

**ALLEN COUNTY COMMON PLESE COURT**  
**PROBATE & JUVENILE DIVISIONS**  
**Allen County Juvenile Detention Center**

**Response to the COVID-19**  
**Public Health Crises**



**March 18, 2020**

**Berlin Carroll, CCE**  
**Court Administrator**

**Allen County Court of Common Pleas: Probate & Juvenile Divisions**  
**Walter J. Roush Juvenile Detention Center**

**Memorandum**

**TO:** All Probate & Juvenile Court Employees

**FROM:** Berlin R. Carroll, Court Administrator

**DATE:** March 18, 2020

**RE:** COVID-19 Response & Directives

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Over the last several days, Judge and I have been working closely with your department heads to develop strategies specific to the needs of Probate and Juvenile Court in response to the COVID-19 public health crisis. This situation remains fluid and has necessitated several changes and updates to be made as we attempted to draft our response. We greatly appreciate the patience, cooperation, and understanding you have shown throughout the last several days. The safety of our employees, as well as that of the families and youth we serve are, and will remain, our top priority. Accompanying this memorandum are copies of the notice Judge Derryberry has sent to the Allen County Bar Association as well as temporary orders he has enacted specific to Probate and Juvenile Court individually. Please familiarize yourself with the content of these temporary orders as they contain our specific responses to this pandemic and guide, inform, and direct our operational practices going forward into the foreseeable future. In addition, please consider the following (listed in no particular order of importance) to be effective immediately and to remain in effect until otherwise directed.

- All employees will submit to a self-administered, non-invasive health screen upon initial entry into any court operated facility. Employees entering more than one facility must complete this screen at each facility.
- Employees are to wash or sanitize their hands after handling any documents, cash, or items handed to them by anyone conducting business as the court. Use gloves when available to process the mail.
- Employees are to practice social distancing and maintain separation of 6 feet whenever possible.
- Employees are not to share electronic devices such as cell phones, tablets, pens, etc.
- Employees are to wash their hands several times a day and are directed to remind each other of the need to maintain social distancing, appropriate hygiene, and safe practices (such as coughing into the arm rather than the hands).
- Doors should remain open whenever possible to minimize the need to touch and use door knobs.
- All in-person contact & communication with non-employees is to be avoided unless specifically authorized.
- The juvenile detention center has been placed under quarantine. See temporary orders.
- The community control offices are closed to non-employees.
- All internships, programming, and services provided by non-employees in all departments are suspended.
- Do not schedule meetings at court facilities without permission from Court Administration
- Do not attend meetings in the community without permission from Court Administration
- All staff persons working should be prepared to be reassigned to other duties as necessary to maintain essential court operations; including work in the juvenile detention center.
- All staff persons should be prepared to work amended schedules or work from home as directed. To assist with completing time reports, please refer to the following definitions:
  - Work from Home: When you have been assigned to work from home by the Judge, Court Administrator, or your department head; please report this as regular time worked on your time report.
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"What gets measured gets performed! What gets performed well gets rewarded! What gets rewarded gets repeated!"

- Paid Administrative Leave: When directed to stay home by the Judge, Court Administrator, or your department head for any purpose beyond your control. Paid Administrative Leave does not infer employee discipline and should be reported as leave with pay on your time report.
- Leave without pay: A temporary status an employee may be placed under for reasons relating to employee discipline, investigations into work rules violations, or when sent home for insubordination (i.e. refusing to comply with employee health screen directive).
- Temporary procedures on Applications of Indigency: Applications, instructions for completion, and postage paid return envelope will be provided to individuals seeking court appointed counsel in court by the Legal Assistants.

Some participation with outside agencies and contact with non-employees will be necessary for the Court to conduct its business. This will be approved on a case by case basis. Please direct any questions to your Department Head and or to me directly. Finally, Given the continued developing nature of this crisis, these directives are subject to change frequently and with little notice.

Thank you again for your cooperation and understanding.



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**Berlin Carroll, CCE**  
**Court Administrator**

**SUPPLEMENTAL MEMO TO ALLEN COUNTY BAR ASSOCIATION  
FROM JUDGE DERRYBERRY**

FROM: Judge Glenn H. Derryberry

TO: Allen County Attorneys

RE: Supplement to Memorandum from Common Pleas Judges dated March 16, 2020

DATE: March 18, 2020

This Memo is to supplement the information sent to members of the Bar by the Common Pleas Judges on March 16, and will generally outline the procedures we expect to utilize at the Probate and Juvenile Court. Please understand that the circumstances of this COVID-19 pandemic are highly fluid and that the procedures set forth are subject to change with short notice as circumstances change.

