

STATE OF OHIO) IN THE PARMA MUNICIPAL COURT
)
CUYAHOGA COUNTY) **JOURNAL ENTRY**

In accordance with Superintendence Rule 5 (F) the Parma Municipal Court hereby adopts Local Rule 30 effective November 1, 2025, as follows:

- (A) The Court shall adopt and maintain a compliance plan for submitting pertinent information to law enforcement which will include a comprehensive strategy to:
- (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 4513.374 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 and local auditors.

The Draft Plan for Local Rule 30 shall be in accordance with the attached protocol and incorporated by reference herein.


DEANNA O'DONNELL, ADMINISTRATIVE
& PRESIDING JUDGE


TIMOTHY G. DOBECK, JUDGE


TIMOTHY P. GILLIGAN, JUDGE

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ACTION PLAN FOR LOCAL RULE 30

I. FINGERPRINT SUBMISSION PROCEDURE

Responsible Party: Law Enforcement and Clerk of Court

Legal Authority: O.R.C. Sections 109.60, 109.57; Supreme Court of Ohio Rules

Procedures

- Fingerprints must be taken at the time of arrest or initial court appearance on any Offense listed under O.R.C. Section 109.60.
- Law enforcement shall submit fingerprint cards electronically to BCI within 24 hours of collection.
- The Clerk of Court shall verify that fingerprints were submitted before disposition entry for any offense requiring them.

II. MENTAL HEALTH ADJUDICATION REPORTING

Responsible Party: Clerk of Court

Legal Authority: O.R.C. Sections 5122.311, 2945.40; 18 U.S.C. 922(g)(4)

Procedures

- All final orders of mental illness adjudication, incompetency, or court-ordered hospitalization shall be submitted to the Ohio Attorney General's Office within seven (7) days of the final Judgment entry, in accordance with Ohio Rules of Superintendence, Rule 95.
- Submissions will be made via the eWarrants or designated system used for NICS reporting,

III. PROTECTION ORDER REPORTING

Responsible Party: Clerk of Court

Legal Authority: O.R.C. Sections 2903.213, 2919.26, 3113.31

Procedures:

- All civil and criminal Protection Orders (including Temporary, Final and Consent Agreements) shall be entered into the NCIC Protection Order File through LEADS within twenty-four (24) hours of issuance.
- The Clerk shall coordinate with the originating law enforcement agency to ensure entry.
- Modifications and terminations must also be reported within twenty-four (24) hours.

IV. REPORTING TO THE BUREAU OF MOTOR VEHICLES (BMV)

Responsible Party: Clerk of Court

Legal Authority: O.R.C. Chapters 4510-4513

Procedures:

- License suspensions (including ALS, FRA, and court-imposed suspensions), reinstatement orders and other reportable actions must be transmitted to the BMV via the Ohio Courts Network (OCN) or applicable BMV interface within two (2) business days of the journalized Order.

V. ACCURACY AND RECORDS REVIEW

Responsible Party: Clerk of Court and Judge

Procedures:

- A quarterly internal audit will be conducted by the Clerk's Office to review a random sample of records submitted under Sections I-IV for accuracy and completeness.
- Discrepancies or missing data shall be reported immediately to the Judge and corrected within five (5) business days.
- A written summary of the audit shall be filed annually with the Judge.
- This plan shall be updated every three (3) years.