

To: All Members of the Bar
From: Judge Steve Christopher
Re: Temporary Changes in Court Operations
Date: March 18, 2020

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HARDIN COUNTY
JUVENILE COURT
2020 MAR 19 AM 11:52
FILED
HARDIN COUNTY
2020 MAR 19 AM 11:51

Attention Members of the Bar:

COMMON PLEAS
PROBATE DIVISION

In light of recent mandates by Governor Dewine and in an effort to do our part in "social distancing" while maintaining court operations, the Hardin County Common Pleas Court, Probate and Juvenile Judge is implementing the following changes, *effective March 23, 2020 and continuing until further notice:*

- The Clerk's office will not take in-person filings, including original complaints, writs, petitions, etc. All filings with respective Clerk's offices are to be by **U.S. MAIL or FACSIMILE or by PLACING IN THE MAIL SLOT IN THE JUDGE'S DOOR or THE MAIL SLOT IN THE JUVENILE CLERK'S DOOR.** If you want file-stamped copies, you must provide a stamped, self-addressed envelope.
- During this time, all fees normally charged for filings shall be mailed to the Court if filing by fax. (This does not affect all other costs) or the same day as the fax filing. The Court will not file nor take action upon the filing until the deposit is received.
- Documents requiring a judge's signature are to be submitted via mail or fax to the court. Juvenile Clerk's office fax # 419-675-2941. Probate Clerk's Office fax # 419-674-2274.
- During this time, all deposits, including for original filings, and any other payments through the Juvenile Court may be made on-line at www.hardincountyjuvenilecourt.com or by check.
- During this time, all deposits, including for original filings, and any other payments through the Probate Court are to be made by check.
- During this time, there will be no page restrictions for fax filings (all other page restrictions, if any, continue to apply)
- Pre-trials in the Probate and Juvenile Divisions and other non-evidentiary hearings not continued will be conducted by phone unless otherwise notified by the Court. Each Division of the Court will establish its own procedure based on its unique circumstances and types of cases.
- Please contact the Court prior to any currently scheduled hearing for any case specific concerns. Juvenile Court phone number is 419-674-2233. Probate Court phone is 419-674-2230.

The following exceptions apply to Court access until further notice:

- Persons of the general public applying for juvenile civil protection orders or filing a mental illness affidavit.
- Title searchers who need access to the Probate Clerk's area for their purposes.
- Parents, custodians and/or guardians and children who are scheduled and required to be present at hearings.
- Required participants in abuse, neglect and dependency matters scheduled hearings.
- Law enforcement requests for search warrants.
- Parties applying for a marriage license who have fully completed their application online through Probate Court's website, and who need to appear at the Clerk's Office to complete the process of providing proof of ID and, if applicable, their prior divorce/dissolution and paying the \$45.00 fee in cash or credit card to be placed in the mail slot.
- Any other exception permitted by the Court on a case-by-case basis. Please call the Juvenile or Probate Clerk's office for questions.
- Access to the second floor of the courthouse will be limited to those with business with the following offices:

Hardin County Recorder
Hardin County Auditor
Hardin County Treasurer
Hardin County Probate Court
Hardin County Juvenile Court

****These changes in practice are subject to change at any time. Thank you for your assistance and patience as we strive to navigate these difficult and unfamiliar waters.**