

Local Rule 5.1: Reporting to Law Enforcement and Compliance Plan

A. Authority

This Rule is adopted pursuant to R.C. 5122.311, R.C. 5122.15, Sup. R. 5 (F). 18 U.S.C.922 (g), and applicable provisions of the state law requiring the Court to ensure timely and accurate reporting of individuals who are subject to a court order of mental illness to the Bureau of Criminal Identification and Investigation (BCI). This reporting is necessary to comply with state and federal firearm disqualification requirements. This reporting shall occur with persons involved in the Court's Assisted Outpatient Treatment Program, as established by Local Rule and Sup. R. 79.01.

B. Applicability

This Rule applies to all proceedings in which the Court issues an order:

1. Adjudicating an individual as a "person with mental illness subject to court order."
2. Ordering involuntary hospitalization or outpatient treatment under Chapter 5122 of the Revised Code.

C. Clerk's Duties

1. The Clerk of the Court shall prepare and transmit to BCI the required notice of adjudication or order within seven (7) days of the Court's judgment entry.
2. The notice shall contain the individuals identifying information as required by the statute.
3. The Clerk shall maintain a record of all notices transmitted to BCI, including the date of submission.

D. Judge's Duties

1. At the time of issuing any order that requires reporting, the Judge shall ensure the judgment entry clearly states that order is subject to BCI notification under applicable law.
2. The Judge may direct the Clerk to prepare the necessary BCI reporting form concurrently with the entry.

E. Confidentiality

All records maintained by the Court transmitted to BCI shall be handled in accordance with R.C. 5122.311, federal law and applicable court confidentiality rules.

They may be produced consistent with such laws in the event of an audit by the Federal Bureau of Investigation, BCI, state or local auditors.

F. Effective Date

This rule shall take effect on 12/01/2025 and shall apply to all qualifying cases thereafter.