#### **JUVENILE COURT DELINQUENCY, UNRULY AND TRAFFIC CASES**

Effective beginning Tuesday, March 17, 2020, all Delinquency Pre-trials will be held by phone call between the Assistant Prosecuting Attorney and Defense Counsel. The Court will not directly participate in the Pre-trial Conference. Pre-trials which are already scheduled to be held at the Court will instead be held by phone call between the Assistant Prosecuting Attorney and Defense Counsel on the same date and time as previously assigned. The Assistant Prosecuting Attorney will complete and sign the Pre-trial Conference Report Form, note Defense Counsel's approval, and send the Form to the Court and Defense Counsel via email. The Court will then file stamp the Form, it will be reviewed by the assigned Hearing Officer and assigned accordingly (i.e., for adjudicatory hearing, change of plea, or otherwise) as time is available after June 15, 2020. Most evidentiary hearings now scheduled will be continued and reassigned as time is available after June 15, 2020. The Court may, on a case by case basis, consider scheduling any necessary Hearings prior to that date if the Child is being held in Detention or under other special circumstances. **Continuances and reassignments of all Hearings will be addressed by separate Entry filed in each case.**

In more recently filed cases for which no Pre-trial date has been assigned, the Assistant Prosecuting Attorney and Defense Counsel will be directed to hold a Pre-trial Conference by phone, and to complete and submit the Pre-trial Conference Report Form in the same manner as described above. The Court will not schedule the time for those telephonic Pre-trials to be held by the Assistant Prosecuting Attorney and Defense Counsel, but will simply establish the date by which the Pre-trial Conference is to be held and the Form submitted.

#### **JUVENILE COURT CUSTODY, PARENTING TIME, VISITATION, AND SUPPORT CASES**

Effective beginning Tuesday, March 17, 2020, all currently scheduled Pre-trials and Hearings involving custody, parenting time and visitation matters will be vacated and reassigned to be held after June 15, 2020. **Continuances and reassignments of all Hearings will be addressed by separate Entry filed in each case.** Counsel are encouraged to conduct informal conferences and attempt to resolve the cases and to submit agreed entries when possible. The Court will accept and journalize Agreed Entries

with all necessary signatures without scheduling a formal hearing. The Court will address motions for temporary orders, including custody, parenting time, and child support without evidentiary hearing in the manner prescribed in Local Rule 8. Under that Rule, the Movant is to submit supporting Affidavits with the Motion and the Respondent is afforded until 14 days after service in which to file any Response with contra Affidavits. After the Court has ruled on the Motion based in the supporting Affidavits, if a party then requests a Hearing pursuant to Local Rule 8.4, that Hearing will be scheduled as time is available after June 15, 2020.

#### **JUVENILE COURT PROCEEDINGS REGARDING CHILD SUPPORT**

Effective beginning March 17, 2020, all hearings currently scheduled on the Title IV-D Child Support docket will be vacated and will be reassigned as time is available after June 15, 2020. **Continuances and reassignments of all Hearings will be addressed by separate Entry filed in each case.**

#### **JUVENILE COURT DEPENDENT, NEGLECT, AND ABUSE CASES**

Effective beginning March 17, 2020, all currently scheduled Preliminary Conferences will be vacated and will not be reassigned. Most currently scheduled Adjudicatory and Dispositional Hearings will remain on the Court's docket to be heard on the dates and times assigned. Most post-dispositional Hearings (such as Motions for Extension of Temporary Custody or Protective Supervision, Motions for Modification of Disposition, Motions to Terminate, Motions for Legal Custody, Motions for Permanent Custody, and Review Hearings) will be vacated and reassigned as time is available after June 15, 2020. **Continuances and reassignments of all Hearings will be addressed by separate Entry filed in each case.**

#### **PROBATE COURT GUARDIANSHIP PROCEEDINGS**

The Court will continue to address Emergency 72 Hour Guardianship Application in the manner prescribed in Local Rule 66.03(A). Motions for 30 Day Extension of the Emergency Guardianship will continue to be assigned and heard in Court with an evidentiary hearing within 72 hours of the issuance of the Emergency Order. The Court will consider any additional extensions of the Emergency Order beyond the 30 days on a case by case basis, with or without formal evidentiary hearing, and based on the supporting Affidavits submitted in support of each requested extension. Applications for Appointment of Guardian which are not requested as an emergency will be assigned as time is available after June 15, 2020.

#### **PROBATE COURT INVOLUNTARY MENTAL HEALTH TREATMENT CASES**

There will be no change in the process for handling involuntary mental health treatment cases and hearings.

#### **PROBATE COURT ESTATE CASES**

Estate cases, including releases and summary releases, will largely be handled as in the past. Hearings on most matters that do not need to be expedited will be assigned as time is available after June 15, 2020. **Continuances and reassignments of all Hearings will be addressed by separate Entry**

**filed in each case.** Informal hearings which need to be assigned in order to establish deadlines for Exceptions and other filings (Hearings on Inventory, Hearings on Accounts) may continue to be scheduled on a case by case basis as determined by the Court, but with the understanding that appearance will not be required of counsel or the parties unless otherwise directed by the Court. Please indicate on any Notices sent out on behalf of the Fiduciary for those specific types of hearings that the party receiving the Notice is not required to attend.

