

BOWLING GREEN  
MUNICIPAL COURT  
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**IN THE BOWLING GREEN MUNICIPAL COURT, WOOD COUNTY, OHIO**

In re: The matter of	*	No. 20-AO-01
Covid-19 Public Health Emergency	*	
and the State of Emergency in Ohio	*	
and	*	
The United States	*	<b><u>ADMINISTRATIVE ORDER</u></b>
	*	Judge Mark B. Reddin

This Court takes judicial notice of the Public Health Emergency that is the Covid-19 and State of Emergencies declared by the State of Ohio and the United States. In order to protect the health of the court staff, users of the court, and the population at large the court issues temporary orders and guidance for future continued operations at the court.

ORDERED:

1. All Local rules of this Court may be temporarily adapted, modified or suspended to allow flexibility, within Constitutional limits, in response to this public health emergency.
2. The court security policies and procedures may be temporarily supplemented or amended to protect public health and safety while maintaining essential court functions.
3. The public health emergency may be considered good cause for any purpose, including continuances deemed necessary.
4. That the courthouse shall be closed to anyone not having business with the court and entrance thereto will normally be restricted to parties, attorneys, witnesses, advocates, care givers, members of the media, and law enforcement. Anyone may be refused entry

who has a temperature, or appears ill or falls into a category delineated in ~5 below. Social Distancing and CDC recommended hygiene shall be enforced throughout the courthouse.

5. That prior to the entrance into the court facility or any hearing, the court shall be notified if any of the following apply to any party, attorney or witness: That the person has travelled outside the United States and returned to the United States within 21 days prior to appearance in court; has been exposed to the Covid-19 virus or anyone infected with it within 21 days prior to the court appearance; or has been quarantined, isolated or otherwise restricted by any health department, director of health or similar entity.
6. All currently scheduled general civil docket trials, forcible entry and detainer or small claims trials shall be rescheduled into May beginning May 21, 2020. All Court conducted wedding ceremonies shall be cancelled.
7. All objections to garnishment hearings shall be cancelled or overruled at the Court's discretion if a legal exception or exemption is not stated on the objection's face.
8. Traffic and criminal arraignments shall be limited in number to 10 defendants in the courtroom at any given time. The bailiffs shall restrict the number of individuals who may enter the court facility at any time. Defendants are encouraged to make written entries of appearance and ask for pre-trials/trials in writing instead of appearing in open court.
9. All traffic, criminal and civil pre-trials shall be conducted electronically either with or without the parties' availability by phone and the results of said pretrial reported to the clerk/assignment commissioner. In traffic or criminal matters if there is an agreed upon plea, the matter will be set for change of plea in open court. In civil matters, plaintiff or plaintiff's counsel shall initiate the call to defendant or counsel. In traffic and criminal

matters, defense counsel or defendants shall call into the prosecutor's office [(419) 354-6285 to initiate the pre-trial.

10. In felony preliminary hearing matters with in-custody defendants, the court will set a hearing on the earliest date possible in an attempt to avoid transporting the defendant to the court. If the matter can be resolved with a waiver the defendant shall proceed by video court. If a hearing need be held the court may continue the hearing to the next available date so that appropriate witnesses may be assembled. Counsel is encouraged to contact the Wood County Prosecuting Attorney in advance of the hearings at (419) 354-9250.
11. All currently scheduled Jury Trials may be continued on a case by case basis.
12. Probation officers shall minimize all face to face contact with probationers.
13. All court filings shall be conducted through the court's drive-thru window or filed electronically or through the postal or other delivery service.
14. All payments shall be made through the court's drive-thru window, online or by mail.

**Clerk of Court:** File mark this order. Serve copies on The Wood County Bar Association for forwarding to the Bar, Law Enforcement, The Wood County Prosecutor, The Wood County Public Defender, the City Prosecutor, Joseph Fawcett, the media and yourself. Sign the proof of service. Return the original to me. Post a copy of this order on the Court's website and in a conspicuous location in the Clerk's Office and the Court Entrance.

3/18/20

Served on 3/18/20.



Mark B. Reddin, Judge



Sheryl Rife Clerk of Court