

# **SUMMARY OF EMERGENCY COURT SERVICES AND PROCEDURES**

## **GREENE COUNTY COMMON PLEAS COURT PROBATE DIVISION**

Greene County Probate Court is operating remotely as a fully functional “virtual court” during the coronavirus public health emergency. This is a summary of the adjustments to our services and procedures during this time.

### **Probate Court Clerk’s Office**

The physical location of our Clerk’s office is not open to the public. All of our Deputy Clerk’s and the Judge are working remotely from their respective homes. Please do not attempt to come to our Clerk’s Office for any reason. We are not there.

### **Telephone Calls**

You can continue to call our Court during normal business hours from 8:00 am through 4:00 pm Monday through Friday. Our main telephone number is (937) 562-5280. All calls are automatically forwarded to our Deputy Clerks, who will be happy to assist you.

### **Emails**

We will continue to receive all of our emails and will respond to you as quickly as possible. All faxes will automatically come to us as PDF documents directly to our computers. Please use the “Contact Us” link on the homepage of our website for inquiries. One of our Deputy Clerks will reply to you as soon as possible.

### **U.S. Mail**

We have made arrangements to continue receiving our mail every business day. We will open and process our mail every day, as usual.

### **Website**

Our website continues to be fully operational. It is the best resource to find all of the information you may need to work with our Court. The homepage also has a special section to keep you abreast of all Court Orders relating to the temporary changes we have made to our operations during this public health emergency.

### **Filings**

You may continue to file in our Court as usual, with the exception that all in-person filings at the window of our Clerk’s Office are suspended until further notice. You can deposit your in-person filings in our drop box located outside the main entrance of the courthouse adjacent to the front steps. Please place your filings in an envelope to keep them together, include payment of the proper filing fee, and provide a self-addressed, stamped envelope for us to return your filed copies to you. Alternatively, you may file by fax at (937) 562-5316 or email at [probate-noreply@co.greene.oh.us](mailto:probate-noreply@co.greene.oh.us) (PDF attachments only). Remember, you need to follow-up by sending the originals with your filing fee payment by U.S. Mail within five days.

### **Due Dates**

We have automatically extended the due date of all filing deadlines on all case types for 60 days from the current due date. This applies to all due dates that are currently past due or that become due on or before May 31, 2020. You do not need to file an Application for Extension of Time during this period. We have already done that for you.

### **New Cases**

All new cases will be processed just as they normally are. However, if you have a case that is an emergency, like an emergency guardianship, we ask that you call the Court at (937) 562-5281 to let us know it is coming so we can specifically watch for it.

### **Uncontested Hearings**

All uncontested hearings will proceed as scheduled. We will conduct these hearings by video conference using ZOOM. If you do not have access to a computer, you will still be able to join the hearing by audio using your telephone. At least 24 hours before your scheduled hearing, we will send you instructions on how to connect. Remember, we begin all of our hearings on time, so we request that you not be late in joining the video conference. However, please do not attempt to connect any sooner than ***three minutes*** before your scheduled time to avoid interrupting the hearing before you in case it has not yet finished. If you prefer to continue and reschedule your hearing, please call the Court at least 24 hours in advance and we will accommodate your request.

### **Trials and Contested Cases**

We have continued all trials and contested hearings that are scheduled before May 31, 2020 for 60 days. We have also continued all deadlines in pending Scheduling Orders for 60 days. As soon as the health emergency is over and we resume our normal operations, we will schedule and Interim Pretrial Conference to regroup and make any scheduling adjustments that may be necessary.

### **Emergency Proceedings**

Emergency proceedings will continue to receive our top priority. If you have an emergency proceeding you need to file, please call the Court at (937) 562-5281 first so we are aware it is coming.

### **Marriage Licenses**

We have launched a new online marriage license system for use during this emergency period. It is fast and easy to use and will avoid the need for any in-person appointment until our Court resumes its normal operations. Everything you need is on our Court's website. Please start with the instructions on the homepage of our website.

### **Updates**

Keep current on the most recent information on the homepage of our website. On social media, you can like and follow the Facebook page "Judge Tom O'Diam," which will have periodic updates about our court's operations.

*We will do our best to provide the same efficient service you have come to expect, but please understand there may be some delays that are beyond our control. We appreciate your patience as we all work through this difficult time.*

---

***If you have any questions, please contact our Court.***

Phone: (937) 562-5280

Website: <https://co.greene.oh.us/probate>

Email: Use the "Contact Us" Link on the Right Side of Our Website Homepage