

**IN THE YOUNGSTOWN MUNICIPAL COURT
MAHONING COUNTY, OHIO
YOUNGSTOWN, OHIO**

	)	
	)	CASE NO.: 2026 OPEN
IN THE MATTER OF:	)	
	)	JUDGE CARLA J. BALDWIN
PROPOSED AMENDMENTS OF	)	
LOCAL RULES OF COURT	)	JUDGMENT ENTRY
	)	

The Court this day, *sua sponte*, considers the adoption of the amendments to the Local Rules of Court pursuant to Rule 5 of the *Rules of Superintendence for the Courts of Ohio*.

The Court determines that it is necessary to amend its Local Rules. Specifically, the Court finds the need to create Local Rule 17: Reporting to Law Enforcement and Compliance Plan.

The Court further determines that appropriate notice and opportunity for comment regarding the proposed creation of Local Rule 17: Reporting to Law Enforcement and Compliance Plan in Exhibit “A,” as required by Rule 5 of the *Rules of Superintendence for the Courts of Ohio*.

WHEREFORE, IT IS ORDERED, ADJUDGED, AND DECREED, that the Court this day hereby proposes the following, which are made a part hereof:

1. to implement Local Rule 17: Reporting to Law Enforcement and Compliance Plan in Exhibit “A,” and

shall be afforded by the Court, as required by Rule 5 of the *Rules of Superintendence for the Courts of Ohio*. The Court further ordered that the Clerk of this Court promptly provide notice and opportunity for comment to the proposed amendments and forms by posting the new rules, the proposed amended rule and new proposed forms on the Court website and making copies of the new rules, the proposed amended rule and new local forms available to the public. All

comments shall be made in writing and directed to the Court Administrator, Melinda Vath, or by email at ymc@youngstownohio.gov no later than September 11, 2026.

IT IS SO ORDERED

Dated: August 12, 2026

Honorable Carla J. Baldwin
Administrative and Presiding Judge

Exhibit A

Local Rule 17: Reporting to Law Enforcement & Compliance Plan

17.1 Purpose and Scope

The Youngstown Municipal 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.

17.2 Collaboration with Justice System Partners

The Court, in collaboration with the Clerk of Court, law enforcement agencies, and any other applicable justice system partners, developed a Reporting to Law Enforcement & Compliance Plan.

17.3 The Reporting to Law Enforcement & Compliance Plan identifies procedures and timelines for:

(A) Fingerprinting

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);

(B) Bureau of Motor Vehicles

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;

(C) Records

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

(D) Sealed and Expunged Records

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

17.4 Review

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