



## Regional Guidance

### *Supporting Survivors During Public Health Crisis in the Courts*

Updated November 2020

Cuyahoga, Franklin, Hamilton, Lucas, Summit Counties

- Courts and other entities continue to reassess and change their operations frequently during the current public health crisis. The information herein should be used as guidance; however, advocates and survivors should check with individual courts/offices for specific instructions.
- Adams County
  - No changes have been made to the Court's operations yet.
  - Advocates should contact the Court before arriving for any matter.
- Allen County
  - The Court will still conduct full hearings on CPOs. However, some hearings will be continued where possible. If hearings are already scheduled, parties should contact the court directly before appearing in person.
  - Wherever possible, the court will conduct hearings over the phone.
  - Clerk of Courts Office will accept filings by fax or mail. Records can be requested by fax or mail.
  - The Court will limit visitors permitted inside the courthouse to the greatest extent possible. Survivors should not arrive with family and friends. Advocates should contact OAESV legal team if a Court attempts to prevent them from entering the courthouse with a survivor.
- Ashtabula County
  - Attendance at Court hearings is limited to named parties, attorneys, court personnel, summoned/subpoena/essential witnesses, victims and a victim representative

- Cases can be continued on a case by case basis. Parties should contact the court for guidance.
- Visitors to courts will be subjected to additional safety screens and may be restricted from entering.
- Ashland County
  - Clerk of Courts office is closed to public traffic. Office will offer vital services including processing legal documents by electronic mail, regular mail, and phone.
  - Email legal filings to [clerkstaff@ashlandcounty.org](mailto:clerkstaff@ashlandcounty.org)
    - Pay costs at [www.ashlandcounty.org/clerkofcourts](http://www.ashlandcounty.org/clerkofcourts)
  - Common Pleas Court will conduct all hearings by phone or video with limited exceptions. Hearings will not be rescheduled for video conference one week in advance of new date. The court has video conference training available to attorneys until 3/31.
  - Parties/attorneys should submit request to continue already scheduled proceedings.
  - All probation orders remain in effect.
- Athens County
  - The Clerk of Courts Office will conduct business through online access on website. Filings should be submitted through e-filing system.
  - Courthouse is open for filing of emergency orders. (This should include CPOs)
  - Jury trials have been continued for time being.
- Auglaize County
  - The Clerk of Courts office is open normal business hours. It will accept all filings, etc. by regular mail.
  - Only emergency cases will be heard in Domestic Relations and Juvenile Court.
  - Eviction proceedings will be continued on a case by case basis. Parties should formally request a continuance of already scheduled proceedings.
- Belmont County
  - Normal business hours; courthouse staff will rotate.
  - CPO *ex parte* hearings will be held when petition is filed as magistrates are available.
- Brown County
  - The Clerk of Courts Office will accept filings by mail, email, or fax.

- Survivors should call the Clerk's office for instructions before filing a Petition for a Protection Order.
  - At present, the Court will refer parties to the YWCA for advocacy services.
  - Pretrial and other matters in criminal and civil cases will take place when possible by phone or video during regular court hours.
- Butler County
    - The Clerk of Courts Offices (Both Common Pleas and Juvenile is open only to parties filing protection orders. Others will not be permitted in the office.
    - CPO hearings will still take place. However, only essential persons are permitted to attend (Parties, Attorneys, Court Personnel)
      - If a Court does not allow an advocate to attend a hearing with a Survivor, contact OAESV's legal team for support.
    - In all matters in criminal or civil cases that are already scheduled to occur over the next month, parties should contact the Court by phone at 513-887-3318 to determine if you are required to appear in person.
- Carroll County
    - Clerk office is open but number of persons permitted in the Office at one time will be limited.
    - Clerk's office will provide documents by fax or email temporarily. Requests should be sent to [ccclerk@carrollcountyohio.us](mailto:ccclerk@carrollcountyohio.us).
    - Pretrial conferences will occur by phone between attorneys only.
    - Court will continue cases on a case by case basis.
    - Public access to the courthouse is limited.
- Champaign County
    - Security will restrict access to anyone who shows symptoms or has been exposed to the virus.
    - Jury trials are rescheduled until after April 21.
    - Grand Jury may meet in largest courtroom for social distancing.
    - Non-case-related meetings/events are continued through May 8.
    - Court will mail copies of entries to attorneys.
    - All matters will be continued on case by case basis.
- Clark County
    - Contact the Clerk's office or courthouse prior to appearing in person.

