

APPENDIX A: CASE MANAGEMENT PLAN

Pursuant to Sup. R. 5, the following case management plan establishes time frames for the timely disposition of cases. The time frames include time for service. Deviation from the established time frames is permissible to assure a just result.

I. DELINQUENCY, UNRULY, AND TRAFFIC CASES

A. Complaint Filed and Youth Held in Detention

1. A detention hearing will be held not later than 72 hours, or the next court day, whichever is earlier, after a child is placed in detention. Either a determination to set the matter for possible relinquishment of jurisdiction or a plea to the charges will be taken at this hearing [Juv. R. 7(F)(1)].
2. A Rule 30 hearing regarding the relinquishment of jurisdiction will be held not less than 3 days after the detention hearing and not more than 10 days after entry into detention.
3. If the child admits the charges or is adjudicated after a trial, the court will proceed to a dispositional hearing immediately, or if appropriate, a dispositional hearing will be held within 14 days in accordance with section I (A)(5).
4. If the charge was filed at the same time the child entered detention and the child denies the allegations, a trial will be held no later than 10 days after placement in detention. If the child is detained after the charge is filed, the trial will be held no later than 10 days after placement in detention. If a charge is filed and the child is already detained on other charges, the trial will be held within 10 days of the filing of the charge.

5. Continuances of any of the above stages may be granted upon showing of good cause, but the continuances should be no longer than the period necessary to resolve the good cause, and in no case should a continuance be granted without the youth being present, or for a period greater than 14 days.
 6. Final disposition for any child in detention will be completed within 90 days of the child's entering into custody.
- B. Complaint Filed and Child Not in Detention
1. A plea hearing will be held within 30 days of a complaint being filed, and if possible, within 15 days.
 2. If the child admits to charge, the court will proceed to immediate disposition; or if appropriate, a dispositional hearing will be held within 21 days.
 3. If the child denies the allegations, a trial will be held within 30 days of the plea hearing, and if possible, within 15 days.
 4. Final disposition will be completed within 6 months of the adjudication [Juv. R. 29 (F)(2)].
 5. Continuances of any of the above stages may be granted upon showing of good cause, but continuances should be for no longer than the period necessary to resolve the good cause.

II. PARENTAGE AND CHILD SUPPORT CASES

- A. Service of process will be sent within 72 hours of the filing of the complaint.
1. A hearing will be scheduled 9 weeks from the date of filing of the complaint to allow for completion of service on the parties.
 2. At the pretrial hearing, if the court finds that the defendant was properly served and that the defendant failed to file an answer and failed to appear at the hearing, the court may grant an oral motion to proceed with a default judgment.
 3. If defendant admits allegations, the court will proceed immediately to determination of a support order.
 4. If a defendant denies the allegations, the court, at the pretrial hearing, will set the date for genetic testing. The date of the testing will be within 21 days of the pretrial hearing. The next pretrial will be within 60 days of the testing date.
 5. If genetic tests show exclusion, the court may entertain a motion to dismiss.
 6. If genetic tests show inclusion:
 - a. If defendant changes plea to admit, the Court will proceed immediately to determination of a support order;
 - b. If defendant continues to deny, a trial will be held within 30 days.

7. If service of the complaint is not completed within 6 months of filing, the complaint will be dismissed for lack of service.
8. Continuances may be granted upon showing of good cause, but the continuances should be for no longer than is necessary to resolve the good cause.

III. CUSTODY AND PARENTING TIME CASES

- A. Service of process will be sent within 72 hours of the filing of the complaint along with notice of a preliminary hearing. The hearing shall be held within 60 days of the filing.
- B. Pre-trial matters, including completion of discovery, should be resolved at preliminary hearings. Trial will be scheduled within 90 days of the last preliminary hearing.
- C. Continuances may be granted upon showing of good cause, but the continuance should not be longer than necessary to resolve the good cause.
- D. All custody/visitation complaints will be resolved within 9 months of the filing of the complaint.

IV. ABUSE, NEGLECT, AND DEPENDENCY CASES

- A. Absent a voluntary agreement for care, when a child is removed from the home, a hearing will be held the next court date or within 72 hours, whichever is earlier.
- B. When a private agency files a request for permanent commitment based on a permanent surrender, a hearing will be held within 30 days from the filing.
- C. In all other cases, a hearing will be held no later than 7 days after the complaint is filed.
- D. An adjudicatory hearing will be held within 30 days of the complaint being filed.
- E. Disposition will occur no later than 90 days from the date a complaint was filed, unless the parties waive such period.
- F. Continuances may be granted upon showing of good cause, but the continuances should be no longer than is necessary to resolve the good cause.

