

**IN THE COURT OF COMMON PLEAS OF PAULDING COUNTY, OHIO
PROBATE AND JUVENILE DIVISIONS**

IN RE:

CASE NOS. 77777777 (Probate)
20205001 (Juvenile)

TEMPORARY POLICIES AND PROCEDURES
NECESSITATED BY THE COVID-19
(CORONAVIRUS) PUBLIC HEALTH EMERGENCY
AND STATES OF EMERGENCY IN THE
UNITED STATES AND STATE OF OHIO

FILED

MAR 30 2020

**JUVENILE COURT
PAULDING COUNTY, OH**

FILED

MAR 30 2020

**PROBATE COURT
PAULDING COUNTY, OH**

ADMINISTRATIVE ORDER

Under the Temporary Order of the Court filed on March 20, 2020, captioned In re: Temporary Orders Necessitated by the COVID-19 (Coronavirus) Public Health Emergency and States of Emergency in the United States and State of Ohio, the Court **FINDS** that it is necessary to adopt updated temporary policies and procedures due to the COVID-19 (Coronavirus) public health emergency and states of emergency in the United States and the State of Ohio.

This Administrative Order supersedes the Temporary Order filed on March 20, 2020, captioned In re: Temporary Policies and Procedures Necessitated by the COVID-19 (Coronavirus) Public Health Emergency and States of Emergency in the United States and State of Ohio. The Court **ORDERS** that the following temporary policies and procedures be adopted:

GENERAL INFORMATION:

1. **Scheduling and Continuances.** For all proceedings, the Court and opposing counsel shall be notified prior to the scheduled hearing if any of the following apply to any party, attorney, or witness: the person has traveled outside of the United States within 21 days prior to the scheduled proceeding; has or may have been exposed to the COVID-19 virus or anyone infected with the COVID-19 virus within 21 days prior to the scheduled proceeding; has been quarantined, isolated, or otherwise restricted by any doctor, health department, director of health, or similar entity; or is exhibiting or has within the past 21 days exhibited symptoms of COVID-19, including any fever, cough, or shortness of breath. On a case-by-case basis, these proceedings will be rescheduled or converted to telephonic or video appearance for good cause. Generally, pretrial conferences and status conferences will be converted to telephone-appearance only. No jury trials will take place during the health emergency.
2. **Health and Hygiene Practices.** All parties and attorneys appearing for Court proceedings should exercise good health and hygiene practices as recommended by the Centers for Disease Control, the Ohio Director of Health, and the Paulding County Health Department, including but not limited to hand-washing upon entry into the

courthouse, frequent hand-washing once inside the courthouse, and maintaining six feet between persons. All persons entering the courthouse will be required to have their temperature taken using a no-touch forehead thermometer. Anyone whose temperature registers 100.4 degrees Fahrenheit or above will not be permitted to enter the courthouse.

