

Court of Appeals of Ohio
Eighth Appellate District

COOP Plan
(Continuity of Operations)

2019



COURT OF APPEALS *of* OHIO
EIGHTH APPELLATE DISTRICT

Court Continuity of Operations Plan
2019



MARY EILEEN KILBANE

ADMINISTRATIVE – PRESIDING JUDGE

EILEEN T. GALLAGHER

MARY JANE BOYLE

SEAN C. GALLAGHER

PATRICIA ANN BLACKMON

ANITA LASTER MAYS

FRANK D. CELEBREZZE, JR.

LARRY A. JONES, SR.

KATHLEEN ANN KEOUGH

EILEEN A. GALLAGHER

MICHELLE J. SHEEHAN

RAYMOND C. HEADEN

JUDGES

ERIN M. O'TOOLE

COURT ADMINISTRATOR



TABLE OF CONTENTS

Security Notice	1
I. Executive Summary	2
II. Introduction.....	2
III. Purpose, Applicability, and Scope.....	3
IV. Essential Functions	5
V. Concept of Operations.....	7
A. Phase One: Activation and Relocation.....	8
B. Phase Two: Alternate Facility Operations	11
C. Phase Three: Reconstitution	13
VI. COOP-Related Responsibilities.....	14
VII. Logistics.	14
A. Memorandums of Understanding	14
B. Interoperable Communications	15
VIII. Testing, Training, and Exercises.	15
IX. Multi-Year Strategy and Program Management Plan.....	15
X. COOP Plan Maintenance	16
XI. Appendices.....	16
A. Order of Succession and Delegation of Authority in 2017	17
B. Team Procedures.....	18
C. COOP Team Leaders and Judges	21
D. COOP Team Members	23
E. External Contacts.....	24
F. Vendor List.....	34
G. Sample Press Release.....	35
H. Cleveland Media Outlets	36
I. Memorandum of Understanding with Cuyahoga County Common Pleas, General Division.....	37
J. Memorandum of Understanding with Cuyahoga County Common Pleas, Juvenile Division	40
K. Memorandum of Understanding with Cuyahoga County Clerk of Court	43
L. Superintendence Rules in Cases of Emergency	45
M. Internal Directory of all COA Employees (For Official Use Only)	47

SECURITY NOTICE

Disclosure of some or all of the information in this Continuity of Operations (“COOP”) Plan could endanger the lives and/or privacy of court employees, and compromise the security of the court’s essential equipment, services, and systems. Distribution of this plan is limited to those individuals who need to know the information to activate and implement the COOP plan.

The decision to release or withhold information in this plan must be approved by and coordinated with the Court of Appeals of Ohio, Eighth Appellate District’s administrative and presiding judge.

Copies of this COOP Plan are to be distributed and stored as follows:

COOP Plan and Appendices: All Judges, Court Administrator, Deputy Court Administrator, COOP Team Members, and Cuyahoga County Emergency Management.

(USB flash drive and paper)

Administrative – Presiding Judge’s Signature: _____

Date: _____

I. EXECUTIVE SUMMARY

The Court of Appeals of Ohio, Eighth Appellate District (COA), located at 1 West Lakeside Avenue, Cleveland, Ohio (“Old Courthouse”) fulfills its responsibility by providing exemplary court services to its constituents—even in times of emergency and/or disaster.

COA’s COOP Plan is developed to ensure continuity of essential operational and administrative functions for a wide range of emergencies and circumstances. The primary objective of the COOP Plan, in keeping with the mission of COA, is to provide for seamless operation of court services and to comply with the Supreme Court of Ohio’s COOP Plan requirements.

The COOP Plan will be available any time that a natural disaster or terrorist attack occurs or an emergency is declared by the city, county, or state. Specific circumstances under which the COA’s COOP Plan shall be employed will include, but not be limited to: natural disasters, acts of terrorism, large scale emergencies, pandemic emergencies, and sustained loss of power and/or utilities. The plan will remain in effect from initial activation of emergency response through the return to normal operations.

II. INTRODUCTION

As events such as the September 11, 2001 terrorist attacks, the 2005 Gulf Coast Hurricanes Rita and Katrina, and the September 14, 2008 windstorm that struck Ohio have demonstrated, an emergency or disaster can occur suddenly and impact a broad range of individuals and entities. The courts of the state are not immune from the impacts of such events. However, the courts’ essential duty to dispense justice does not cease upon the occurrence of an emergency or disaster. As a result, the Supreme Court requires each court to develop and implement a court security plan to, in part, prepare for various foreseeable emergencies and disasters that may befall it.¹

An important element in preparing for such emergencies and disasters is addressing the continued performance of essential court functions in the event normal operations at the court’s primary facility are disrupted. In accordance with the directive of the Ohio Supreme Court, the COA has adopted the following COOP Plan as part of its court security plan, utilizing the resources provided by the Supreme Court Advisory Committee on Court Security and Emergency Preparedness, with the assistance of the Ohio Emergency Management Agency.²

¹ Sup. R.9(A) and Standards 2 and 3 of Appendix C of the Rules of Superintendence for the Courts of Ohio.

² Standard 4(A) of Appendix C of the Rules of Superintendence for the Courts of Ohio.

III. PURPOSE, APPLICABILITY, AND SCOPE

The COA's COOP Plan is designed to ensure the continued performance of the COA's essential functions in the event that normal operations at the COA are disrupted. The COOP Plan anticipates a variety of threats and serves to respond to those foreseeable emergencies and disasters that may befall it.

The COOP Plan operates in partnership with all other essential EMS teams and plans. Whereas the COA's Emergency Action Plan sets forth the COA's procedures to be followed during a disaster, the COOP Plans contemplates the COA's response immediately following a disaster from a business standpoint. Under both plans, however, EMPLOYEE SAFETY IS FIRST AND FOREMOST.

The COOP Plan ensures that the lines of authority are clearly developed, essential functions are clearly identified, court personnel are thoroughly trained with back-up personnel identified and cross-trained, resources and back-up equipment necessary to keep the court functioning is stored and functional, and alternative facilities are available and ready for use. A comprehensive line of authority is set forth in Section 7 so that, even under the most incapacitating circumstances that the COA may face, the essential functions of the COA will continue to operate.

The plan is organized in sections for easy reference. Each major section addresses a specific component of the plan. The appendices contain information such as directories and forms that may be required during the response and recovery phases.

A. Overall Objectives of the Continuity Plan

- Facilitate timely recovery of court functions;
- Minimize loss of public service;
- Minimize disruption to court docket;
- Maintain public image and reputation;
- Minimize loss of data;
- Minimize the critical decisions to be made in a time of crisis;
- Minimize the risk of harm to judges, the public and staff.

B. Assumptions

This section identifies the assumptions used by the COA in developing the COOP Plan.

- The type of disaster (fire, civil unrest, natural disaster, terrorist attack, chemical spill, pandemic, etc.) and the impact of a disaster may vary significantly. This plan assumes the worst-case scenario, e.g., the entire building and all its contents are destroyed or that the pandemic is of serious risk.
- Only one building in one geographic location will be impacted by a single disastrous event.
- Recovery facilities will be available as planned to the organization.
- Team members have been adequately trained in their recovery responsibilities and all staff are made aware of its existence and their roles within the plan.
- The plan is tested and reviewed on a regular basis.
- This document, related procedures, and all vital records are stored in a secure offsite location and not only survive the disaster but are immediately accessible as planned following a disaster.
- That equipment will be available to the court or will be able to be acquired quickly.

IV. ESSENTIAL FUNCTIONS

The following is a list of the COA’s essential functions and the respective departments responsible for performing them. Apart from the listed essential functions, the COA’s judges and court administrator’s first and foremost priority after the activation of the COOP Plan is the security and safety of its employees and the public present at the Old Courthouse, which takes effect immediately with a recovery time of 24 hours.