V. TEMPORARY ORDERS

- A. Motions for emergency orders will be referred for hearing upon filing.
- B. When an ex parte temporary order has been granted, a hearing will be scheduled the following business day or within 72 hours, whichever is earlier.

APPENDIX B: JURY MANAGEMENT PLAN

I. OPPORTUNITY FOR SERVICE

The opportunity for jury service should not be denied or limited on the basis of race, national origin, gender, age, religious belief, income, occupation, disability, or any other factor that discriminates against a cognizable group in this jurisdiction.

II. JURY SOURCE LIST

- A. The jury source list shall be obtained from the Board of Elections' list of registered voters.
- B. The Hamilton County jury commissioners appointed by the Hamilton County Court of Common Pleas shall select the electors in accordance with the rules of practice of the that court. The jury source list shall be representative and inclusive of the adult population of Hamilton County. The court reserves the right to review the jury source list to assure that it is inclusive and representative, and if necessary, to require appropriate corrective action.
- C. Serious youthful offender cases may be presented to a grand jury impaneled by the Hamilton County Court of Common Pleas or to a grand jury impaneled by the Hamilton County Juvenile Court.

III. RANDOM SELECTION PROCEDURES

Random selection procedures shall be used throughout the jury selection process. The methodology employed shall provide each and every available person with an equal probability of selection. The selection process is to be administered by the jury commissioner as set forth in the Rules of Practice of the Hamilton County Court of Common Pleas.

IV. ELIGIBILITY FOR SERVICE

- A. All persons are eligible for jury service except those who:
 - 1. Are less than 18 years of age.
 - 2. Are not citizens of the United States.
 - 3. Are not residents of Hamilton County.
 - 4. Are not able to communicate in the English language.
 - 5. Have been convicted of a felony and not had their civil rights restored.
- B. The Hamilton County jury commissioner or deputy jury commissioner is responsible for notification of prospective jurors as set forth in Rules of Practice of the Hamilton County Court of Common Pleas.

V. TERM OF AND AVAILABILITY OF JURY SERVICE

- A. The time that persons are called upon to perform jury service and to be available should be the shortest period consistent with the needs of justice.
- B. Jurors for juvenile court cases are to report to the jury commissioner's office in the Hamilton County Court of Common Pleas in accordance with the procedures of the jury commissioner.
- C. The juvenile judge's staff or the juvenile court administrator shall communicate with the jury commissioner to determine the availability of jurors as is needed on a case by case basis.

VI. EXEMPTION, EXCUSE AND DEFERRAL

- A. There shall be no automatic excuses or exemptions with the exception of statutory exemptions set forth in the Ohio Revised Code.
- B. Persons who no longer reside in Hamilton County and persons convicted of a felony whose rights have not been restored are disqualified from jury service.
- C. The term of juror service is to be determined by the Hamilton County jury commissioner.
- D. The term of service shall be at a minimum sufficient to complete the trial in juvenile court in which the juror is impaneled.
- E. The juvenile court judge presiding over the trial has the discretion to grant excuses or postponements for good cause shown. Requests for excuses or deferrals should be written or otherwise made of record.

VII. VOIR DIRE

- A. Voir Dire examination should be limited to matters relevant to determining whether to remove a juror for just cause and to determine the juror's fairness and impartiality.
- B. To reduce the time required for voir dire, basic background information shall be available to counsel in writing for each party on the day in which jury selection is to begin.
- C. The trial judge shall conduct a preliminary voir dire examination. Counsel shall then be permitted to question panel members for a reasonable period of time.
- D. The judge should ensure that the privacy of prospective jurors is reasonably protected, and the questioning is consistent with purpose of voir dire process.
- E. In all cases the voir dire process shall be held on the record.

VIII. REMOVAL OF THE JURY PANEL FOR CAUSE

If the judge determines during the voir dire process that any individual is unable or unwilling to hear the particular case at issue fairly and impartially, that individual shall be removed from the panel. Such a determination may be made on motion of counsel or by the judge.

IX. PEREMPTORY CHALLENGES

Rules determining procedure for preemptory challenges shall be in accord with the Ohio Rules of Civil and Criminal Procedure adopted by the Supreme Court of Ohio and applicable statutory authority.

X. ADMINISTRATION OF THE JURY SYSTEM

- A. The responsibility for administration of the jury system is vested in the court and the jury commissioner.
- B. All procedures concerning jury selection and service shall be governed by applicable Ohio rules as promulgated by the various courts.
- C. Management of the jury system is to be by the trial judge, the judge's staff and the juvenile court administrator.

