

**In the Franklin County Municipal Court
Columbus, Ohio**

Administrative Order Number: 05-2021

Effective: May 20, 2021

Administrative Order 03-2021 is hereby **RESCINDED** and replaced with the orders set forth herein.

The Findings of Fact stated in Administrative Orders 05-2020, 06-2020, 07-2020, 09-2020, 10-2020, 26-2020, and 03-2021 are hereby incorporated by reference into this Administrative Order, and are further supplemented as follows:

Based upon these Findings of Fact, the Franklin County Municipal Court hereby issues the following orders. This Administrative Order 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.

THEREFORE, IT IS HEREBY ORDERED:

Traffic Arraignment

1. Effective July 6, 2021, traffic case arraignments shall be held at 375 South High Street, Columbus, Ohio, in Courtrooms 1A and 1B.
2. Beginning on or about June 7, 2021, in order to begin summoning defendants to 375 South High Street approximately 30 days prior to July 6, 2021, all Law Enforcement agencies are **REQUESTED** to fill out the Ohio Uniform Traffic Ticket so as to summons defendants to appear at 375 South High Street when issuing traffic citations.
3. In order to achieve staggered docket start times for traffic arraignments scheduled on or after July 6, 2021, by separate instructions certain Law Enforcement agencies will be **REQUESTED** to summons defendants to appear at 1:00 p.m., and other agencies will be **REQUESTED** to summons defendants to appear at 2:00 p.m.

Evictions

4. Effective July 6, 2021, claims for restitution of premises shall be heard at 375 South High Street, Columbus, Ohio.
5. Effective July 6, 2021, the Clerk shall limit the number of claims for restitution of premises scheduled on any day to no more than 70 cases, until further order.
6. Effective July 6, 2021, each day the Clerk shall schedule 35 eviction cases at 8:30 a.m. in Courtroom 11A, and 35 eviction cases at 10:30 a.m. in Courtroom 11B.

Weddings

7. In order to protect the health and well-being of persons working in and visiting the Courthouse, weddings at the Courthouse are strongly discouraged until further notice. However, for weddings that do go forward, only six individuals may attend the wedding, in addition to the individuals being married.

Filings with the Clerk of Court

8. Until further order, in her discretion and in such manner as she deems appropriate, the Clerk of Court may receive any civil filing, including complaints for restitution of premises, by way of a "drop box" installed on the premises of the Franklin County Municipal Court.

9. Until further order, for any criminal case document which the Clerk is capable of receiving and accepting for filing by mail, fax, or other electronic means, the Clerk shall only accept such documents for filing by mail, fax, or other electronic means.

Criminal arraignment

10. Criminal arraignments for defendants who are in custody shall continue to be conducted in Courtroom 4D on Tuesdays, Thursdays, and Saturdays, until further order.

11. Criminal arraignments for cases in which the defendant is to appear in response to a summons shall be held in Courtroom 4C.

Self-Help Resource Center

12. The Self-Help Resource Center may continue to allow in-person visitors, subject to maintaining appropriate social distancing precautions necessary to protect staff and visitors. In the discretion of the Managing Attorney, the Center may offer limited services other than in-person, as much as practicable and considering staff and resource limitations.

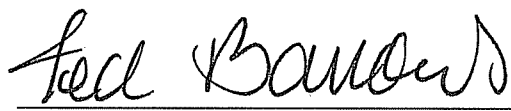
Jury service

13. Individuals who are summonsed for jury service are requested to stay home until or unless they are notified that their services are needed for a particular trial.

Entrance into facilities

14. Administrative Order 09-2020 (face coverings, screening for temperatures and symptoms) remains in full force and effect, until further order.

5.19.21
Date



Judge Ted Barrows
Administrative and Presiding Judge