A. Court Work (Judges, Court Attorneys, and Judicial Secretaries)

Priority	Essential Functions	Recovery Time
1	-Emergency appeals, writs, and motions	0-72 hours
2	-Pending juvenile appeals	Within 14 - 30 days
3	-Pending criminal appeals and newly filed juvenile appeals	Within 30 days
4	-Newly filed criminal appeals, pending civil appeals, and original actions that are not emergencies	After 30 days
5	-Newly filed civil appeals -Screening new cases -Mediation -App.R. 26(B) applications -Motions to en banc and motions for reconsideration	After 60 days

B. Administration (Court Administrator, Deputy Administrators, Assignment Comm., and Exec. Asst.)

Priority	Essential Functions	Recovery Time
1	<ul style="list-style-type: none"> -Maintain overall integrity of all court functions and responsibilities, including communicating all necessary notices to employees and public, and ensuring that the necessary physical security is present at alternate location. -Assign and communicate with panel for emergency proceedings. -Determine communication access and answer telephone calls. -Coordinate with Clerk’s Office to docket and to disseminate emergency decisions. 	0-24 hours
2	<ul style="list-style-type: none"> -Process payroll and comply with all budgetary administrative functions. -Receive and process all faxes, letters, and other communications. 	Within 7 days
3	<ul style="list-style-type: none"> -Coordinate oral argument process for non-emergency cases -Purchasing. 	Within 30 days
4	<ul style="list-style-type: none"> -Submit all required reports to the Ohio Supreme Court. -Schedule and coordinate judges’ meetings. 	After 30 days

C. Information Technology and Systems Management (Systems Manager and Outside Consultant)

Priority	Essential Functions	Recovery Time
1	<ul style="list-style-type: none"> -Coordinate with County to ensure that COA can access and log into the County intranet. -Coordinate with Clerk’s Office to ensure that all filings are available to judges. -Coordinate accessibility to internal CMS with vendor. -Execute data recovery plan. -Assist judges in accessing necessary and available information from Surface Pros. 	0-24 hours
2	-Manage Buckeye System (if feasible)	Within 7 - 14 days
3	-File recreation (if lost in disaster)	Within 10- 30 days

V. CONCEPT OF OPERATIONS

The COA will provide for the continuation of essential functions of the court in an emergency. This COOP Plan will be activated in the event of (1) an emergency or disaster that denies access to the Old Courthouse or (2) the physical structure of the building remains intact but a significant percent of the workplace will be unable or unwilling to report to work due to a pandemic, emergency, or disaster. This COOP Plan includes the deliberate, preplanned relocation of selected staff to a designated alternate work location, or a “work-in-place” strategy with limited staff resources, which may occur under the following conditions:

- *Known threats and emergencies (with warning):* Some threats may afford advance warning that will permit orderly notification and, if necessary, evacuation of employees. Examples include warning of a potential HAZMAT or the substantiated threat of terrorist action;
- *Unanticipated threats and emergencies (no warning) during non-duty hours:* Events such as arson; or a HAZMAT or terrorist incident may occur without warning when the majority of the staff is not at work. While operations from the Old Courthouse will not be possible, the majority of the staff will be able to respond to instructions, including proper notice to relocate.
- *Unanticipated threats and emergencies (no warning) during duty hours:* Incidents may also occur without warning during normal office hours. In this case, implementation of the COOP Plan may be preceded by evacuation of employees and visitors from the building.

- *Threats that directly affect the health of employees with or without warning:* Incidents may occur that can spread sickness throughout the population, which may affect the ability of employees to report to work. Threats that may cause this situation include pandemic flu and the poisoning of the food or water supply.

Additionally, the COA encourages all employees to be aware of their surroundings and emphasizes that reporting is the responsibility of every employee. Any person who discovers a fire, toxic or flammable liquid spill, gas leak, radioactive material release, explosion, receives a bomb threat, or sees any potentially hazardous condition that may endanger county employees or other persons at the Old Courthouse are responsible for reporting the hazards by calling 911.

To ensure the effectiveness of the COOP Plan and consistent with our obligation to maintain the COOP Plan, the COA's COOP Safety Committee will review the COOP Plan annually and revise and update the Plan as needed. Once approved, the COOP Plan will be signed by the administrative – presiding judge and the court administrator annually at the first judges' meeting every January.

A. Phase One: Activation and Relocation

1. Decision Process

The decision to implement the COOP Plan will be based on the functional capability of the COA and the ability to staff the essential functions of the court, or both. The decision to activate the COOP Plan will be made by the COA's Administrative – Presiding Judge Mary Eileen Kilbane. If Judge Mary Eileen Kilbane is incapacitated, then the decision will be made by the successor judge to the administrative judge, starting with Judge Eileen T. Gallagher and continuing in the order of succession. (See Appendix A: Order of Succession/Delegation of Authority).

2. Alert and Notification Procedure and Implementation Process

Notification to activate the COOP Plan will be triggered by the COA's administrative – presiding judge. Appendix A contains a detailed list of team procedures upon the activation of the COA's COOP Plan, which includes the court administrator or her designee contacting: (1) COOP Team Leaders and Members (see Appendices "C" and "D"), (2) the Alternate Work Locations, (3) the Court of Appeals' Clerk of Courts, (4) the Ohio Supreme Court, (5) the Case Management System vendor, (6) Cleveland Police Department, (7) Cuyahoga County Sheriff's Department, (8) Cuyahoga County Department of Emergency Services, and (9) the courts department heads and other assisting agencies. Appendix E, titled "External Contacts," lists the necessary contact information for these COOP partners and agencies.

- Through the COA's court administrator (or her designate), the COA employees will be notified through one of the following methods of communication:

- ▶ Amerilert Notification System
- ▶ The COA's electronic mail that is accessible to all employees externally
- ▶ COA's Telephone/Text Notification Protocol for emergency situations

- ▶ Local TV stations, local radio, and/or Cleveland.com

- In the event the COOP Plan is activated, all staff must inform the court administrator or their respective judge as to their whereabouts at the contact numbers provided to them within 24 hours after notification. All staff must also provide information as to their status and location and any changes to their contact information.

- Employees should also provide information as their whereabouts via email to **emo@8thappeals.com** and **8thdistrictcoopplan@gmail.com**. The employee’s name should be included in the subject line of any email sent.

3. Leadership and Delegation of Authority

a. Judges

The administrative – presiding judge (or the successor judge) and/or the court administrator will, at all times, exercise overall authority during the use of the COA’s COOP Plan.

Upon the activation of the COA’s COOP Plan, Administrative – Presiding Judge Mary Eileen Kilbane and the next two successor administrative judges—Judge Eileen T. Gallagher and Judge Mary J. Boyle—are automatically assigned to any emergency matters that require a three-judge panel. If one of the assigned judges is incapacitated, then the succession list should be followed. (See Appendix A: Order of Succession/Delegation of Authority). All 12 judges shall regularly be updated (through work email if possible) as to the COOP Team Procedures while the COA’s COOP Plan is in effect.

b. Administration

Delegated Chain of Command	
Position Title:	Successors:
Court Administrator (Erin O’Toole)	1. Dep. Court Administrator (Bridget O’Brien) 2. Administrative Counsel (Mary Pat Horwitz) 3. Senior Staff Attorney (Andy Rodak)

Delegated Chain of Command	
Assignment Commissioner (Damon Wright)	<ol style="list-style-type: none"> 1. Deputy Admin. with longest tenure (Terri Berish) 2. Deputy Admin. with second longest tenure (Jason Diehl)
Systems Manager (Stan Zakelj)	<ol style="list-style-type: none"> 1. Outside Consultants (June Waldbauer and Jeff Drep) 2. Court of Common Pleas IT Specialist (Tom Arnaut)
Executive Assistant (Jeanne Gallagher)	<ol style="list-style-type: none"> 1. Deputy Admin. with longest tenure (Lillian Elmore) 2. Deputy Admin. with second longest tenure (Meghan Jacobs)

c. The COOP Team Leaders and COOP Team Members

Appendices C and D list the COA’s COOP Team Leaders and COOP Team Members, which constitutes the COA’s Emergency Response Team.