XI. NOTIFICATION AND SUMMONING PROCEDURES

Procedures governing notification and summoning of jurors are set forth in the Rules of Practice of the Hamilton County Court of Common Pleas and are administered by the chief deputy jury commissioner.

XII. MONITORING THE JURY SYSTEM

The chief deputy jury commissioner shall collect and analyze information regarding the performance of the jury system as is set forth in the Rules of Practice of the Hamilton County Court of Common Pleas.

XIII. JUROR USE

- A. Courts should employ the services of prospective jurors so as to achieve optimum use with a minimum inconvenience to jurors.
- B. The chief deputy jury commissioner is responsible for management and assignment of jurors and the effective use of jurors.

XIV. JURY FACILITIES

- A. The court shall provide an adequate and suitable environment for jurors.
- B. Jury deliberation room should include space, furnishings and facilities conducive to reaching a fair verdict. The safety and security of the deliberation room shall be ensured by the court.
- C. To the extent feasible, juror facilities are to be arranged to minimize contact between jurors, parties, counsel, and the public.

XV. JUROR COMPENSATION

- A. Persons called for jury service shall receive compensation as established by the Hamilton County commissioners pursuant to R.C. 2313.34.
- B. Such fees shall be paid promptly.
- C. Employers shall be prohibited from discharging, laying-off, denying advancement opportunities to, or otherwise penalizing employees who miss work because of jury service.

XVI. JUROR ORIENTATION AND INSTRUCTION

- A. The jury commissioner's office shall conduct a juror orientation program that is:
 - 1. Designed to increase prospective jurors' understanding of the judicial system and prepare them to serve competently as jurors, and
 - 2. Presented in a uniform and efficient manner using a combination of written, oral, and audiovisual materials.
- B. The court shall provide some form of orientation or instructions to persons called for service upon first appearance in the court and upon reporting to the courtroom for voir dire.
- C. The trial judge should:
 - 1. Give preliminary instructions to all prospective jurors.
 - 2. Give instructions directly following impanelment of the jury to explain the jury's role, the trial procedures including note taking and questions by jurors, the nature of evidence and its evaluation, the issues to be addressed, and the basic relevant legal principles.
 - 3. Prior to the commencement of deliberation, instruct the jury on the law, on the appropriate procedures to be followed during deliberations, and on the appropriate method for reporting the results of its deliberations. These instructions should be made available to the jurors during deliberations.
 - 4. Prepare and deliver instructions that are readily understood by individuals unfamiliar with the legal system.

5. Use written instructions when feasible.
6. Assure that all communications between the judge and members of the jury panel from the time of reporting to the courtroom for voir dire to the panel's dismissal shall be in writing or on record in open court. Counsel for each party shall be informed of such communication and be given the opportunity to be heard.
7. Before dismissing a jury at the conclusion of a case, the trial judge should:
 - a. Release the jurors from their duty of confidentiality;
 - b. Explain their rights regarding inquiries from counsel or the press;
 - c. Either advise them that they are discharged from service or specify where they must report; and,
 - d. Express appreciation to the jurors for their service, but not comment on the result of the deliberation, or express approval or disapproval of the result of the deliberation.

XVII. JURY SIZE AND UNANIMITY OF VERDICT

Jury size and unanimity in civil and criminal cases shall conform to existing Ohio law.

XVIII. JURY DELIBERATION

- A. Jury deliberations should take place under conditions and pursuant to procedures that are designed to ensure impartiality and enhance rational decision-making.
- B. The judge should instruct the jury concerning appropriate procedures during deliberations.
- C. A jury should not be required to deliberate after a reasonable hour unless the trial judge determines that evening or weekend deliberations would not impose an undue hardship upon the jurors and are required.
- D. Training should be provided to personnel who escort and assist jurors during deliberations.

XIX. SEQUESTRATION OF JURORS

- A. A jury should not be sequestered unless for good cause, including but not limited to insulating its members from improper information or influences.
- B. The trial judge shall have the discretion to sequester a jury on the motion of counsel or on the judge's initiative.
- C. The judge's courtroom staff and the juvenile court administrator shall have the responsibility to provide for the safety and comfort of the jurors.
- D. The court administrator is responsible for developing procedures to implement and achieve the purposes of sequestration.
- E. Training shall be provided to court personnel who escort and assist sequestered jurors.

APPENDIX C: STANDARD COMPANIONSHIP ORDER

Critical to the success of any companionship schedule is the absence of conflict between the parties. Studies support that regular and consistent contact between a child and adult family members that is free of conflict is important to the health, growth, and development of a child. Essential to the success of a companionship schedule is the parties' willingness to be flexible, cooperative, and respectful of the changing needs of a child as they develop.

