

# *Lucas County Juvenile Court*

Care | Guidance | Treatment | Protection

## **COVID-19 Continued Operations & Meeting Cancellations at the Lucas County Juvenile Court:**

In the interest of public health during the COVID-19 crisis, Lucas County Juvenile Court has modified its courthouse operations to minimize social spread of the virus and the number of people who need to come to the courthouse. Members of the public are encouraged to follow [guidance from Ohio Department of Health](#) and stay home if they are in a higher risk group or are feeling sick. If you have a scheduled hearing please contact the Juvenile Court Clerk's Office at (419) 213-6722 or (419) 213-6744 if you are ill and require a continuance (postponement) of your hearing.

## **The following Juvenile Court Programs are canceled until further notice:**

- Pro Se Legal Clinics
- Safety Council Youth Driving Program
- Car teens
- All CASA trainings held at the Juvenile Court
- Family Navigators/Center for Hope
- VIP (Very Important Parent) classes

## **Changes to Courthouse Operations until further notice:**

### **Juvenile Detention Center and Youth Treatment Center:**

- As of March 13, 2020 all visitation with youth is suspended.
- Any outside volunteers, groups, etc., entering either of the facilities have also been suspended.
- Attorneys and Parents can contact youth via telephone. Please call (419) 213-6723 or (419) 213-6724.

### **Juvenile Clerk's Office:**

- As of March 13, 2020, the Juvenile Clerk's Office is rescheduling/postponing some hearings. If you have a scheduled hearing at Juvenile Court between March 13, 2020 and June 1, 2020 and it is postponed, you will receive a notice with a new hearing date in the mail.
- Any cases being postponed are those in which statutory time frames and public safety are not an issue.
- The following hearings will **NOT** be postponed at this time:
  - Dependency, Neglect and Abuses cases filed by Lucas County Children Services;
  - Detention Hearings;
  - Domestic Violence Hearings;
  - Community Detention Hearings.
- The Clerk's Office is still accepting filings. However, they are being time stamped and processed at a later time. All filing fees owed will be due at the time of the first scheduled hearing.
- All Lucas County Juvenile Court forms and filings are available online at the Juvenile Court website under [Forms, Filings & Various Filing Instructions](#).
- Lucas County Juvenile Court's Filing Fee Schedule is available on the Juvenile Court website.

- If you are financially unable to pay a filing fee you can submit a Motion for Waiver of Filing Fee with Affidavit of Indigency (Form #76710) with your filing.
- If you owe Fines and/or Court Costs, you can pay online at the Juvenile Court website at [www.co.lucas.oh.us/204/Juvenile-Court](http://www.co.lucas.oh.us/204/Juvenile-Court). You will need to know your case number.
- The Lucas County Juvenile Clerk's Office is no longer accepting payments for fines/court costs, filing fees and/or restitution. Some items can be paid online at [www.co.lucas.oh.us/204/Juvenile-Court](http://www.co.lucas.oh.us/204/Juvenile-Court). You will need to know your case number in order to make online payments.
- The Lucas County Juvenile Clerk's Office is no longer accepting child support payments until further notice. If you need to make a payment on your child support please check with the Lucas County Child Support Enforcement Agency (LCCSEA). Information on how to make an online payment and/or where you can mail a payment can be found on the Lucas County website at <https://www.co.lucas.oh.us/661/Payments>

**Probation Department:** (419) 213-6610

- Probation Officers are working remotely and are on-call. They are available by phone during regular business hours.
- Officers will maintain regular contact with parents regarding court involved youth via phone.
- Home visits with clients are suspended until further notice.
- Office visits are suspended until further notice.
- Interviews/assessments/reports will be conducted over the phone with youth and parents.
- Officers will make contact with assigned youth in JDC or YTC via phone.
- Parents should speak with your child's Officer regarding court hearings, resource staffings, and other programming held at the court.
- If your child is in a treatment home please speak with your child's Officer for information regarding visits and contact.

