

COURT OF COMMON PLEAS, GENERAL DIVISION  
HAMILTON COUNTY, OHIO

M20002

IN RE: COURTHOUSE ACCESS UNDER :  
EXIGENT CIRCUMSTANCES : **AMENDED**  
CREATED BY COVID-19 : **ADMINISTRATIVE**  
 : **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. Similarly, on March 24, 2020 this Court issued an Administrative Order to limit access to the Hamilton County Courthouse at 1000 Main Street to comply with the Ohio Department of Health Director, Dr. Amy Acton's public health order, effective March 23, 2020 at 11:59 p.m., requiring Ohio residents to stay at home and closing all non-essential businesses.

The Court's March 24, 2020 Administrative Order limiting access to the Courthouse was effective March 24, 2020 until April 6, 2020 unless otherwise ordered by the Court. Given the continued threat to public safety caused by the COVID-19 crisis and the continuance of the stay at home order announced April 2 and effective April 6 until May 1, 2020 issued by the State of Ohio, the March 24, 2020 Administrative Order is hereby extended until May 1, 2020, or until further order of the Court.

More specifically, in an effort to keep Court staff and the public safe while providing critical court services and as provided in the March 24, 2020 Administrative Order, access to the Hamilton County Courthouse and services provided therein are ordered limited as follows:

1. Access to the Hamilton County Courthouse is hereby limited to those whom are conducting or are 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.

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- 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.
    - 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 Court specifically finds the public health interests are paramount and the ends of justice are best served by this Amended Administrative Order. To the extent this Order conflicts with the March 13, 2020 Joint Administrative Order, or the March 24, 2020 Administrative Order, this Amended Administrative Order supersedes.

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 Amended Administrative Order shall be required to follow all applicable public health guidelines.

IT IS SO ORDERED.



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

APRIL 6, 2020

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Date

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