- Only persons with official court business may appear. (parties, subpoenaed witnesses, summoned jurors, attorneys)
  - If ill and scheduled to appear, seek to reschedule by contacting attorney or court.
  - CPO hearings are scheduled subject to the availability of magistrates.
- Clermont County
    - Clerk of Court's Office is open 8:00-3:00 Monday – Friday.
    - Jury trials are continued for 30 days.
    - Civil matters, etc. may be heard by phone or video.
    - CPOs can still be filed and will still be heard at the courthouse.
    - Request a continuance if concerns with health status of yourself or others.
    - Only parties, attorneys, victims, subpoenaed witnesses may access the courthouse.
    - Court will conduct hearings for defendants in jail. Others will be continued 30 days.
    - Check with court, counsel, or court website before arriving to scheduled hearing. Unless advised otherwise, parties should assume hearing will be held as usual.
- Clinton County
    - Courthouse is open but public should attempt to resolve any matters possibly by mail or phone. Call before arriving.
    - Clerk of Courts office will accept payments by mail or phone.
    - Citizens should not attend Court unless necessary. Contact attorney or court before any hearing.
    - Juvenile court Services are suspending most meetings. Youth and parents should call before coming to verify office visits.
- Columbiana County
    - Jury trials are continued for 30 days.
    - Inmates will not be transported to courthouse.
    - All Domestic Relations and Juvenile Proceedings are suspended EXCEPT CPOs and emergency hearings.
    - All non-essential hearings postponed on case by case basis.
    - Civil matters may be conducted by phone or video.
    - Probationers should report by phone for 30 days.
    - Specialty docket hearings are suspended.
    - Grand jury is cancelled. Arraignments are postponed.

- Coshocton County
  - Courthouse doors are locked to non-essential public. Only named parties, attorneys, and victims of crime are permitted to attend proceedings. Parties should bring only one observer.
  - To enter courthouse, Call Security at 740-295-7405. Security will perform health screening. Parties may not enter courthouse if refuse screening or show symptoms/fever.
  - Court will remain open for emergency filings including CPOs.
- Crawford County
  - Most matters have been continued, contact the court directly for details.
  - Clerk of Courts office remains open.
  - CPO cases will be handled as usual for time being.
- Cuyahoga County
  - Visitors are subjected to forehead temperature checks and screening questions. Visitors must wear face coverings at all times – masks provided at entrance if necessary. After screening, Visitors will receive wristband to be worn at all times in Justice Center.
  - Visitors will only be permitted inside the building if their appearance is required. Children are not permitted in the building unless their attendance is required in a case.
  - Upon entering each floor, visitors will be required to sign in, providing their name and contact information. This information is used only by the court staff for contact tracing purposes. It is not publicly available.
  - Clerk of Courts Office will accept filings through the online e-filing system, even in matters not formerly permitted. *Petitions for Civil Protection Orders continue to be filed in person only.*
  - Jury trials are suspended until at least December 1, 2020.
  - Public may only access the Justice Center on Ontario St. and exit only on Lakeside Ave.
  - Judges are operating on a rotating schedule. As not all judges will be present in the courthouse every day, expect delays in response from courts/staff.
  - Proceedings will be held remotely by phone or video wherever possible.
  - Criminal matters will be held remotely, unless the defendant is in jail.
  - Civil Protection Orders must be filed in the Clerk's office in person. Ex Parte hearings and full hearings will be conducted in person.

- The Housing Court will not hold eviction proceedings, except in limited circumstances, through 2020. (See General Guidance).
  - Eligible low-income Cleveland tenants can receive free legal representation in eviction proceedings in Housing Court. <https://freeevictionhelp.org>
  - Rental assistance is now available for tenants facing financial hardships due to the pandemic. Apply at <http://www.neorenthelp.org>.
  - Housing Court proceedings are available to the public on zoom.
  - Appointments with the Court Resource Center must be scheduled online or phone.
  - Video on Court's Safety protocols is at [cp.cuyhogaounty.us](http://cp.cuyhogaounty.us).
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- Darke County
    - The Courts and its offices are open normal business hours. However, the Clerk's office will accept filings, etc. in writing only.
  
  - Defiance County
    - Clerk of Court's Office will accept payments online or by mail only. [Defianceclerkofcourts.com](http://Defianceclerkofcourts.com)
    - Legal filings should be submitted by email, fax, or mail. Public records requests should be submitted by phone, fax, or email.
    - Before entering Courthouse, screening will be conducted at security desk.
    - Most all matters in the courthouse/ Court security office are by appointment only.
    - Court will accept CPO filings, but parties should call before arriving to file.
  
  - Delaware County
    - Clerk of Courts office has limited hours from 8:00 am – 12:00pm.
    - Check online dockets to determine whether scheduled criminal matters will proceed by phone or video.
    - No jury proceedings before the end of May unless necessary.
    - Civil hearings will be delayed or cancelled. Court will attempt to resolve all matters without in person contact.
  
  - Erie County

- Non-emergency matters will be delayed or accommodated by other means (phone/video etc.)
- May only enter courthouse for emergency matter that is completely READY for filing or if you have a SCHEDULED hearing that you have verified is going forward. Before arriving at the courthouse, check to see if/when the hearing has been rescheduled. Call your attorney. If no attorney, call the court or clerk's office.
- Upon arrival, security will conduct screening and temperature check. If fever/symptoms or high risk, may not enter courthouse.
- Probate Court has automatically granted 60-day extensions in nearly all matters.
- Civil commitment cases can be filed by fax or email, and will be heard by video.
- Use Probate forms on website. However, do not file unless emergency or required by law. When filing documents, provide email address or self-addressed return envelope.
- Hall of Justice is CLOSED to the public except for appointments or scheduled activity.
- Jury trials are continued by the Court through April 20.
- Pre-trials will take place by phone through April 8.
- All other hearings are continued where possible through April 8. Motions should be filed by parties/attorneys. Contact the Court Administrator or Clerk's office to determine whether a matter has been continued before requesting continuance.
- Filing of documents is permitted by mail, email, or fax. ONLY new petitions for CPOs and emergency custody orders may be filed in person.
- Courts will continue to conduct *ex parte* and full hearings on DV CPOs.
- Fairfield County
  - Court documents can be filed by mail, email, or fax. No in person filings accepted EXCEPT new Petitioners for CPOs and emergency custody actions through April 8.
    - Fax: 740-687-0158 (CP) 740-652-7399 (DR)
    - [clerkefile@fairfieldcountyohio.gov](mailto:clerkefile@fairfieldcountyohio.gov)
  - Call Clerk of Courts office before visiting in person for instructions on posting bond for a defendant.
  - Domestic Relations court will continue to review and conduct hearings on petitions for CPOs and will conduct the full hearings. All other Domestic Relations matters will be continued through April 10.
  - Hall of Justice is Closed to the public.

