

**IN THE WAYNE COUNTY MUNICIPAL COURT  
WAYNE COUNTY, OHIO**

IN RE: Courthouse Operations  
Under Exigent Circumstances  
Created by COVID-19

**JOINT ADMINISTRATIVE  
ORDER**

---

The Presiding and Administrative Judges of the Wayne County Municipal Court, Wayne County Ohio hereby issue a Joint Administrative Order in response to the public health emergency created by the outbreak of Coronavirus Disease 2019 (COVID-19). There are multiple confirmed cases of COVID-19 in the State of Ohio, in response to which the Governor of the State of Ohio, Michael DeWine, has issued an Executive Order declaring a state of emergency, which among other things, limits large indoor gatherings. Local officials at the county and city level have followed suit. The Governor's declaration follows the Centers for Disease Control and Prevention (CDC), "Interim Guidance," recommending that all employers consider how best to decrease the spread of COVID-19.


Given the severity of the risk posed to the public, the CDC mandate, and Governor's declaration, it is hereby ordered that effective Tuesday, March 17, 2020:


- (1) Jury trials that are scheduled to occur prior to May 1, 2020 in which the Defendant is not in custody shall be continued and re-set in approximately thirty (30) days. Jury trials that are scheduled to occur prior to May 1, 2020 in which the Defendant is in custody shall be converted to a bond review hearing. Bench trials that are scheduled to occur prior to May 1, 2020 in which the Defendant is in custody shall proceed as scheduled. Bench trials that are scheduled prior to May 1, 2020 in which the Defendant is not in custody shall be continued and re-set in approximately thirty (30) days.
- (2) Arraignment dates will be extended for a period of thirty (30) days. Leave is granted to file written Not Guilty Pleas for all pending cases where a plea has not yet been entered.

- (3) Pretrial Conferences for cases in which the Defendant is not represented shall be continued and re-set in approximately thirty (30) days.
- (4) Pretrial Conferences for cases in which the Defendant is represented by counsel shall be conducted between counsel and a pretrial form shall be filed with the Court within three (3) days of the pretrial conference updating the Court on the status of the case. Counsel may request a continuance of the pretrial conference, as well. A form to be used to update the Court on the status of the case may be obtained from the Court's website.
- (5) Individuals who are currently on Probation shall report via telephone unless otherwise instructed by their probation officer.
- (6) Probation Violation Arraignments and Hearings shall be continued approximately thirty (30) days.
- (7) Individuals who are currently under monitoring as a condition of bond or as a Home Arrest order shall continue to report to the Home Arrest Department to download data.
- (8) Electronic monitoring for individuals on Home Arrest or as a condition of bond shall continue as previously ordered. Individuals scheduled to screen for home arrest shall report to screen thirty (30) days after their currently scheduled date.
- (9) Any person who has a due date for fines and costs occurring within the next thirty (30) days shall be granted an automatic extension to pay the fines and costs to avoid the need to appear in person to make payment.
- (10) Civil proceedings will be continued for approximately thirty (30) days.
- (11) Small Claims mediations, Judgment Debtor Examinations and other Small Claims proceedings will be continued for approximately thirty (30) days.
- (12) All other civil and criminal matters, including bench trials, motion hearings, and sentencing hearings, scheduled before any judge or magistrate in the Municipal Court, and any associated deadlines are continued at the discretion of the assigned judge for a minimum of thirty (30) days pending further order of the Court, except the following:
  - a. Criminal arraignments and probable cause determinations for incarcerated

- b. defendants;
  - b. Proceedings involving incarcerated defendants at the assigned judge's discretion;
  - c. Requests for emergency relief including: Request for Temporary Protection Orders, Motions to Revoke Bond, or other matters concerning the safety of individuals; and,
  - d. Reviewing application for search warrants.
- (13) With regard to criminal matters, due to the effect of the above public health recommendations on the availability of counsel and court staff to be present in the courtroom, and the court's reduced ability to obtain the adequate spectrum of jurors, the continuances implemented by this Joint Administrative Order are subject to R.C. 2945.72(H), "Extension of Time for Hearing or Trial." The Court specifically find the public health interests are paramount and the ends of justice are best served by this Joint Administrative Order.
- (14) Video and telephonic hearings and conferences shall be utilized to the extent possible.
- (15) This Joint Administrative Order does not affect the Court's consideration of civil or criminal motions that can be resolved without oral argument.
- (16) The Wayne County Municipal Courthouse shall remain open until further order of the Court. Court staff will be available by telephone. Electronic filings may still be made via the Clerk of Courts website [www.wayneclerkofcourts.org](http://www.wayneclerkofcourts.org). The public is encouraged to follow all applicable public health guidelines while utilizing in person Court services.
- (17) Any updates or changes to this action plan will be posted on the Court's website at [www.waynemunicipalcourt.org](http://www.waynemunicipalcourt.org).

IT IS SO ORDERED.

  
Hon. Timothy R. Vansickle  
Administrative Judge

  
Hon. Michael W. Rickett  
Presiding Judge