

FAIRFIELD COUNTY COMMON PLEAS, GENERAL DIVISION, COVID-19 UPDATE

These policies are effective May 4, 2020 through May 29, 2020

GENERAL BUILDING POLICIES				
<ul style="list-style-type: none"> Building remains largely closed to general public; open only for scheduled and emergency hearings All visitors—attorneys and parties—are required to wear masks while in the building. Visitors are encouraged to bring their own face covering; if they do not have one, a disposable mask will be provided at the front door No food or drink are allowed in the building Hearings will be held both remotely and in-person, with Judge Berens and Judge Trimmer designated alternating “in jail” and “out of jail” docket days as follows: 				
MON	TUES	WED	THURS	FRI
Berens: In Jail <i>(all remote)</i>	Berens: Out of Jail / Civil / Prison <i>(in person)</i>	Berens: In Jail <i>(all remote)</i>	Berens: Out of Jail / Civil / Prison <i>(in person)</i>	Berens: In Jail <i>(all remote)</i>
Trimmer: Out of Jail / Civil / Prison <i>(in person)</i>	Trimmer: In Jail <i>(all remote)</i>	Trimmer: Out of Jail / Civil / Prison <i>(in person)</i>	Trimmer: In Jail <i>(all remote)</i>	
CRIMINAL				
<ul style="list-style-type: none"> All jury trials and suppression hearings cancelled and continued All probationers continue reporting by phone as ordered by their Probation Officer Judge Berens’s Pretrials will be converted to phone conferences and kept on the docket as originally scheduled (regardless of in-jail status) Judge Trimmer’s Pretrials will be conducted on a non-oral basis via e-mail (as was done through April) All hearings for defendants in <i>prison</i> will be conducted on “Out of Jail” days, as they will require the attorneys to appear in-person (with the defendant appearing via video) Members of the public who are seeking to post bond for a defendant should call the Clerk’s Office before visiting in-person for further instruction. <ul style="list-style-type: none"> Phone: 740-652-7360 (General) or 740-652-7357 (Domestic Relations) 				
<i>All Other Hearings for Defendants in Jail</i>	<i>All Other Hearings for Defendants on Bond</i>			
<ul style="list-style-type: none"> Arraignments will be held any day at 8:30 via GoToMeeting If your hearing was scheduled on an “In Jail” docket day, as outlined below, your hearing will proceed on the date and time originally scheduled via a remote GoToMeeting hearing If your hearing was scheduled for an “Out of Jail” docket day, an Assignment Commissioner will contact you to reschedule and conduct 	<ul style="list-style-type: none"> Arraignments may be held in-person or via GoToMeeting any day at 8:30; the filing of written not guilty pleas permitted in lieu of arraignment If your hearing was originally scheduled on an “Out of Jail” docket day, as outlined below, your hearing will proceed on the date and time originally scheduled; parties and the attorneys are expected to attend this hearing in-person If your hearing was originally scheduled for an “In Jail” docket day, an Assignment 			

<p>via a remote GoToMeeting hearing.</p> <ul style="list-style-type: none"> If you have questions about whether your hearing will proceed as scheduled, please contact the Judge’s Assignment Commissioner (contact information below) 	<p>Commissioner will contact you to reschedule for an in-person hearing on an “Out of Jail” docket day.</p> <ul style="list-style-type: none"> If you have questions about whether your hearing will proceed as scheduled, please contact the Judge’s Assignment Commissioner (contact information below)
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CIVIL

- All jury trials are continued.
- Civil Stalking Protection Order hearings will be held in-person as originally scheduled
- All garnishment hearings in which a request has been filed will be converted to phone conferences on the date and time originally scheduled.
- All pretrials will be converted to phone conferences. If your pretrial falls on an “In Jail” docket day for your respective Judge (see above), the Assignment Commissioner will call to reschedule. If your pretrial falls on an “Out of Jail” docket day, it will proceed as a phone conference on the date and time originally scheduled.
- For all other civil hearings, if it falls on an “In Jail” docket day for your respective Judge (see above), the Assignment Commissioner will call to reschedule. If it falls on an “Out of Jail” docket day, it will proceed as originally scheduled unless a continuance is requested.
- If you have questions about whether your hearing will proceed as scheduled, please contact the Judge’s Assignment Commissioner (contact information below).
- Also note that the response times for any filed pleading or motion may be tolled pursuant to statute and/or administrative action. This may result in delayed ruling or action by the Court.

FILING

- All filing of court documents must be done via mail, e-mail, or fax
- All documents received will be deemed filed the date it is received
 - Fax Filing: 740-687-0158 (General) or 740-652-7399 (Domestic Relations)
 - E-Mail Filing: clerkefile@fairfieldcountyohio.gov

CONTACT US WITH QUESTIONS

<p>General Division</p>	<ul style="list-style-type: none"> Judge Berens’s Office: Misty Conkle, 740-652-7431 misty.conkle@fairfieldcountyohio.gov Judge Trimmer’s Office: Kathy Hartman, 740-652-7427 kathy.hartman@fairfieldcountyohio.gov General: Jill Boone, 740-652-7424 jillian.boone@fairfieldcountyohio.gov
<p>Domestic Relations</p>	<ul style="list-style-type: none"> Judge Smith’s Office: Lori Lovas, 740-652-7448 lori.lovas@fairfieldcountyohio.gov
<p>Clerk’s Office</p>	<ul style="list-style-type: none"> 740-652-7360 (General) or 740-652-7357 (DR) Fax Filing: 740-687-0158 (General) or 740-652-7399 (DR) E-Mail Filing: clerkefile@fairfieldcountyohio.gov