**Workforce Development Program:** (419) 213-6658

- Workforce Development Programming is suspended until further notice. Please contact Amanda O'Neill, Workforce Development Coordinator, if you have any questions.
- Amanda O'Neill and Chalise Morris are working remotely and are on-call. They are available via phone during regular business hours.

**Misdemeanor Services:** (419) 213-6610

- Misdemeanor Services will follow the same protocol as the Probation Department.
- Officers are on-call and are available during regular business hours.

**Assessment Center:** (419) 213-6670

- The Assessment Center will be opened during regular business hours.
- Precautionary safety measures will be put into place due to the current health crisis.
- Please call the Assessment Center if you need more information.

**Family Violence Intervention Program (FVIP):** (419) 213-6984

- Staff with the Family Violence Intervention Program will be available, by phone, during regular business hours to assist with any emergency situations.
- The Step-Up Program sessions will be conducted via video conference.
- Domestic Violence Mediations are canceled until further notice.
- Please contact Hans Giller or Debbie Lipson for more information regarding DV detention hearings and safety plans.

**Probation Programming:**

- At this time the Bike Program, Glass Blowing and Youth Advocate Program are suspended. Please contact your child's assigned Probation Officer for more information.

**SBT Program:**

- SBT treatment groups are canceled until further notice.
- Harbor therapists will maintain phone and face-to-face contact with clients.
- Harbor Case Managers will work remotely from home and may be reached by phone.
- SBT review hearings are canceled until further notice.
- SBT Probation Officers are available by phone during regular business hours.

**Mediation Department:**

- Daily Domestic Violence Mediations will not take place at this time.
- The Truancy Prevention through Mediation Program at Toledo Public Schools will continue as usual. Once Toledo Public Schools re-open regularly, scheduled mediations on Wednesdays will resume.
- Civil Mediations that are held at the Lucas County Child Support Enforcement Agency (LCCSEA) will continue as scheduled as long as LCCSEA is open.
- Civil Mediations; Dependency, Neglect & Abuse Mediations; Truancy Mediations; and Contributing Mediations held at Lucas County Juvenile Court in the Juvenile Justice Center Building are being postponed until after June 1, 2020. Parties will receive notice of new date in the mail.
- All Permanent Custody Mediations will be canceled until after June 1, 2020.

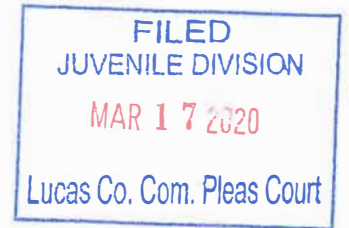
**Court Appointed Special Advocate (CASA) Department:**

- The CASA Department will remain operations and CASA Volunteers will continue to serve our community's abused and neglected children.
- The CASA Courage Awards originally scheduled to take place on April 1, 2020 have been postponed and will take place on October 6, 2020 at 5:30 pm at the Hilton Garden Inn Toledo Perrysburg.
- The CASA Pre-Service Training originally scheduled to begin on May 20, 2020 has been postponed and will now begin on June 3, 2020.
- All CASA In-Service Training sessions have been canceled until June 1, 2020.

**Aramark Food Services Update for JDC and YTC Meal Services for youth and staff:**

- Aramark shall continue to observe correct and frequent cleaning and sanitizing of food service equipment and all kitchen surfaces to prevent the spread of illness amongst both employees and customers.
- Additional prevention measures include: ensuring all employees continue to follow Aramark's Cleaning and Sanitation Standards and Procedures, cleaning and sanitizing objects and surfaces, especially those frequently touched with bare hands; and ensuring proper cleaning of "high touch surfaces" such as tables, handrails, and door handles that can easily spread germs between employees and guests.