#### **PROBATE COURT NAME CHANGES**

New Applications for Change of Name will be assigned as time is available after June 15, 2020. Most Applications pending at this time will be continued and reassigned to a date after June 15, 2020. **Continuances and reassignments of all Hearings will be addressed by separate Entry filed in each case.**

#### **PROBATE COURT ADOPTIONS**

The Court anticipates that most hearings on adoptions will be continued and reassigned as time is available after June 15, 2020. However, some uncontested Hearings that are scheduled to be heard in the very near future remain scheduled. **Continuances and reassignments of all Hearings will be addressed by separate Entry filed in each case.**

#### **COURT COSTS**

Court cost deposits for new filings and case reopenings will be accepted only by 1) online credit card payments through the web site of each Court or 2) by check sent through the mail. Payments through the web sites can be made by accessing each Court's home page and clicking on the box on the right side of the page below the language "Make a Payment." For those without computer access, there is a laptop located in the lobby of each Court which can be utilized to make the credit card payments online. During this time, checks or cash will not be accepted in person in either Clerk's Office.

#### **ADDITIONAL INFORMATION**

In order to reduce traffic on the buildings, and minimize exposure to the staff and the public, all filings with the Probate and Juvenile Courts should be submitted via facsimile or by email at the following:

**JUVENILE:** fax – 419. 222.7403

Email – [juvenilefilings@allencountyohio.com](mailto:juvenilefilings@allencountyohio.com)

**PROBATE:** fax – 419.221.3432

Email – [probatefilings@allencountyohio.com](mailto:probatefilings@allencountyohio.com)

For those without fax or email capability (including pro se litigants) a kiosk will be set up in each court lobby which will enable documents to be scanned and filed. If documents are filed by fax or email, counsel must retain the original document in his or her records to be produced at the request of the Court (Juvenile Court Local Rule 17.1(C) and Probate Court Local Rule 3.09(A)(3)). Although we are trying

to limit the filing of hard copy documents with the Courts, both Courts are at this point still accepting limited hard copy filings by mail.

**Continuances and reassignments of all Hearings will be addressed by separate Entry filed in each case.** If you have any questions as to whether your specific hearing has been continued, please contact the appropriate Clerk's office. Your patience during this crisis is appreciated and the Court will try to keep you informed of any changes in procedure during this fluid and complicated time.

In consideration of the current COVID-19 pandemic crisis, the Court will not at this time schedule a Pre-trial at the Juvenile Court facility. Pursuant to the Special Temporary Order issued by the Court on March 18, 2020, counsel are directed to conduct a telephonic Pre-trial without the direct involvement of the Court, to complete a Pre-trial Conference Report Form (JC-2), and to file the Form with the Court not later than thirty (30) days from the date of this Entry.

**SPECIAL ORDERS FOR ALLEN COUNTY PROBATE COURT  
IN RESPONSE TO THE COVID-19  
PUBLIC HEALTH EMERGENCY**

**IN THE COURT OF COMMON PLEAS, ALLEN COUNTY, OHIO**  
**PROBATE DIVISION**

IN THE MATTER OF:	:	
	:	
SPECIAL ORDERS INVOKING CERTAIN	:	JOURNAL ENTRY
RESTRICTIONS ON THE USE, OCCUPANCY,	:	
AND TRAFFIC WITHIN THE	:	
ALLEN COUNTY PROBATE COURT	:	MARCH 18, 2020
	:	

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This matter is before the Court for consideration of Special Temporary Order in response to the COVID-19 (Coronavirus) public health crisis.

For the purpose of this entry and order, 'the Court' shall refer to the Probate Division of the Allen County Common Pleas Court and, 'the courthouse' shall refer to the Probate Court offices located on the Third Floor of the Allen County Courthouse located at 300 N. Main St., Lima, Ohio.

**IT IS HEREBY ORDERED:**

1. **EMPLOYEE ENTRANCE & HEALTH SCREENING:**
  - a. All employees are directed to stay within your primary work and avoid other areas as much as possible to prevent unnecessary exposures.
  - b. All employees are required to complete a self-assessment health care screening regarding the COVID-19 Virus daily upon first entry into any court facility and to immediately report any affirmative responses they have to the questions to their department head or, if unavailable, to Court Administration.
  - c. Employees who development symptoms of illness while on duty shall immediately report the same to their department head or, if unavailable, to Court Administration.
2. **CONDUCT WITHIN THE COURTHOUSE:** Only attorneys, parties, and witnesses (and limited media when requested and approved) will be permitted into the Courthouse for scheduled proceedings. All individuals entering the Courthouse shall be subject to the following:
  - a. No individual, including but not limited to court employees, county employees, attorneys, litigants, or members of the public, shall enter or remain in the Courthouse if ANY of the following apply:
    - He or she has a fever of 100.4°F or higher;
    - He or she exhibits all three of the following symptoms:
      - Respiratory Symptoms such as chronic cough
      - Sore throat

