

Cuyahoga County Common Pleas Court Local Rules

1.0 PRESIDING JUDGE

The presiding judge of the Court of Common Pleas will be selected under the terms and conditions as set forth in Sup.R. 3 and have such powers and duties as set forth in Sup.R. 3.01. The judges of all divisions will meet at the call of the presiding judge for the purpose of discussing and resolving administrative problems common to all divisions.

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2.0 ADMINISTRATIVE JUDGES

- (A) The divisions of the common pleas court shall be are as follows:
- (1) General Division
 - (2) Domestic Relations Division
 - (3) Probate Division
 - (4) Juvenile Division
- (B) The judges of the General Division will select an administrative judge at the September judges' meeting under the terms and conditions as set forth in Sup.R.4(B). The candidates for administrative judge must have completed a full term as a general division judge before assuming the office. The administrative judge will be elected for a two (2) year term and may be reelected. The election will be conducted by secret ballot if an election is contested; voting by proxy is not permitted. To be elected, the administrative judge must receive a majority vote of the qualified sitting judges. The administrative judge will have such the powers and duties as set forth in Sup.R. 4.01.
- (C) The administrative judge will be the presiding officer of the General Division and have full responsibility for and control over the administration, docket, and calendar of the General Division and serve as a spokesperson for the Court on all policy matters.
- (D) In addition to standing committees set forth in section E, the administrative judge may create committees to address specific administrative or policy issues of the Court. The administrative judge will name the chairperson, and appoint members, and fill vacancies of all committees. Upon election or reelection the administrative judge may change the membership of all committees.
- (E) There shall will be the following The standing committees include the following: and such other ad hoc committees as may be created by the Administrative Judge:
- (5) Civil Rules;
 - (6) Criminal Rules;
 - (7) Probation; and
 - (8) Commissions.

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3.0 TERMS AND HOURS OF COURT

(A) TERM:

The Court will be in continuous operation for the transaction of business. Each calendar year will be divided into three terms designated as the January, May and September terms of court. The day of the commencement of each term of court will be fixed by the judges.

(B) HOURS:

The Court will be open Monday through Friday except on legal holidays or as determined by the administrative judge. Court sessions will be scheduled between 8:30 a.m. to 4:30 p.m. The Court may be in session at such other times and hours as the administrative judge or any judge prescribe to meet special situations or circumstances.

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5.0 DOCKETS AND CALENDARS

The Clerk of Courts will perform his or her duties under the direction of the Court. In addition to the requirements of RC 2303.12 and RC 2303.13, the Clerk of the Courts will prepare and maintain for the use of the General Division Judges the following dockets and calendars:

- (F) A general appearance docket consisting of civil and criminal parts;
- (G) A journal consisting of civil and criminal parts;
- (H) A separate Special Cases Docket.