This schedule has been designed to take into consideration the changes needs of children as they develop, as well as family dynamics. When a child is very young or there has been extended time without regular contact, frequent but shorter periods of companionship are necessary to prepare a child for the transition into longer periods of companionship time. As children develop and bonds are formed, extended periods of companionship become more appropriate.

A. General Considerations

For purposes of this order, _____ shall be designated as the Residential Party ("R"), and _____ shall be designated as the Non-residential Party ("NR").

All times not assigned to the Non-residential Party below shall be assigned to the Residential Party.

Specific exchange times may be modified based on the child's needs, or the needs of the Residential Party or Non-residential Party. The parties may modify days or times, or add additional time/overnights for the Non-residential Party, by agreement of the parties in writing. Parties are to communicate and work cooperatively to ensure the Non-residential Party receives the minimum Court ordered number of companionship hours.

Parties with children in more than one age group should work cooperatively to adapt the schedule to best suit the needs of the children.

B. Companionship Schedule By Age:

Birth until 14 Years:

The Non-residential Party shall have companionship time on Sundays from 12P-6P.

MON	TUES	WED	THURS	FRI	SAT	SUN
R	R	R	R	R	R	NR 12P-6P
R	R	R	R	R	R	NR 12P-6P

Each party shall pick up the minor child(ren) from the other party's home at the beginning of their respective companionship times. If the parties do not agree to exchange the child(ren) at each

other's homes, all exchanges of the minor child(ren) shall occur at a neutral third party location (daycare, school, gas station, or grocery store, for example).

Beginning at the child's age of 2 years, the Non-residential Party is entitled to two (2) weeks of extended parenting time (vacation) each calendar year. Extended time may be taken in increments of up to eight (8) days until the child(ren) reaches 6 years old. At age 6, extended time may be taken in increments of up to two (2) weeks. Extended time shall be exercised during the summer, the child's winter break or spring break, or other appropriate times that do not interfere with the child's school schedule, unless otherwise agreed by the parties. Extended time must be exercised in accordance with Section C below.

14 Years to 18 Years:

Children age 14 and above may set their own schedule with the Non-residential Party. If the Non-residential Party is a parent, the schedule shall be a minimum of two weekends a month from Friday at 6PM until Sunday at 6PM.

The Non-residential Party is entitled to two (2) weeks of extended parenting time (vacation) each calendar year. Extended time may be taken in increments of up to 2 weeks. Extended time shall be exercised during the summer, the child's winter break or spring break, or other appropriate times that do not interfere with the child's school schedule, unless otherwise agreed by the parties. Extended time must be exercised in accordance with Section C below.

C. Use of Extended Time

Parties are entitled to annual extended time with the child(ren) to be used during breaks from school (in accordance with Section B above). Extended time shall not be used in any malicious manner to eliminate or undermine the other party's parenting/companionship time. Neither party may remove the child(ren) from school to exercise extended parenting time, unless otherwise agreed by both parties.

The vacationing party must notify the other party via email or text message at least thirty (30) days in advance of the first day of their proposed vacation time. A party must only give NOTICE of extended parenting time; a party does not REQUEST or ASK PERMISSION for use of extended time. If both parties wish to exercise the same date(s) for extended time, the party who first properly notified the other, via email or text message, is granted the extended time.

If either party intends to leave Cincinnati's Tristate Area during their extended time, the party shall provide the other party with the following information regarding travel plans at least one week prior to departure: destination, accommodations/where the child(ren) will be staying, method of travel (including flight information), and contact information where the child(ren) can be reached.

All expenses incurred on vacation (except emergency medical expenses of the child(ren)) are the responsibility of the vacationing party.

D. Holiday Time

Holidays with each party shall be shared by agreement of the parties. The parties shall work cooperatively to ensure that the minor child celebrates a reasonable number of holidays throughout the year with the Non-residential Party. This may include time individually with the Non-residential Party and the minor child, or may include inclusion of the Non-residential Party in holidays or special gatherings with the Residential Party's family. In the event the parties are unable to agree as to holidays, either party may file a motion with the Court to determine the issue.

