



maintaining essential court functions and protecting the rights of all individuals subject to the authority of the Court.

9. On April 16, 2020, Governor DeWine announced a plan for a phased re-opening of the state economy.
10. On April 27, 2020, Governor DeWine unveiled plans for Responsible Restart Ohio.
11. On April 30, 2020, Dr. Acton amended the Stay at Home Order and renamed it the Stay Safe Ohio Order. The Stay Safe Ohio Order is in effect until May 29, 2020.
12. On May 8, 2020, consistent with Governor DeWine's Responsible Restart Ohio plan, the Ohio Supreme Court issued principles to guide the operations of the Ohio judicial system and protect the health of court employees and the public while also supporting community efforts to control the spread of COVID-19.
13. Based upon these finds of fact, the Court has developed the following policies and procedures to address this continued public health emergency. These policies and procedures are intended to protect public health, maintain essential court functions, and to continue to protect the rights of all individuals subject to the authority of the Court. This Temporary Order shall remain in full force and effect until further order of the Court.

Therefore, it is hereby ordered:

1. The Court's security policies may be temporarily amended or supplemented to protect public health while maintaining essential court functions.
2. The Court will minimize the physical interaction between litigants, attorneys, witnesses, law enforcement personnel and Court employees by conducting proceedings, to the extent practicable, remotely by video, telephone or other technological means.
3. **Remote Appearances:** All appearances, including probation appointments, shall be by conducted remotely, where practicable. The Court authorizes the use of telephone, video equipment, and other technologies for all actions and proceedings.
4. **In-Person Appearances:** At the sole discretion of the Court, in-person appearances may be required on a case-by-case basis. All in-person appearances and hearings are limited to attorneys, defendants, and victims in proceedings or anyone making payments to the Court. Individuals that do not have business before the Court will not be permitted in the courthouse.

**5. Criminal and Traffic Arraignments:**

- A. All criminal and traffic arraignments shall be by remote appearance as described by Paragraph 2 above, unless otherwise ordered by the Court.
- B. Each defendant shall notify the Court of his/her residence address, email address, telephone number, and text number. The defendant may provide this information to the Court by fax at (440) 442-1910 or to a deputy clerk by calling (440) 461-6500, extension 0.
- C. Upon the filing of a new criminal or traffic case, the Clerk of Court shall immediately notify the defendant of the requirement to provide the information set forth in Paragraph 4(B) above and of the time, date and manner of appearance.

- 6. **Criminal/Traffic Pretrials:** Prosecutors shall conduct pretrials by telephone as possible and mail or email materials that are to be exchanged. The Court will notify the parties by mail or phone of their scheduled telephonic pretrial.
- 7. **Criminal and Traffic Trials:** No trials (bench or jury) shall be conducted until further order of the Court.
- 8. **Probation Appointments:** All probation appointments shall be conducted telephonically until further order of the Court.
- 9. **OVI Initial Appearances:** The Court will conduct five-day hearings every Monday at 8:00 a.m. For newly issued OVI citations, officers shall advise the alleged offender that his/her initial appearance is scheduled for the next Monday at 8:00 a.m.
- 10. **Felony Initial Appearances:** The Court will continue to hold a felony initial appearance docket every Monday at 10:30 a.m.
- 11. **Civil Pretrials:** All civil pretrials will be conducted telephonically. The Court will notify the parties by mail or phone of their scheduled telephonic pretrial. Upon receiving notice of the telephonic pretrial from the Court, litigants will be required to contact the Court and provide the best number to be reached for the telephonic pretrial.
- 12. **Civil Trials:** No trials, including small claims trials, shall be conducted until further order of the Court.
- 13. **Evictions Hearings:** Unless otherwise ordered on a case-by-case basis, eviction hearings will be continued until further order of the Court. Unless otherwise ordered

on a case-by-case basis, move outs on Forcible Entry and Detainer cases are suspended until further order of the Court.

14. **Weddings:** All weddings are cancelled until further order of the Court.
15. This public health emergency may be considered “just cause” for continuances deemed necessary by the Court on a case-by-case basis.
16. **Filings:** While the Court will continue to accept and process filings at the window, it also accepts filings by facsimile and by mail. The Court’s fax number is (440) 442-1910. The Court will also accept filings through its drop box on the first floor of the Lyndhurst Municipal Center during this emergency. If possible, the Court encourages individuals to file documents by facsimile or by mail instead of filing at the window.
17. **Telephone Access:** The Clerk of Court will continue to be available by telephone at (440) 461-6500 from 8:30 a.m. to 4:00 p.m., Monday through Friday.
18. **U.S. Mail:** The Court will continue to receive and process documents delivered by the U.S. Mail.
19. **Online Payments:** The Clerk of Court accepts online payments at [www.lyndhurstmunicipalcourt.org](http://www.lyndhurstmunicipalcourt.org). Payment of waiverable tickets, fines, court costs, and restitution may be paid online at any time.
20. All individuals, including litigants, victims, attorneys, judicial officers and court personnel, desiring to enter the courthouse are subject to available health screening and may be excluded from admission based upon the results of such screening.
21. Based on recommendations from Responsible Restart Ohio, all individuals entering the courthouse must wear a face covering while they are in the courthouse and follow best practices, including washing hands, sanitizing and social distancing.
22. Any Court employee who exhibits signs of illness must notify their direct supervisor by telephone or email and shall not come into the courthouse or report for duty. Any individual within the courthouse who exhibits signs of illness shall be directed to leave the building immediately and seek medical advice before being permitted to re-enter the building at a later date.
23. The Clerk of Court shall conduct business in the clerk’s office with personnel as determined by the Clerk, and may determine to accept filings or other transactions via e-filing or other designated methods determined by the Clerk.

24. When the emergency subsides, the Court will enter an Order declaring an end to the emergency and a resumption of normal operations.

25. This Temporary Order shall be served upon the Supreme Court of Ohio and Ohio Judicial Conference and posted on this Court's website.

IT IS SO ORDERED.

/s/ Dominic J. Coletta  
JUDGE DOMINIC J. COLETTA