3. **Courtroom Access.** The Court is restricting access to Court proceedings. For any in-person proceedings taking place at the courthouse, only parties and witnesses will be allowed in the courthouse for the proceedings. Witnesses should remain in their vehicles until they are called to testify. Any nonparties, including spouses, family, friends, and support people, must remain outside the courthouse.
4. **Clerk's Office Access.** The Court is restricting physical access to the Clerk's Office; however, the Clerk's office remains open and available for communication by telephone, fax, and email during its normal business hours, 8:00 a.m. and 4:30 p.m., excluding weekends and government holidays. In situations where a physical visit to the Clerk's Office cannot be avoided in order to access an essential service, an appointment will be required and can be arranged by contacting the Clerk's Office. All nonessential access to Clerk's Office—for example, for genealogy research—is suspended during the health emergency.
5. **Filings.** The Court will accept filings by:
 - a. mail to 115 North Williams Street, Suite 202, Paulding, Ohio 45879;
 - b. fax to (419) 399-8261;
 - c. email to sally@pauldingprobatecourt.com (Probate) or to kayla@pauldingjuvenilecourt.com (Juvenile);
 - d. by placing the filing in an envelope marked "Probate/Juvenile Court," including the case number if one has been assigned, and placing it in the drop-box in the west side/Williams Street door to the courthouse.
6. **Payments.** Payment can be made by cash, check, or money order. You may send your payment via mail to the Court at 115 North Williams Street, Suite 202, Paulding, Ohio 45879, or you may put your payment in an envelope marked "Probate/Juvenile Court" and place it in the drop-box in the west side/William Street door to the courthouse. Please accompany any payment with a case number, if one has been assigned. If you do not know your case number, please call prior to dropping off the payment.
7. **Records Requests.** Records requests may be made by telephone (419-399-8256 for Probate; 419-399-8255 for Juvenile), email (sally@pauldingprobatecourt.com for Probate; kayla@pauldingjuvenilecourt.com for Juvenile); mail (115 North Williams Street, Suite 202, Paulding, Ohio 45879); or fax (419-399-8261). Please include your name, phone number, and address in your records request. Once the Clerk's Office determines if payment is required (based on the request), you will be notified by the

Clerk's Office of the payment due, and arrangements will be made to supply the records to you by email, fax, or mail.

8. **Contact Information.** The Probate Clerk may be reached at (419) 399-8256 or sally@pauldingprobatecourt.com. The Juvenile Clerk may be reached at (419) 399-8255 or kayla@pauldingjuvenilecourt.com. The Court's fax number is (419) 399-8261. The Probate Court website is www.pauldingprobatecourt.com. The Juvenile Court website is www.pauldingjuvenilecourt.com.

PROBATE COURT:

1. **Court Proceedings.** All non-emergency hearings, pretrial conferences, and status conferences will be continued or converted to telephonic-appearance or videoconference-appearance only as the Court deems necessary. If you are scheduled to appear in Probate Court, please contact your attorney to determine if your proceeding is rescheduled or converted to telephonic-appearance only. If you do not have an attorney, please contact the Clerk's Office at (419) 399-8256 to inquire as to the status of your case. In all emergency cases, such as emergency guardianship and civil commitment cases, the applicants shall make contact with the Clerk's Office at (419) 399-8256 as soon as possible so that arrangements for the proceedings may be made.
2. **Marriage Licenses.** At this time, the Probate Court is still issuing marriage licenses. If you require a marriage license, please complete the online application prior to coming to the courthouse. The online application can be accessed by clicking on the "Marriage Licenses Application" link in the upper righthand corner of the Court's website: www.pauldingprobatecourt.com. Once you have completed the online application, please call the Clerk's Office at (419) 399-8256 to schedule an appointment so that Court staff may meet you at the front (east side/Main Street) entrance to the courthouse. If you do not have access to a computer or the internet, please call the Clerk's Office at (419) 399-8256 to arrange for completion of your marriage license application.
3. **Online Records.** The Probate Court has an online record search available by clicking on "Record Search" in the upper righthand corner of the Court's website: www.pauldingprobatecourt.com. Docket information is generally available for probate cases from August 2005 to the present.
4. **Title Searching.** Any land professional requiring to search the records of the Probate Court shall first contact the Clerk's Office at (419) 399-8256 to inform the Clerk's Office of the land professional's request and contact information. The Clerk's Office remains open and available by telephone during its normal business hours, 8:00 a.m. and 4:30 p.m., excluding weekends and government holidays. The Clerk's Office will make every effort to timely accommodate the request digitally and remotely—for example, by emailing a digital copy of the case file to the land professional. If the request of the land professional cannot be accommodated remotely, then an appointment will be scheduled, at which time the land professional may physically access the Clerk's Office. An appointment will be required to gain physical access to the Clerk's Office.

