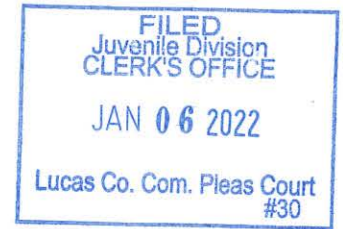


**LUCAS COUNTY COURT OF COMMON PLEAS  
JUVENILE DIVISION**



**In the Matter of:**

**TEMPORARY ORDER IN RESPONSE TO INCREASED RISE OF THE SPREAD  
OF COVID-19 AND ITS VARIANTS WITHIN OUR COMMUNITY**

**JOURNAL ENTRY**

Effective immediately and until further notice, in an effort to reduce the spread of COVID-19 and its variants within our community, The Lucas County Court of Common Pleas, Juvenile Division (LCJC or Court), makes the following Findings of Fact:

Findings of Fact:

1. The Court's previous Order in Response to Ending of the Emergency Declaration, file stamped June 2, 2021, reserved the right of the Court to temporarily adapt to allow Court flexibility, within constitutional limits, in response to conducting operations during the COVID-19 health crisis.
2. The LCJC's security policies may be temporarily amended or supplemented to protect public health while maintaining essential Court functions. Court will continue to work with security to prevent sick individuals from entering LCJC and take appropriate actions to ensure a healthy work environment.

Based upon these findings, the LCJC Administrative Judge has developed a continuum of flexible responses to be in effect until such time as the spread of the virus or its variants are reduced within our community or until further order of the Court. The continuum of responses is intended to protect public health, to maintain essential Court functions, and to continue to protect the rights of all individuals subject to the authority of the Court.

It is therefore ***ORDERED, ADJUDGED and DECREED THAT:***

1. The local rules of the Lucas County Court of Common Pleas, Juvenile Division (LCJC or Court), may be temporarily adapted to allow Court flexibility, within Constitutional limits, in response to the public health emergency.
2. The LCJC's security policies may be temporarily amended or supplemented to protect public health while maintaining essential Court functions. Court will continue to work with security to prevent sick individuals from entering LCJC and take appropriate actions to ensure a health work environment.
  - a. Beginning immediately and continuing until otherwise ordered, all individuals entering the Court are required to have their body temperature taken by means of a body scanner thermometer. Any individual displaying an external temperature reading of 100.4° or higher and/or displaying visible signs of illness such as, coughing, sneezing, or other COVID19 symptoms may be turned away from entering the Court.
    - i. Anyone who is turned away or unable to enter for reasons listed above, shall notify the Court and their attorney by telephone or email and shall not come into the courthouse, unless specifically instructed to do so by the assigned Judge or Magistrate.
    - ii. Court personnel, prior to beginning their work day, shall complete and submit a daily health screener to their supervisor and anyone who is showing signs of illness, shall notify their immediate Supervisor and not report to work, pending further instructions from their Department Administrator.
  - b. All individuals entering the Court must exercise social distancing, by remaining six (6) or more feet away from others, wash and disinfect their hands frequently, and wear facemasks.
  - c. Parties are encouraged to not bring any non-essential parties or witnesses with them to a hearing, as only parties named on a case will be admitted to the Court for their scheduled hearing.
3. The LCJC's Employee Handbook, may be temporarily adjusted to maintain essential Court