- Shortness of breath
    - He or she as traveled out of the country in the last 14 days
    - He or she has been in contact with a person who is under observation or has tested positive for the coronavirus.
  - b. Any person entering the courthouse may be subject to health care screening or non-invasive testing including, but not limited to, the taking of body temperature using a touch-free thermometer, and exclusion from admission based upon the results of such screening or testing.
  - c. All persons shall maintain appropriate social distancing of 4-6 feet wherever possible to do so. Traditional courthouse decorum that encourages close contact whispering, etc. intended to not disturb courtroom proceedings shall become, and remain, secondary to maintaining appropriate social distancing.
  - d. To the extent possible, interaction between individuals and court staff shall be done electronically by phone, fax, email, text, skype, etc.
- 3. **PROBATE COURT GUARDIANSHIP PROCEEDINGS**
- 4. The Court will continue to address Emergency 72 Hour Guardianship Application in the manner prescribed in Local Rule 66.03(A). Motions for 30 Day Extension of the Emergency Guardianship will continue to be assigned and heard in Court with an evidentiary hearing within 72 hours of the issuance of the Emergency Order. The Court will consider any additional extensions of the Emergency Order beyond the 30 days on a case by case basis, with or without formal evidentiary hearing, and based on the supporting Affidavits submitted in support of each requested extension. Applications for Appointment of Guardian which are not requested as an emergency will be assigned as time is available after June 15, 2020.
- 5. **PROBATE COURT INVOLUNTARY MENTAL HEALTH TREATMENT CASES**
- 6. There will be no change in the process for handling involuntary mental health treatment cases and hearings.
- 7. **PROBATE COURT ESTATE CASES**
- 8. Estate cases, including releases and summary releases, will largely be handled as in the past. Hearings on most matters that do not need to be expedited will be assigned as time is available after June 15, 2020. Informal hearings which need to be assigned in order to establish deadlines for Exceptions and other filings (Hearings on Inventory, Hearings on Accounts) may continue to be scheduled on a case by case basis as determined by the Court, but appearance of the fiduciary and counsel will not be required unless otherwise directed by the Court. Counsel for the Fiduciary is directed to indicate on any Notices sent out on behalf of the Fiduciary for those specific types of hearings that the party receiving the Notice is not required to attend.
- 9. **PROBATE COURT NAME CHANGES**
- 10. New Applications for Change of Name will be assigned as time is available after June 15, 2020. Most Applications pending at this time will be continued and reassigned to a date after June 15, 2020.
- 11. **PROBATE COURT ADOPTIONS**
- 12. The Court anticipates that most hearings on adoptions will be continued and reassigned as time is available after June 15, 2020. However, some uncontested Hearings that are scheduled to be heard in the very near future remain scheduled. Please contact the Court for information as to whether your adoption case will proceed as scheduled.

13. **COURT COSTS:**

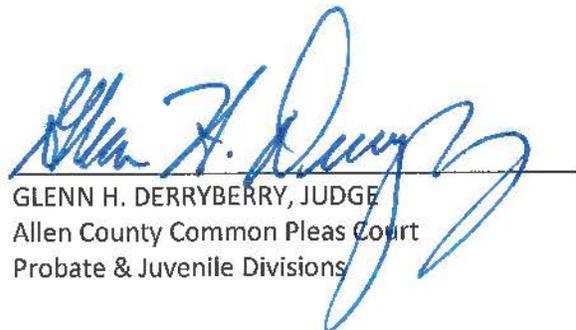
- a. Court cost deposits for new filings and case reopening will be accepted only by 1) online credit card payments through the Court's web site, or 2) by check sent through the mail.
- Payments through the web site can be made by accessing the Court's home page and clicking on the box on the right side of the page below the language "Make a Payment."
  - For those without computer access, there is a laptop located in the lobby of the Court which can be utilized to make the credit card payments online.
  - During this time, checks or cash will not be accepted in person in the Clerk's Office.

14. **ADDITIONAL INFORMATION:**

- a. In order to reduce traffic in the buildings, and to minimize exposure to the staff and the public, all filings with the Probate Court should be submitted via facsimile or by email at the following:
- fax – 419. 221.3423
  - Email – [probatefilings@allencountyohio.com](mailto:probatefilings@allencountyohio.com)
- b. For those without fax or email capability (including pro se litigants) a kiosk will be set up in the court lobby which will enable documents to be scanned and filed.
- c. If documents are filed by fax or email, counsel must retain the original document in his or her records to be produced at the request of the Court (Probate Court Local Rule 3.09(A)(3)).
- d. Although we are trying to limit the filing of hard copy documents with the Court, the Court is at this point still accepting limited hard copy filings by mail.
- e. Continuances and reassignments of Hearings will be addressed by separate Entry filed in each case.
- If you have any questions as to whether your specific hearing has been continued, please contact the Clerk's office.

This entry and order is effective March 17, 2020 and shall remain so until further order of the Court.

**IT IS SO ORDERED.**

  
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GLENN H. DERRYBERRY, JUDGE  
Allen County Common Pleas Court  
Probate & Juvenile Divisions

**SPECIAL ORDERS FOR ALLEN COUNTY JUVENILE COURT  
IN RESPONSE TO THE COVID-19  
PUBLIC HEALTH EMERGENCY**

**IN THE COURT OF COMMON PLEAS, ALLEN COUNTY, OHIO  
JUVENILE DIVISION**

IN THE MATTER OF:	:	
	:	
SPECIAL ORDERS INVOKING CERTAIN	:	JOURNAL ENTRY
RESTRICTIONS ON THE USE, OCCUPANCY,	:	
AND TRAFFIC WITHIN THE DAVID O.	:	
STEINER JUVENILE SERVICES CENTER AND	:	MARCH 18, 2020
THE ALLEN COUNTY JUVENILE TREATMENT	:	
AND DETENTION CENTER	:	

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This matter is before the Court for consideration of Special Temporary Order in response to the COVID-19 (Coronavirus) public health crisis.

