

IN THE COMMON PLEAS COURT OF LUCAS COUNTY, OHIO
PROBATE DIVISION

FILED
LUCAS CO. PROBATE COURT
JACK R. PUFFENBERGER, JUDGE

IN THE MATTER OF:

COURT OPERATIONAL
MATTERS IN RESPONSE
TO COVID-19

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2020 MAR 16 P 3:41 MS87-0135
CASE NO. _____

JUDGMENT ENTRY

Effective immediately and in the interest of public health, the Lucas County Probate Court has modified its operations to minimize the number of people who need to appear in person at the court due to the COVID-19 emergency. These temporary measures are being implemented pursuant to this court's order of March 12, 2020.

The probate court will remain open and provide all essential services. However, the manner of contact with the court will be conducted as follows:

1) Pleadings

All pleadings shall be filed in one of the following methods:

- A) Email all necessary pleadings to info@lucas-co-probate-ct.org
- B) Fax all necessary pleadings to (419) 213-4764
- C) U.S. Postal Service to *Lucas County Probate Court, 700 Adams Street, Toledo, Ohio 43604*
- D) The court will provide a drop box inside the entrance of the building for those who prefer dropping off pleadings in person.

Original case filings must be made in accordance with C or D.

2) Hearings

Parties to a previously scheduled hearing will be contacted by the court and advised how the matter will proceed forward.

3) Guardian's Reports

Mandatory reports of guardians will be accepted even though the guardian may not have been able to have actual contact with the ward due to visitation restrictions.

4) Marriage Licenses

At present, only the applicants for the license will be permitted into the marriage license bureau. If the applicants wish to have the ceremony performed by a courthouse minister, that service will remain available to the couple. However, if the couple desires to have observers, the ceremony will need to take place outside the court.

Please note that the court can only accept payment by money order or check at this time. Payment by cash is accepted in the marriage bureau.

Most importantly, all persons planning a visit to the court for guidance and direction must call ahead. During this period, the court will not have walk-in capability. You must call ahead to discuss the nature of your matter with a court staff person. The court phone number is (419) 213-4775. Please call ahead to prevent an unnecessary trip downtown.

Thank you for your assistance and understanding as we continue to serve the public during this time of national emergency.

3/16/20
DATE

JOURNALIZED

MAR 16 2020



JUDGE JACK R. PUFFENBERGER

ATTENTION PROBATE COURT VISITORS

DUE TO THE COVID-19 EMERGENCY, THE COURT IS ONLY CONDUCTING SCHEDULED HEARINGS AND CONFERENCES. NO OTHER VISITORS WILL BE PERMITTED.

PLEADINGS CAN BE FILED AT THE MARRIAGE LICENSE BUREAU IN THE DROP BOX.

FOR ALL OTHER MATTERS, PLEASE CALL

419-213-4775