

LICKING COUNTY MUNICIPAL COURT CLERK  
MARCIA J. PHELPS  
PRESS RELEASE - PUBLIC ANNOUNCEMENT  
CORONAVIRUS – COVID-19  
MARCH 16, 2020  
RECOMMENDED CONTACT INFORMATION

**740-670-7800 or EMAIL [mphelps@lcmunicipalcourt.com](mailto:mphelps@lcmunicipalcourt.com) or [office@lcmunicipalcourt.com](mailto:office@lcmunicipalcourt.com)**

The Licking County Municipal Court Clerk continues to monitor State, National, WHO - World Health Organization and the CDC for hour by hour and day by day press releases regarding the Coronavirus. We are sensitive to the updates and how to proceed with court operations, in light of major concerns, we will attempt to minimize the exposure to court employees and the public as well while maintaining consideration of the impact on each of you and your families.

Consistent with efforts to utilize social distancing as precaution against the spread of Covid-19, all in-person Clerk of Court operations currently located in the Licking County Municipal Court shall be limited to Defendants, Attorneys, Prosecutors, Law Enforcement and those that do not have access to filing motions, evictions, small claim cases, and other forms via email, web site payment options, or mail. Please review our website for payment and filing options available online. If you have additional questions, feel free to call our office, 740-670-7800. Our web site is [www.lcmunicipalcourt.com](http://www.lcmunicipalcourt.com).

**The Licking County Clerk of Courts' Office provides several services electronically; and we highly encourage everyone to use these services to reduce the need to come to our office. A DROP BOX WILL BE LOCATED IN THE FIRST FLOOR LOBBY OF NEWARK CITY HALL FOR PAYMENTS BY CHECK ONLY, DOCUMENT FILING OR CORRESPONDENCE. We have also set up a station for individuals to communicate via face time in the lobby to assist with questions.**

If you or a person you have been in contact with are experiencing symptoms such as fever, persistent cough, shortness of breath, or lung pain please contact your healthcare provider immediately to determine a course of action for your health and the health and wellness of your family. **IF YOU ARE EXPERIENCING ANY OF THESE SYMPTOMS YOU SHOULD CONTACT THE OFFICE FOR FOLLOW UP INFORMATION TO YOUR COURT APPEARANCE.**

For help, email [office@lcmunicipalcourt.com](mailto:office@lcmunicipalcourt.com), FAX 740-345-4250 or call 740-670-7800. Our web site is [www.lcmunicipalcourt.com](http://www.lcmunicipalcourt.com), for up to date releases.

**THE COURT CALENDAR FOR TRAFFIC OFFENSES WILL REMAIN THE SAME. THE COURT WILL ADDRESS ANY MODIFICATIONS TO THE COURT APPEARANCE IF NECESSARY.**

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THE CLERK'S OFFICE WILL LIMIT ACCESS TO ONLY THOSE WHO ARE NOT EXPERIENCING ANY OF THE ABOVE SYMPTOMS, PEOPLE THAT ARE REQUIRED TO CONDUCT BUSINESS WITH OUR OFFICE, NO FRIENDS OR FAMILY MEMBERS WILL BE PERMITTED TO ACCOMPANY YOU TO THE OFFICE OR YOUR COURT HEARINGS. OUR CURRENT OFFICE HOURS ARE 8:00 A.M. TO 4:30 P.M. HOWEVER THIS WILL CHANGE DEPENDING ON THE NEED TO BE OPEN ONLY DURING COURT DOCKET HEARINGS. OUR OFFICE HOURS COULD BE LIMITED TO PUBLIC ACCESS DEPENDING ON FEDERAL OR STATE GUIDELINES.

MAY YOU AND YOUR FAMILIES BE SAFE AND USE EXTREME CAUTION WHILE CONTINUING TO CONDUCT COURT BUSINESS.