For the purpose of this entry and order, 'the Court' shall refer to the Juvenile Division of the Allen County Common Pleas Court and, 'the courthouse' shall refer to the David O. Steiner Juvenile Services Center, a facility located at 1000 Wardhill Avenue in Lima, Allen County, Ohio; 'Community Control' shall refer to the Community Control Department of the Allen County Juvenile Court located at 529 South Elizabeth Street in Lima, Allen County, Ohio; and 'JDC' shall refer to the Juvenile Detention Center located at 3050 North Cole Street in Lima, Allen County, Ohio.

**IT IS HEREBY ORDERED:**

1. **EMPLOYEE ENTRANCE & HEALTH SCREENING:** All employees shall avoid the public entrance to all court facilities.
  - a. All employees shall enter the Wardhill (Juvenile Court) facility through the either rear entrance designated as employee entrances.
  - b. All employees shall enter the S. Elizabeth Street (Community Control) facility through the rear entrance designated for employees.
  - c. All employees shall enter the N. Cole Street (Juvenile Treatment and Detention Center) facility through the designated employee (North side) entrance.
  - d. All employees are directed to stay within your primary work and avoid other areas as much as possible to prevent unnecessary exposures.
  - e. All employees are required to complete a self-assessment health care screening regarding the COVID-19 Virus daily upon first entry into any court facility and to immediately report any affirmative responses they have to the questions to their department head or, if unavailable, to Court Administration.
  - f. Employees who development symptoms of illness while on duty shall immediately report the same to their department head or, if unavailable, to Court Administration.
2. **CONDUCT WITHIN THE COURTHOUSE:** Only attorneys, parties, victims and witnesses (and limited media when requested and approved) will be permitted into the Courthouse for scheduled proceedings. All individuals entering the Courthouse shall be subject to the following:

- a. No individual, including but not limited to court employees, county employees, attorneys, litigants, or members of the public, shall enter or remain in the Courthouse if ANY of the following apply:
    - He or she has a fever of 100.4°F or higher;
    - He or she exhibits all three of the following symptoms:
      - Respiratory Symptoms such as chronic cough
      - Sore throat
      - Shortness of breath
    - He or she has traveled out of the country in the last 14 days
    - He or she has been in contact with a person who is under observation or has tested positive for the coronavirus.
  - b. Any person entering the courthouse may be subject to health care screening or non-invasive testing including, but not limited to, the taking of body temperature using a touch-free thermometer, and exclusion from admission based upon the results of such screening or testing.
  - c. All persons shall maintain appropriate social distancing of 4-6 feet wherever possible to do so. Traditional courthouse decorum that encourages close contact whispering, etc. intended to not disturb courtroom proceedings shall become, and remain, secondary to maintaining appropriate social distancing.
  - d. To the extent possible, interaction between individuals and court staff shall be done electronically by phone, fax, email, text, skype, etc.
3. **CONDUCT WITHIN COMMUNITY CONTROL:** The Community Control Offices of this court shall remain closed to non-employees until further notice.
- Probation Officers and other Community Control staff members shall be assigned to tasks that can be performed without in-person contact as much as possible. Examples include, but are not limited to the following:
  - Telephone and/or video conferences with youth under supervision.
  - Compliance Checks (Curfew, Temporary Orders, House Arrest, etc.) via telephone.
  - Online training.
- b. When appropriate, community control staff may be authorized by the Director of Community Control to work from home or alternative locations.
4. **CONDUCT WITHIN JDC:** All in-person visitations shall be suspended to include presentations, services (other than medical), and programs provided by volunteers, interns, or non-employee service providers with access to the Allen County Juvenile Detention Center being restricted to detention center employees, detention residents, bailiffs, law enforcement officers (for the purposes of intake and/or transport only) court-staff reassigned to detention duties, the Court Administrator, Chief Magistrate, and Judge.
- a. No individual shall enter or remain in JDC if ANY of the following apply:
    - He or she has a fever of 100.4°F or higher;
    - He or she exhibits all three of the following symptoms:
      - Respiratory Symptoms such as chronic cough
      - Sore throat
      - Shortness of breath
    - He or she has traveled out of the country in the last 14 days

