

IN THE CIRCLEVILLE MUNICIPAL COURT
PICKAWAY COUNTY, OHIO

IN THE MATTER OF DEFINING ESSENTIAL GOVERNMENTAL FUNCTIONS
AND EMPLOYEES/CONTRACTORS FOR PURPOSES OF MAINTAINING
COURT OPERATIONS

ENTRY

WHEREAS on March 22, 2020, the Director of the Ohio Department of Health (ODH), issued an Order pursuant to authority granted in R.C. 3701.13, requiring all businesses and operations in the State, **except Essential Businesses and Operations**, to cease all activities within the State except Minimum Basic Operations.

WHEREAS Section 10 of said Order provides:

For purposes of this Order, all first responders, emergency management personnel, emergency dispatchers, legislators, **judges, court personnel, jurors and grand jurors**, law enforcement and corrections personnel, hazardous materials responders, child protection and child welfare personnel, housing and shelter personnel, military, and other governmental employees *working for or to support Essential Businesses and Operations* (emphasis added) are categorically exempt from this Order.

Further, Essential Government Functions include “all services provided by the State or any municipality, township, county, political subdivision, board, commission or agency of government and needed to ensure the *continuing operation of the government agencies...and including contractors performing Essential Government Functions. Each government body shall determine its Essential Governmental Functions and identify employees and/or contractors necessary to the performance of those functions* (emphasis added).

WHEREAS Section 12 of said Order provides that for purposes of this Order, Essential Businesses and Operations means...Essential Government Functions..., and the following:

(u) Professional services. Professional services, such as **legal services**, accounting services, insurance services, real estate services (including appraisal and title services);

WHEREFORE, it is hereby ORDERED that continued operation of the Circleville Municipal Court is an Essential Government Function necessary to protect the public and the rights of all individuals subject to the authority of the Court.

It is further ORDERED that the following employees and/or contractors are necessary to the performance of the Court's Essential Government Functions:

Judge Elisa Peters
Craig Stevens, Clerk of Court/Court Administrator
Susan Roy, Deputy Clerk
Joni Bussert, Deputy Clerk
Sheri Clydesdale, Deputy Clerk
Charma Cantrell, Deputy Clerk
Samantha Watson, Deputy Clerk
Janie Parsons, Deputy Clerk
Dennis Zwayner, Bailiff
Molly Tootle, Admin. Asst/Assignment Commissioner
Jason McGowan, Chief Probation Officer
John Reid, Probation Officer
Jessica Davis, Probation Officer

Conner Smith, ISP Officer
Lacey Stevens, ISP Officer
Jesse Jones, Probation Intake Officer
Jeff Reams, Court Security
Tim Fouch, Court Security
Kevin Beaver, IT
Gary Kenworthy, City Law Director
Tomi Dorris, Asst. Law Director
Jeff Catri, Asst. Law Director
Steve Larson, Public Defender
Joshua Hall, Public Defender
Kathryn Janes, Public Defender
Lori Rankin, Public Defender

ELISA M. PETERS, JUDGE

Date: _____

COPIES TO:

Listed Essential Employees/Contractors
Robert Radcliff, Pickaway County Sheriff
Chief Shawn Baer, Circleville Police Department
Judy C. Wolford, Pickaway County Prosecutor
Judge P. Randall Knece, Court of Common Pleas
Judge Jan Michael Long, Juvenile/Probate Court
Magistrate Shelly Harsha