General provisions regarding holidays:

- If Halloween occurs on different nights in each party's neighborhood, the child may participate in both celebrations.
- If the Residential Party and Non-residential Party are same sex, and are parents to the minor child, Residential Party will have holiday time from 10A to 8P on Mother's Day/Father's Day (whichever applies) in odd numbered years, and Non-residential Party will have holiday time from 10A to 8P in even numbered years.
- Parties may celebrate additional days of special meaning in which the child(ren) should be permitted to participate. These days of special meaning include, but are not limited to, a party's wedding, extended family birthday celebrations, anniversaries, funerals, religious holidays, and cultural holidays. Parties should discuss these special days as they arise, and cooperate to ensure the child(ren) are included in days of special meaning with either party.

E. General Provisions

1. The Residential Party shall not establish residence for the minor child(ren) outside the contiguous counties of Hamilton County, Ohio (i.e. Butler, Warren, Clermont, Kenton, Campbell) without a Court order or an agreement signed by both parties that is filed with the Court.
2. If either party desires to relocate, the relocating party must notify the Court of their intent to relocate and provide the Court with a new residence address promptly. Said notice shall be filed with Juvenile Court Clerk, who will forward a copy to the Clerk of Courts and the other parent, except as provided in Ohio Revised Code section 3109.051(G)(2)(3) and (4). Upon receipt of the Notice, the Court, on its own motion or the motion of the non-relocating party, may schedule a hearing with notice to both parties to determine whether it is in the best interest of the minor child(ren) to revise the companionship schedule for the minor child(ren).
3. Each party shall keep the other notified of any change in contact information. Current information for each party is as follows:

Residential Party Address: _____

Residential Party Email: _____

Residential Party Phone: _____

Non-Residential Party Address: _____

Non-Residential Party Email: _____

Non-Residential Party Phone: _____

4. Makeup days shall be given if there is an emergency that prevents the child(ren), non-residential party, or residential party from visiting at the scheduled time. Makeup days shall also be given if the residential party denies companionship time without just cause. All makeup days shall be rescheduled and exercised within thirty (30) days.
5. Both parties are entitled to reasonable telephone contact with the child(ren) when they are with the other party. Reasonable contact is defined as one phone call per day. Phone communication shall not occur during the child(ren)'s school hours or after the child(ren)'s bedtime.
6. Both parties have the duty to immediately notify the other of any significant medical issues that arise with the child(ren) during their companionship time. Significant is defined as matters requiring medical intervention or assessment.
7. The party who has the child(ren) is responsible for getting them to and from school, medical appointments, and scheduled activities during their companionship time.
8. Order of precedence for conflicts in companionship time:
 1. Holiday time
 2. Extended time
 3. Regular time
9. Parties shall consult with each other regarding consistent and appropriate forms of discipline. The party with whom the child(ren) are in residence at that time shall make the day-to-day decisions regarding discipline and shall advise the other party immediately of his or her serious concerns about the minor child(ren)'s behavior. The parties shall strive to maintain consistent methods of discipline in the child(ren)'s best interest. Neither party shall impose any form of discipline that interferes with the other party's companionship time, without that party's consent.
10. Other provisions:

ANY KEEPER OF ANY RECORD WHO KNOWINGLY FAILS TO COMPLY WITH THIS ORDER, OR DIVISION (H) OF SECTION 3109.051 OF THE OHIO REVISED CODE, AND ANY SCHOOL OFFICIAL OR EMPLOYEE WHO KNOWINGLY FAILS TO

COMPLY WITH THIS ORDER OR DIVISION (J) OF SECTION 3109.051 OF THE OHIO REVISED CODE IS IN CONTEMPT OF COURT.

NON-COMPLIANCE BY A PARTY WITH THIS ORDER MAY RESULT IN A FINDING OF CONTEMPT RESULTING IN THIRTY (30) DAYS TO NINETY (90) DAYS INCARCERATION, A \$250.00 TO \$1,000.00 FINE, AND AN AWARD OF THE MOVING PARENT'S ATTORNEY FEES AND COSTS.

APPENDIX D: STANDARD PARENTING TIME ORDER

If shared parenting is not in a child's best interest, one parent will be designated the sole residential parent and legal custodian. The other parent is not a legal custodian or residential parent, but does have the right to see and spend time with the child pursuant to a parenting schedule.

Critical to the success of any parenting time schedule is flexibility and the absence of conflict between the parties. Studies support that regular and consistent contact between a child and both parents – free of conflict – is important to the health, growth, and development of a child. Essential to the success of a parenting time schedule is the parties' willingness to be flexible, cooperative, and respectful of the changing needs of a child as they develop.

This Court recognizes that each situation is different, and each child is different. It is preferred that parents tailor the parenting schedule to meet the specific needs of their child(ren).

