment that produces distracting sound or light. No artificial lighting other than that normally used in the Courtroom shall be employed.
- 4.7** To the extent practicable, media representatives shall be afforded a clear view of