5. **Certified Copy of Marriage Certificate.** If you require a certified copy of your marriage certificate, please call the Clerk's Office at (419) 399-8256 and provide the following information: your name (including maiden name, if applicable), your spouse's name (including maiden name, if applicable), and the date of your marriage. The clerk will arrange for accepting payment (\$3.00 per copy if married prior to August 2005; \$1.00 per copy if married August 2005 or after). Once payment is received, the clerk will arrange for mailing the certified copy to you (preferred) or making the certified copy available to be picked up at the front (east side/Main Street) entrance to the courthouse.

JUVENILE COURT:

1. **Court Proceedings Status.** If you are scheduled to appear in Juvenile Court, please contact your attorney to inquire about the status of your proceeding. If you do not have an attorney, please contact the Clerk's Office at (419) 399-8255 to inquire about the status of your proceeding.
2. **Pretrial and Status Conferences.** All pretrial conferences and status conferences shall be conducted by telephone between counsel on or before the scheduled date and time. Counsel shall, prior to the pretrial conference or status conference occurring, have appropriate contact with their clients and shall have reviewed with their clients all discovery. At the scheduled date and time for the conference, the conference will be conducted by telephone with the Court, with instructions supplied to the parties and counsel by journal entry beforehand, on a case-by-case basis. If you do not have an attorney, please contact the Clerk's Office at (419)399-8255 to inquire as to the status of your case.
3. **Trials and Hearings.** The Court will decide on a case-by-case basis whether to reschedule or convert to telephonic-appearance or videoconference-appearance only trials, final hearings, adjudicatory hearings, and dispositional hearings in all types of cases in Juvenile Court. Unless otherwise contacted by their counsel or the Clerk's Office, parties **shall appear** for any scheduled trials, final hearings, adjudicatory hearings, and dispositional hearings.
4. **Shelter Care and Detention Hearings.** Shelter care hearings and detention hearings will take place as required by the Rules of Juvenile Procedure; however, those hearings will be conducted by telephone or videoconference whenever possible. Parents of any child who is the subject of a shelter care hearing or detention hearing shall contact their counsel or the Clerk's Office at (419) 399-8255 to obtain the appropriate call-in information.
5. **Review Hearings.** The Court will decide on a case-by-case basis whether to reschedule review hearings or convert them to telephonic-appearance or videoconference-appearance only.

6. **Traffic.** All juvenile traffic cases will be continued during the health emergency. Please contact the Clerk's Office at (419) 399-8256 to inquire about the status of your traffic case.

JUVENILE PROBATION AND DIVERSION:

1. **Office and Home Visits.** Generally, meetings and visits with youth on probation, diversion, or pretrial supervision shall be conducted by telephone. When deemed necessary, the Probation Officer or Diversion Officer may schedule an in-person meeting or visit with the youth and family, utilizing outdoor meetings whenever possible.
2. **Contacting Your Officer.** Youth on probation, diversion, or pretrial supervision should contact their Probation Officer or Diversion Officer by email or text message. If you are leaving a message for the Officer, please leave your name and a phone number at which you may be reached. If you do not receive a response from your Officer within 24 hours, please contact the Juvenile Clerk at kayla@pauldingjuvenilecourt.com or (419) 399-8255. The contact information for Probation and Diversion staff is as follows:
 - a. Chief Probation Officer Elizabeth Zartman: 419-399-8262; elizabeth@pauldingjuvenilecourt.com.
 - b. Probation Officer Dustin Westhoven: 419-399-8260; dustin@pauldingjuvenilecourt.com.
 - c. Probation/Diversion Officer Shelby Reinhart: 419-399-6128; shelby@pauldingjuvenilecourt.com.
 - d. Assessment Center Director/Diversion Officer Melinda Wenzlick: 419-670-8404; melinda@pauldingjuvenilecourt.com.

Unless modified on a case-by-case basis, these policies and procedures shall become effective immediately.

IT IS SO ORDERED.

Dated: March 30, 2020


Michael A. Wehrkamp, Judge