



MARY L. SWAIN

BUTLER COUNTY CLERK OF COURTS

March 17, 2020

IMPORTANT ANNOUNCEMENT REGARDING SAFETY MEASURES DURING PANDEMIC EMERGENCY:

The health and safety of our employees and customers is of the utmost importance to the Clerk of Courts. Beginning March 18th, available services and locations are changing until further notice. Both our Hamilton and Middletown title offices will be closed. Our Fairfield and West Chester title offices will be open usual business hours, with the exception that they will be closed on Mondays.

Also beginning on March 18th, our Legal and Finance Divisions will be closed during the noon hour from 12:00 pm to 1:00 pm. All other hours of operation will remain the same.

Customers of our Legal Division are encouraged to avail themselves of our e-filing services for case types where the service is available (this includes most civil and criminal cases). The e-filing local rule and other information about e-filing can be found on our website.

For a very limited time, my staff will e-mail requested documents to Legal Division customers. The documents will be redacted, as necessary. If the document is not considered a public document (the requester would otherwise not be entitled to a copy), the document will not be e-mailed. Please keep in mind that e-mailed documents cannot be certified nor authenticated, as a raised seal is required. Again, this is temporary.

Additionally, on a temporary basis, our criminal clerk will no longer meet bondsmen at the jail after hours or on weekends to take bonds.

We will be continuously monitoring the pandemic situation, as it remains very fluid. Therefore, our hours and services may change as necessary.

If you have any questions regarding services, hours of operation, or any other questions, please feel free to call our offices during business hours. Both our locations and contact information can be found on our website (butlercountyclerk.org).

We appreciate your patience during these challenging times. Thank you.

Mary L. Swain
Butler County Clerk of Common Pleas Court

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