

JUVENILE COURT
WARREN COUNTY
FILED

2020 MAR 16 AM 9:42

WARREN CO. PROBATE COURT

2020 MAR 16 AM 9:43

**STATE OF OHIO, WARREN COUNTY
COMMON PLEAS COURT
PROBATE-JUVENILE DIVISIONS**

IN RE:

Entry and Order for certain
restrictions to the use, occupancy
and traffic for the Courthouse
Facility located at 900 Memorial
Drive, Lebanon, Ohio

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(900 Memorial Drive)

This matter is before the Court on the Temporary Order in Response to the COVID-19 (Coronavirus) Public Health Crisis, filed in all divisions of the Warren County Common Pleas Court on March 16, 2020.

For the purpose of this Entry and Order, 'the Court' shall refer to the Probate and Juvenile Divisions of the Warren County Common Pleas Court.

For the purpose of this Entry and Order, 'the Courthouse' shall include the facility located at 900 Memorial Drive, Lebanon, Ohio, including the Juvenile Detention Center and the Mary Haven Youth Center.

This Entry and Order is effective March 16, 2020.

IT IS HEREBY ORDERED:

1. Unless otherwise stated specifically herein, the Courthouse is OPEN WITH RESTRICTIONS (see definition herein below).
2. EMPLOYEE ENTRANCE/ACTIVITIES. All employees in the non-secured area of the building shall enter the building via the old break room entrance (do not use the main entrance). All visitors will be given a health care screening (see item three below) regarding the COVID-19 virus. All employees are asked to do a self-assessment of these questions and to report any affirmative responses they have to these questions to their supervisor.

Juvenile Detention staff shall enter the building through the sally port area. Mary Haven Youth Center staff shall enter the building through the Mary Haven entrance.

Stay within your work area as much as possible, and avoid the other areas to prevent further exposure.

3. **CONDUCT WITHIN THE COURTHOUSE.** The Courtrooms are **OPEN WITH RESTRICTIONS**. Only attorneys, parties, victims and witnesses (and limited media if requested) 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 staff, 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;
 - He or she exhibits all three of the following symptoms: 1) respiratory symptoms (chronic cough), 2) sore throat, and 3) shortness of breath;
 - He or she has traveled out of the country within the last 14 days;
 - He or she has been in contact with a person who is under investigation or has tested positive for the coronavirus.
 - b) Any person entering the courthouse may be subject to health care screening or non-invasive testing (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 individuals shall maintain appropriate social distancing of 4-6 feet where possible.
 - d) To the extent possible, interaction between individuals and court staff shall be done electronically: by phone, email, text, skype, etc.
 - e) While individuals are used to a level of courthouse decorum that encourages close contact to whisper, etc. so as not to disturb courtroom proceedings, this decorum is secondary to maintaining appropriate social distancing.
 - f) The following areas are **CLOSED TO NONJUDICIAL STAFF**: Attorney's Conference Room, Prosecutor's Conference Room, Multi-Purpose Room, Staff Attorney's office, Court Administrator's office, and all other court offices. All business with the Probate and Juvenile Clerk's office will be conducted through the clerk's window. Juveniles on probation are only permitted in the Probation office area when submitting to a drug screen and accompanied by a probation officer.