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



**In the Matter of:**

**TEMPORARY ORDER IN RESPONSE TO COVID-19 (CORONAVIRUS)  
PUBLIC HEALTH EMERGENCY**

**JOURNAL ENTRY**

The Lucas County Court of Common Pleas, Juvenile Division (LCJC or Court), makes the following Findings of Fact Administrative Order.

Findings of Fact:

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 (Coronavirus) public health emergency declared by the United States Health and Human Services Secretary, on January 31, 2020.
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 13, 2020, President Trump declared the Coronavirus pandemic to be a national emergency.
4. The Lucas County Court of Common Pleas, Juvenile Division, Administrative Judge has consulted with the Lucas County Commissioners, the Lucas County Sheriff, the Lucas County Health Commissioner, the Lucas County Emergency Management Agency, the Lucas County Telecommunications and Information Technology department, and other local, state and federal governmental agencies, including the Supreme Court of Ohio, regarding means available to prevent the spread of the COVID-19 virus while maintaining Court functions.

Based upon these findings, the LCJC Administrative Judge has developed a continuum of flexible responses in case the public health emergency escalates, and to be in effect until such time as the local governmental response to the COVID-19 has resulted in control of the spread of the virus or otherwise 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.
3. The LCJC's Employee Handbook, may be temporarily adjusted to maintain essential Court operations and functions.
4. The Court authorizes the use of telephones, cellular phones, audiovisual devices and technologies for all actions and proceedings.
5. The assigned Judge or Magistrate may consider the public health emergency as good cause for granting continuances on a case-by-case basis.
6. The Court will have lawful authority, within Constitutional limits, to do and direct to be done all things necessary to ensure the orderly and efficient administration of justice for the duration of the declared public health emergency.
7. Attorneys, Witnesses, Parties, and Security personnel who exhibit signs of illness shall notify the Court by telephone or email and shall not come into the courthouse or report for duty or court, unless specifically instructed to do so by the assigned Judge or Magistrate.
8. Court personnel, showing signs of illness shall notify their immediate Supervisor and not report to work, unless otherwise instructed to do so.
9. Court will work with security to determine a means to identify sick individuals who will be entering LCJC and take appropriate actions to ensure a health work environment.
10. The LCJC Clerk's Office shall conduct business with required personnel only, as determined

by the Administrative Judge, and may also determine to conduct the receipt of filings or other transactions via email or other additional means made available to the public.

11. The Court shall attempt to minimize the amount of travel and social interaction of parties, attorneys, witnesses, law enforcement personnel, and judicial personnel by continuing non-essential proceedings or conducting proceedings, as far as practical, by remote video or telephonic means (electronically.)
12. Any matters deemed not to require emergency or expedited hearings will be continued by the Court. Attorneys and parties will receive the new hearing date by mail. This applies to matters currently scheduled for hearing from the date of this order until June 1, 2020.
13. Judicial officers may file all orders electronically by email, serve orders by email notification, and use video and telephone conferencing in an effort to reduce the number of people who come into the Court each day.
14. Shelter care and detention hearings may be conducted using video or telephonic equipment.
15. All probation reporting will take place by phone.
16. All Juvenile Detention Center and Youth Treatment Center family visits will take place by phone.
17. All cases currently scheduled for Mediation, with the exception of safety plan mediations, are continued until after June 1, 2020. Notices of new mediation dates will be mailed to attorneys and parties.
18. When the public health emergency subsides, the Court shall enter an order declaring an end to the duration of the emergency and resumption of normal operations.
19. All payments normally taken in the Clerk's Office, will be made on line or by mail. All Court costs, fees, and restitution, may be paid on line at our website <http://www.co.lucas.oh.us/204/Juvenile-Court> or mailed by check or money order to the Clerk's Office 1801 Speilbusch Ave., Toledo, Ohio 43604. All Child Support payments may be made on line at <https://oh.smartchildsupport.com/> or mailed by check or money order to Ohio CSPC, P.O. Box 182372, Columbus, Ohio 43218-2394.
20. 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

3/17/2020  
Date