This schedule has been designed to take into consideration the changes and needs of children as they develop, as well as family dynamics. When a child is very young, or there has been extended time without regular contact, frequent but shorter periods of parenting time are necessary to prepare a child for the transition to longer periods of parenting time. As children develop and bonds are enhanced, extended periods of parenting time become more appropriate. In any case, consistency in parenting time is helpful for both parents and the child(ren).

Although parents may consider a child's wishes and concerns in determining parenting schedules, this should not be the controlling factor. If a child indicates strong opposition to being with the other parent, both parents are responsible for encouraging the child to have a positive relationship with both parents. The parents must work together to alleviate these issues without confrontation or argument. If they cannot resolve the problem, the parents should seek the assistance of a counselor or other professional. It is the duty of each parent to foster an environment that avoids such problems and makes certain the child(ren) has a healthy ongoing relationship with both parents.

If parents are unable to agree on a parenting schedule, this Court will decide what is best for their child(ren). A Court-imposed parenting schedule is not a judgment by this Court that one parent is better than the other. It is based solely on what is best for the child(ren) in the current circumstances.

A. General Considerations

For purposes of this order, _____ shall be designated Parent 1, and _____ shall be designated as Parent 2.

Parties with children in more than one age group should agree to adapt the schedule to best suit the needs of the children.

B. Regular Parenting Schedule By Age

Birth to 6 Months:

Parent 2 shall have parenting time three days each week: Tuesdays from 4P-7P, Thursdays from 4P-7P, and Sundays from 1P-5P.

Parent 1 shall have all other regular parenting time.

MON	TUES	WED	THURS	FRI	SAT	SUN
Parent 1	Parent 2 4P-7P	Parent 1	Parent 2 4P-7P	Parent 1	Parent 1	Parent 2 12P-4P
Parent 1	Parent 2 4P-7P	Parent 1	Parent 2 4P-7P	Parent 1	Parent 1	Parent 2 12P-4P

Each parent shall pick up the minor child(ren) from the other parent's home at the beginning of their respective parenting times. If the parties do not agree to exchange the child(ren) at each other's homes, all exchanges of the minor child(ren) shall occur at a neutral third party location (daycare, gas station, or grocery store, for example).

Six Months to 2 Years:

Parent 2 shall have non-overnight parenting time two days each week: Tuesdays from 4P-7P and Thursdays from 4P-7P. Parent 2 shall also have one overnight each week: Saturday at 4PM until Sunday at 4PM.

Parent 1 shall have all other regular parenting time.

MON	TUES	WED	THURS	FRI	SAT	SUN
Parent 1	Parent 2 4P-7P	Parent 1	Parent 2 4P-7P	Parent 1	Parent 2 at 4P	Parent 2 until 4P
Parent 1	Parent 2 4P-7P	Parent 1	Parent 2 4P-7P	Parent 1	Parent 2 at 4P	Parent 2 until 4P

Each parent shall pick up the minor child(ren) from the other parent's home at the beginning of their respective parenting times. If the parties do not agree to exchange the child(ren) at each other's homes, all exchanges of the minor child(ren) shall occur at a neutral third party location (daycare, gas station, or grocery store, for example).

Each parent is entitled to two (2) weeks of extended parenting time (vacation) each calendar year. Extended time may be taken in increments of up to eight (8) days. Extended time must be exercised in accordance with Section C below.

2 Years to 18 Years

Parents 1 and 2 shall exercise an equal parenting time (50/50) schedule. Parent 1 shall have regular parenting time every Monday at 9AM until Wednesday at 9AM. Parent 2 shall have regular parenting time every Wednesday at 9AM until Friday at 9AM. The parents will alternate weekends from Friday at 9AM until Monday at 9AM. Specific exchange times for each day may need modified based on the child's school schedule or the needs of either parent.

MON	TUES	WED	THURS	FRI	SAT	SUN
Parent 1	Parent 1	Parent 2	Parent 2	Parent 1	Parent 1	Parent 1
Parent 1	Parent 1	Parent 2	Parent 2	Parent 2	Parent 2	Parent 2

Each parent shall pick up the minor child(ren) from the other parent's home at the beginning of their respective parenting times. If the parties do not agree to exchange the child(ren) at each other's homes, all exchanges of the minor child(ren) shall occur at a neutral third party location (daycare, school, gas station, or grocery store, for example).

Each parent is entitled to three (3) weeks of extended parenting time (vacation) each calendar year. Extended time may be taken in increments of up to eight (8) days until the child(ren) reaches 6 years old. At age 6, extended time may be taken in increments of up to two (2) weeks. Extended time shall be exercised during the summer, the child's winter break or spring break, or other appropriate times that do not interfere with the child's school schedule, unless otherwise agreed by the parties. Extended time must be exercised in accordance with Section C below.

