

**In The Common Pleas Court Of Licking County, Ohio**  
**GENERAL DIVISION**  
**PROBATE-JUVENILE DIVISION**

2020 MAR 18 PM 2:38

JUDGE ROBERT H. HOOVER  
LICKING COUNTY  
JUVENILE COURT  
NEWARK, OH

**TEMPORARY ORDER IN RESPONSE TO THE COVID-19  
(CORONAVIRUS) PUBLIC HEALTH CRISIS**

Administrative Judge Thomas M. Marcelain and Judge W. David Branstool of the Licking County Court of Common Pleas, General Division and Judge Robert H. Hoover of the Licking County Court of Common Pleas, Probate-Juvenile Division make the following Findings of Fact:

1. On March 9, 2020 Ohio Governor Mike DeWine issued Executive Order 2020-01D "Declaring a State of Emergency" in response to the growing COVID-19 public health crisis.

2. 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.

3. On March 11, 2020 the first "community transfer" positive case of COVID-19 in the State of Ohio was confirmed to be in Stark County.

4. On March 12, 2020 Governor Mike DeWine issued an Executive Order closing all K-12 school to students beginning at the conclusion of the school day on Monday, March 16, 2020 through Friday, April 3, 2020 and Ohio Department of Health Director Amy Acton, M.D., MPH has signed an order to prohibit mass gatherings in the state of Ohio.

Based upon these Findings of Fact, the General Division and the Probate-Juvenile Division of the Court of Common Pleas has developed a continuum of flexible responses in case the public health crisis escalates. The continuum of responses is intended to

Judge  
Thomas M. Marcelain

Judge  
W. David Branstool

Judge  
Robert H. Hoover

Courthouse  
1 N. Park Place  
Newark, Ohio

protect public health, to maintain essential court functions, and to continue to protect the rights of all individuals subject to the authority of the Court.

**IT IS HEREBY ORDERED EFFECTIVE 8:00 A.M. WEDNESDAY MARCH 18, 2020:**

1. Public access to the Courthouse, located at 1 North Park Place, Newark, Ohio, which houses both the General Division and the Probate-Juvenile Division of the Licking County Court of Common Pleas, will be restricted to persons with business within the Courthouse, including court appearances, filing documents and payment of fees.

2. The General Division and the Probate-Juvenile Division of the Licking County Court of Common Pleas remain open during normal business hours for all essential and emergent matters. Continuances of pending cases will be liberally considered by the Assigned Judge and/or Assigned Magistrate based upon the circumstances of each case and the current public health crisis.

3. The General Division of the Licking County Court of Common Pleas Clerk of Court's Office will be accepting filings in person, however, in an effort to limited public traffic, filings will also be accepted and encouraged via facsimile, regular mail or electronic mail during regular business hours only. Facsimile filings shall be sent to (740) 670-5886. Regular Mail filings shall be sent to 1 North Park Place, 2<sup>nd</sup> Floor, Newark, Ohio 43055. Electronic mail filings shall be sent to [Legal.Clerk@lcounty.com](mailto:Legal.Clerk@lcounty.com). Facsimile and Electronic mail filings will be treated as the original. Questions regarding filings and filing fees shall be directed to the Licking County Common Pleas Court General Division Clerk of Court's Office at (740) 670-5791.

4. The Juvenile Division of the Licking County Court of Common Pleas Clerk of Court's Office will be accepting filings in person, however, in an effort to limit public traffic, filings will also be accepted and encouraged via regular mail or electronic mail during regular business hours only. Regular Mail filings shall be sent to 1 North Park Place, 1<sup>st</sup> Floor, Newark, Ohio 43055. Electronic mail filings shall be sent to

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[lcfilings@lcounty.com](mailto:lcfilings@lcounty.com). Electronic mail filings will *not* be treated as the original and must be followed up with a true original either in person or via regular mail. Questions regarding filings and filing fees shall be directed to the Licking County Common Pleas Court, Juvenile Division Clerk's Office at (740) 670-5624.

5. The Probate Division of the Licking County Court of Common Pleas Clerk's Office will be accepting records requests, including for certified copies of marriage records, in person, however, in an effort to limit public traffic, said requests will also be accepted and encouraged via telephone at (740) 670-5624 and regular mail. Arrangements may be made to submit said request via electronic mail by calling (740) 670-5624.

6. The Probate Division of the Licking County Court of Common Pleas will be issuing marriage licenses by appointment only. Appointments will be scheduled for Monday, Wednesday or Friday between the hours of 10:00 a.m. and 3:00 p.m. and may be made by calling (740) 670-5624. The Chief Deputy Clerk of the Probate Division of the Licking County Court of Common Pleas has discretion to limit the number of appointments scheduled each day to protect public health while maintaining this essential court function.

7. Security Personnel located at the entrance checkpoint and throughout the Courthouse are granted authority to deny access to the building by persons who are exhibiting obvious signs of illness and to question persons regarding the state of their health for purpose of ascertaining the existence of health safety risks to those present within the Courthouse. Additional security policies may be temporarily amended or supplemented by the Director of Security to protect public health while maintaining essential court functions.

8. The Local Rules of Court, Court Policies, Employee Handbook provisions of the General Division and the Probate-Juvenile Division of the Licking County Court of Common Pleas may be temporarily adapted to allow Court flexibility, within Constitutional limits, in response to the public health emergency.

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9. The General Division and the Probate-Juvenile Division of the Licking County Court of Common Pleas will have the lawful authority, within constitutional limits, to do and direct to be done all things necessary to ensure the orderly and efficient administration of justice for the duration of the declared public health emergency.

The aforementioned modifications and restrictions shall remain in effect until April 17, 2020 absent further Order of the Court.



Administrative Judge Thomas M. Marcelain  
Licking County General Division Court



Judge W. David Branstool  
Licking County General Division Court



Judge Robert H. Hoover  
Licking County Probate-Juvenile Court

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