

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

IN RE:

Supplemental Entry and Order  
for certain restrictions to the use,  
occupancy and traffic for the  
Courthouse Facility located at 500  
Justice Drive, Lebanon, Ohio  
following Director's Stay at Home  
Order March 22, 2020

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20MS000328

This matter is before the Court following the Director's Stay at Home Order, issued by the Ohio Department of Health pursuant to R.C. § 3701.13 on March 22, 2020.

On March 16, 2020, the Court entered a Temporary Order In Response to the COVID-19 (Coronavirus) Public Health Crisis and an Entry and Order For Certain Restrictions to the Use, Occupancy and Traffic for the Courthouse Facility. Those findings are incorporated by reference as if fully rewritten herein.

For the purpose of this Entry and Order, 'the Court' shall refer to the General, Civil, Domestic Relations 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 23, 2020.

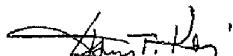
**IT IS HEREBY ORDERED:**

1. The Courthouse is OPEN WITH RESTRICTIONS from 8:00 a.m. to 3:00 p.m.
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) Members of the public, litigants and attorneys may not enter the Courthouse without a health care screening and non-invasive temperature test.
  - c) All individuals shall maintain appropriate social distancing of 6 feet.
  - 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**. Upon entering the Courthouse, attorneys and unrepresented parties should obtain an **INFORMATION & CONTACT SHEET**, which will direct them how to contact judicial officers.
  4. **FILINGS**. The Clerk of Courts is **OPEN WITH RESTRICTIONS**. All filings shall be placed in the designated bins. Filings that require a judge's signature shall be dropped off at the bins located in the lobby near the Information Desk.
  5. **HEARINGS**. If you have a court hearing, please report directly to the Courtroom and wait for your case to be called. Text the judicial officer listed on the **INFORMATION & CONTACT SHEET** to check in. An attorney or litigant scheduled to be in more than one courtroom, shall text each judicial office for which he/she is scheduled.
  6. All scheduling is being done by phone or email.
  7. The following areas are **CLOSED TO NONJUDICIAL STAFF**: Attorney Waiting Area, Judges' Chambers, Magistrates office areas, Old Grand Jury Room, Staff Attorney offices, Court Administrator / Administrative Assistant / Assignment Commissioner offices, Community Corrections / Probation cubicles.
  8. All matters, except evidentiary hearings and hearings to address urgent issues such as civil stalking protection orders, domestic violence protection orders, etc., will be conducted by phone.

9. The NOTICE TO INDIVIDUALS ENTERING THE BUILDING attached hereto shall be posted at the Courthouse door, conspicuously throughout the Courthouse and on the Court's website.

**IT IS SO ORDERED.**



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JUDGE JEFFREY T. KIRBY  
Domestic Relations Judge



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Donald E. Oda II  
General Division Judge



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Robert W. Peeler  
General Division Judge



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Timothy N. Tepe  
General Division Judge

# NOTICE

## TO ALL INDIVIDUALS SEEKING TO ENTER THE COURTHOUSE

*Supplemental #1*

- 1) 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.
- 2) Members of the public, litigants and attorneys shall be subject to a health screening and temperature tested upon entering the building.
- 3) All individual shall maintain appropriate social distancing of 6 feet.
- 4) Interaction between individuals and court staff shall be done electronically: by phone, email, text, skype, etc.
- 5) Documents for filing shall be placed in the appropriate bin – either at the information desk (documents needing a judge’s signature) or the Clerk’s office (all other documents). Paperwork shall not be transmitted by handing it person-to-person.

**PICK UP A COPY OF THE INFORMATION & CONTACT SHEET  
UPON ENTERING THE BUILDING**