

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

Administrative Order Number: 17-2020

Effective: August 19, 2020

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

- I. The Court finds that the conditions giving rise to the Court's previous Administrative Orders addressing the COVID-19 Pandemic remain substantially unchanged as of the date of this order, and that they are unlikely to change significantly in the near term.

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:

1. As set forth in this order, certain court sessions for matters before the Franklin County Municipal Court shall continue to be held at the Greater Columbus Convention Center at 400 North High Street in Columbus, Ohio.

Traffic arraignment

2. Traffic case arraignments shall continue to be heard at the Greater Columbus Convention Center until December 31, 2020.
3. From the effective date of this Order, and until further order, when issuing traffic citations all Law Enforcement agencies are **REQUESTED** to fill out the Ohio Uniform Traffic Ticket so as to summons defendants to appear at the Greater Columbus Convention Center at 400 North High Street in Columbus, Ohio.

Evictions

4. Claims for restitution of premises shall continue to be heard at the Greater Columbus Convention Center until December 31, 2020.
5. The Clerk shall continue to limit the number of claims for restitution of premises scheduled on any day to no more than 100 cases, until further order.
6. In scheduling new claims for restitution of premises that will be heard at the Convention Center, the Clerk shall schedule hearings as soon as practicable, notwithstanding the requirements of Local Rule 9.06 of the Franklin County Municipal Court.

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, and subject to Paragraph 9, the Clerk shall only accept civil case documents (complaints, motions, notices, etc.) for filing by mail or by fax.
- 9. Effective August 19, 2020, any person seeking to simultaneously file twenty-five (25) or more complaints for restitution of premises may deliver the complaints to the Clerk's office in person.
- 10. Until further order, and for any criminal case document which the Clerk is capable of receiving and accepting for filing by mail or fax, the Clerk shall only accept such documents for filing by mail or by fax.

Criminal arraignment

- 11. Arraignments for defendants who are in custody shall continue to be conducted on Tuesdays, Thursdays, and Saturdays, until further order.

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.

8.19.20
Date

Ted Barrows
Judge Ted Barrows
Administrative and Presiding Judge