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DELAWARE  
MUNICIPAL COURT  
DELAWARE, OHIO

2020 MAR 16 PM 3:35

IN THE DELAWARE MUNICIPAL COURT  
DELAWARE COUNTY, OHIO

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

CINDY DINOVO  
CLERK

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The Administrative Judge of the Delaware Municipal Court hereby issues an Administrative Order in response to the public health emergency created by the outbreak of the Coronavirus Disease 2019 (COVID-19). There are many confirmed cases of COVID-19 in the State of Ohio, in response to which the Governor of the State of Ohio, Michael DeWine, issued an Executive Order declaring a state of emergency, which among other things, limits large indoor gatherings. Local officials at the county and city level have followed suit. The Governor's declaration follows the Centers for Disease Control and Prevention (CDC), "Interim Guidance," recommending that all employers consider how best to decrease the spread of COVID-19. On March 11, 2020, the World Health Organization officially declared COVID-19 to be a global "pandemic" requiring "urgent and aggressive action" to control the spread of the virus.

With regard to criminal matters, due to the effect of the above public health recommendations on the availability of counsel and court staff to be present in the courtroom, and the court's reduced ability to obtain the adequate spectrum of jurors, 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 Joint Administrative Order.

Given the severity of the risk posed to the public, the CDC mandate, and Governor's declaration, it is hereby ORDERED that effective Tuesday, March 17, 2020:

- (1) JURY TRIALS: All jury trials, civil or criminal, are hereby suspended to a date after April 20, 2020; the court will set specific dates by individual entries.
- (2) CIVIL AND CRIMINAL:
  - a. Any civil or criminal matters scheduled before any judge or magistrate, and any associated deadlines are continued to at least April 20, 2020 (the Court will set specific dates by individual entries), except the following:
    - i. Criminal arraignments for incarcerated defendants;
    - ii. Proceedings involving incarcerated defendants at the assigned judge's discretion;
    - iii. Motions for Protection Orders; and
    - iv. Search/Arrest Warrants.
  - b. This Joint Administrative Order does not affect the Court's consideration of civil or criminal motions that can be resolved without oral argument.



- (3) SPECIALIZED DOCKETS: All specialized dockets within this Court are continued until further notice. The Court will contact participants with a new court date as soon as practicable. Please contact the court directly for more information on scheduling.
- (4) CIVIL: Any new civil filings, with accompanying filing fee, should be sent to the Clerk of Court by mail. Please call the Clerk of Court for information at: **740.203.1560**.
- (5) SMALL CLAIMS: The court will continue all previously filed small claims cases to dates beyond April 20, 2020. Any new small claims matters will be scheduled after April 20, 2020.
- (6) EVICCTIONS: All eviction hearings are continued until after April 20, 2020. The parties will receive entries from the Court with new court dates.
- (7) PROCEEDINGS IN AID and GARNISHMENT HEARINGS: All Proceedings in Aid and Garnishment Hearings with a court date between March 17, 2020 and April 20, 2020, are cancelled. These cases will be reset after May 1, 2020. The Court will notify parties of a new court date. In addition, in garnishment cases where the defendant has submitted to the Court a hearing request, the matter will be stayed and no deductions will occur pending further hearing after May 1, 2020.
- (8) For all matters that proceed, the Court will utilize video and telephonic hearings whenever practicable.
- (9) SHOW CAUSE HEARINGS: Any person scheduled for a show cause hearing based on a failure to pay fines and/or costs will receive an additional 90 days to pay from the date currently scheduled. No additional fees or costs will be added based on the delay imposed by the Court. The Court encourages parties to pay via mail by check or money order to the Court. Additionally, payment can be made by telephone or online, although an additional fee will be charged for any online/telephone payment.
- (10) COMMUNITY CONTROL (PROBATION)/PRE-TRIAL SERVICES:
  - a. All Defendants required to check in with Community Control shall do so by telephone or email. Defendants are responsible for calling in or emailing their probation officer at or before their scheduled probation meeting times.
  - b. All Defendants required to make daily calls to determine whether they must submit to a drug screen must continue to make those daily calls.
  - c. Community Control has the discretion to cancel or continue any violation hearings.
  - d. Any Defendants with questions or concerns should contact their community control officers by telephone or email.
- (11) WEDDINGS: Those who have scheduled weddings at the Courthouse are discouraged from having their weddings take place here until at least April 20, 2020. If you wish to reschedule your wedding, call **740.203.1501**. The Court will not schedule any new weddings to take place at the courthouse prior to at least April 20, 2020.
- (12) GENERAL HYGIENE PRACTICES: Only essential parties will be allowed access to the Court. As previously instituted, all persons coming to Court are required to use hand sanitizer immediately prior to entering the court area. All individuals shall practice, when practicable, the recommended six-foot social distancing recommendations of the health experts. If you are sick, do not come to court. Notify your attorney if you are represented. If you represent yourself,

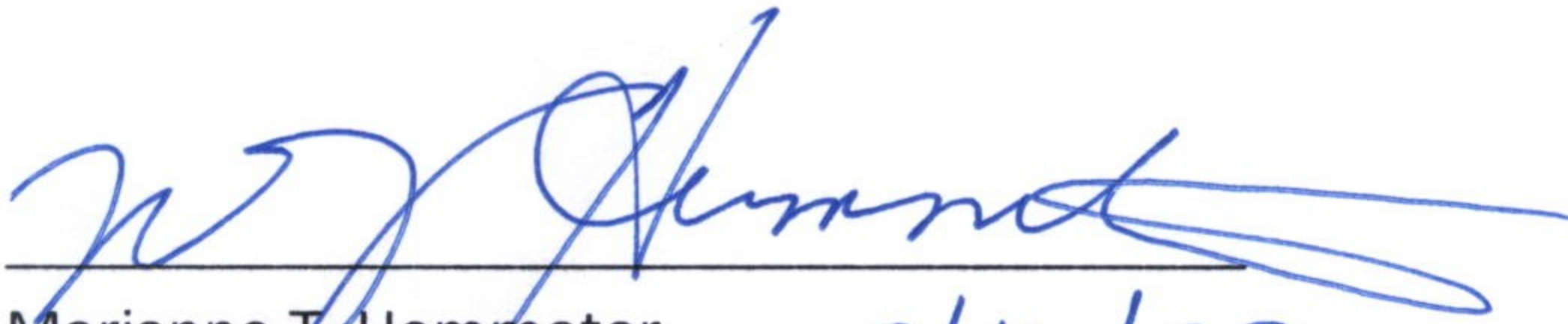


notify the court by phone, email, or fax prior to your scheduled hearing. The fax number is: **740.203.1599**. The email is: [e-filing@municipalcourt.org](mailto:e-filing@municipalcourt.org).

(13)The Delaware Municipal Court shall remain open for essential hearings until further order of the Court. Court staff will be available by telephone. Electronic filing may be made via the email address available on the Court's website ([www.municipalcourt.org](http://www.municipalcourt.org)). The public is encouraged to follow all applicable public health guidelines while utilizing Court services.

The Court will continue to monitor the ongoing COVID-19 situation and adapt when needed to meet our community's need.

**IT IS SO ORDERED.**

  
Marianne T. Hemmeter  
Administrative Judge

3/16/20