4. The Court shall have four states of opening, use and operations, as follows:
 - a) OPEN means normal operations with full staffing on hand and full hearings and trials.
 - b) OPEN WITH RESTRICTIONS means a designated area may be limited to essential judicial, court and clerk personnel, including security officers, litigants, attorneys, witnesses and media. The Court may limit access and/or entry to the designated area, subject to health care screening or non-invasive testing as enumerated above, and exclusion from admission based upon the results of such screening or testing.
 - c) CLOSED TO NONJUDICIAL STAFF means a designated area is limited to judicial/court staff only.
 - d) CLOSED means a designated area is off limits to all except essential personnel.
5. MASS ARRAIGNMENT/DIVERSION DOCKETS. All mass arraignment dockets including delinquency arraignments, diversion, traffic, truancy and A.T.T.E.N.D dockets will be postponed until further notice. Charges on these offenses will be accepted as they arrive, however, police officers will indicate "to be set" on all traffic citations.
6. MEDIATIONS. All mediations shall be suspended until further order of the Court.
7. PRETRIAL HEARINGS. Pretrial hearings will be conducted via telephone. If the pretrial cannot be conducted via telephone, the pretrial will be rescheduled subject to the jurist's sole discretion. ALL OTHER NON-EMERGENCY HEARINGS MAY BE RESCHEDULED AT THE JURIST'S DISCRETION.
8. EMERGENCY HEARINGS. All emergency hearings will be held pursuant to the Court's current policy and will not be changed due to these temporary orders.
9. CHILD SUPPORT ENFORCEMENT AGENCY (CSEA) DOCKET. The entire CSEA docket will be suspended until further notice. This docket includes final sentencing and purge hearings with the exception of inmate videoconferences.
10. COMMUNITY CORRECTIONS/GPS. Community Corrections is scaling back their operations for GPS monitoring. In response, the Court will terminate the automatic enrollment in GPS for child support inmates that are released from the Warren County Jail due to overcrowding. Additionally, the Court will terminate enrollment in GPS for unruly/runaways prior to release from Detention. All other installations of GPS monitored house arrest shall be at the discretion of the jurist.
11. NEW FILINGS. The Clerk's offices will be making copies of all filings (submitted in person) which will be maintained in the Court's paper file in order to limit transfer exposure. The Court will return the original document to the filing party. Exceptions will

be made for Probate Court regarding original wills and birth certificates. These documents will be made for the Court's paper file, however, the original documents will be isolated and stored separately.

12. JUVENILE DETENTION CENTER. All in-person visitation for the Juvenile Detention Center will cease. Detainees will be given increased telephone/facetime contact in compensation.

- a) All timeservers, reporting to the Detention Center, will be suspended until further notice.
- b) Civilians needing to gain access to the Detention Center will be screened prior to admittance in accordance with recommendations from the CDC.
- c) All Detention intakes will continue to be screened by the standard detention tools; however, they will also be reviewed by the Judge for final approval for admittance.
- d) Coordination of placement with temporary foster care until the next day's arraignment hearings, on misdemeanor domestic violence cases, will be suspended.
- e) ATTORNEYS and JDC: All attorneys are encouraged to have telephone contact with their client as opposed to a face-to-face visit. In the event a face-to-face visit is necessary, those shall only be permitted to occur on Mondays – Fridays between the hours of 8:00 a.m. and 2:00 p.m. Any attorney assigned to represent a juvenile for a detention hearing is directed to contact JDC control (513.695.1392) regarding contacting their client prior to the detention/arraignment hearing.
- f) This is an issue that we will monitor and reevaluate on a recurring basis.

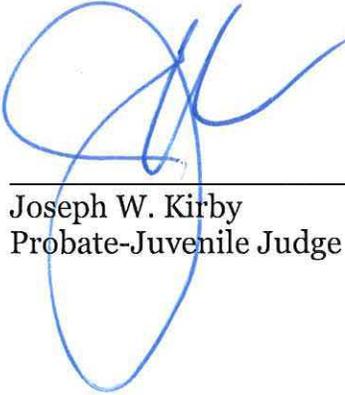
13. MARY HAVEN YOUTH CENTER. All in-person visitation for Mary Haven Youth Center will cease. Residents will be given increased telephone/facetime contact in compensation.

- a) All weekend passes are suspended.
- b) Evening Reporting Center is suspended.
- c) S.O.S. School is suspended.
- d) In-person family counseling sessions will occur at the discretion of the facility management and clinical team.

- e) Civilians needing to gain access to Mary Haven Youth Center will be screened prior to admittance in accordance with recommendations from the Centers for Disease Control and Prevention.

14. This Entry and Order shall be posted conspicuously throughout the Courthouse and on the Court's website.

IT IS SO ORDERED.



Joseph W. Kirby
Probate-Juvenile Judge