

**IN THE UPPER SANDUSKY MUNICIPAL COURT**  
**Wyandot County, Ohio**

IN THE MATTER OF

ORDER

COVID-19 PANDEMIC AND STATE OF EMERGENCY  
FOR THE STATE OF OHIO AND  
THE UNITED STATES

**FILED**  
UPPER SANDUSKY OHIO  
UPPER SANDUSKY MUNICIPAL COURT

MAR 26 2020

JANE A. FREY  
CLERK

The Court hereby makes the following findings of facts:

1. On March 9, 2020, Ohio Governor Mike DeWine issued Executive Order 2020-01D declaring a "State of Emergency" in response to the growing COVID-19 public health crisis;
2. On March 11, 2020 the World Health Organization officially declared COVID-19 to be a global "pandemic" requiring "urgent and aggressive action" to control the spread of the virus;
3. On March 12, 2020 the State of Ohio Director of Health issued a ban on "mass gatherings" and Ohio Governor Mike DeWine ordered the closure of schools in Ohio to control the spread of the virus;
4. On March 13, 2020 President Donald Trump declared a National Emergency pursuant to the Stafford Act as a result of the Coronavirus pandemic;
5. On March 15, 2020 the State of Ohio Director of Health issued orders limiting access to jails in Ohio to control the spread of the virus;
6. On March 16, 2020 this court adopted procedural measures in an effort to protect the health and safety of the staff of the Court and the citizens;
7. On March 22, 2020 the State of Ohio Director of Public Health issued an order that all persons stay home unless engaged in essential work activity;
8. On March 25, 2020 the first confirmed case of the coronavirus was reported in Wyandot County, Ohio;

Based upon the Findings of Fact, the following measures are hereby adopted in order to protect and promote the health of the staff of the Court and the citizens in general. To that end, the following measures shall be effective immediately and shall continue until further order of the Court.

1. All Local rules of this Court may be temporarily adapted, modified or suspended to allow flexibility, within constitutional limits, in response to this public health emergency.
2. All in-person arraignments, criminal and traffic, for those individuals released on bond shall be and are hereby continued until on or after May 11, 2020. Defendants shall provide a current address to the Court. Defendants and/or their counsel of record may file a written not guilty plea by facsimile to (419) 209-0474 or by emailing same to clerk@uppermunicipalcourt.com. Written not guilty forms are available on the court's website, uppermunicipalcourt.com. Arraignments for incarcerated individuals or individuals charged with operating a vehicle while under the influence (OVI), assault, aggravated menacing, menacing, violation of a civil protection order will be scheduled on a case by case basis and may be conducted by video conferencing, if available.
3. All criminal and traffic pre-trials shall now occur by telephone between the State and Defense Counsel. Defense Counsel shall initiate the pre-trial by telephone at the appointed time and remain available should the State not be available at the appointed time. Court pre-trial forms shall be faxed between counsel, signed and then

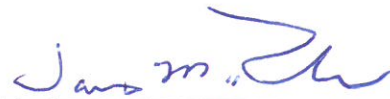
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presented to the Court for processing. Fax signatures will be accepted on these pre-trial forms. If there is an agreed upon plea, the matter will be set for a change of plea in open court at a later date.

4. All Civil pre-trials shall be conducted by telephone with the Court. Plaintiff's counsel shall initiate the telephone conference with Defendant/Defense Counsel and the Court.
5. At this time all civil, criminal and traffic trials or other evidentiary hearings scheduled through May 1, 2020 are hereby continued and a new trial date will be scheduled. Notices will be sent to Defendant at the most current address provided to the Court. Defendants shall keep the court apprised of any change of address.
6. All small claims and forcible entry and detainer (eviction) cases are continued for a period of at least thirty (30) days and will be rescheduled after that time period.
7. All wage garnishments, debtor's exams, bank garnishments, executions and hearings on contempt charges are hereby suspended pending further order of the court.
8. Jury trials shall be suspended until further order of the Court unless the Defendant is incarcerated on the pending charge.
9. All probation department appointments shall be conducted by telephone unless otherwise directed by the Probation Department. Probationers shall check with the probation department before appearing in person.
10. All fine and cost hearings scheduled for the **FOURTH TUESDAY** of the month shall be rescheduled to May 26, 2020 at 1:30 p.m. All fine and cost hearings scheduled for the **SECOND TUESDAY** of the month shall be rescheduled to May 12, 2020 at 1:30 p.m. All individuals should continue to make their monthly payments and then appear in person on the newly scheduled date and time. Payments can be made through the court's website, [www.uppermunicourt.com](http://www.uppermunicourt.com) or by calling the call center at (866) 895 0198.
11. During this time, only individuals who have business with the Court will be permitted on the second floor where the court is located.
12. The Court will not perform weddings until further order of the court.
13. Thursday evening court sessions are hereby suspended until further order of the Court.
14. **Effective March 30, 2020, the Court will only be open for personal appearances and in person filings between 8:00 a.m. and 12:00 noon unless otherwise scheduled by the Court. Contact with the court can still be made by telephone during normal business hours.**

IT IS SO ORDERED.



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James M. Ruhlen, Judge