

**PUTNAM COUNTY MUNICIPAL COURT**  
**245 E MAIN ST. SUITE 303**  
**OTTAWA, OHIO 45875**  
Telephone 419- 523-3110  
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**IN THE MATTER OF:**  
**LOCAL COURT RULES**

**JUDGMENT ENTRY**

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Pursuant to Ohio Rule of Superintendence 5(A)(1) the attached Rule shall be added to the Local Rules of the Putnam County Municipal Court. The court, determining that there exists and immediate need for this rule, adopts the same effective this date.

The Clerk is directed to provide notice to the local bar and public on the court's website, allowing for public comment in the next 30 days on the adoption of this Rule.

IT IS SO ORDERED:



**JUDGE CHAD C. NIESE**

2026 JUN 29 AM 9:01

PUTNAM COUNTY  
MUNICIPAL COURT

**PUTNAM COUNTY MUNICIPAL COURT**

**LOCAL RULE XXXII**

A. The court has a duty to ensure complete, accurate, and timely submission of information into the state's computerized criminal history repository at the Bureau of Criminal Investigation (BCI), the Ohio Law Enforcement Automated Data System (LEADS), and other law enforcement databases.

B. The Court, in collaboration with the clerk of court, law enforcement agencies, and any other applicable justice system partners, will develop a Reporting to Law Enforcement & Compliance Plan.

C. The Reporting to Law Enforcement & Compliance Plan will identify procedures and timelines for:

1. Obtaining and reporting fingerprints as prescribed by the Revised Code and Supreme Court of Ohio rules, including R.C. 109.57(A)(2), 109.60(A), 2923.14, 2929.44(B), and 2945.402(E)(1), Sup.R. 95(C) and Crim.R. 9(A);

2. Reporting information regarding protection orders as prescribed by the Revised Code and Supreme Court rules, including R.C. 2903.213, 2903.214, and 2919.26, and Sup.R. 10(A);

3. Reporting information to the Ohio Department of Public Safety's Bureau of Motor Vehicles as prescribed by R.C. 4510.03, 4513.37, and 5502.10 and Supreme Court rules;

4. Maintaining complete and accurate records in accordance with 18 U.S.C. 922(g), the Revised Code, including R.C. 2923.13, and Supreme Court rules in the event of an audit by the Federal Bureau of Investigation, BCI, or state or local auditors; and

5. Reporting sealed and expunged records to BCI, LEADS, and other law enforcement databases pursuant to the Revised Code, including R.C. Ch. 2953 and R.C. 2903.214 and 2930.171.

D. The Court will review the Reporting to Law Enforcement & Compliance Plan every three years from its adoption date.

## Reporting to Law Enforcement & Report Plan

### Putnam County Municipal Court

The Reporting to Law Enforcement & Reporting Plan has been created for the purpose of ensuring complete, accurate, and timely submission of information into Ohio's computerized criminal history repository at the Bureau of Criminal Investigation (BCI), the Ohio Law Enforcement Automated Data System (LEADS), and other law enforcement databases and in compliance with Rule 5 of the Rules of Superintendence for Ohio Courts.

This Plan was developed in collaboration with:

Susan R. Maag, Clerk of Court;

Brian Siefker, County Sheriff;

Gary L. Lammers, County Prosecutor

#### A. Obtaining & Reporting Fingerprinting

Below are the procedures and timelines for obtaining and reporting fingerprints as prescribed by 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), 2923.14, 2929.44(B), 2945.402(E)(1), and Sup.R. 95(C) and Crim.R. 9(A).

1. Law enforcement's process for obtaining fingerprints and generating the related incident tracking number (ITN), including upon arrest, taking into custody, and upon court ordered fingerprinting:

Upon arrest or of upon direction from the ordering Court, the Defendant/Inmate shall be fingerprinted, and the designated form shall be utilized. An incident tracking number (ITN) shall be assigned at that time. The fingerprint card with corresponding ITN shall be entered immediately by the agency. The completed card with fingerprints shall be immediately forwarded to the appropriate Court.

2. Law enforcement's process for reporting the ITN to the clerk of court:

Law enforcement shall immediately forward the designated card including the assigned ITN with fingerprints to the ordering Court or Court which will be hearing the case.