- He or she has been in contact with a person who is under observation or has tested positive for the coronavirus.
- b. All persons entering JDC shall be subject to health care screening or non-invasive testing including, but not limited to, the taking of body temperature using a touch-free thermometer, and exclusion from admission based upon the results of such screening or testing.
  - c. All persons shall maintain appropriate social distancing of 4-6 feet wherever possible to do so.
  - d. Law Enforcement Officers may only be granted access to the intake area of the facility and only then if in the process of booking a new resident or picking up a resident for pursuant to a warrant to convey.
  - e. Detention Intakes will be screened prior to being accepted into JDC. Complete the Detention Intake Health Screen using the appropriate form. Persons under arrest may NOT be accepted into the facility if any of the following apply:
    - He or she has a fever of 100.4°F or higher;
    - He or she exhibits all three of the following symptoms:
      - Respiratory Symptoms such as chronic cough
      - Sore throat
      - Shortness of breath
    - He or she has traveled out of the country in the last 14 days
    - He or she has been in contact with a person who is under observation or has tested positive for the coronavirus.
  - f. In the event that a person under arrest is not accepted into JDC, advise the arresting agency to transport the arrestee to a local medical facility to be cleared. Upon examination by a medical practitioner and being subsequently cleared, the person under arrest may then be booked into JDC.
  - g. The operation of the Court's secured residential treatment program shall be suspended until further order of the Court with participants being furloughed onto probation supervision and given temporary orders specific to their individual cases. During the time of the furlough, participants will be participating in continued at-home counseling services provided remotely by the Court's treatment team and will be required to return to JDC to complete their secure treatment commitment upon being directed to do so.
  - h. Additional telephone calls and the use of video communications will be used whenever possible in lieu of in-person visitations with parents, guardians, custodians, service providers, faith based practitioners, law enforcement officers, etc.
  - i. Attorneys will be permitted time to meet with their clients prior to in-person court proceedings at the courthouse. Attorneys needing to confer with their clients prior to their scheduled court appearance are requested to contact the JDC main control at 419.998.5240 to request a telephone and/or video conference.

**5. DELINQUENCY, UNRULY, AND TRAFFIC CASES:**

- a. Effective beginning Tuesday, March 17, 2020, all Delinquency Pre-trials will be held by phone call between the Assistant Prosecuting Attorney and Defense Counsel.
  - The Court will not directly participate in the Pre-trial Conference.
  - Pre-trials which are already scheduled to be held at the Court will instead be held by phone call between the Assistant Prosecuting Attorney and Defense Counsel on the same date and time as previously assigned.

- The Assistant Prosecuting Attorney will complete and sign the Pre-trial Conference Report Form, note Defense Counsel's approval, and send the Form to the Court and Defense Counsel via email.
  - The Court will then file stamp the Form, it will be reviewed by the assigned Hearing Officer and assigned accordingly (i.e., for adjudicatory hearing, change of plea, or otherwise) as time is available after June 15, 2020.
- b. Most evidentiary hearings now scheduled will be continued and reassigned as time is available after June 15, 2020.
  - c. The Court may, on a case by case basis, consider scheduling any necessary Hearings prior to that date if the Child is being held in Detention.
  - d. In more recently filed cases for which no Pre-trial date has been assigned, the Assistant Prosecuting Attorney and Defense Counsel will be directed to hold a Pre-trial Conference by phone, and to complete and submit the Pre-trial Conference Report Form in the same manner as described above.
    - The Court will not schedule the time for those telephonic Pre-trials to be held by the Assistant Prosecuting Attorney and Defense Counsel, but will simply establish the date by which the Pre-trial Conference is to be held and the Form submitted.
6. **CUSTODY, PARENTING TIME, VISITATION, AND SUPPORT CASES:**
- a. Effective beginning Tuesday, March 17, 2020, all currently scheduled Pre-trials and Hearings involving custody, parenting time and visitation matters will be vacated and reassigned to be held after June 15, 2020.
  - b. The Court will address motions for temporary orders, including custody, parenting time, and child support without evidentiary hearing in the manner prescribed in Local Rule 8.
    - Under that Rule, the Movant is to submit supporting Affidavits with the Motion and the Respondent is afforded until 14 days after service in which to file any Response with contra Affidavits.
    - After the Court has ruled on the Motion based in the supporting Affidavits, if a party then requests a Hearing pursuant to Local Rule 8.4, that Hearing will be scheduled as time is available after June 15, 2020.
7. **PROCEEDINGS REGARDING CHILD SUPPORT:**
- a. Effective beginning March 17, 2020, all hearings currently scheduled on the Title IV-D Child Support docket will be vacated and will be reassigned as time is available after June 15, 2020.
8. **DEPENDENT, NEGLECT, AND ABUSE CASES:**
- a. Effective beginning March 17, 2020, all currently scheduled Preliminary Conferences will be vacated and will not be reassigned.
  - b. Most currently scheduled Adjudicatory and Dispositional Hearings will remain on the Court's docket to be heard on the dates and times assigned.
  - c. Most post-dispositional Hearings (such as Motions for Extension of Temporary Custody or Protective Supervision, Motions for Modification of Disposition, Motions to

Terminate, Motions for Legal Custody, Motions for Permanent Custody, and Review Hearings) will be vacated and reassigned as time is available after June 15, 2020.

9. **COURT COSTS:**

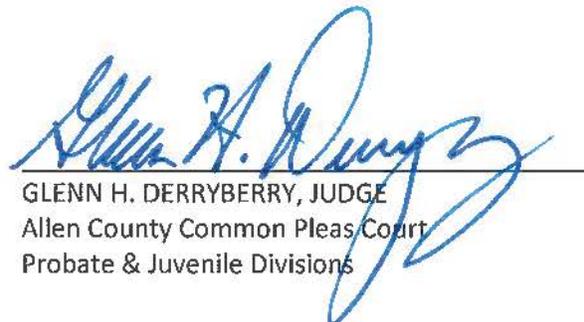
- a. Court cost deposits for new filings and case reopening will be accepted only by 1) online credit card payments through the Court's web site, or 2) by check sent through the mail.
  - Payments through the web site can be made by accessing the Court's home page and clicking on the box on the right side of the page below the language "Make a Payment."
  - For those without computer access, there is a laptop located in the lobby of the Court which can be utilized to make the credit card payments online.
  - During this time, checks or cash will not be accepted in person in the Clerk's Office.