- Trials will be continued by the Court through April 20. All other criminal matters will be continued through April 8.
- Pretrials will be converted to phone conferences.
- Court will grant continuances wherever possible. To determine whether your case has been continued, contact Court Administrator or Clerk's office by phone or email before visiting in person.
- Fayette County
  - Contact the court or clerk or court's office before filing or arriving to courthouse.
- Franklin County
  - Masks are required to enter buildings. Visitors will be subject to forehead temperature check and screening.
  - Most criminal and civil cases will be held remotely or continued, wherever possible.
  - Courtrooms operate on a rotating schedule. Open Courtrooms vary by week.
  - Summoned jurors should not report. Jury trials are suspended temporarily.
  - The common pleas court will be open between 8:00 am and 3:00 pm.
  - Petitions for Civil Protection Orders must be filed in person between 10am-1pm or 1pm-3 pm. Paperwork and ex parte hearing will take approximately 2 hours.
  - Civil Protection Order *Ex parte* and Full hearings will be held in person. To seek a continuance of a full hearing, call 614-525-3603.
  - Recognizance bonds will be granted wherever possible for nonviolent misdemeanors.
  - Self-help resource center is closed to in person visitors.
  - Municipal Court sessions will be held at the Courthouse (345 S. High St.) beginning 1/4/21. Traffic arraignments held in Courtroom 1A and 1B, scheduled at either 1:00 or 2:00pm. Eviction proceedings held in Courtroom 11A and 11B, scheduled at either 8:30 or 10:30am.
  - Weddings at courthouse are strongly discouraged. If held, only 6 may attend.
  - Municipal court will receive civil filings by drop box at the courthouse. Criminal documents can be filed by mail, fax, or electronically.
  - Jury trials are suspended until February 2021.
  - Juvenile Court Civil Protection Order help desk and CPO intake hours are 8:00 – 2:00.
- Fulton County
  - Probate and Juvenile Courts are CLOSED except for absolutely critical matters. All non-critical cases will be rescheduled after June 16. Emergency matters will proceed on case by case basis.



- Jury trials within next 45 days are continued. Pretrial conferences will be conducted by phone. Parties and attorneys should not report to courthouse in person.
  - All other hearings may be continued. Parties or counsel should contact court at least 2 days before hearing date.
  - Only essential parties to a case are allowed in the courthouse.
  - Filings and records requests should be submitted by fax or email wherever possible.
  - Clerk of Courts office will not accept payments in person. Payments should be made by phone or mail.
- Gallia County
    - Clerk of Court hours remain 8-4. Filings are accepted by mail.
- Geauga County
    - Hearings may take place by phone or video at judges' discretion
    - Cases can be continued on a case by case basis. Parties should contact the court for guidance.
    - Only parties, counsel, witnesses, probation personnel, and victims are permitted to attend proceedings in person.
    - Juvenile and Probate Court has issued an automatic 60-day extension for most filings. Filings are accepted at this time by FAX 440-285-8751 or regular mail.
- Greene County
    - County offices are closed but available as necessary by email/webpages. Only essential services will be provided.
- Guernsey County
    - Court will continue foreclosure cases as necessary.
    - County offices are closed. However, Clerk of Courts office is open. No payments will be accepted in person. Payments are accepted by mail, online, or phone.
    - Filings should be submitted by mail or fax whenever possible. Call 740-432-7807 before filing.
    - Courthouse is open. However, only parties, parents, witnesses, and counsel should appear for hearings. No family or friends should attend unless witnesses.
    - Jury trials are suspended. Pretrial hearings will occur by phone. Court will continue to hear emergency matters.