4. Alternative Work Locations

In accordance with the memorandum of understanding reached between the COA and the Cuyahoga Common Pleas Court, General Division (see Appendix M: MOU Justice Center Alternative Site agreement), the COA will utilize the space provided on the 12th floor of the Justice Center in the event that an alternative work location is needed after activation of the COA’s COOP Plan. The space accommodates the COA’s essential staff, including three judges, to perform the court’s essential functions during a time of emergency. Phase Two of this Section (V) details all of the necessary items that will be provided and made available for the COA’s use in order to perform its essential functions while displaced from the Old Courthouse.

#1: Justice Center – 1200 Ontario Street, Cleveland, Ohio 44113	
COOP Partners	Contact Information
1. Greg Popovich, Court Administrator	Cell: redacted Office: Email:

#1: Justice Center – 1200 Ontario Street, Cleveland, Ohio 44113	
2. Andrea Kinast, Deputy Court Administrator	Cell: redacted Office: Email:
3. Christopher Russ, Facility Operations Manager	Cell: redacted Office: Email:

In accordance with the memorandum of understanding reached between the COA and the Cuyahoga County Court of Common Pleas, Juvenile Division, the COA will utilize the space provided on the 4th floor of the Juvenile Justice Center in the event that the COA’s preferred location (Justice Center on Ontario Street) is not available and an alternative work location is needed after activation of the COA’s COOP Plan.

#2: Juvenile Justice Center – 9300 Quincy Avenue, Cleveland, Ohio 44106	
COOP Partners	Contact Information
1. Terease Neff, Court Administrator	Cell: redacted Office: Email:
2. Dana Chavers, Deputy Court Administrator	Cell: redacted Office: Email:
3. Timothy McDevitt, Deputy Court Administrator	Cell: redacted Office: Email:
4. Mark Majer, Legal Counsel	Cell: redacted Office: Email:

B. Phase Two: Alternate Facility Operations

The equipment and other resources necessary to perform our essential functions will be provided at the alternate facility locations pursuant to the MOUs reached with both the Cuyahoga County Court of Common Pleas, General Division and the Cuyahoga County Court of Common Pleas, Juvenile Division. These items include:

- Telephone;
- Fax machine;
- At least one computer with necessary software programs and internet access;
- Security—one deputy assigned to the floor;
- Courtroom space;

- Desks; and
- Office supplies (paper, pens, and journals to records all court filings if electronic case management system is unavailable).

1. Mission Critical Systems

System Name	Current Location	Other Locations
8 th Dist. COA Computer Network	Systems Manager's Office	Back-ups Acronis. Documents backed up to the cloud and accessible from there.
Surface Pros	Judges' and Court Administrator's possession	

Assuming the COA's network is not physically accessible because of evacuation from Old Courthouse, the COA's system manager can still access all necessary information through the Cuyahoga County Court of Common Pleas, General Division/Cuyahoga County Clerk of Court's intranet provided that the COA's network is still "intact." In the event that the network is "destroyed" and not accessible through the County's intranet, then the COA will operate manually. During this time, systems manager will retrieve data from offsite back-up and immediately initiate the process for obtaining new network (including hardware and software).

2. Vital Files, Records, and Databases

Vital File, Record, or Database	Form of Record (e.g., hardcopy, electric, etc.)	Pre-positioned at Alternate Facility?	Hand Carried to Alternate Facility?	Backed Up at Third Location?
Emergency operating records (e.g., COOP Plan and references for performing essential functions)	Hardcopy and electronic (flash drive)	Yes.	Yes.	Yes. (Sheriff's Dept.)
Buckeye Case Management System	Electronic	Accessed through County Intranet and available on Surface Pros		Contact: InfoPro Consultants: June Waldbauer and Jeff Dreps (MI)
Personnel Files; payroll, insurance, budget, and contract records	Hardcopy and electronic (flash drive)	No.	Yes.	In progress.
COA's policy and procedures, including Judges' Meetings' minutes, Secretary Manual, Staff Attorney Manual, Standing Resolutions, and Case Management Manual	Hardcopy and electronic (flash drive)	No.	Yes.	In progress.
Vendor List and Contact Information	Hardcopy and electronic (flash drive)	No.	Yes.	Yes.
Pending Case Files	Hardcopy	No.	Yes.	Clerk's Office CCJIS system

C. Phase Three: Reconstitution

Under the guidance of the court administrator, the administrative staff will develop reconstitution plans and schedules to ensure an orderly transition of all COA functions, personnel, equipment, and records from the temporary alternate location to a newly restored court facility. All plans will be approved by the administrative – presiding judge prior to the cessation of operations at the alternate location.

VI. COOP-RELATED RESPONSIBILITIES

Responsibility	Position
Media inquiries, coordination of the release of information to the media and interaction with community leaders.	Administrative – Presiding Judge/Successor Judge and Court Administrator
Monitoring safety conditions and developing measures for ensuring the safety of all assigned personnel.	COOP Leaders
Contacting any agencies involved in court process, including Sheriff’s Department, COA Clerk of Courts, Ohio Supreme Court, COOP Partners, County Public Works, and IT departments.	Court Administrator and Deputy Court Administrator
Contacting employees.	Court Administrator and Exec. Assistant
Obtaining periodic status reports or schedule periodic status meetings.	Court Administrator
Documenting and tracking costs and expenditures; discuss expenses, and request additional funding for recovery effort from County, if necessary.	Administrative – Presiding Judge, Court Administrator, Deputy Court Administrator, and Exec. Assistant
Documenting the incident, recording resource status, collecting and evaluating information.	Court Administrator, Deputy Court Administrator, and Exec. Assistant
Year-round COOP preparations and editing.	COA Security Committee, Administrative Judge, Court Administrator, and Administrative Staff

VII. LOGISTICS

A. Memorandums of Understanding

The MOUs reached between the COA and its COOP Partners—(1) the Cuyahoga County Common Pleas, General Division, (2) the Cuyahoga County Common Pleas, Juvenile Division, and (3) the Cuyahoga County Clerk’s Office are critical to the success of the COA’s continued performance of its essential functions in the event the COA must relocate to an alternate site. The MOUs regarding our alternate location specifically provide for (1) sufficient space and equipment; (2) capability to perform essential functions within 12 hours and up to 30 days; (3) the necessary infrastructure systems, including communication and IT systems, (4) security, and (5) computer equipment and software.

B. Interoperable Communications

1. County's Intranet

Pursuant to the MOUs reached with our COOP Partners, the COA will have access to the county's intranet. This access will allow electronic access to the clerk of court's CCJIS system in the event that the COA's Buckeye Case Management system is not available. The county's intranet will further allow for electronic communication, including access to the COA's web site and COA's electronic email accounts.

2. Cell Phone, Email, Telephone, and Fax Communication

Attached appendices contain the necessary contact information and directories to communicate with other agencies, organizations, and parties for the performance of essential functions under COOP Plan. The COA COOP Plan will utilize cellular telephones provided service is available.