10. **ADDITIONAL INFORMATION:**

- a. In order to reduce traffic in the buildings, and to minimize exposure to the staff and the public, all filings with the Juvenile Court should be submitted via facsimile or by email at the following:
  - JUVENILE:
    - fax – 419. 222.7403
    - Email – [juvenilefilings@allencountyohio.com](mailto:juvenilefilings@allencountyohio.com)
- b. For those without fax or email capability (including pro se litigants) a kiosk will be set up in the court lobby which will enable documents to be scanned and filed.
- c. If documents are filed by fax or email, counsel must retain the original document in his or her records to be produced at the request of the Court (Juvenile Court Local Rule 17.1(C)).
- d. Although we are trying to limit the filing of hard copy documents with the Court, the Court is at this point still accepting limited hard copy filings by mail.
- e. Continuances and reassignments of Hearings will be addressed by separate Entry filed in each case.
  - If you have any questions as to whether your specific hearing has been continued, please contact the Clerk's office.

This entry and order is effective March 17, 2020 and shall remain so until further order of the Court.

**IT IS SO ORDERED.**

  
\_\_\_\_\_  
GLENN H. DERRYBERRY, JUDGE  
Allen County Common Pleas Court  
Probate & Juvenile Divisions

**COVID-19 EMPLOYEE SCREENING GUIDELINES**

**ALLEN COUNTY COMMON PLEAS COURT**  
**PROBATE & JUVENILE DIVISION**  
**COVID-19 Employee Screening Guidelines**

- Each employee, upon entering a facility operated by the Probate & Juvenile Divisions of the Allen County Common Pleas Court shall submit to a noninvasive, self-administered, health screen. Refusal to complete and certify the completion of said health screen will result in denial of access to court facilities. In such cases the employee shall be sent home for the day on administrative leave **WITHOUT PAY.**

1. Do you currently have the following symptoms of respiratory infection: Fever, Cough, and shortness of breath?

NO- Proceed to work

YES- Employee sent home on paid administrative leave.

- May return to work when no longer symptomatic (usually 24 hours)
- Medical release not necessary to return to work.

2. Is your temperature 100.4°F or greater:

NO- Proceed to work

YES- Employee sent home on paid administrative leave.

- May return to work when no longer symptomatic (usually 24 hours)
- Medical release not necessary to return to work.

3. Have you been exposed to someone with a **confirmed** diagnosis of COVID-19 in the past 14 days?

NO- Proceed to work

YES- Employee sent home on paid administrative leave.

- May return to work when their time since exposure exceeds 14 days without developing their own symptoms.
- Medical release not necessary to return to work.

4. Have you travelled outside the United States within the past 14 days?

NO- Proceed to work.

YES- but you do **not** have a fever, cough, or shortness of breath.

- Employee sent home on paid administrative leave until 14 days have passed since leaving the impacted country.

YES- and you do have a fever, cough, or shortness of breath.

- Employee required to notify the Allen County Health Department.
- Employee to remain on paid administrative leave until cleared by the Health Department and their medical provider to return to work; written documentation from medical provider required.

- By signing the daily acknowledgment sheet you are certifying that your answers are true to the best of your knowledge. Please immediately inform your department head or, in their absence, the Court Administrator, of any answer that would prohibit your entry into the workplace. Further, should symptoms develop after beginning your shift you are to immediately isolate yourself from other persons and inform your department head or, in their absence, the Court Administrator.



**COVID-19 PUBLIC SCREENING GUIDELINES**

**ALLEN COUNTY COMMON PLEAS COURT**  
**PROBATE & JUVENILE DIVISION**  
**COVID-19 Public Screening Guidelines**

- Each person, upon entering a facility operated by the Probate & Juvenile Divisions of the Allen County Common Pleas Court shall submit to a noninvasive, self-administered, health screen. Refusal to complete and certify the completion of said health screen will result in denial of access to court facilities.

1. Are you here for a court case, to file paperwork, for a meeting, or some other purpose?

Court Case:

- Verify they are a party, witness, or attorney to the case. No additional spectators or observers will be permitted.
- Proceed to question 2.

File Paperwork:

- Direct them to scanner located on public side of security and provide assistance if necessary.
- Do not permit them to proceed beyond the security checkpoint.

Meeting or other purpose:

- If verified & approved, proceed to question 2.
- In unverified & not-approved, deny access beyond the security checkpoint.

2. Do you currently have the following symptoms of respiratory infection: Fever, Cough, and shortness of breath?

NO- Proceed to question 3.

YES- Deny access beyond the security checkpoint.

- Inform the hearing officer that a party or other participant in their case has been denied access to the facility.

3. Is your temperature 100.4°F or greater:

NO- Proceed to question 4.

YES- Deny access beyond the security checkpoint.

- Inform the hearing officer that a party or other participant in their case has been denied access to the facility.

