

**IN THE PROBATE COURT OF MONTGOMERY COUNTY, OHIO**

**IN RE: ADMINISTRATIVE ORDER : CASE NO.: 1993 MSC 342545**

**: Judge Alice O. McCollum**

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**: TEMPORARY EMERGENCY**  
**ORDER IN RESPONSE TO**  
**COVID-19**

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On March 9, 2020, Governor DeWine declared an Ohio State of Emergency in response to the Coronavirus (“COVID-19”) public health crisis.

On March 11, 2020, the World Health Organization officially declared COVID-19 to be a global pandemic requiring urgent and aggressive action to control the spread of the virus.

On March 13, 2020, President Trump declared a National Emergency in response to the expansion of cases of COVID-19 throughout the nation.

The Dayton –Montgomery County Public Health Department have requested all public officials take every mean available to prevent the spread of this contagious virus.

The Centers for Disease Control (“CDC”) and state and local health authorities issued guidelines and recommendations to mitigate the spread of the COVID-19 virus and protect public health, including social distancing and limited exposure between employees and the public.

The Chief Justice of the Ohio Supreme Court instructed all judges to develop plans for continued operations that will responsibly address the COVID-19 emergency while maintaining essential court functions and protecting the rights of individuals.

Therefore, the Montgomery County Court of Common Pleas, Probate Division, hereby **ORDERS** the following:

1. The Probate Court is open for E-filing only until further notice. The Court will limit in person contact except for emergency guardianship applications. No in-person filings will be accepted, except emergency guardianship. Citizens are expected to refrain from coming to the court until further notice is posted on the Court’s web page. The following filing methods are acceptable:

E-File

All Estate, Trust, Civil, Miscellaneous and Adoption Case Types must be e-filed.

File by Mail

2. Guardianship filings may be sent by regular mail to the Probate Court's Clerk's Office at 41 N. Perry Street, 2<sup>nd</sup> Floor, Dayton, OH 45422. For filings with costs: please include a money order payable to the Montgomery County Probate Court.
3. Hearings  
Court Personnel are reviewing the hearing docket for the next several weeks. When practical, hearings may take place by telephone. You will be notified if your case is being continued until a later date. Otherwise, you are expected to appear.
4. Emergency guardianships will be scheduled and heard.
5. Civil commitments will proceed as scheduled as long as there is access to the hospitals.
6. Marriage certifications will be issued only through the mail. Emergency marriage licenses will be issued by appointment only.
7. When in doubt, please call the Court for further instructions or information. (937) 225-4649.

The Court strongly discourages anyone from personally appearing in the offices of the Montgomery County Probate Court unless absolutely necessary. It is the intention of the Court to remain in operation to perform essential functions; however, the Court may make adjustments as the pandemic progresses.

**IT IS SO ORDERED.**

  
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ALICE O. McCOLLUM, JUDGE