3. Court's process for inquiring and ordering fingerprinting at initial appearance, sentencing, or adjudication (juvenile), including:

- Process of identifying individuals who need to be fingerprinted and notifying the judicial officer before the individual's next appearance in court;

- Process for incarcerated defendants served with charges via a summons: Clerk staff shall inquire at time of entering a new case as to the existence of fingerprinting and corresponding Incident Tracking Number (ITN). Staff shall note the ITN and fingerprinting on the case jacket in the designated area. This shall serve to give notice to the Judge of the need to address fingerprint/ITN absence.
4. Process for reporting cases with a disposition of dismissed and those where no disposition is expected:
    - All dispositions, including dismissals, bond forfeitures, and failure to appear, with corresponding issuance of bench warrant, shall be reported to required agencies as mandated by Rule or Statute, within three (3) business days, or within the time mandated by applicable Rule or Statute.
  5. Process for reporting fingerprints and dispositions when cases are transferred to another court (e.g., municipal court to general division, juvenile court to general division, or a transfer to a court in another county):
    - All required documentation and information shall be transferred to the receiving Court as required by all applicable Rule or Statute in the time frame mandated, as soon as practicable, if not mandated.
  6. Process for reporting the granting of an application for relief from weapons disability:
    - The Court considers any applicable request on a case-by-case basis.
  7. Procedures for quality assurance and records validation:
    - Clerk of Courts shall perform an internal audit of reporting made semi-annually. The results of such audits will be reported to the Judge, Prosecutor and Sheriff. Any deficiencies or needs for improvements will be addressed at a semi-annual meeting with all parties.

#### **B. Reporting of Protection Orders**

Below are the procedures and timelines for reporting a protection order as prescribed by the Revised Code and Supreme Court rules, including R.C. 2151.34, 2903.213, 2903.214, 2919.26, and 3113.31, and Sup.R. 10.00 – 10.06.

1. Court's process for sending the Protection Order Notice to NCIC Form (NCIC Form) to law enforcement for entry into the Law Enforcement Automated Data System (LEADS) upon the issuance, modification, dismissal, or termination of an ex parte order, consent agreement, or full order protection order:
  - Once signed by the presiding Judge, the Protection Order and Brady Form are emailed or faxed to the Putnam County Sheriff's Office to the attention of the Administrative Clerk/Deputy.

2. Law enforcement's process for entering the NCIC Form information into LEADS for initial entry, as well as the process for updating LEADS when the defendant or the respondent is served with the ex parte order:

**Document Intake:** The Putnam County Sheriff's Office Administration receives an authoritative, signed by a Judge, document received from the Putnam County Courts (e.g. active warrant, missing person report, or protection orders). The date and times are documented and entered in the Defendant and respondent's file in our CAD system. Then they will pass the documents onto Dispatch to enter into LEADS.

**System Entry:** A dispatcher will run a CCH background through LEADS/NCIC on the Defendant as well as a driving status. The Dispatcher will enter the document into our LEADS/NCIC system within one (1) to twelve (12) hours. LEADS will then provide a unique identifying number (such as LEADS identification number also known as LID) and a second party checking paper will get filled out with the proper identification.

**Double-Check Verification:** To ensure officer safety and system integrity, a second trained party (such as the Terminal Agency Coordinator (TAC) or the Assistant Terminal Agency Coordinator (A-TAC) will verify the entered information along with the original documents. The TAC or A-TAC will sign off in the second party checking binder signing that they have reviewed and/or updated the document; and that all information is correct.

**Logging & Filing:** After the second party check is completed, the original paperwork is filed securely in a binder, located in Dispatch, alphabetically.

3. Process for notifying the defendant or respondent of an unserved ex parte protection order pursuant to R.C. 2919.27(D), including the completion of the Notification of Protection Order Form, and for updating LEADS once notice has been given:

**Submit Proof of Service:** The serving Deputy completes the proof of service document, which records the date, time, and location of respondent/Defendant was served.

**Update Database Record:** Administration retrieves the proof of served paperwork from the Deputy and they update the Defendant and/or respondent's profile in our CAD system.

**Modify Database:** If the protection order is expired, or requested by the Judge to be removed; Dispatch will remove the protection order from the LEADS database and the documents are removed from the binder.