- operations and functions.
4. The Court continues to authorize the use of telephones, cellular phones, audiovisual devices and technologies for all actions and proceedings.
  5. The Court will attempt to minimize the amount of travel and social in-person interaction of parties, attorneys, witnesses, law enforcement personnel, and judicial personnel by conducting proceedings, as far as practical, by remote video or telephonic electronic means.
    - a. With the recent rise in the community spread of COVID-19, the Court will immediately begin conducting hearings remotely, with the exception of the following hearing types;
      - i. These hearings, at the discretion of the Magistrate or Judge, may be held in person;
        1. Emergency hearings;
        2. Shelter Care hearings;
        3. Detention trials; and
        4. Disposition hearings.
      - b. All other hearings, not specified above, may be held remotely at a Magistrate's or Judge's discretion.
  6. Remote hearings will be held using telephonic and/or Zoom video conferencing. All requests to conduct and/or participate in a hearing remotely, should be directed to the Magistrate or Judge prior to the hearing.
    - a. The Magistrate or Judge will review the request and if approved, the matter will be scheduled as such and all parties will be notified.
    - b. Anyone who is unable to participate remotely, should contact the Court at 419-213-6744, at least 48 hours prior to their scheduled hearing and the Court will advise them on how they may participate.
  7. All hearings for individuals who are currently confined or being held at the Lucas County Jail, will be held via Zoom video conferencing.
  8. Any party to a case, who is under a quarantine order, or who has been exposed to COVID-19 should not report to the Court for their hearing. They should instead contact the Court at 419-



- 213-6744 to notify the Court in order for the Court to determine next steps.
9. Judicial officers, attorneys and agencies may file all orders electronically by email at [lcjinfo@co.lucas.oh.us](mailto:lcjinfo@co.lucas.oh.us), serve orders by email notification, and use Zoom video conferencing and telephone conferencing in an effort to reduce the number of people who come into the Court each day.
  10. All probation reporting will take place by telephone or zoom video conferencing.
  11. All Juvenile Detention Center and Youth Treatment Center **family visits will take place by telephone or Zoom video conferencing** utilizing the Zoom Televisit Stations in the Court or their own personal mobile device.
  12. Mediations scheduled to be done at the Court, will be conducted remotely via zoom video conferencing.
  13. Pleadings for filing may be left in the designated area within the Court's lobby or submitted via email to [lcjinfo@co.lucas.oh.us](mailto:lcjinfo@co.lucas.oh.us). Please leave a valid contact number with any pleading submitted for filing. Please note that pleadings submitted will be processed by the Clerk's office within 48 business hours and you will be contacted with any questions.
  14. The Court's public pro se forms and filing instructions are located on our website at <https://www.co.lucas.oh.us/1831/Forms-Filing-Various-Filing-Instructions>.
  15. Payments normally made in the Clerk's Office, should be made by utilizing the below appropriate method;
    - a. **Filing fees** (unless waived) should be paid on-line at <http://www.co.lucas.oh.us/204/Juvenile-Court>, prior to the first hearing. *Failure to pay or make arrangements to pay filing fees prior to the first hearing, may result in the dismissal of the action.*
    - b. **Court costs, fees, and restitution**, may be paid via:
      - i. on line at <http://www.co.lucas.oh.us/204/Juvenile-Court> or
      - ii. by check or money order made out and mailed to the LCJC Clerk's Office at 1801 Spielbusch Ave., Toledo, Ohio 43604.
    - c. **Child Support payments** may be made via:

- i. credit or debit card:
  - 1. <https://oh.smartchildsupport.com/> or <https://childsupport.ohio.gov/login.jsf>, or by phone at 1-888-965-2676, option 5.
- ii. check, money order or cashier's check made out and mailed to Ohio CSPC, P.O. Box 182372, Columbus, Ohio 43218-2394, or
- iii. cash at any "Pay a Bill Center" Money Gram location such as, Wal-mart or CVS, for a fee.

16. This "Temporary Order" shall be served on the Supreme Court of Ohio, Ohio Judicial Conference, Lucas County Court of Common Pleas, General Divisions, Toledo Bar Association, Lucas County Prosecutor's Office, Lucas County Public Defender's Office, Lucas County Sheriff, Lucas County Board of County Commissioners, and the Lucas County Health Commissioner, Lucas County Children Services, and Lucas County JFS, CSEA.

*It is so ORDERED.*

Denise Navarre Cubbon  
Denise Navarre Cubbon, Administrative Judge

1/6/2022  
Date