



# Common Pleas Connection

*General Division*

■ *December 2019*

## DIRECT INDICTMENT PROCESS

Starting on January 1, 2020, felony complaints will be filed in the general division of the common-pleas court instead of the municipal court. This practice – which is already in place in Fairfield and Licking Counties – will reduce the expense and confusion that sometimes results when felony charges are filed and then promptly dismissed at the municipal court. Initial

appearances in felony cases will be conducted by the court through a video link to the jail every day at 1:00 p.m. Requests for protection orders in felony cases will be heard then too. Any posting of bail set by the court must be done during the Clerk’s regular office hours. Preliminary hearings in felony cases will be held on Fridays at 3:00 p.m. in the general division.

### ***PRACTICE REMINDER***

In criminal cases, be sure that your clients complete the PSI process and any ordered assessments before the date of the relevant hearing.

## Electronic Certificate of Service

The proposed changes to Local Rule 3 would provide for automated service of documents filed through our e-filing system. Once a document is e-filed by a party, the system will automatically send a notice to any other party who has a registered email in our e-filing system or who has provided an email address on any pleading or other filing in that particular case.

The system will also generate and automatically file a list of attorneys or parties who were served electronically and a list of those who still need to be served by other means.

Please ensure that your current email address is in our system. You may contact Jennifer Tubaugh at [jtubaugh@co.delaware.oh.us](mailto:jtubaugh@co.delaware.oh.us) to provide your updated email address to us.

The proposed rule changes are here: <https://commonpleas.co.delaware.oh.us/court-rules-and-forms/>

## Staff Spotlight

Kimberly Burroughs has joined the office as a staff attorney for Judge Schuck. Kim graduated cum laude from OSU’s Moritz College of Law in 2016. She began her career as an Assistant Prosecuting Attorney with the Delaware County Prosecuting Attorney’s Office, where she practiced for three years before joining the Court. Before law school, Kim attended the University of Florida, where she graduated Magna Cum Laude with majors in History and English Literature. She served a year in AmeriCorps before attending law school. As a law student, she volunteered with the Federal Public Defender and Union County Prosecutor’s Office.

## Staff Spotlight

Amanda Mack has joined the office as an OSBA Certified Paralegal/Assignment Commissioner for Judge Schuck. Amanda graduated from Buckeye Valley Local School where she met her husband, Justin. After high school she attended Bradford School where she received an associate degree in Paralegal. She joined Delaware County as an Administrative Assistant with the Prosecutor’s Office on February 7, 2000. During her time at the Prosecutor’s Office she became an OSBA Certified Paralegal in 2005. Amanda and Justin reside in Delaware and have four children.