3. Assigned employee from Clerk of Court's Office

Pursuant to MOU between the Cuyahoga County Clerk of Courts, at least one employee from the clerk of courts' office will be assigned to the COA's alternate location upon the COA's relocation under the COOP Plan. This representative from the clerk's office will be responsible for making sure that the COA receives any documents filed with the clerk's office and that any orders from the COA's are properly processed through the clerk of courts and sent to the respective parties.

VIII. TESTING, TRAINING, AND EXERCISES

The COA is required to periodically conduct tests of its COOP Plan.³ In accordance with this directive, the COA COOP Team Leaders, in conjunction with the COA's Security Committee, will meet annually every October to review and test the COOP Plan procedures, prior to presentment of the COOP Plan to the judges at their first annual judges' meeting. The COA COOP Team Leaders and COA Security Committee will present a court-wide training on the procedures annually every February.

IX. MULTI-YEAR STRATEGY AND PROGRAM MANAGEMENT PLAN

- Explore the availability of municipal courts on the east and west side of Cleveland as alternate locations.
- Determine the feasibility of purchasing a back-up server to be located outside of the Old Courthouse.
- Coordinate with outside agencies and COOP Partners to schedule and conduct a group-training session.

³ Standard 4(B) of Appendix C of the Rules of Superintendence for the Courts of Ohio.

X. COOP PLAN MAINTENANCE

Maintenance History of COOP Plan		
Type of Maintenance	Date Performed	Resulting Version Number
Tabletop Exercise	2/21/18	COOP 2018

XI. APPENDICES

A: ORDER OF SUCCESSION AND DELEGATION OF AUTHORITY IN 2017

B: TEAM PROCEDURES

C: COOP TEAM LEADERS AND JUDGES

D: COOP TEAM MEMBERS

E: EXTERNAL CONTACTS

F: VENDOR LIST

G: SAMPLE PRESS RELEASE

H: CLEVELAND MEDIA OUTLETS

I: MEMORANDUM OF UNDERSTANDING WITH CUYAHOGA COUNTY COMMON PLEAS, GENERAL DIVISION

J: MEMORANDUM OF UNDERSTANDING WITH CUYAHOGA COUNTY COMMON PLEAS, JUVENILE DIVISION

K: MEMORANDUM OF UNDERSTANDING WITH CUYAHOGA COUNTY CLERK OF COURTS

L: SUPERINTENDENCE RULES IN CASES OF EMERGENCY

M: INTERNAL DIRECTORY OF ALL COA EMPLOYEES (FOR OFFICIAL USE ONLY)

A: ORDER OF SUCCESSION AND DELEGATION OF AUTHORITY IN 2019

- 1. KI—MARY EILEEN KILBANE**
- 2. ET—EILEEN T. GALLAGHER**
- 3. MB—MARY JANE BOYLE**
- 4. SG—SEAN C. GALLAGHER**
- 5. BL—PATRICIA ANN BLACKMON**
- 6. LM—ANITA LASTER MAYS**
- 7. CZ—FRANK D. CELEBREZZE, JR.**
- 8. LJ—LARRY A. JONES, SR.**
- 9. KK—KATHLEEN ANN KEOUGH**
- 10. EG—EILEEN A. GALLAGHER**
- 11. SH—MICHELLE J. SHEEHAN**
- 12. RH—RAYMOND C. HEADEN**

APPENDIX B: TEAM PROCEDURES

The following is a checklist of procedures to take in a time of emergency when a physical disaster to the building or nearby area impacting the Old Courthouse. Some of these procedures may not be necessary, depending on the circumstances of the disaster precipitating the activation of the COOP Plan. This list provides a general framework to facilitate timely recovery of court functions, minimize loss of public service and disruption to court docket, maintain public image and reputation, diminish loss of data, minimize the critical decisions to be made in a time of crisis, and minimize the risk of harm to judges, the public, and COA's staff.

(Initial Evaluation Phase)

- 1. Implement existing Emergency Action Plan.**
- 2. Notify Coop Team Members of situation and decide on communication strategy.**
- 3. Notify County Public Works Department and request an initial evaluation of damage to building and surrounding area. (Contact: Mike Dever)**
- 4. Review initial damage assessment report.**
- 5. Confirm County Public Works Department and Sheriff's office will provide physical security at the affected facility (Old Courthouse). If necessary, contact County Executive to request additional resources from Sheriff's office.**
- 6. Assess event's impact on critical court functions.**
- 7. Reach a decision to declare a disaster or stand down from the emergency.**
- 8. In the event that a disaster declaration is unwarranted, stand down from the emergency and arrange for necessary repairs. If a disaster is declared, proceed with the following tasks.**

(Disaster Declared)

- 9. If necessary, select an Alternative Work Location as set forth in "Section V"—"Concept of Operations" of COOP Plan and notify COOP Partner of pending utilization of facilities.**
- 10. Advise Clerk of Court, County Executive's Office, Ohio Supreme Court, and other key contacts of (1) disaster declaration and (2) COA's Alternative Work Location. See External Contacts, Appendix E.**
- 11. Arrange for vendors to identify salvageable resources and arrange for restoration. Use Vendors list in Appendix F.**

APPENDIX B (CONT.)

12. Depending upon the nature of the disaster, determine whether the COA's network is available. If it is not available, contact COOP Partners regarding access to the County's intranet. Systems manager retrieves backup data from offsite location. If network is destroyed, begin process of replacing network and all necessary hardware and software.
13. Conduct a COOP Team Recovery Plan meeting with team leaders to accomplish the following objectives: (i) review recovery strategies with COOP Team Leaders and determine specific actions to be taken; (ii) remind personnel NOT to make any public statements to ANY news media representatives—all inquiries must be referred to the administrative – presiding judge/court administrator; (iii) remind all personnel to keep record of expenses; and (iv) request implementation of recovery plans.
14. Administrative – presiding judge/court administrator prepare to make public relations or similar comments to news media. Use Sample Press Release in Appendix G.
15. As situation permits, receive detailed damage evaluation report.
16. County Executive's Office/County Public Works Department to confirm that the building is suitable for repair and revise estimate of overall time it will take to rebuild.
17. Review County Public Works Department's final damage assessment report.
18. Post signs to proceed to alternate site. Note location of temporary site on the COA's website.
19. Discuss recovery expenses and request additional funding for recovery effort from Cuyahoga County, if necessary.
20. Notify Ohio Supreme Court Payroll of situation and provide contact information.
21. Contact clerk of courts regarding reconstructing files lost in disaster and coordinate continued operations with the clerks.
22. Request periodic status reports or schedule periodic status meetings. In the immediate aftermath of a disaster, status reports may be required twice a day. As the recovery progresses, update the schedule for status reports and inform the COOP Recovery Teams.

APPENDIX B (CONT.)

