



Court of Common Pleas

HAMILTON COUNTY COURT HOUSE
1000 MAIN STREET, ROOM 520
CINCINNATI, OHIO 45202-1217

JUDGE

CHARLES J. KUBICKI, JR.

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ANNOUNCEMENT: ADMINISTRATIVE ORDER - COURTHOUSE ACCESS

March 24, 2020

On Sunday, Governor Mike DeWine announced a stay at home order issued by Ohio Department of Health Director, Dr. Amy Acton, which went into effect at 11:59 p.m. on March 23, 2020. As part of the new directive, all individuals living in the State of Ohio are ordered to stay at home with limited exceptions for health and safety reasons, and all non-essential businesses have been ordered to close.

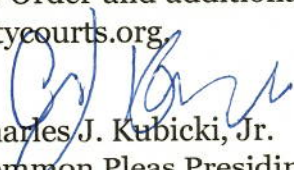
In an effort to comply with the latest directives from the State of Ohio and to continue to take necessary measures to keep our staff and the public safe while providing essential services, effective immediately, access to the Courthouse will be limited to those who are conducting or are necessary to critical court proceedings. Only certain criminal matters involving individuals in custody will proceed as will emergency civil matters as detailed in an Administrative Order that I issued today. Aside from necessary County and Court staff, only attorneys, witnesses, victims, the press, law enforcement officers, and no more than two immediate family members of incarcerated defendants will be permitted to observe the critical court proceedings identified in the Administrative Order. In addition, individuals who have sex offender or arson offender reporting or registration requirements will be permitted to enter the Courthouse for that purpose.

Additionally, all civil filings must be made electronically through the Clerk of Courts e-filing portal, except for temporary restraining orders and civil stalking protection orders which must be filed in person at the Clerk's Office in the Hamilton County Justice Center. All electronic civil filings will be deemed accepted on the date submitted without regard to when the Clerk is able to process them due to limited staffing.

The Administrative Order does not prevent the Court from considering motions that can be resolved without in-court appearances. Telephonic conferences on civil matters may proceed as appropriate at the discretion of the individual judge.

We encourage everyone **prior to their scheduled court date** to contact their attorney, or if they do not have an attorney, the courtroom of the assigned judge before coming to the Courthouse.

The March 24, 2020 Administrative Order and additional information can be found on the Court's website at hamiltoncountycourts.org.


Charles J. Kubicki, Jr.
Common Pleas Presiding and Administrative Judge

COURT OF COMMON PLEAS, GENERAL DIVISION
HAMILTON COUNTY, OHIO

M 200002

IN RE: COURTHOUSE ACCESS UNDER :
EXIGENT CIRCUMSTANCES : ADMINISTRATIVE
CREATED BY COVID-19 : ORDER
:

In response to the evolving public health crisis created by the local outbreak of COVID-19 and the actions taken by federal, state, and local officials, this Court issued Joint Administrative Order M200001 with the Hamilton County Municipal Court on March 13, 2020, limiting operations at the Hamilton County Courthouse at 1000 Main Street. Given the increasing severity of the risk posed to the public, Ohio governor Mike DeWine recently announced that Ohio Department of Health Director, Dr. Amy Acton has issued an order, effective March 23, 2020 at 11:59 p.m., requiring Ohio residents to stay at home with limited exceptions, and all non-essential businesses have been ordered closed.

In an effort to comply with the latest directives from the State of Ohio and to continue to take necessary measures to keep Court staff and the public safe while providing critical court services, access to the Courthouse will be limited, effective Tuesday, March 24, 2020 and until April 6, 2020 unless otherwise ordered by the Court, as follows:

1. Access to the Hamilton County Courthouse is hereby limited to those whom are conducting or necessary to critical court proceedings. For purposes of this Order, "critical court proceedings" are limited to:
 - a. Criminal matters involving individuals in custody and set (docketed) for:
 - i. Sentencing;
 - ii. Plea (does not include cases set for "Plea or Trial Setting");
 - iii. In-person hearing on motion to modify bond; and,
 - iv. Probation violation.
 - b. Emergency civil matters, which are limited to:
 - i. Motion for Temporary Restraining Order;
 - ii. Civil Stalking Protection Order; and,
 - iii. Pending garnishment hearing.
 - c. Individuals who are required to report to the Hamilton County Sheriff's Office within the Courthouse to fulfill sex offender registration and arson offender registration requirements under Ohio law shall be admitted for reporting purposes.

CLERK OF COURTS
HAMILTON COUNTY, OH
CRIMINAL TRAFFIC-4

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- d. Law enforcement officers with search warrants.
2. Aside from essential County and Court staff, access to the Courthouse shall be permitted only to individuals necessary to critical court proceedings, as defined herein, and are limited to:
 - a. Attorneys, witnesses, and victims;
 - b. Law enforcement officers with search warrants;
 - c. The press;
 - d. Parties to emergency civil matters; and,
 - e. No more than two (2) immediate family members of parties will be permitted to observe critical court proceedings. For purposes of this Order, "immediate family members" include: a spouse or partner; parents; siblings; and children. Minor children may be prohibited at the discretion of the individual judge.
 3. Judges and judicial officers may conduct in-court emergency civil matters, which include civil stalking protection orders and motions for temporary restraining orders, as necessary. Petitioners and attorneys associated with such emergency civil matters will be permitted to enter the Courthouse with file-stamped copies. All such emergency civil matters shall be filed in-person at the Clerk of Court's Office at the Hamilton County Justice Center.
 4. All civil filings, except for the emergency civil matters described herein, must be filed electronically through the Clerk of Courts e-filing portal. All such civil filings will be deemed accepted and filed on the date submitted without regard to when the Clerk of Courts is able to process filings due to reduced staffing within the Clerk's Office.
 5. The measures taken in this Administrative Order, which are intended to facilitate the above-referenced March 23, 2020 Stay at Home Order, does not affect the Court's consideration of motions that can be resolved without in-court appearances. Telephonic conferences on civil matters may proceed as appropriate at the discretion of the individual judge.
 6. With regard to criminal matters, due to the effect of public health orders and recommendations on the availability of counsel and court staff to be present in the courtroom, the continuances implemented by this Administrative Order, are subject to R.C. 2945.72(H), "Extension of Time for Hearing or Trial." The Courts specifically find the public health interests are paramount and the ends of justice are best served by this Administrative Order. To the extent this Order conflicts with the March 13, 2020 Joint Administrative Order, this order supersedes the March 13, 2020 Joint Administrative Order.

7. The Chief Deputy Jury Commissioner is hereby ordered to suspend summons for petit juries until further order of the Court.
8. Anyone authorized to enter the Courthouse under this Order shall be required to follow all applicable public health guidelines.

IT IS SO ORDERED.



Hon. Charles J. Kubicki, Jr.
Presiding Judge, Court of Common Pleas
Administrative Judge, General Division

MAR 24, 2020

Date