C. Use of Extended Time

Parties are entitled to annual extended parenting time with the child(ren) to be used during breaks from school (in accordance with Section B above). Extended time may not be tacked on to the parent's regular parenting schedule, and shall not be used in any malicious manner to eliminate or undermine the other parent's parenting time. Neither parent may remove the child(ren) from school to exercise extended parenting time, unless otherwise agreed by both parents.

The vacationing parent must notify the other parent via email or text message at least thirty (30) days in advance of the first day of their proposed vacation time. A parent must only give NOTICE of extended parenting time; a parent does not REQUEST or ASK PERMISSION for use of extended parenting time. If both parents wish to exercise the same date(s) for extended parenting time, the parent who first properly notified the other, via email or text message, is granted the extended parenting time.

If either parent intends to leave Cincinnati's Tristate Area during their extended time, the parent shall provide the other parent with the following information regarding travel plans at least one week prior to departure: destination, accommodations/where the child(ren) will be staying, method of travel (including flight information), and contact information where the child(ren) can be reached.

All expenses incurred on vacation (except emergency medical expenses of the child(ren)) are the responsibility of the vacationing parent.

D. Holiday Parenting Time

Holidays with each parent shall be shared by agreement of the parents. In the event the parents are unable to agree as to holidays, they shall adopt the Juvenile Court Standard Holiday Schedule. The Juvenile Court Standard Holiday Schedule is attached hereto and incorporated herein.

HOLIDAY	EVEN YEAR	ODD YEAR	SCHEDULE
New Year's Day*	Parent 2	Parent 1	12/31 7PM to 1/1 7PM
Martin Luther King Day	Parent 1	Parent 2	Sun 7P to Mon 7P
President's Day	Parent 2	Parent 1	Sun 7P to Mon 7P
Easter	Parent 1	Parent 2	Sat 7P to Sun 7P
Memorial Day	Parent 2	Parent 1	Sun 7P to Mon 7P
Fourth of July	Parent 1	Parent 2	7/3 7P to 7/4 7P
Juneteenth	Parent 2	Parent 1	6/18 7P to 6/19 7P
Labor Day	Parent 1	Parent 2	Sun 7P to Mon 7P
Halloween**	Parent 2	Parent 1	10/31 4P-8:30P
Thanksgiving	Parent 2	Parent 1	Wed 5P to Fri 8P
Christmas Eve	Parent 2	Parent 1	12/3 12P to 12/24 8P
Christmas Day	Parent 1	Parent 2	12/24 8P to 12/25 8P
Kwanzaa	Parent 1	Parent 2	1 st night only; 4-8P
Rosh Hashanah Eve	Parent 2	Parent 1	Day of; 4-8P
Rosh Hashanah Day	Parent 1	Parent 2	Day of; 9A-8P
Yom Kippur Eve	Parent 1	Parent 2	Day of; 4-8P
Yom Kippur Day	Parent 2	Parent 1	Day of; 9A-8P
Passover	Parent 2	Parent 1	1 st night only; 4-8P
Hanukkah	Parent 1	Parent 2	1 st day 12P to 2 nd day 12P
Hanukkah	Parent 2	Parent 1	2 nd day 12P to 3 rd day 12P
Eid al-Fitr	Parent 1	Parent 2	Night prior 5P to day of 7P
Eid al-Adha	Parent 2	Parent 1	Night prior 5P to day of 7P
Mother's Day***	Mother	Mother	Day of; 10A-8P
Father's Day***	Father	Father	Day of; 10A-8P
Child's Birthday	Parent 1	Parent 2	10A (or right after school)-8P

*The year in which New Year's Day falls determines whether the holiday is in an even or odd numbered year.

**If Halloween occurs on different nights in each parent's neighborhood, the child may participate in both celebrations.

***If Parent 1 and Parent 2 are same sex, Parent 1 will have parenting time from 10A to 8P on Mother's Day/Father's Day (whichever applies) in odd numbered years, and Parent 2 will have parenting time from 10A to 8P in even numbered years.

Parents may celebrate additional days of special meaning in which the child(ren) should be permitted to participate. These days of special meaning include, but are not limited to, a parent's wedding, extended family birthday celebrations, anniversaries, funerals, religious holidays, and

cultural holidays. Parents should discuss these special days as they arise, and cooperate to ensure the child(ren) are included in days of special meaning with either parent.