- 23. Provide support or other assistance to teams as required.**
- 24. Based upon final damage assessment report, County will determine if the building can be reconstructed.**
- 25. Relocate the COA to a new facility or return to reconstructed building onsite.**
- 26. Inform recovery teams of migration date to the new facility. Manage the return of functions to the new facility at the end of the recovery period.**
- 27. Conduct meeting with COOP Recovery Team Leaders to assess the success of the recovery effort. Make changes to recovery strategies and the business continuity plans as necessary to overcome any identified issues that may impact future recovery efforts.**
- 28. Ensure that COOP Plan and supporting reports are updated.**

APPENDIX C: COOP TEAM LEADERS AND JUDGES

Team Leaders	Contact Information
<p>Administrative – Presiding Judge Mary Eileen Kilbane</p>	<p>Email: redacted Work Phone: Cell Phone: Home Phone:</p>
<p>Alternative Team Leader—Erin M. O’Toole, Court Administrator</p>	<p>Email: redacted Work Phone: Home Phone: Cell Phone:</p>
<p>Judge Sean C. Gallagher, Courthouse Security Committee Point Person</p>	<p>Email: redacted Work phone: Cell phone:</p>

Judges

Judge Eileen T. Gallagher	Redacted
Judge Mary Jane Boyle	Redacted
Judge Frank D. Celebrezze, Jr.	Redacted
Judge Patricia Ann Blackmon	Redacted
Judge Anita Laster Mays	Redacted
Judge Larry A. Jones, Sr.	Redacted
Judge Kathleen Ann Keough	Redacted
Judge Eileen A. Gallagher	Redacted
Judge Michelle J. Sheehan	Redacted
Judge Raymond C. Headen	Redacted

APPENDIX D: COOP TEAM MEMBERS

Employee Name	Team Role	Contact Information
Bridget M. O'Brien	Deputy Court Administrator	redacted
Stan Zakelj	Systems Manager	redacted
Damon Wright	Assignment Commissioner	redacted
Terri Berish	Deputy Administrator	redacted
Jeanne Gallagher	Executive Assistant/ Human Resources Manager	redacted
Mary Pat Horwitz	Administrative Counsel	redacted
Andy Rodak	Staff Attorney/Security Committee Liaison	redacted

APPENDIX E: EXTERNAL CONTACTS

EMERGENCY SERVICES

Cuyahoga County Sheriff's Office

shcuy@cuyahogacounty.us
Admin. Office: (216) 443-6000
Court Security: (216) 443-6210
Contact: Sergeant Kevin
Campbell-Cell: redacted
Sheriff's Dispatch: (216) 443-
6085

Front Desk of Old Courthouse: (216) 443-7628
Front Desk of Justice Center:(216) 443-6211
Additional Contact:
Nestor Rivera, Lt.-Office: redacted
Cell: redacted
Protective Services Duty Sgt.: (216) 443-6622
Fax: (216) 698-3994

Cuyahoga County Department of Public Safety & Justice Services

2079 East Ninth Street, Suite 5 -200
Cleveland, Ohio 44115
Brandy Carney, Director
bcarney@cuyahogacounty.us
Telephone: (216) 443-5961

Tanya Hairston, Sr. Administrative Secretary
thairston@cuyahogacounty.us
Telephone: (216) 443-7625

Office of Emergency Management

Macklin Flinn, Senior Emergency Management Specialist
Telephone: (216) 443-5472; Cell: redacted
mflinn@cuyahogacounty.us
After hours: (216) 771-1363
ema@cuyahogacounty.us

Jay Medlock, EHS Manager, Cuyahoga County
Telephone: (216) 443-7556; Cell: redacted

Cleveland Police Department

Calvin D. Williams, Chief of Police
1300 Ontario Street
Cleveland, Ohio 44113
Telephone: (216) 623-5000
Fax: (216) 623-5584

Cleveland Fire Department

Angelo Cavillo
1645 Superior Avenue, East
Cleveland, Ohio
Telephone: (216) 664-6800; Fax: (216) 664-681

APPENDIX E: EXTERNAL CONTACTS (CONT.)

Cuyahoga County Board of Health

5550 Venture Drive
Parma, Ohio 44130
Nejeebah Shine, Director
nshine@ccbh.net
(216) 201-2000

DAMAGE ASSESSMENT SERVICES

Public Works

Michael Dever, Director
mdever@cuyahogacounty.us
Telephone: (216) 348-3800
Fax: (216) 348-3896

Matthew Rymer, Deputy Director
mrymer@cuyahogacounty.us
Telephone: (216) 348-3800

Susan Base, Project Manager
Telephone: (216) 348-3841
sbase@cuyahogacounty.us

Greg Radosevich, Facilities Manager, Division of Parking Services
Telephone: (216) 443-7007
Cell: redacted

Taron East, Custodial Supervisor
Telephone: (216) 443-7627
Cell: redacted

Fiscal Office and Office of Budget & Management (“OBM”)

Cuyahoga County Administrative Headquarters
2079 East 9th Street
Cleveland, Ohio 44115

Dennis G. Kennedy, CPA
Chief Fiscal Officer
Telephone: (216) 443-7010
dkennedy@cuyahogacounty.us

Maggie Keenan, Director of OBM
mkeenan@cuyahogacounty.us
Telephone: (216) 443-8191

APPENDIX E: EXTERNAL CONTACTS (CONT.)

Bryan Dunn, Budget Commission
bdunn@cuyahogacounty.us
Telephone: (216) 443-2134

Wendy Feinn, Analyst
wfeinn@cuyahogacounty.us
Telephone: (216) 443-7228

OTHER COMMUNITY LEADERS

City of Cleveland

Frank Jackson, Mayor
Cleveland City Hall
601 Lakeside Ave.
Cleveland, Ohio 44114
Telephone: (216) 664-3990

Cuyahoga County

Armond Budish, Cuyahoga County Executive
Cuyahoga County Administrative Headquarters
2079 East Ninth Street
Cleveland, Ohio 44115
(216) 443-7178

COOP PARTNERS

Clerk of Courts Office

1200 Ontario Street
Cleveland, Ohio 44113
Nailah K. Byrd, Clerk of Courts
nbyrd@cuyahogacounty.us
Telephone: (216) 698-2101

Laura Black, Chief of Staff
lblack@cuyahogacounty.us
Telephone: (216) 698-2101
Cell: redacted

Gabrielle Jeskey, Court of Appeals Division Supervisor
gjeskey@cuyahogacounty.us
Telephone: (216) 443-3602
Cell: redacted

APPENDIX E: EXTERNAL CONTACTS (CONT.)

Cuyahoga County Court of Common Pleas, General Division

1200 Ontario Street
Cleveland, Ohio 44113
Greg Popovich, Court Administrator
cpgxp@cuyahogacounty.us
Telephone: (216) 443-8560
Cell: redacted

Andrea Kinast, Deputy Court Administrator
cpark@cuyahogacounty.us
Telephone: (216) 443-8560
Cell: redacted

Christopher Russ, Facility Operations Manager
crss@cuyahogacounty.us
Telephone: (216) 443-8560
Cell: redacted

Cuyahoga County Court of Common Pleas, Juvenile Division

9300 Quincy Avenue
Cleveland, Ohio 44106
Terease Neff, Court Administrator
tneff@cuyahogacounty.us
Telephone: (216) 443-3515
Cell: redacted

Dana Chavers, Deputy Court Administrator
dchavers@cuyahogacounty.us
Telephone: (216) 443-3370
Cell: redacted

Timothy McDevitt, Deputy Court Administrator
tmcdevitt@cuyahogacounty.us
Telephone: (216) 443-3515
Cell: redacted

Mark Majer, Legal Counsel
mmajer@cuyahogacounty.us
Telephone: (216) 443-3515
Cell: redacted

APPENDIX E: EXTERNAL CONTACTS (CONT.)

COURT PARTNERS AT THE OLD COURTHOUSE

Probate Court

John Homolak, Court Administrator and Magistrate
jhomolak@cuyahogacounty.us
Telephone: (216) 443-8768
Cell: redacted

Domestic Relations Court

James Zak, Administrator of Court Operations / IT Administrator
jzak@cuyahogacounty.us
Telephone: (216) 443-8821
Cell: redacted

Justin Seeton, Deputy Court Administrator
jseeton@cuyahogacounty.us Cell: redacted
Telephone: (216) 443-8855

THE OHIO SUPREME COURT

65 South Front Street
Columbus, Ohio 43215-3431
<http://www.supremecourt.ohio.gov/>
Telephone: (614) 387-9000

Stephanie Hess, Interim Administrative Director
stephanie.hess@sc.ohio.gov
Telephone: (614) 387-9407

Christine Kidd, Human Resources Director
christine.kidd@sc.ohio.gov
Telephone: (614) 387-9580

John Van Norman, Sr. Policy and Research Counsel
john.vannorman@sc.ohio.gov
Telephone: (614) 387-9512

APPENDIX E: EXTERNAL CONTACTS (CONT.)