4. Have you been exposed to someone with a **confirmed** diagnosis of COVID-19 in the past 14 days?

NO- Proceed to question 5.

YES- Deny access beyond the security checkpoint.

- Inform the hearing officer that a party or other participant in their case has been denied access to the facility.

5. Have you travelled outside the United States within the past 14 days?

NO- Permit entry beyond the security checkpoint.

YES- Deny access beyond the security checkpoint.

- Inform the hearing officer that a party or other participant in their case has been denied access to the facility.

**COVID-19 DETENTION INTAKE SCREENING GUIDELINES**

**ALLEN COUNTY COMMON PLEASE COURT**  
**PROBATE & JUVENILE DIVISION**  
Allen County Juvenile Detention Center

Youth Screening Questions for Prevention of COVID-19 Transmission

**Youth Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

\*Each youth entering the Allen County Juvenile Detention Center shall be asked the following questions prior to intake into the facility.

1. Has the youth has symptoms pf respiratory infection within the past 24 hours (fever, cough, or shortness of breath)?
  - NO- Proceed to question 2
  - YES- Do Not Accept Intake unless cleared by JDC Medical Director or SRMC.
  
2. Take the youth's temperature to determine if it is 100.4°F or greater:
  - NO- Proceed to question 3
  - YES- Do Not Accept Intake unless cleared by JDC Medical Director or SRMC.
  
3. Has the youth traveled outside the United States within the past 14 days, or been exposed to someone with confirmed COVID-19?
  - NO
    - Accept Intake
    - Transfer to general population only after 3 hours of observation in intake.
  - YES
    - Accept Intake with the following restrictions.
      - The youth shall be under medical isolation (in A-Pod or the medical holding cell) and monitored for symptoms for 14 days following last potential date of exposure.

If symptoms occur during medical isolation:

  - Contact the JDC medical director and the health department regarding the youth.
  - Follow all directives from local health department and/or the JDC medical director.

\_\_\_\_\_  
Printed Name of Staff Completing Form

\_\_\_\_\_  
Signature of Staff Completing Form

\_\_\_\_\_  
Date of Form Completion

**EXAMPLE NOTICE TO PUBLIC**

# **NOTICE**

## **TO ALL INDIVIDUALS SEEKING TO ENTER THIS FACILITY OPERATED BY THE PROBATE & JUVENILE DIVISIONS OF THE ALLEN COUNTY COMMON PLEAS COURT**

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Pursuant to the Court's Temporary Order in response to the COVID-19 Public Health Emergency, filed on March 18, 2020 all individuals entering or remaining in any facility operated by the Allen County Probate or Juvenile Court are subject to the following orders:

1. No individual, including but not limited to court employees, county employees, attorneys, litigants, or members of the public, shall enter or remain in the facility if ANY of the following apply:
  - He or she has a fever of 100.4°F or higher;
  - He or she exhibits all three of the following symptoms:
    - Respiratory Symptoms such as chronic cough
    - Sore throat
    - Shortness of breath
  - He or she has traveled out of the country in the last 14 days
  - He or she has been in contact with a person who is under observation or has tested positive for COVID-19
2. Any person entering this facility is subject to health care screening or non-invasive testing including, but not limited to, the taking of body temperature, and exclusion from admission based upon the results of such screening or testing.
3. All persons shall maintain appropriate social distancing of 4-6 feet wherever possible to do so. Traditional courthouse decorum that encourages close contact whispering, etc. intended to not disturb courtroom proceedings shall become, and remain, secondary to maintaining appropriate social distancing.
4. To the extent possible, interaction between individuals and court staff shall be done electronically: by phone, email, text, skype, etc.

**PRESS RELEASE REGARDING DETENTION VISITATION**



**GLENN H. DERRYBERRY, JUDGE**

Allen County Court of Common Pleas; Juvenile Division  
1000 Wardhill Avenue • P.O. Box 419  
Lima, Ohio 45802-0419  
Telephone: 419.227.5531 • Fax: 419.222.7403  
[www.allencountyohio.com/cjuv.php](http://www.allencountyohio.com/cjuv.php)

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**For Immediate Release**

March 13, 2020

RE: Visitations Suspended at Juvenile Detention Center

The Allen County Juvenile Court has been closely monitoring the developing situation regarding COVID-19 and its effect on our daily operations and the services we provide to the Lima-Allen County Community. The safety and health of our employees, as well as that of the families and youth we serve, are always top priority. Therefore, in concordance with a similar directive from Governor DeWine to adult and juvenile correctional facilities operated by the State of Ohio, in-person visitations at the Allen County Juvenile Detention Center have been suspended until further notice. During this time, every effort will be made to increase the frequency of permissible phone calls and incorporate the use of video visitation between detention residents and their parents, guardians, custodians, service providers and legal counsel. Based upon the latest information available from the Governor's Office, the U.S. Center for Disease Control, and the Allen County Health Department out of an abundance of caution, we feel it is absolutely necessary to take this action at this time.

Questions or requests for additional information should be directed to:

Berlin Carroll, CCE  
Court Administrator  
[bcarroll@allencountyohio.com](mailto:bcarroll@allencountyohio.com)  
Mobile: 419-235-0873