

**CAMBRIDGE MUNICIPAL COURT
GUERNSEY COUNTY, CAMBRIDGE, OHIO**

ADMINISTRATIVE ORDER

MISC. JOURNAL _____ PAGE _____

**RE: CAMBRIDGE MUNICIPAL COURT OPERATIONS DURING
PENDENCY OF GOVERNOR *DECLARATION OF A
STATE OF EMERGENCY* AND DIRECTOR OF HEALTH *STAY
AT HOME ORDER***

DT: 05-01-20

Effective May 1, 2020, and to comply with Article I, Section 16 of the Ohio Constitution and all COVID-19 Emergency Orders issued by state and local officials, the full operation of the Cambridge Municipal Court shall continue uninterrupted with the following limitations:

- 1. All essential and emergency hearings shall take place as provided by Ohio law, conforming with all health orders requiring appropriate social distancing and disinfection protocols.**
- 2. Non-emergency hearings are to be continued on a case-by-case basis by court order issued in the affected case.**
- 3. No prisoners are to be transported from the Guernsey County Jail and all proceedings involving jail inmates are to be conducted by video conference.**

- 4. All full-time court employees are to perform duties during the times and in the manner set forth by each Department Head, and by prior approval of the Court Administrator.**

All employees will be subject to a health screen and temperature check prior to beginning work. Any employee exhibiting signs or symptoms of illness or a temperature of 100 or above will not be permitted to work.

All health protocols regarding social distancing and disinfection are to be strictly followed by all court employees.

Each Department Head, when assigning schedules and duties, is to consider the requirement to maintain continuity of court operations, and to set schedules and make assignments to ensure uninterrupted performance of all court operations mandated by Ohio law.

- 5. Any court employee authorized or required to work remotely, at the direction of the Department Head and with prior approval of the Court Administrator, is required to conduct all court duties on court issued hardware and using court approved software and is to fully comply with all public records requirements.**
- 6. The Cambridge Municipal Court building will be open for face-to-face contact with members of the general public during the hours of Monday-Friday 8:30am until 4:30pm. All health protocols regarding social distancing and disinfection are to be strictly followed.**
- 7. All persons entering the courthouse are to submit to a health screen and temperature check. No person is to be permitted entrance if he/she exhibits any sign or symptom of illness or if his/her temperature is 100 or above. If a party is denied entrance for a health reasons, the case will be continued.**
- 8. All persons entering the courthouse are required to wear a face covering which covers his/her nose and mouth. No person shall be admitted without such covering.**

9. All probation appointments are to continue as regularly scheduled and are to be conducted by telephone unless a face-to-face meeting is approved by the Chief Probation Officer.
10. No probation violation warrants or holders are to be issued unless there has been prior approval of the Chief Probation Officer.

This order shall continue and remain in full force and effect until vacated or amended.

SO ORDERED.

JOHN M. NICHOLSON, JUDGE