Ronda Carver, Director of Fiscal Resources

ronda.carver@sc.ohio.gov

Telephone: (614) 387-9482

Robert Stuart, IT Director

robertstuart@sc.ohio.gov

Telephone: (614) 387-9600

Jason (Jay) Macke, Reporter of Decisions

reporter@sc.ohio.gov

Telephone: (614) 387-9580

APPENDIX E: EXTERNAL CONTACTS (CONT.)

OTHER APPELLATE DISTRICTS

Name: **First District Court of Appeals**
Address William Howard Taft Law Center
12th Floor
230 East Ninth Street
City/State/Zip: Cincinnati, OH 45202-2138
Contact Name: Keith Sauter, Court Administrator
Telephone: (513) 946-3500 **Fax:** (513) 946-3412
Website: www.hamiltoncountyohio.gov
Email: Ksauter@cms.hamilton-co.org

Name: **Second District Court of Appeals**
Address 41 N. Perry Street, Fifth Floor, P.O. Box 972
City/State/Zip: Dayton, OH 45422-2170
Contact Name: Erin Scanlon, Court Administrator
Telephone: (937) 225-4464 **Fax:** (937) 225-7724
Website: www.mcoho.org/seconddistrictappeals
Email: scanlone@mcoho.org

Name: **Third District Court of Appeals**
Address: 204 N. Main St.
City/State/Zip: Lima, OH 45801
Contact Name: Greg Miller, Court Administrator
Telephone: (419) 223-1861 **Fax:** (419) 224-3828
Website: www.third.courts.state.oh.us
Email: Gmiller@third.courts.state.oh.us

APPENDIX E: EXTERNAL CONTACTS (CONT.)

Name: **Fourth District Court of Appeals**
Address: 14 South Paint Street, Suite 38
City/State/Zip: Chillicothe, OH 45601
Contact Name: Sharon Maerten-Moore, Court Administrator
Telephone: (740) 779-6662 **Fax:** (740) 779-6665
Website: www.4thdistrictappeals.com
Email: smaertenmoore@4thdistrictappeals.com

Name: **Fifth District Court of Appeals**
Address: 110 Central Plz. S., #320
City/State/Zip: Canton, OH 44702
Contact Name: Melinda Cooper, Court Administrator
Telephone: (330) 451-7765 **Fax:** (330) 451-7249
Website: www.fifthdist.org
Email: MSCooper@co.stark.oh.us

Name: **Sixth District Court of Appeals**
Address: One Constitution Ave.
City/State/Zip: Toledo, OH 43604
Contact Name: Jason Hill, Court Administrator
Telephone: (419) 213-4755 **Fax:** (419) 213-4844
Website: www.co.lucas.oh.us
Email: Jahill.co.lucas.oh.us

APPENDIX E: EXTERNAL CONTACTS (CONT.)

Name: **Seventh District Court of Appeals**
Address: 131 West Federal Street
City/State/Zip: Youngstown, OH 44503
Contact Name: Jeff Hendrickson, Court Administrator
Telephone: (330) 740-2180 **Fax:** (330) 740-2182
Website: www.seventh.courts.state.oh.us
Email: jhendrickson@mahoningcountyoh.gov

Name: **Ninth District Court of Appeals**
Address: 161 S. High Street
City/State/Zip: Akron, OH 44308
Contact Name: Mike Walsh, Court Administrator
Telephone: (330) 643-2250 **Fax:** (330) 643-2091
Website: www.ninth.courts.state.oh.us
Email: cmwalsh@ninth.courts.state.oh.us

Name: **Tenth District Court of Appeals**
Address: 373 South High Street - 24th Floor
City/State/Zip: Columbus, OH 43215
Contact Name: Doug Eaton, Court Administrator
Telephone: (614) 525-3580 **Fax:** (614) 525-7249
Website: www.tenthdistrictcourt.org
Email: dweaton@franklincountyohio.gov

APPENDIX E: EXTERNAL CONTACTS (CONT.)

Name: **Eleventh District Court of Appeals**
Address: 111 High Street, NE
City/State/Zip: Warren, OH 44481
Contact Name: Shibani Sheth-Massacci, Court Administrator
Telephone: (330) 675-2650 **Fax:** (330) 675-2655
Website: www.11thcourt.co.trumbull.oh.us
Email: ssmassacci@11thappealohio.us

Name: **Twelfth District Court of Appeals**
Address: 1001 Reinartz Blvd.
City/State/Zip: Middletown, OH 45042
Contact Name: Ben Manning, Court Administrator
Telephone: (513) 425-6609 **Fax:** (513) 425-8751
Website: www.twelfth.courts.state.oh.us
Email: Bennett.Manning@twelfth.courts.state.oh.us

APPENDIX F: VENDOR LIST

Vendors	
<p>RELX DBA LexisNexis</p> <p>Wendy Weist Client Manager</p>	<p>28544 Network Place Chicago IL 60673-1285</p> <p>937-241-8515 Direct 800-543-6862 Customer Service</p>
<p>InfoPro Computer Solutions</p> <p>Jeffrey J. Dreps, Owner</p>	<p>45375 Glengarry Blvd. Canton, MI 48188-1062</p> <p>734-981-7050</p>
<p>Cuyahoga County Dept. of Info. Tech. (AT&T Telecommunications)</p>	<p>2079 East Ninth Street Cleveland, Ohio 44115</p> <p>216-443-8010</p>
<p>The Distillata Company</p> <p>Account # 006201</p>	<p>1608 East 24th Street Cleveland, Ohio 44114</p> <p>216-771-2900</p>
<p>Fed Ex</p> <p>Account #1460-6947-9</p>	<p>P.O. Box 371461 Pittsburgh, PA 15250-7461</p> <p>800-463-3339</p>
<p>Joshen Paper & Packaging</p> <p>Customer #12503</p>	<p>P.O. Box 643754 Pittsburgh, PA 15264-3754</p> <p>216-441-5600</p>
<p>Quality Ribbon & Supply</p> <p>Account #COAPPS-0</p> <p>William Schaedlich</p>	<p>2769 Commercial Road Cleveland, Ohio 44113</p> <p>216-579-6200</p>

APPENDIX G: SAMPLE PRESS RELEASE

SAMPLE NEWS MEDIA STATEMENT

Note: *Prior to distribution, modify the following sample as required to describe our unique situation.*

“A (*fire, power outage, etc.*) has temporarily disrupted operations of the Eighth District Court of Appeals, located at 1 West Lakeside Avenue, # 202, Cleveland, Ohio 44113. (*No, some, exact count*) employees in the facility at the time of the incident were injured [and were taken to (*facility*) for treatment].

While the building sustained (*moderate or severe*) damage, our emergency and business continuity plans have been activated and are progressing according to schedule. Near normal operations will be resumed shortly. Court employees not directly involved in the recovery operation should remain available by phone until contacted by management. Information will be posted at _____ as to the alternate location for _____ .

As additional information and updates concerning our resumed operations become available, you may contact our spokesperson (*Name*) at (*Phone Number*).”

See Appendix H for a list of media outlets.

NOTE: Under memorandum of understanding, Cuyahoga County Court of Common Pleas has agreed to assist the Eighth District Court of Appeals in handling media relations in time of emergency.

