

**LOGAN COUNTY COMMON PLEAS COURT  
FAMILY COURT DIVISION**

**DAN W. BRATKA, JUDGE**  
Natasha R. Kennedy, Magistrate

**KIM KELLOGG-MARTIN, JUDGE**  
Richard A. Meyer, Magistrate

**MEMO**

TO: LOGAN COUNTY BAR & COURT APPOINTED ATTORNEYS

DATE: APRIL 30, 2020

RE: UPDATES TO FAMILY COURT PROCEDURE DURING COVID-19 HEALTH CRISIS

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Due to the Governor slowly opening up the State, adjustments will be made to the Court's Essential Procedures and Services. Most will remain the same except for the following:

- **Family Court will no longer accept email filings.** Local Attorneys / Runners can either mail in pleadings or come between 3:00 p.m. and 4:00 p.m. to drop off filings and check their courthouse mail box. If they have an emergency filing, it can be faxed to 937-292-4121. **THIS SHOULD ONLY BE USED FOR EMERGENCY FILINGS.** The original will still need to follow.
  - If pleadings are being mailed to the court, a self-addressed postage paid envelope will need to be provided for the copies to be returned.
  - Attorney mailing copies to the court can either provide a self-address postage paid envelope in which they can be returned or have them placed in their courthouse mailbox.
  - Attorneys who are in the Courthouse for other official business during the business day can still drop off filings outside of the designated hour of 3:00 p.m. and 4:00 p.m.
- What has been determined essential and nonessential proceedings has not changed.
- Beginning on Monday May 4, 2020, the court strongly urges Attorneys to bring masks with them when they are in the courthouse in the event they are not able to social distance.
- Alternative appearances via telephone and video will be used by the Court on a regular basis even when the crisis ends. Hearing assignments will start outlining who and how they will appear in Court. Many of you have filed motions requesting permission for yourself and/or witnesses to appear via phone or video. Please continue doing so as needed but try not to wait until the eve of the hearing. Staff needs lead time to arrange videoconferencing.

Thank you for your patience and support during this challenging time!

Sincerely,

Judge Kim Kellogg-Martin  
Judge Dan W. Bratka