- The Probate and Juvenile Court will hear only time sensitive matters.
- Hamilton County
  - Upon entering courthouse, visitors must wear face covering. Visitors will be subjected to screening questions and a noninvasive temperature check. Visitors cannot enter building if they have been exposed or suspect that they have been exposed to a positive case of Coronavirus in the previous 14 days or if they have a temperature above 100.4 at present.
  - If a party cannot enter the building after screening, they should contact their attorney or the Judge's court staff immediately.
  - Petitions for civil protection orders and other Emergency civil matters should be filed at the Clerk's office in person. *Ex parte* and Full hearings will be held in person. Other civil matters can be electronically filed.
  - Facial coverings must be worn in building.
  - Court has temporarily paused jury trials until conditions improve.
  - Criminal matters will be continued wherever possible.
  - In person access to court facilities is only for necessary in person proceedings.
  - Only emergency civil matters (including CPO) and criminal matters in which the defendant is in custody will be held in person. All other proceedings will be held remotely whenever possible.
  - Only attorneys, witnesses, victims, cops with warrants, press, parties to a case are permitted in courthouse. No more than 2 immediate family members (spouse/partner, parents, sibling, children) of a party may enter court to observe court hearing.
  - Minor children are not permitted in court unless necessary for resolution of the case.
  - Continuances will be granted when requested by party with health concerns. Attorney should file appropriate notice.
  - Sheriff's office open only for Sex Offender and Arson Reporting purposes. Visitors will be escorted by a deputy at all times.
  - Only essential county and court staff will report to work. Expect delays in response times, etc.
  - Eviction proceedings are limited pursuant to the FHA Compliance order halting evictions.
  - Filings in eviction cases in the Municipal Civil Division require an FHA Compliance affidavit. Forms at [courtclerk.org/forms/FHACompliance.pdf](https://courtclerk.org/forms/FHACompliance.pdf). (See General Guidance)

- Hancock County
  - Court will use technology in place of in person sessions on case by case basis
  - Continuances will be granted on case by case basis
  - No bench warrants will be warranted.
- Hardin County
  - Parties, witness, and attorneys must notify the Court prior to a scheduled hearing if they have traveled, been exposed to the virus or anyone infected, or been restricted by health entity in last 21 days.
  - Hearings will be conducted by phone wherever possible. Parties will not participate in pretrials – only counsel.
  - Criminal defendants who are incarcerated will not appear in Court.
  - Juvenile and Probate Courts will only handle emergency hearings (emergency removal, *Ex Parte* protection orders, involuntary commitments)
    - It is likely that full hearings on CPOs will be held after the public health emergency has passed.
- Harrison County
  - Court will continue or hold hearings by video/phone when possible.
  - Criminal arraignments by video
  - Jury trials are suspended for time being.
- Henry County
  - Contact clerk of court's office before submitting filings or court before arriving at courthouse.
- Highland County
  - Court will convert as many hearings as possible to video or phone hearings.
  - If symptoms, contact the court for phone hearing or continuance.
  - In Criminal matters, only parties, counsel, witnesses, victims, one representative of Victim-Witness Office, one family member of defendant may attend.
  - In Civil and Domestic Relations matters, only parties, counsel, witnesses, and court staff may appear.
  - One person may assist party if required but may not be present in courtroom.
  - Anyone with symptoms of virus will be directed to leave building.
  - Anyone entering courtrooms need submit to temperature check and evaluation.

- Hocking County
  - Criminal and civil matters will be continued on a case by case basis.
  - The Court will not conduct jury trials through 4/10. Jurors not required to report.
  - Court will continue to receive and conduct hearings on petitions for DV/Stalking/Sexually Oriented Offense CPOs and will conduct the full hearings on CPOs.
    - Hearings that do take place will be held in large courtroom to allow max space between persons.
  - Filing of court documents is permitted by mail, email, or fax. No filings will be accepted in person EXCEPT new petitioners for CPOs.
    - New CPO petitions are handed to deputy at door and placed in box in lobby. Court will pick it up to be filed.
- Holmes County
  - Non-essential proceedings will be continued or conducted remotely by phone or video whenever possible.
  - Jury trials are suspended until further notice.
  - Clerk of Courts office will receive filings, etc. by fax or email. If the document is over 5 pages, use email rather than fax.
  - No one with signs of illness should come into the courthouse. Notify the court by phone or email.
- Huron County
  - Courthouse is open to conduct essential business only. Only persons with a live hearing may enter.
  - All filings should be done by regular mail, fax, or email if possible.
  - Many hearings will be continued or conducted by phone. Contact attorney or court to confirm if attendance is required.
- Jackson County
  - Civil and Criminal trials are continued for 30 days.
  - Court may continue any cases if necessary.
  - Court will hear cases involving CPOs.
  - Court will hear only initial hearings in Eviction cases. Foreclosure cases are stayed for 60 days.
- Jefferson County
  - Court and offices are open with restrictions.

- Court matters (including jury trials) will be continued wherever possible. Exceptions to continuances will be granted on case by case basis.
  - Pre-trials will take place by phone. Specialized Docket meetings are suspended until May 6.
  - Clerk of Courts Office will remain open. Contact Office by phone before filing/arriving to office.
- Knox County
    - Only attorneys, parties, victims can enter the courthouse. To enter, you must show a hearing notice or other evidence that you are required to appear.
    - Everyone must wash hands at the designated handwashing station upon entering.
    - Court will grant continuances when attorneys, parties, or victim is/has been ill.
    - Civil and Domestic Relations non-emergency matters will occur by phone or will be continued until after April 15. EXCEPT CPO hearings. Parties may file a request for a hearing if emergency/urgent matter.
    - Clerk of Courts will accept filings by fax or email.
    - Jail inmates will appear by video from jail.
- Lake County
    - Court may continue cases on a case by case basis.
    - Hearings will take place by video or electronically/telephonically wherever possible.
    - Court may be Open with Restrictions. In this case, only parties, attorneys and court personnel are permitted in the building.
    - The Clerk of Courts office may accept filings by email or in a temporary or drive through location. Parties should contact the office before submitting any filings.
- Lawrence County
    - Traffic court, civil hearings & trials are continued. Non time sensitive criminal matters are also continued.
    - Clerk of Court's office will accept payments by mail or online at [www.lawcomunicourt.com](http://www.lawcomunicourt.com).
    - Only persons having business before court should appear in person. Anyone with symptoms should not appear in person.
- Licking County

