

**New Philadelphia Municipal Court
Temporary Modification of Operations
Effective April 6, 2020**

MODIFIED APRIL 27, 2020

In the interest of public health, and in order to comply with Ohio Governor Mike DeWine's Executive Order 2020-01D issued March 9, 2020, and the Orders of the Ohio Director of Public Health issued March 12, 2020 and March 22, 2020 (Stay at Home Order), the Court will implement the following procedural changes beginning at 9:00 a.m. on Monday, April 6, 2020. This is an evolving situation and may change pursuant to federal, state, or local guidance and directives.

THE COURTHOUSE WILL REMAIN CLOSED TO THE PUBLIC UNTIL MAY 31, 2020. The Court will continue to be in operation Monday through Friday, from 9:00 a.m. to 3:00 p.m., for essential functions only.

ALL FILINGS, INCLUDING FROM POLICE AGENCIES will be accepted only in the **drop box** located in the court vestibule. FOLLOW THE INSTRUCTIONS DISPLAYED AT THE BOX. The Clerk's offices, payment window, public payment computer terminal, and attorney/agency mailboxes will NOT be accessible. All mail normally placed in the attorney/agency mailboxes will be mailed by the clerk unless other arrangements are made due to volume.

Access to the Courthouse may be permitted only for attorneys, prosecutors, subpoenaed witnesses, victims, or victim advocates at the time of a scheduled hearing. Media shall have access in accordance with Ohio Sup.R. 12.

EVERYONE ENTERING THE COURTHOUSE WILL BE REQUIRED TO WEAR A MASK COVERING THE MOUTH AND NOSE.

SOCIAL DISTANCING AND OHIO DEPARTMENT OF HEALTH REGULATIONS WILL BE STRICTLY ENFORCED.

Further information may be obtained by calling the Court at (330) 343-6797, press "0" for an operator.

I. ESSENTIAL COURT FUNCTIONS

* The Court will conduct all incarcerated arraignments and incarcerated felony initial appearances by video per normal procedure. **No Civil or Criminal Jury Trials will be conducted.** Bench trials and felony preliminary hearings in which the defendant is incarcerated will be scheduled by the Court within a reasonable time and the Defendant will appear by video from the jail. See, 2020 Am. Sub. H.B. 197 and Ohio Supreme Court Emergency Rules regarding tolling of time and use of technology, entered March 27, 2020.

* ACTIVE WARRANTS: Defendants with active warrants may come to the Courthouse on Thursdays at 1:00 p.m. to have their warrant addressed by the Court. Follow all instructions of the Bailiff at the door.

* NEW CITATIONS WHERE DEFENDANT ‘MUST APPEAR’: Only Defendants who have received a citation for any offense in which a victim may be eligible to obtain a Criminal Domestic Violence Temporary Protection Order pursuant to O.R.C. 2919.26 or a Criminal Protection Order pursuant to O.R.C. 2903.213 must still appear for arraignment as ordered. See, Journal Entry filed May 2, 2019 (attached) for a full list of these charges. Follow all instructions of the Bailiff at the door.

All other Defendants SHALL NOT appear for arraignment and will receive the next hearing date from the Court in the mail. Defendants must keep the court informed of current address.

* **Temporary Protection Orders** will be heard and served per normal procedures. Victims wishing to request a protection order should call the prosecutor/victim advocate office listed on the victim information sheet provided by the arresting officer. Victims may also call the Court to be directed to the correct prosecutor’s office for assistance.

II. OTHER COURT FUNCTIONS

* **Criminal and traffic** pre-trials will be scheduled as “telephone, counsel only” and shall be conducted outside of the Courthouse. Counsel will then notify the assignment commissioner in writing as to the case status. Counsel may request, or the Court will order, the continuance of any criminal or traffic trial or evidentiary hearing, with or without a time waiver.

* **Payments** shall be made by mail, on the Court’s website at www.npmunicipalcourt.org or by calling 1-866-895-0198.

* Treatment Team meetings and weekly review hearings for the New Philadelphia Municipal Recovery Court will be conducted by telephone or video conference. Random drug testing will continue.

* Probation officers will minimize face-to-face contact with Defendants. Pre-trial Supervision assessments at the jail are suspended, but incarcerated Defendants may still be placed on PTS. Pre-trial Supervision and Probation terms will continue to be enforced as the probation officer deems necessary and appropriate.

* Assignment to, and all currently assigned work dates for, the New Philadelphia Municipal Work Program and Inmate Work Program **are suspended**. All currently scheduled show cause, community service, and other review hearing dates before May 1, 2020, are cancelled. Defendants will receive new work program assignment and review hearing dates in the mail.

Cc: Clerk of Court
Tuscarawas County Attorneys
Tuscarawas County Law Enforcement Agencies
Tuscarawas County Jail; New Philadelphia City Health Department; Local Media

