

**STATE OF OHIO, WARREN COUNTY
COMMON PLEAS COURT
GENERAL DIVISION**

IN RE:

Entry and Order for certain
restrictions to the use, occupancy and
traffic for the Courthouse Facility
located at 500 Justice Drive,
Lebanon, Ohio

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20MS000328

(500 Justice 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 General, Civil and Criminal Divisions of the Warren County Common Pleas Court.

For the purpose of this Entry and Order, ‘the Courthouse’ shall include the facility located at 500 Justice Drive, Lebanon, Ohio, excluding the Board of Elections and the Warren County Prosecutor’s Office. It shall also include the Clerk of Courts, Adult Probation and Community Corrections. It shall also apply to Telecom and Emergency Services, unless those areas are separately secured to prevent any individuals from those departments from entering the Court facilities.

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. CONDUCT WITHIN THE COURTHOUSE. 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 COVID-19 virus.

- 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, such as whispering, etc., so as not to disturb courtroom proceedings, this decorum is secondary to maintaining appropriate social distancing.
 - f) Paperwork for filing shall be placed in the designated bins. It shall not be transmitted by handing it person-to-person.
3. The Courtrooms are OPEN WITH RESTRICTIONS. Attorneys entering the Courtrooms shall check-in electronically by texting the bailiff.
- Judge Oda: Brittany Kurilko, Bailiff. 513.340.6442
Judge Peeler: Pam Warner, Bailiff. 513.519.5316
Judge Tepe: Justin Logsdon, Bailiff. 513.582.3953
- 4. The following areas are CLOSED TO NONJUDICIAL STAFF: Attorney Waiting Area, Judges' Chambers, Old Grand Jury Room, Staff Attorney offices, Court Administrator / Administrative Assistant / Magistrates office area, Assignment Commissioner offices, Community Corrections / Probation cubicles.
 - 5. All civil matters, except evidentiary hearings and hearing to address urgent issues such as civil stalking protection orders, will be conducted by phone. This includes scheduling conferences and final pretrials.
 - 6. Civil jury trials will likely be continued until the state of emergency has been lifted.
 - 7. Criminal matters will remain on the docket, unless you are notified on a case-specific basis to the contrary. Criminal jury trials will be prioritized and continued, where possible without prejudicing the rights of any of parties.
 - 8. The Court is no longer meeting with attorneys and/or probation officers in chambers. If you have a court hearing, please report directly to the Courtroom and wait for your case to be called.
 - 9. Each of the bailiffs have a cell phone which they will be checking frequently. Text them to check in. If you are scheduled to be in more than one courtroom, please text the bailiff for each judge where you will be.
 - 10. All scheduling is being done by phone or email.

11. All contact with judicial staff, except in the courtroom, shall be by phone or email.
12. Individuals who have paperwork that needs to be dropped off for the judge can deposit those papers in the designated bin in the Courtroom.
13. 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 staff only.
 - d) CLOSED means a designated area is off limits to all except essential personnel.
14. This Entry and Order shall be posted conspicuously throughout the Courthouse and on the Court's website.

IT IS SO ORDERED.



Donald E. Oda II
General Division Judge



Robert W. Peeler
General Division Judge



Timothy N. Tepe
General Division Judge