- Public access to the courthouse is restricted to those with business with the court. (court appearances, filing documents, paying fees)
  - Clerk of Court's Office and Juvenile Court will accept filings in person but encouraged to file instead by fax, mail, or email during regular business hours. Electronic mail filings should be sent to [legal.clerk@lcounty.com](mailto:legal.clerk@lcounty.com) (common pleas) and [jcfilings@lcounty.com](mailto:jcfilings@lcounty.com) (juvenile).
  - Probate Court will accept records requests by phone and mail.
  - Persons with obvious signs of illness will not be permitted in courthouse.
- Logan County
    - Non essential hearings will be scheduled after July 15.
    - Parties may only come to the court if in need of essential services and are healthy.
    - Filings should be emailed to Chief Clerk at [estafford@co.logan.oh.us](mailto:estafford@co.logan.oh.us) or faxed.
    - Essential hearings will be held. They will be conducted by phone/video if possible.
    - Family law proceedings may be held in common pleas courtroom to manage social distancing.
    - Domestic Relations will still hear CPOs, emergency requests, hearings involving safety of children, and hearings involving emergency financial matters.
    - Probationers should report by phone or video.
    - Memorial Hall is closed.
- Lorain County
    - Neither public or attorneys should show up to courthouse unannounced. Contact the court in an emergency or regarding a hearing a 440-329-5175.
    - All matters will be conducted by phone or video if possible or will be continued.
    - Filings will be accepted by fax or email. Do not file matters now that are not required/emergency. Court will be flexible with filing deadlines. All filings and payments can be made temporarily in Rm. 107 of the Lorain County Justice Center. Other counters are closed until further notice. Payments should be made online if possible.
    - Civil proceedings are suspended until April 13 EXCEPT for emergency actions (CPOs).
- Lucas County
    - Court may operate in McMaster Auditorium in the Toledo Lucas Public Library (1 block from courthouse) for jury selection proceedings for upcoming trials.
    - Juvenile Court will continue or hold proceedings remotely where possible.

- People showing signs of illness must notify the court by email or phone. DO NOT report to the courthouse.
  - Filings should be submitted by email.
  - JDC family visits by phone only.
  - Payments accepted online or mail only to Clerk's office. Child support payments can be made by mail or online at [oh.smartchildsupport.com](http://oh.smartchildsupport.com)
  - Foreclosure and Eviction proceedings are halted pursuant to the federal moratorium through 2020. (See General Guidance). Eviction proceedings will only take place in limited circumstances.
  - No writs of possession will be issued until 2021.
- Madison County
    - The Clerk of Courts encourages conducting legal affairs by mail or online. Legal filings can be mailed or faxed.
    - All civil cases are suspended EXCEPT Civil Protection Orders.
    - In criminal matters, Courtroom is closed to non essential personnel. (parties only)
    - Dissolutions and Emergency motions will occur by phone on case by case basis.
    - Court will sanitize for juror safety.
- Mahoning County
    - Court will continue all non-essential proceedings or conduct them by phone/video if possible.
    - If proceeding must be held, court will determine who is permitted in courtroom.
    - Anyone with symptoms of illness or known contact with virus should notify the court by phone or email. Do not report to the courthouse in person.
    - Jury trials are suspended for at least 2 weeks.
    - Clerk of Court Office is accepting fax filings for matters that are not required to be e-filed. Filing fee deposits should be mailed. Domestic Relations Court will accept any documents by fax or email.
- Marion County
    - Courthouse open only to those with essential business/required to appear. This included persons filing petitions for CPOs or time sensitive documents.
    - No one with the virus or contact with the virus may enter courthouse.
    - Security will conduct screening and temperature checks at entrance. No one with fever over 100.4 may enter.
    - Court will likely grant all continuance requests.
- Medina County

- All proceedings may be continued or held by phone/video. Contact the Court before visiting the courthouse for any matters.
  - Pleadings and motions can be filed by fax in the Clerk of Courts Office.
  - Be sure to provide the Clerk of Court with phone contact info. So that the court can contact parties regarding arrangements.
- Meigs County
  - Clerk of Courts office is closed to the public. All filing should be done by regular mail, email, or fax.
  - New Petitions for CPOS and emergency custody matters can be filed in person only in specific prearranged and prescreened cases. Before seeking CPO, contact clerk's office directly for instructions.
  - Pay costs/files by phone with card. Delinquent collections are temporarily suspended.
  - Courthouse doors locked to the public. All matters will be initially handled by phone, email, or fax.
    - Matters screened on case by case basis regarding when and how to handle the case.
  - Court will grant continuances when requested for already scheduled matters.
- Mercer County
  - Court will limit in person hearings wherever possible. Court will use telephone for most matters.
  - Jury trials are continued on case by case basis.
  - The Court emphasizes the use of technology. Wherever possible, contact/file in the court or clerk of courts online, by fax, or by email.
  - Court will entertain any reasonable requests for alternatives to in person contact.
- Miami County
  - Non-essential trials, hearings, and proceedings are suspended for 45 days.
  - Judges will determine on case by case basis whether specific matters will proceed.
  - Proceedings may take place by phone/video.
  - 60-day moratorium on foreclosure cases.
  - Clerk of Courts Offices will accept e filing cases where not previously accepted. Contact before submitting filings.
- Monroe County



