

FAIRFIELD COUNTY COMMON PLEAS, GENERAL DIVISION  
CORONAVIRUS UPDATE  
*Current as of 3/27/2020 at 12:00 p.m.*

- Pursuant to the Governor's Stay at Home Order, the Hall of Justice is closed to the general public, except for limited purposes, beginning March 24, 2020.
- MOST criminal hearings and ALL civil hearings will be continued until after April 8, 2020. The exceptions to this rule are outlined below:
  - The in-person filing and hearing of Civil Protection Order and Civil Stalking Protection Order hearings will be permitted. All CPO and CSPO hearings currently scheduled will proceed as scheduled. To file a new Civil Protection Order or Civil Stalking Protection Order hearing, you should e-mail [jillian.boone@fairfieldcountyohio](mailto:jillian.boone@fairfieldcountyohio) or call 740-652-7424. You may also report to the Hall of Justice between 9 a.m. to 11 a.m. Monday through Friday (prior notice, to the extent possible, is strongly preferred).
  - Criminal pretrials will proceed as scheduled, albeit as non-oral e-mail updates with the Court. Defense Attorneys and Prosecutors are expected to discuss each pending case and inform the Court of the status of any pretrial motions, discovery issues, plea offers, and scheduling issues by the time of the schedule pretrial.
  - Pleas, Sentencings, and ILC hearings with joint sentencing recommendations may proceed remotely upon request of the Defense Attorney if the Defendant is willing to waive his/her physical appearance and appear via video. To schedule a remote plea, sentencing, or disposition hearing, Defense Counsel should contact the respective Judge's Assignment Commissioner.
  - The Court will still consider requests for bond modifications. Defense Counsel should file in a formal bond motion via e-mail, fax, or mail as set forth below, which will be reviewed by the respective Judge as soon as practicable. If necessary, a phone conference or remote hearing will be scheduled to discuss the matter.
- Defendants on bond and probation MUST continue to report by phone or e-mail as directed by their probation officer.
- All filing of court documents is required to be done via mail, e-mail, or fax. No in-person filing option will be available to the public through April 8, 2020. All documents received will be deemed filed the date it is received; however, PLEASE NOTE, the Court's docket and online images will likely experience significant delays and will not be updated during this time, as the Clerk's Office will be operating with minimal staff. This notwithstanding, and as stated above, any documents sent electronically or by mail WILL be deemed filed the date it was received.
  - Fax Filing: 740-687-0158 (General) or 740-652-7399 (Domestic Relations)
  - E-Mail Filing: [clerkefile@fairfieldcountyohio.gov](mailto:clerkefile@fairfieldcountyohio.gov)

- Members of the public who are seeking to post bond for a defendant should call the Clerk's Office before visiting in-person for further instruction.
  - Phone: 740-652-7360 (General) or 740-652-7357 (Domestic Relations)
  
- Questions about specific cases or hearings should be directed to the appropriate department:
  - General Division
    - Judge Berens: Misty Conkle, Assignment Commissioner, 740-652-7431  
[misty.conkle@fairfieldcountyohio.gov](mailto:misty.conkle@fairfieldcountyohio.gov)
    - Judge Trimmer: Kathy Hartman, Assignment Commissioner, 740-652-7427  
[kathy.hartman@fairfieldcountyohio.gov](mailto:kathy.hartman@fairfieldcountyohio.gov)
    - Jill Boone, Court Administrator, 740-652-7424  
[jillian.boone@fairfieldcountyohio.gov](mailto:jillian.boone@fairfieldcountyohio.gov)
  - Domestic Relations Division
    - Judge Smith, Lori Lovas, Court Administrator, 740-652-7448,  
[lori.lovas@fairfieldcountyohio.gov](mailto:lori.lovas@fairfieldcountyohio.gov)
  - Clerk's Office: 740-652-7360 (General) or 740-652-7357 (Domestic Relations)
    - Fax Filing: 740-687-0158 (General) or 740-652-7399 (Domestic Relations)
    - E-Mail Filing: [clerkefile@fairfieldcountyohio.gov](mailto:clerkefile@fairfieldcountyohio.gov)