Rule 15. Caseflow Management Procedure

15.01   <u>Caseflow Management Procedure</u>. **For the purpose of ensuring the readiness of cases for pretrial and trial, and maintaining and improving the timely disposition of cases, a Case Management Program, pursuant to Rule 18 of the Rules of Superintendence for Municipal and County Courts, is adopted as follows:**

The court will strive to complete its cases within the time limits prescribed for each type of action by the Ohio Rules of Superintendence for Municipal Courts.

To that end, the Municipal Court clerk will expeditiously process cases as each requires. The clerk will refer cases to the court assignment office as required by Rule 1.01.

The court assignment office will monitor and store each case from assignment to termination and will generate weekly a "Potential Overtime Case Report". This report will serve as a case management tool for the court.

All proceedings heard by magistrates are excepted from this program.

The court may refer any case to an appropriate and available alternative dispute resolution program.

(1)   Criminal Cases: A judge may schedule any assigned criminal case to a pretrial procedure, as established by Rule 4.07, at which time the court may establish a binding case management schedule.

(2)   Civil Cases:

(1) At any time after service of the complaint, the judge assigned to the case may hold a case management conference and issue a scheduling order. The judge may make the order only after consulting with all counsel of record at the conference, which may be conducted in person or by telephone, or at a pretrial conference held pursuant to Rule 6.01.

(2) The scheduling order shall limit the time:

(a) to joint new parties and to amend the pleadings,

(b) to file and hear motions,

© to complete discovery; and, it may also include:

(d) the trial date and pretrial date, provided that formal pretrial conferences shall be set no more than fourteen (14) days before the trial date. Pretrial conferences will be scheduled pursuant to Rule 6.01