- Courthouses are closed to the public.
- Courts are continuing cases a week ahead of time.
- CPO petitions can be filed to the deputy clerk downstairs. The Court will then contact the petitioner regarding the *ex parte* and full hearings.
- Montgomery County
  - Probate Court is open only for e-filing EXCEPT for emergency guardianship applications. Emergency guardianships will be scheduled and heard.
  - Hearings will take place by phone when practical. Parties are expected to appear unless notified that the case has been continued to later date.
  - Clerk of Courts Office is open normal hours for filings. Contact the office prior to filing for alternative options.
- Morgan County
  - All county buildings are closed to the public. Court will remain open for limited cases.
  - Matters will be continued by the court if already scheduled. Court will mail new court date. These dates will likely be continued at least 8 weeks.
  - Recognizance bonds will be provided in nonviolent misdemeanor cases.
  - Friends and family are not permitted in arraignment hearings.
- Morrow County
  - Foreclosure proceedings may be delayed. Do not contact the court for updates until mid-April.
  - Clerk of Court Office will not permit face to face business but will be available by phone or email. Filings can be submitted by fax or email. New cases need to be sent by mail. Payments can be made over the phone or mail in by red drop box outside courthouse.
- Muskingum County
  - Court will continue cases on case by case basis.
  - Hearings may take place by phone or video.
  - Contact the court before arriving.
- Noble County
  - Contact the court or clerk's office directly before submitting filings or arriving at the courthouse.
- Ottawa County

- All non-essential matters will be conducted by phone/video or will be rescheduled.
  - Jury trials are suspended for 30 days.
  - Foreclosure cases are stayed for 60 days.
  - Domestic Relations cases will be heard as scheduled unless Court is Closed.
  - Essential hearings will be heard in courtrooms when court is Open at Judges' discretion.
  - Civil protection orders will continue to be held in person if possible.
  - No one showing signs of illness is permitted in courthouse and may be asked to leave.
  - Clerk of Courts office will receive filings by electronic methods. Contact the office before filing.
- Paulding County
    - All criminal and civil matters (pretrial hearings) will take place by telephone whenever possible between attorneys. Parties need not attend. Attorneys should only appear in person if already in courthouse.
    - All jury trials scheduled over next 30 days are continued.
    - All persons entering courthouse will have temperature checked and may not enter if temperature is over 100.4.
    - Hearings will be continued on case by case basis.
    - Hearings of incarcerated persons will occur by video.
    - Public requests and filings should be submitted by fax or email.
    - Only essential parties to a case are permitted in courthouse.
- Perry County
    - Pre-trials, etc. will be conducted by phone.
    - Probationers should report by phone.
    - Only parties, attorneys, victims, and witnesses may appear in courthouse.
    - Jury trials and Grand Jury sessions are suspended temporarily.
- Pickaway County
    - Court is open under restricted access. Only visit when absolutely necessary. Sign in sheet implemented at the entrance.
    - Jury trials are suspended or continued.
    - Other hearings and proceedings are being conducted.
    - Contact Court at 740-474-6026

- Juvenile and Probate Court offices are closed to the public. Forms and correspondence pick up and drop off table is established at front entrance. Court cases cancelled for next 3 weeks. Contact Juvenile court at 740-474-3833.
- Prosecutor's office is closed to the public. Reach by phone, online, or email.
- Clerk of Courts office closed to public. Services are provided by phone, mail, or email at 740-270-0113 and [jdean@pickawaycountyohio.gov](mailto:jdean@pickawaycountyohio.gov).
- Pike County
  - Court is open regular hours with restrictions and reduced staff. Only those with official business with one of the offices will be admitted. Only parties, witnesses, victims of crime, victim advocates may enter courtroom.
  - Jury trials will be rescheduled though April 30.
  - Civil case matters will be conducted by phone through June 30.
  - Court will conduct hearings as needed and as required including emergency matters, petitions for CPOs.
  - Request continuances of non-emergency matters if Court does not do so on its own.
  - Domestic Relation Forms cannot be picked up in person. Forms are available at [www.sconet.state.oh.us](http://www.sconet.state.oh.us).
    - This includes all forms necessary for seeking protection orders.
- Portage County
  - Only essential parties are allowed in courthouse. If required to appear in court, must appear unless excused by the Court.
  - Courts will hold matters by video/phone if possible.
  - Criminal trials will proceed as scheduled if defendant is incarcerated.
  - Emergency motions will be addressed on case by case basis.
  - Filings should be submitted by e-filing or mail.
  - Domestic Relations court will only conduct essential hearings in person. Temporary hearings, etc. will be conducted by phone only.
    - Trials/hearings may be continued. If it proceeds, only counsel, parties, and essential witnesses may appear. Hearings should occur by phone when possible.
    - DV CPO *ex parte* hearings will be conducted on day of filing. Full hearing will be scheduled within 7-10 per statute. However, only counsel and parties may appear. Court will continue the hearing if witness testimony is required.