E. General Provisions

- 11. The residential parent shall not establish residence for the minor child(ren) outside the contiguous counties of Hamilton County, Ohio (i.e. Butler, Warren, Clermont, Kenton, Campbell) without a Court order or an agreement signed by both parties that is filed with the Court.
- 12. If either parent desires to relocate, the relocating parent must notify the Court of their intent to relocate and provide the Court with a new residence address promptly. Said notice shall be filed with Juvenile Court Clerk, who will forward a copy to the Clerk of Courts and the other parent, except as provided in Ohio Revised Code section 3109.051(G)(2)(3) and (4). Upon receipt of the Notice, the Court, on its own motion or the motion of the non-relocating parent, may schedule a hearing with notice to both parents to determine whether it is in the best interest of the minor child(ren) to revise the parenting schedule for the minor child(ren).
- 13. Each party shall keep the other notified of any change in contact information. Current information for each party is as follows:

Residential Parent Address: _____

Residential Parent Email: _____

Residential Parent Phone: _____

Non-Residential Parent Address: _____

Non-Residential Parent Email: _____

Non-Residential Parent Phone: _____

- 14. Makeup days shall be given if there is an emergency that prevents the child(ren), non-residential party, or residential party from visiting at the scheduled time. Makeup days shall also be given if the residential party denies parenting time without just cause. All makeup days shall be rescheduled and exercised within thirty (30) days.
- 15. Both parties are entitled to reasonable telephone contact with the child(ren) when they are with the other party. Reasonable contact is defined as one phone call per day. Phone communication shall not occur during the child(ren)'s school hours or after the child(ren)'s bedtime.
- 16. Both parties have the duty to immediately notify the other of any significant medical issues that arise with the child(ren) during their parenting time. Significant is defined as matters requiring medical intervention or assessment.
- 17. The party who has the child(ren) is responsible for getting them to and from school, medical appointments, and scheduled activities during their parenting time.
- 18. Access to Records:

Pursuant to O.R.C. 3109.051(H) and 3319.321(B)(5)(a), the parents are notified as follows: Except as specifically modified or otherwise limited by Court order or by law, both parents are entitled to equal access to any record that is related to the child(ren), including school and medical records. Any keeper of a record, public or private, who knowingly fails to comply with this order may be found in contempt of court.

Daycare Center Access Notice

Pursuant to O.R.C. 3109.051(I), the parents are notified as follows: Except as specifically modified or otherwise limited by Court order or by law, both parents are entitled to equal access to any day care center that is or will be attended by the child(ren).

School Activities Notice

Pursuant to O.R.C. 3109.051(J), the parents are notified as follows: Except as specifically modified or otherwise limited by Court order or by law, both parents are entitled to equal access to any student activity that is related to the child(ren). Any school official or employee who knowingly fails to comply with this order is in contempt of court.

19. School releases: The residential party shall arrange for the appropriate school officials to release any and all information concerning the child(ren) to the non-residential party.

20. Medical records and information: The residential party shall authorize the release of any and all medical information/records concerning the child(ren) to the non-residential party. In the event the child(ren)'s illness requires medical attention, the residential party shall promptly notify the non-residential party (and vice versa). Elective surgery shall only be performed after consultation with the other party.

21. Order of precedence for conflicts in parenting time:

- 4. Holiday parenting time
- 5. Extended parenting time
- 6. Regular parenting time

22. Parents shall consult with each other regarding consistent and appropriate forms of discipline. The parent with whom the child(ren) are in residence at that time shall make the day-to-day decisions regarding discipline and shall advise the other parent immediately of his or her serious concerns about the minor child(ren)'s behavior. The parents shall strive to maintain consistent methods of discipline in the child(ren)'s best interest. Neither parent shall impose any form of discipline that interferes with the other parent's parenting time, without that parent's consent.

23. Other provisions:

- 1. ANY KEEPER OF ANY RECORD WHO KNOWINGLY FAILS TO COMPLY WITH THIS ORDER, OR DIVISION (H) OF SECTION 3109.051 OF THE OHIO REVISED CODE, AND ANY SCHOOL OFFICIAL OR EMPLOYEE WHO KNOWINGLY FAILS TO COMPLY WITH THIS ORDER OR DIVISION (J) OF SECTION 3109.051 OF THE OHIO REVISED CODE IS IN CONTEMPT OF COURT.**

- 2. NON-COMPLIANCE BY A PARENT WITH THIS ORDER MAY RESULT IN A FINDING OF CONTEMPT RESULTING IN THIRTY (30) DAYS TO NINETY (90) DAYS INCARCERATION, A \$250.00 TO \$1,000.00 FINE, AND AN AWARD OF THE MOVING PARENT'S ATTORNEY FEES AND COSTS.**