4. Process for when a misdemeanor case containing a protection order is dismissed for felony indictment, including:
  - The process to ensure that the protection order information from the misdemeanor case is added to the felony case under R.C. 2919.26(D)(4);

- The common pleas court clerk's process for informing the municipal court clerk and law enforcement agency that entered the protection order into LEADS when the felony case and the protection order are disposed of, to ensure the protection order is removed from LEADS.

Protection Order information is included in transcript paperwork that is sent to Common Pleas Clerk of Courts;

The Putnam County Sheriff's Office will use termination date to remove protection order from LEADS.

5. Procedures for quality assurance and records validation:

These procedures are to be addressed a spart of the semi-annual audit and team meeting.

### **C. Reporting to the Ohio Department of Public Safety**

Below are the procedures and timelines for reporting information to the Ohio Department of Public Safety's Bureau of Motor Vehicles (BMV) pursuant to R.C. 4510.03, 4513.37, and 5502.10 and Supreme Court rules.

1. Process for sending the BMV the certified abstract of the court record upon the conviction or bail forfeiture for cases involving traffic violations and the operation of vehicles, streetcars, and trackless trolleys:

The certified abstract is created in a case management system, weekly results are then transmitted to BMV via electronic transmission.

2. Court's process for sending the BMV the certified abstracts of the court record upon the conviction in cases involving aggravated vehicular homicide, vehicular homicide, or a felony offense where a vehicle was used:

Convictions involving vehicular homicide have a report of convictions form filled out and transmitted to BMV.

3. Process for reporting convictions of operating a vehicle impaired (OVI):

The certified abstract is created in a case management system, weekly results are then transmitted to BMV via electronic transmission;

Convictions involving vehicular homicide have a report of convictions form filled out and transmitted to BMV.

4. Procedures for quality assurance and records validation:

These procedures are to be addressed as part of the semi-annual audit and team meeting.

### **D. Procedures for Maintaining Reporting Records**

Below are the procedures to ensure completeness and accuracy of records as required by the statutes and rules listed in divisions Sup.R. 5(F)(1)(a) and (b), 18 U.S.C. 922(g), and R.C.

2923.13 in the event of an audit by the Federal Bureau of Investigation, BCI, or state or local auditors.

1. Staff schedule to regularly validate records that have been reported:

Once report is received from applicable agency, staff reviews for accuracy.

2. Process for correcting inaccurate, incomplete, or rejected reporting submissions to the appropriate entities:

Clerk of Courts staff reviews and corrects as needed then resubmits to applicable agencies.

3. Process for gathering and identifying records to be provided to state and federal auditors:

Once records are requested by Auditors, records are retrieved and submitted in a timely matter.

4. Process for annually checking for updates to state and federal reporting requirements:

Updates applied as soon as notice is received from agencies.

5. Retention schedules for these records:

Records retained per statute.

#### **E. Procedures for Sealing & Expunging Records**

Below are the procedures and timelines for reporting sealed and expunged records into BCI's computerized criminal history repository, LEADS, and other law enforcement databases pursuant to the Revised Code, including Revised Code Chapters 2151 and 2953 and R.C. 2930.171 and 3113.31.

1. Process for notifying victims under Marsy's Law requirements:

Certified copy of sealing or expunging entry is given to Crime Victim Services Agency of Putnam County, or directly to Victim or Victim Advocate if requested by Victim.

2. Process for notifying the appropriate law enforcement agencies and BCI when records have been sealed or expunged:

Certified copy of sealing or expunging entry is given to law enforcement agencies.

Certified copy of sealing or expunging entry is emailed to BCI.

3. Process for securing sealed records:

Case is sealed in Case Management System. Physical case is bound and placed in locked storage area.

4. Process for removing expunged records from the case management system and back-up document storage applications as appropriate:

Case is expunged in Case Management System. Physical case is destroyed.

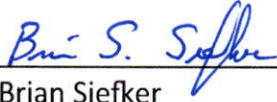
This Plan was hereby adopted on June 25, 2026 and shall be reviewed and updated every three years.



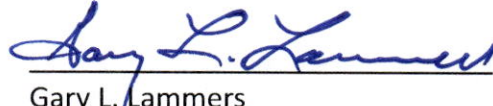
Chad C. Niese  
Administrative Judge



Susan R. Maag  
Clerk of Court



Brian Siefker  
Sheriff



Gary L. Lammers  
Prosecutor