- If feeling ill, file a Motion to Continue and call Court at 330-297-3880. If appear ill, will be asked to leave and reschedule hearing.
- Preble County
  - Security will conduct non-invasive health screen upon entering courthouse. Must wash hands before entering courtrooms.
  - Interaction with court should be done electronically wherever possible.
  - Filings, etc. should be submitted by fax, email, or mail if possible.
  - Court is open only for CPO hearings and bond hearings.
  - Most civil and domestic relations cases are continued through 4/16. Pretrial conferences will occur by phone.
  - If your case is pending, call the court or email [info@preblecountyohio.net](mailto:info@preblecountyohio.net) or contact your attorney.
- Putnam County
  - Courthouse is open to essential personnel only. Call 888-638-0042 for any information before arriving to the Courthouse.
- Richland County
  - No one with fever, symptoms, recent travel, or contact with virus may enter the courthouse/administrative building. If show symptoms, will be removed from courthouse. Parties to proceedings with symptoms should not appear in person. Request a continuance through counsel or contact the court at 419-774-5570.
  - Security will conduct screening and test temperature before entering building.
  - Jury trials are suspended until after May 1.
  - Nonessential observers should not attend court proceedings.
  - All filings should be submitted by mail, fax, or email EXCEPT new petitions for CPOs.
  - Foreclosures are stayed until after 5/30 unless property already vacated.
- Ross County
  - Only parties, attorneys, witnesses, and individuals with business with the court can access the Court house. All will be screened before entrance.
  - Anyone with signs of illness should not come to the courthouse. Instead, notify the court by phone or email.
  - Where possible, matters will be handled by phone or video.
  - Clerk of Courts office will accept fax filings at no charge at 740-702-3018. Filings should be submitted by fax or email whenever possible.

- Sandusky County
  - Non-essential matters will be continued unless they can be held by phone or video. Parties or attorneys should contact the Chambers of the assigned judge before any scheduled matter.
  - Clerk of Courts will receive filings, etc. by mail or fax.
  - Jury trials are suspended for 4 weeks.
  
- Scioto County
  - In Domestic Relations Court, All hearings EXCEPT CPO petitions, emergency motions, and probable cause hearings are suspended for 30 days. Pending or currently scheduled non – Domestic violence hearings will be rescheduled by the court.
    - Court will conduct DVCPO hearings from 9:00am-3:30pm
    - Court help desk will not be available to hand out or check Domestic Relations packets for the public
  - Court will continue criminal trials or hearings.
  - Pleadings that do not require service can be faxed or emailed to the Clerk of Courts. A copy should also be faxed to the Judge.
  - No one who has traveled or been quarantined recently can enter the Juvenile Court.
  
- Seneca County
  - Clerk of Courts Office is open but filing by fax is preferred.
  - Court has continued all current matters as possible.
  - *Ex Parte* hearings in CPO cases will be held either in person or by phone/video. Petitioners should contact the Common pleas court prior to filing for specific direction.
    - Court will grant temporary protection orders when possible. Full hearings will likely take place after the emergency period has subsided.
  
- Shelby County
  - No one without official business permitted in courthouse. Security will ask for purpose of visit and contact office to verify appointment. Where possible, person from office will come to security to address the need.
  - No one appearing ill is allowed in the courthouse.
  - Pleadings can be e filed. Decisions can be made and court can issue orders.
    - Anything that can be e filed must be e filed. If a document cannot be e filed, it should be mailed to the Clerk.

- Trials in March and April are continued.
- Court will conduct business electronically where possible.
  
- Stark County
  - Court will not close. However, Non-essential public access to the court buildings is restricted. Only essential parties and personnel may enter.
  - Jury trials are temporarily suspended.
  - Judges will reevaluate needs on weekly basis.
  - People cannot enter Courts if they have the virus, have been quarantined, have travelled in last 2 weeks, have had contact with someone who has travelled or been quarantined, or have temperature over 100.
  
- Summit County
  - Clerk of Courts office is open ONLY for filing of protection orders. Public record requests and other filings can be submitted online or by mail.
  - No more than 10 people are permitted in any space in the courthouse.
  - Continuances of cases will be granted on case by case basis. Matters may be conducted by phone or video.
  - Trials are suspended at least 14 days.
  - Domestic Relations court will hold ex parte hearings on day of filing for DV CPO. Full hearings will be scheduled as required by statute (1/ in 1-2 weeks), however, only counsel and parties may attend. If witness testimony is required, it will be continued to a later date.
  - Parties can be accompanied in the courthouse ONLY by an advocate or support person.
  - Juvenile Court will hold hearings on motions for temporary orders by phone at their already scheduled times.
  
