

WILLOUGHBY MUNICIPAL COURT  
LAKE COUNTY, OHIO

**IN RE: FIFTH ADMINISTRATIVE ORDER IN RESPONSE TO THE COVID-19 PUBLIC HEALTH CRISIS FOR FEDEX AND USPS ADAPTION OF SIGNATURES**

FILED  
20 APR 30 PM 10:02  
WILLOUGHBY MUNICIPAL COURT  
WILLOUGHBY, OHIO

In response to the current public health emergency regarding COVID-19, FedEx and the United States Postal Service ("USPS") have modified the way that they process signature service.

FEDEX

For all direct signature service, FedEx employees will, for the time period of the current public health emergency, confirm that the individual receiving the package is the individual to whom the package was addressed. Instead of having the individual sign the hand-held device, the FedEx employee will enter a code ("C-19") into the hand-held device that will represent the signature of the recipient.

USPS

For mail requiring a signature, while maintaining a safe, appropriate distance, the USPS employee will request the customer's first initial and last name so that the employee can enter the information on the electronic screen or hard copy items such as return receipts, PS Forms 3811 and 3829. For increased safety, the USPS employee will ask the customer to step back a safe distance or close the screen/door so that they may leave the item in the mail receptacle or appropriate location by the customer door.

This practice will continue until the current public health emergency period has ceased. The Willoughby Municipal Court shall accept the FedEx and USPS delivery processes as good service for the purpose of any court action during the current public health emergency, pursuant to the Public Health Emergency that was declared by this Court on March 13, 2020.

IT IS SO ORDERED.

*Marisa L. Cornachio*  
\_\_\_\_\_  
JUDGE MARISA L. CORNACHIO

Journal: C20  
Page: 014  
Entered: 04/30/2020