APPENDIX H: CLEVELAND MEDIA OUTLETS

Cleveland Plain Dealer and Cleveland.com
Skylight Office Tower
1660 W. 2nd Street, Suite 200
Cleveland, Ohio 44113
(216) 999-4373
editor@cleveland.com

WCPN FM 90.3
WVIZ TV 25 (PBS)
Idea Center at Play House Square
1375 Euclid Avenue
Cleveland, Ohio 44115-1835
(216) 916-6100
1-877-399-3307

WEWS TV 5 (ABC)
3001 Euclid Avenue
Cleveland, Ohio
(216) 431-5555

WJW TV 8 (Fox)
Fax: (216) 391-9559
(216) 432-4240

WKYC TV 3
1333 Lakeside Avenue
Cleveland, Ohio 44114
Fax: (216) 344-3314
(216) 344-3333
(216)344-3300

WOIO TV 19 (CBS)
1717 E. 12th Street
Cleveland, Ohio 44114
(216) 771-1943

APPENDIX I: MEMORANDUM OF UNDERSTANDING WITH CUYAHOGA COUNTY COURT OF COMMON PLEAS, GENERAL DIVISION

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE COURT OF APPEALS OF OHIO, EIGHTH APPELLATE DISTRICT
AND CUYAHOGA COUNTY COMMON PLEAS COURT, GENERAL
DIVISION**

**Memorandum of Understanding for
Support of Operations (“COOP”) Activities
Between the Court of Appeals of Ohio, Eighth Appellate District
And the Cuyahoga County Common Pleas Court, General Division
(May _____, 2017)**

I. Purpose.

This aid agreement between the Court of Appeals of Ohio, Eighth Appellate District (“COA”) and the Cuyahoga County Common Pleas Court, General Division (“CPC”) provides a framework for cooperation between the two parties in the event of an emergency or unforeseen event results in the inability to access COA court facilities. Pursuant to this agreement, CPC will assist COA with space, furnishings, telecommunications, information technology, security, and administrative support for the Emergency Response Team (i.e. advance team and those that perform essential functions). CPC will also assist the COA in handling media relations in the time of emergency.

II. Definitions.

Host Court—the court that provides space and other support services, which is CPC in this agreement.

Guest Court—the court/court office that requires space and other support services, which is COA in this agreement.

III. Scope.

- A.** This agreement provides, but is not limited to, the identified assistance in cases where the host court is not significantly affected by the incident or event requiring activation of the agreement.
- B.** The host court support is expected to begin within 12 hours after notification that the guest court’s COOP plan has been activated. The time period of host court support will be provided for at least 30 business days; during which time the guest court will seek to acquire other more permanent facilities, or return to their original facility, or negotiate an extended support arrangement with the host court.

IV. Procedures.

A. Availability of Space and Support.

1. The parties agree to work cooperatively to identify space, telecommunications, information technology services and equipment, security, and other services necessary to support the temporary relocation of the Emergency Response Team to perform essential functions. Space and other support requirements will be documented in an attachment to this agreement and will be reviewed and updated annually. The attachments may be modified at any time during the activation of this agreement and upon the mutual agreement of the parties.
2. The court administrator of the host court will immediately notify the court administrator of the guest court of any situation that may reduce the guest court's ability or capabilities to support the COOP plan activation of the guest court.

B. Activation of Space/Support and Public Relations Assistance.

1. Erin O'Toole, or the acting court administrator, of the guest court will promptly notify Greg Popovich, or the acting court administrator, of the host court that the COOP plan was activated and alternate facilities are required.
2. During the period of COOP plan activation, the host court will provide support to the guest court based on the requirements outlined in the attachment. However, modifications to those requirements are to be expected based on the particular circumstances of the incident or event.

C. Costs.

1. No exchange of funds in advance of activation of support requirements will take place.
2. Cuyahoga County is responsible for funding the operating expenses of both the guest court and the host court. The guest court agrees to cooperate with the host court in seeking to have the county apportion, to the guest court's operating budget, the host court's reasonable costs associated with actual COOP operations. Such costs are to be limited to extraordinary expenses of the host court, such as supplies, equipment, personnel costs above the normal salaries and benefits, security, and utilities.

V. Terms.

- A.** This agreement will be effective on the date of the last signature thereto and will continue until rescinded, upon 30 days written notice, by either party.

- B.** The attachments outlining specific space, telecommunications, information management, and other administrative support is to be reviewed and renewed annually on the

anniversary date of the agreement by the parties. The court administrator or deputy court administrator of the COA and the court administrator or deputy court administrator of the CPC shall be responsible for that annual review.

For the Court of Appeals of Ohio, Eighth Appellate District	For the Cuyahoga County Common Pleas Court, General Division
Dated:	Dated:

ATTACHMENT 1

In the event of court relocation, the Court of Appeals of Ohio, Eighth Appellate District needs the following space, telecommunications, and support to conduct essential functions:

- One office or conference room to establish a Command Center for the Emergency Relocation Team.
 - Power for at least one computer, printer, copier and fax machine.
 - Access to the Internet and the Cuyahoga County Intranet.
 - Office supplies, including paper, typewriter, writing utensils, and files.
 - A telephone with a landline.
- A space or office for the administrative judge and two additional judges to share for conferencing and processing court orders.
- A space to accommodate a representative from the clerk of courts.
- A courtroom sufficient to host a three-judge panel.
- 12 parking spaces for three judges and members of Emergency Relocation Team.

The CPC also agrees to assign and share its public-relations professional to handle COA’s media relations in the time of emergency. The public relations designee will communicate directly with the COA’s administrative – presiding judge or court administrator for purposes of issuing any press release statements or responding to other media inquiries.

**APPENDIX J: MEMORANDUM OF UNDERSTANDING WITH CUYAHOGA COUNTY
COURT OF COMMON PLEAS, JUVENILE DIVISION**

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE COURT OF APPEALS OF OHIO, EIGHTH APPELLATE DISTRICT
AND CUYAHOGA COUNTY COMMON PLEAS COURT, JUVENILE
DIVISION**

**Memorandum of Understanding for
Support of Operations (COOP) Activities
Between the Court of Appeals of Ohio, Eighth Appellate District
And the Cuyahoga County Common Pleas Court, Juvenile Division
(May _____, 2017)**

I. Purpose.

This aid agreement between the Court of Appeals of Ohio, Eighth Appellate District (“COA”) and the Cuyahoga County Common Pleas Court, Juvenile Division (“Juvenile Court”) provides a framework for cooperation between the two parties in the event of an emergency or unforeseen event results in the inability to access COA court facilities. Pursuant to this agreement, Juvenile Court will assist COA with space, furnishings, telecommunications, information technology, security, and administrative support for the Emergency Response Team (i.e. advance team and those that perform essential functions).

II. Definitions.

Host Court—the court that provides space and other support services, which is Juvenile Court in this agreement.

Guest Court—the court/court office that requires space and other support services, which is COA in this agreement.

III. Scope.

- A.** This agreement provides, but is not limited to, the identified assistance in cases where the host court is not significantly affected by the incident or event requiring activation of the agreement.
- B.** The host-court support is expected to begin within 12 hours after notification that the guest court’s COOP plan has been activated. The time period of host court support will be provided for at least 30 business days; during which time the guest court will seek to acquire other more permanent facilities, or return to their original facility, or negotiate an extended support arrangement with the host court.

IV. Procedures.

A. Availability of Space and Support.

1. The parties agree to work cooperatively to identify space, telecommunications, information technology services and equipment, security, and other services necessary to support the temporary relocation of the Emergency Response Team to perform essential functions. Space and other support requirements will be documented in an attachment to this agreement and will be reviewed and updated annually. The attachments may be modified at any time during the activation of this agreement and upon the mutual agreement of the parties.
2. The court administrator of the host court will immediately notify the court administrator of the guest court of any situation that may reduce the guest court's ability or capabilities to support the COOP plan activation of the guest court.

