

**IN THE EUCLID MUNICIPAL COURT
CUYAHOGA COUNTY, OHIO**

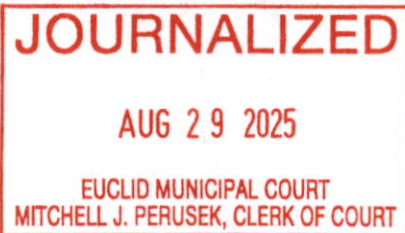
**ADMINISTRATIVE ORDER
ADOPTION OF AMENDED LOCAL RULES OF COURT**

Pursuant to Article IV, Section 5(B) of the Ohio Constitution and Rule 5 of the Rules of Superintendence for the Courts of Ohio, the attached amended Local Rules are ADOPTED effective August 29, 2025 and shall supersede and replace any form of Local Rules previously entered by this Court.

IT IS SO ORDERED.



JUDGE PATRICK J. GALLAGHER
ADMINISTRATIVE/PRESIDING JUDGE



RULE 12- APPOINTMENT OF COUNSEL FOR INDIGENT DEFENDANTS

- A. The Court shall maintain a list of attorneys eligible to be assigned to defend any indigent person in a criminal or traffic case in which the defendant is charged with an offense punishable by a term of incarceration. To be eligible to be placed on the Assigned Counsel List, an attorney must submit an application demonstrating the following minimum qualifications:
 - 1. Admitted by the Ohio Supreme Court to practice in Ohio;
 - 2. In good standing with the Ohio Supreme Court; and,
 - 3. Proof of legal malpractice insurance.
- B. The Court shall assign counsel as evenly as possible among the attorneys on the Assigned Counsel List. The Court may exercise its discretion in making appointments from the list in order to avoid conflicts of interest, to avoid conflicts with counsel's schedule, to avoid conflicts with the Court's schedule, and to match the circumstances of the defendant or the circumstances of the offense with counsel possessing the appropriate experience and expertise.
- C. Any attorney may be removed from the Assigned Counsel List for any of the following reasons:
 - 1. Failure to comply with the Code of Professional Responsibility; the Ohio Rules of Criminal Procedure; the Local Rules of this Court.
 - 2. Refusal to accept appointments.
 - 3. Failure to follow the Court's billing procedures such as: (i) refusal to complete request for reimbursement forms; (ii) inaccurately completing the required request for reimbursement forms; (iii) failing to file timely request for reimbursement forms; (iv) excess billing; and (v) repeated submissions seeking fees in excess of the fee schedule.
 - 4. Unprofessional behavior such as lack of preparation, tardiness, contentiousness, failure to follow through with responsibilities, or failing to treat court personnel with respect.
 - 5. Repeated conflicts with indigent defendants necessitating the appointment of other counsel;
 - 6. Accepting fees for representation of a defendant but only appearing on his behalf at arraignment necessitating the appointment of private counsel for the remainder of the case;
 - 7. Accepting an appointment but sending other counsel to appear on behalf of the indigent defendant;
 - 8. Having a case reversed by the Court of Appeals for ineffective assistance of counsel;
 - 9. Seeking to withdraw, without cause, prior to the completion of the case;
 - 10. Failure to timely file necessary paperwork; and

11. A pending disciplinary action before a local bar association or the Disciplinary Counsel.

D. Assigned Counsel shall be compensated for in-court services and out-of-court services at rates set forth in the fee schedule established by Cuyahoga County Council and the Cuyahoga County Court of Common Pleas. The compensation to be paid for such services shall not exceed the amount listed in the fee schedule except in extraordinary cases when upon motion it shall be determined by the trial judge whether to authorize additional payment. Assigned counsel fee applications shall be submitted to, and paid by, Cuyahoga County according to the fee schedule established by Cuyahoga County Council and the Cuyahoga County Court of Common Pleas.

RULE 31-LAW ENFORCEMENT REPORTING AND COMPLIANCE PLAN

In accordance with Superintendence Rule 5(F), the Court shall adopt and maintain a court reporting-to-law-enforcement and compliance plan which will:

(1) Establish procedures and timelines for obtaining and submitting fingerprints and reporting information pursuant to the Revised Code and Supreme Court rules, including R.C. 109.57(A)(2), 109.60(A), 2151.311, 2151.313, 2152.71(A)(2), 2929.44(B), 2945.402(E)(1), and 5122.311(A); Sup.R. 95(C); and Crim.R. 9(A);

(2) Establish procedures and timelines for reporting information regarding protection orders pursuant to the Revised Code and Supreme Court rules, including R.C. 2151.34, 2903.213, 2903.214, 2919.26, and 3113.31, and Sup.R. 10(A);

(3) Establish procedures and timelines for reporting information to the Bureau of Motor Vehicles, Ohio Department of Public Safety pursuant to R.C. 4510.03 and R.C. 4513.37 and Supreme Court rules;

(4) Establish procedures to ensure completeness and accuracy of records in accordance with the statutes and rules listed in divisions (F)(1)(a) and (b) of this rule, 18 U.S.C. 922(g), and R.C. 2923.13 in the event of an audit by the Federal Bureau of Investigation, the Bureau of Criminal Investigation, or state or local auditors.

This plan will be available by February 1, 2026 at the office of the Clerk of Court and posted on the Court's website at www.euclidmunicourt.com