

**COVID EMERGENCY ORDER  
JOURNAL ENTRY  
20-COVID-013**

**IN THE MUNICIPAL COURT OF TOLEDO, LUCAS COUNTY, OHIO**

In order to ensure the safety of court staff and citizens before the Court and in accord with JE 20-COVID-001, the Court is temporarily enacting the following:

**Continuing Operations.** The Court will continue to perform essential functions but will limit hearings to in custody defendants only, through May 15, 2020 or until otherwise so ordered. All felony and misdemeanor non custody cases will be continued to after May 15, 2020. On any individual case, a prosecutor, defense counsel, defendant or alleged victim may petition the Court to have a hearing go forward regardless of custody status.

Beginning April 28, 2020, face coverings are required of the public, court employees, and other individuals seeking to enter the building.

Beginning May 18, 2020, the Court will begin to phase in regular court operations according to the following schedule below.

**May 4-15, 2020.** Continue as ordered under 20-COVID-008 with hearings limited to in-custody defendants only by video from the jail; and limited out of custody cases as petitioned by parties and ordered by the Court.

**May 18, 2020.** Courthouse will open to include scheduled CRA (Felony) CRB (Criminal) and TRC (Operating under the Influence) cases. This includes pretrials and trials on individual judge dockets and the 9:00 out of custody arraignment docket for CRA, CRB and TRC only.

Duties will open to warrants only (open and bench warrants). Any other Duties matters must be addressed by filing a motion with the Court. Other than warrants, access to the Courthouse is strictly limited to persons (attorney, defendant, victim, witness) with scheduled cases.

The Judges mandatory docket rotation will return to normal. Courtroom 3 will continue to hear all (misdemeanor and felony) in custody cases by video from the jail until otherwise ordered. Courtroom 3 will hear all felonies (in-custody and out-of-custody). Courtroom 4 will hear all out of custody misdemeanor CRB and TRC arraignments. This procedure will continue until further notice. Duties is limited to warrants only.

Start times for scheduled assigned cases on individual Judges dockets will be staggered: Cases with private attorneys will be scheduled for 9:00am; cases with public defenders will be scheduled for 10:00am; and Pro Se cases will be scheduled for 11:00am.

**June 1, 2020.** Courthouse will open to hearings on civil cases and Small Claims. The courthouse will also open to payment of fines, costs, and fees and court filings. Access to the building is strictly limited to persons with scheduled cases, court filings or making payment on fines, costs and fees. Duties is limited to warrants only. Face coverings are required to enter the building.

**July 1, 2020.** Courthouse is open to hearings on TRD (traffic) cases including the afternoon traffic arraignment docket. Access to the building is strictly limited to persons with scheduled cases, court filings or making payment on fines, costs and fees. Duties is limited to warrants only. Face coverings are required to enter the building.

**August 3, 2020.** Courthouse is open to the public. Duties Court is limited to warrants only. The need for face coverings will be determined by the public health recommendations at that time.

**Fines and Costs:** All fine, fees, and costs that are due between March 11, 2020 and June 1, 2020 are stayed an additional 90 days. Payments of fines, costs, and fees prior to June 1, 2020 can only be made via online payment or by phone.

**Filings:** Individuals who wish to file with the Clerk of Court must follow the electronic filing process that can be found on the Clerk of Court's website, until June 1, 2020.

When the emergency subsides, the Court shall enter an order declaring an end to the judicial emergency and a resumption of normal operations.

Date: \_\_\_\_\_

4.24.20



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Timothy C. Kuhlman  
Presiding Judge