- Trumbull County
  - Domestic Relations/Juvenile court matters are continued for at least 30 days. Case by case exceptions only.
  - *Ex Parte* filings/orders and shelter care hearings WILL proceed in Domestic Relations/Juvenile Courts.
  - Supervised visitation for Domestic Relations/Juvenile cases is suspended temporarily.

- Clerk's Offices will be available by phone or mail. Intake desks remain open for filings.
  - Court is open only to those with business before the court.
  - Civil and Criminal matters will be continued where possible. Jury trials are postponed.
  - Probationers should report by phone.
  - Anyone with symptoms should NOT come to courthouse. Notify court by phone or email.
- Tuscarawas County
    - Hearings and conferences will take place by phone or video. Do not appear in person.
    - Requests for video or phone conferencing should be made prior to scheduled hearing date.
    - No friends or family permitted in courthouse other than victim advocate or support in CPO case.
    - CPO hearings may be conducted by video.
    - Court is closed to the public but will maintain essential operations.
    - All non-essential matters are suspended until 4/6.
    - Clerk of Courts office will accept filings by fax and email. Documents may be dropped off in person at the Treasurer's drive through window.
- Union County
    - Courthouse open to public for specific court business only.
    - Only necessary hearings will proceed.
    - Health screenings may be conducted upon entrance.
    - Clerk of Courts will accept filings by email and fax.
    - All civil proceedings EXCEPT domestic relations and foreclosure matters are continued 30 days.
    - Domestic Relations hearings will be held where possible electronically or rescheduled.
    - *Ex Parte* CPO orders will be heard on the date filed when possible. Full hearings may be continued by the court. Full hearings may be heard in person or electronically, at judge's discretion.
- Van Wert County
    - All hearings will take place by email or phone if possible.

- The Court will continue matters whenever possible. Parties should file a request to continue matters.
- Vinton County
  - Sheriff's office lobby is closed to the public. Non-emergency reports can be taken over the phone. Dispatchers will ask callers about symptoms in household.
  - Courthouse has closed to the public until further notice. Offices inside courthouse remain open and can be contacted by phone.
  - The Courthouse is not shut down and will continue to conduct business online or by phone.
- Warren County
  - Courthouse is Open with Restrictions. No one may enter courthouse if they have a fever, show symptoms of virus, have traveled in last 14 days, or have been in contact with virus.
  - Contact court staff electronically by phone, email, text, or skype when possible.
  - Filings should be submitted in designated bins. No filings will be accepted by handing it person to person.
  - Conferences should occur by phone or video is possible.
  - Security will conduct screening and temperature check before entrance into courthouse.
- Washington County
  - Pre-trials, conferences, etc. will occur by phone. Parties should not appear in person.
  - Court intends to issue fewer warrants and to continue arraignments for low risk offenses.
  - Court is inclined to continue criminal trials. Civil jury trials will be continued until at least May.
  - Court and Clerk of Courts Office will accept short emailed motions/entries, including motions for continuances. All other items should be mailed to the Clerk of Courts.
- Wayne County
  - Court will continue non-essential proceedings or conduct them by video or phone if possible.
  - Anyone with signs of illness will be directed to leave the courthouse. Security may conduct health screenings upon entrance.
  - Jury trials are continued for approximately 30 days.



- Probationers should report by phone. Probation violation hearings are continued for approx. 30 days.
- Civil and criminal matters are continued for 30 days EXCEPT requests for emergency relief (CPOs)
- Parties and attorneys should only enter courthouse for a scheduled hearing that has not been continued. All other communications with Court should be done electronically.
- Clerk of Courts office will accept payments by phone or mail.
- Filings will be accepted by fax in emergency situations. Obtain permission to fax from Court Administrator at [courtadmin@waynecourts.org](mailto:courtadmin@waynecourts.org).
- Filings should be submitted by e-filing or mail.
- Williams County
  - Public can only enter courthouse for essential functions (court appearances and emergency filings)
  - Do not enter courthouse if you have symptoms or exposure to virus. Call 419-636-2644 or email [kcoller@wmsco.org](mailto:kcoller@wmsco.org) instead.
  - Probate Court issued an automatic extension of 60 days for most proceedings. Hearings will be conducted by phone or video where possible.
  - Parties should contact court at 419-636-1548 prior to a hearing to make arrangements.
  - Filings can be submitted by fax to 419-636-5405 or email to [probate@wmsco.org](mailto:probate@wmsco.org)
  - Call prosecutor office to schedule a phone conference.
  - Victim Assistance office can be reached at 419-636-6195 or after hours in emergency at 419-636-3151.
- Wood County
  - Notify the Court before scheduled hearings if any party, attorney, or witness has travelled, been exposed, or been quarantined in last 21 days.
  - Pretrials will occur by phone between attorneys only.
  - Clerk of Courts office will accept payments by phone or online at <https://client.pointandpay.net/web/WoodCountyClerkofCourtsOH>
- Wyandot County
  - Jury trials are suspended until further notice unless the defendant is incarcerated.
  - Continuances will be considered on case by case basis. Fax or email [clerk@uppermunicourt.com](mailto:clerk@uppermunicourt.com) to request continuances in Municipal court.

- Only those with business with the Court are permitted on second floor where court is located.