

Chapter 1 – General Court Information

Rule 1.01 – General

These rules conform to the Ohio Rules of Civil Procedure and the Rules of Superintendence for the Courts of Ohio and provide for the efficient and expeditious management of business before the Common Pleas Court for Tuscarawas County, Ohio, General Trial Division, (“Court”) with due regard to local practices and requirements. These rules shall supersede all previous rules and amendments. However, these Local Rules are not meant to supersede the Rules of Superintendence for Common Pleas Courts established by the Supreme Court of Ohio or the Ohio Rules of Civil Procedure. Any previously ordered local rules of practice that conflict with the following rules shall be rendered void and of no force and effect.

Rule 1.02 – Hours of Court Sessions

The sessions of the Court generally shall be daily Monday through Friday from 8:00 a.m. to 4:30 p.m. The Court shall be in session at such other times and hours as the administrative judge or any judge shall prescribe to meet special situations or conditions.

Rule 1.03 – Addresses and Telephone Numbers

Courthouse:

101 East High Avenue

New Philadelphia, Ohio 44663

Telephone: 330-364-8811

Court facsimile: 330-602-8811

Mediation facsimile: 330-365-3398

Internet Address: www.co.tuscarawas.oh.us/Courts

A complete directory is available at www.co.tuscarawas.oh.us/Courts/directory

Clerk of Courts:

125 East High Avenue

P.O. Box 628

New Philadelphia, Ohio 44663-0628

Telephone: 330-365-3243

Facsimile: 330-343-468

Rule 1.04 – Court Security

All persons entering the Tuscarawas County Courthouse, including elected officials, attorneys, law enforcement and security officers, must enter through the Ashwood Lane entrance and will be subject to security screening. Screenings will occur for each visit to the Tuscarawas County Courthouse regardless of the purpose or the hour. Employees with keys are directed to enter the building through alternate doors.

Rule 1.05 – Court Attire

All persons must dress in proper attire when entering a courtroom. No attorney, party or witness shall be permitted to appear in the courtroom or offer testimony while dressed in shorts or “tank tops.” It shall be the duty of counsel to advise the parties and witnesses of this rule prior to their appearance in court.

Rule 1.06 – Forms

The forms mentioned in the Local Rules can be obtained from the Court’s website.