B. Activation of Space/Support.

3. Erin O'Toole, or the acting court administrator, of the guest court will promptly notify Terease Neff, or the acting court administrator, of the host court that the COOP plan was activated and alternate facilities are required.
4. During the period of COOP plan activation, the host court will provide support to the guest court based on the requirements outlined in the attachment. However, modifications to those requirements are to be expected based on the particular circumstances of the incident or event.

C. Costs.

3. No exchange of funds in advance of activation of support requirements will take place.
4. Cuyahoga County is responsible for funding the operating expenses of both the guest court and the host court. The guest court agrees to cooperate with the host court in seeking to have the county apportion, to the guest court's operating budget, the host court's reasonable costs associated with actual COOP operations. Such costs are to be limited to extraordinary expenses of the host court, such as supplies, equipment, personnel costs above the normal salaries and benefits, security, and utilities.

V. Terms.

- A. This agreement will be effective on the date of the last signature thereto and will continue until rescinded, upon 30 days written notice, by either party.

- B. The attachments outlining specific space, telecommunications, information management, and other administrative support is to be reviewed and renewed annually on the

anniversary date of the agreement by the parties. The court administrator or deputy court administrator of the COA and the court administrator or deputy court administrator of Juvenile Court Division shall be responsible for that annual review.

For the Court of Appeals of Ohio, Eighth Appellate District	For the Cuyahoga County Common Pleas Court, Juvenile Division
Dated:	Dated:

ATTACHMENT 1

In the event of court relocation, the Court of Appeals of Ohio, Eighth Appellate District needs the following space, telecommunications, and support to conduct essential functions:

- One office or conference room to establish a Command Center for the Emergency Relocation Team.
 - Power for at least one computer, printer, copier and fax machine.
 - Access to the Internet and the Cuyahoga County Intranet.
 - Office supplies, including paper, typewriter, writing utensils, and files.
 - A telephone with a landline.
- A space or office for the administrative judge and two additional judges to share for conferencing and processing court orders.
- A space to accommodate a representative from the clerk of courts.
- A courtroom sufficient to host a three-judge panel.
- 12 parking spaces for three judges and members of Emergency Relocation Team.

APPENDIX K: MEMORANDUM OF UNDERSTANDING WITH CUYAHOGA COUNTY CLERK OF COURTS

MEMORANDUM OF UNDERSTANDING BETWEEN THE COURT OF APPEALS OF OHIO, EIGHTH APPELLATE DISTRICT AND CUYAHOGA COUNTY CLERK OF COURTS

Memorandum of Understanding for Support of Operations (COOP) Activities Between the Court of Appeals of Ohio, Eighth Appellate District And the Cuyahoga County Clerk of Courts, (May _____, 2017)

I. Purpose.

This aid agreement between the Court of Appeals of Ohio, Eighth Appellate District (“COA”) and the Cuyahoga County Clerk of Courts (“COC”) provides a framework for cooperation between the two parties in the event of an emergency or unforeseen event results in the inability to access COA court facilities. Pursuant to this agreement and upon the COA’s activation of its COOP Plan, COC will assist the COA in accessing the Cuyahoga County’s intranet for the purpose of utilizing COA’s case management system and will work cooperatively to facilitate filing, preservation, retrieval and public dissemination of all applicable court documents and records pertaining to the COA.

II. Scope of Assistance.

- A. COC’s assistance is expected to begin within 12 hours after notification that the COA’s COOP Plan has been activated and that the COA has relocated to an alternate work location.
- B. COC will provide necessary security information for the COA to access and log into Cuyahoga County’s intranet to allow the COA to access its own case management system.
- C. Within 24 hours of notice of the COA’s activation of its COOP Plan, COC agrees to assign and relocate a single clerk (“clerk representative”) from the COC’s Court of Appeals Division to the COA’s alternate work location for the purpose of facilitating filing and public dissemination of all applicable court documents. The clerk representative’s assistance at the alternate work location will continue for a period of at least 30 business days.

III. Procedures and Terms

- A. Erin O’Toole, or the acting court administrator, of the COA will promptly notify Laura Black, COC’s Chief of Staff, that the COOP Plan has been activated and COC’s assistance is required.
- B. During the period of COOP Plan activation, both parties agree to work cooperatively to ensure the continued ability of members of the public to (1) file on the COC’s docket system for any matter within the COA, and (2) obtain notice of COA’s orders, despite the ongoing

emergency situation. The parties further agree to work cooperatively to preserve all records during the time of emergency.

C. No exchange of funds in advance of activation of support requirements will take place.

D. This agreement will be effective on the date of the last signature thereto and will continue until rescinded, upon 30 days written notice, by either party.

For the Court of Appeals of Ohio, Eighth Appellate District	For the Cuyahoga County Clerk of Courts
Dated:	Dated:

APPENDIX L: SUPERINTENDENCE RULES IN CASES OF EMERGENCY

RULE 14. Declaration of Judicial Emergency.

(A) Issuance of order

In the event of a natural or man-made disaster, civil disorder, or any extraordinary circumstance that interrupts or threatens to interrupt the orderly operation of a court or a division of a court, the Chief Justice of the Supreme Court may issue an order declaring a judicial emergency for the affected court or division. The order shall include each of the following:

- (1) The name of the affected court or division;
- (2) A description of the circumstances necessitating the declaration of the judicial emergency;
- (3) The duration of the judicial emergency. The duration of the judicial emergency shall be limited to an initial period of not more than thirty days, provided at the end of that period the Chief Justice may issue additional orders extending the duration of the judicial emergency for additional periods of time as determined by the Chief Justice in consultation with the administrative judge of the affected court or division of the court. The Chief Justice may withdraw, cancel, or rescind an order at any time after its issuance.
- (4) Any other information relevant to the declaration of the judicial emergency.

(B) Filing of order

The Chief Justice shall file an order declaring or extending a judicial emergency with the clerk of the Supreme Court. If possible given the circumstances of the judicial emergency, the Chief Justice shall file a copy of the order with the clerk of the affected court or division.

(C) Authority

The authority of the Chief Justice to declare a judicial emergency pursuant to this rule shall be independent of the authority of the administrative judge of a court or division of a court to issue an order authorizing the court or division to operate at a temporary location pursuant to R.C. 1901.0211(A), 1907.0111(A), 2301.011(A), or 2501.04(A).

APPENDIX L: SUPERINTENDENCE RULES IN CASES OF EMERGENCY (CONT.)

RULE 14.01. Authority of Chief Justice During Judicial Emergency.

During a judicial emergency declared pursuant to Sup.R. 14, the Chief Justice of the Supreme Court may do any of the following:

- (A) Suspend or modify the operation of any local rule of the affected court or division;
- (B) Adopt temporary local rules for the affected court or division;
- (C) Suspend or modify the operation of any rule or requirement of the Supreme Court for the affected court or division;
- (D) Adopt temporary rules of the Supreme Court for the affected court or division;
- (E) Authorize the use of any audiovisual devices for actions and proceedings of the affected court or division;
- (F) Assign and transfer any sitting or retired judge to emergency judicial duty at the affected court or division;
- (G) Do and direct to be done all things necessary to ensure the orderly and efficient administration of justice for the duration of the judicial emergency.

RULE 14.02. Consultation with Affected Court or Division and Notification of Justices During Judicial Emergency.

During a judicial emergency declared pursuant to Sup.R. 14, the Chief Justice of the Supreme Court, whenever possible under the circumstances, shall do both of the following:

- (A) Consult with the administrative judge and court administrator of the affected court or division prior to taking any actions in accordance with Sup.R. 14.01;
- (B) Report to the Justices of the Supreme Court any actions taken in accordance with Sup.R. 14.01.

APPENDIX M: INTERNAL DIRECTORY OF ALL COA EMPLOYEES (FOR OFFICIAL USE ONLY)

Redacted and removed