

IN THE COURT OF COMMON PLEAS  
PROBATE AND JUVENILE DIVISION  
WAYNE COUNTY, OHIO

FILED  
WAYNE CO JUVENILE  
AND PROBATE COURT  
2021 MAY 23 PM 12: 32  
LATECIA E. WILES  
JUDGE

IN RE: :  
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GENERAL ORDERS FOR THE : JUDGE LATECIA E. WILES  
CONTINUED OPERATION OF THE :  
WAYNE COUNTY PROBATE AND :  
JUVENILE COURT : **ADMINISTRATIVE ORDER**  
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As a result of ongoing executive orders, legislation, and public health recommendations pertaining to coronavirus (COVID-19), the Wayne County Juvenile and Probate Court has implemented the following procedures to protect interested parties and court staff and assist in containment of the Coronavirus.

1. The local rules of court for the Probate and Juvenile Divisions may be temporarily modified or suspended to allow court flexibility, within constitutional limits, in response to the public health emergency.
2. The Marriage License department is open and will remain open but may operate under restricted hours. Those wanting a license should make an appointment before coming to the Court. Applicants are encouraged to fill out online forms and bring them with you in order to minimize time at court.
3. Filings which can be made via e-filing or ordinary mail should be filed that way. If money is owed before the filing can be accepted, a check should be mailed. The filing will be tentatively accepted pending receipt of the funds.
4. All payments normally taken in the clerk's office can be made by credit card by contacting the clerks office or by mail. Payments may also be made by credit card via phone at (877) 685-4498.
5. The use of audio or visual devices, including video conferencing software, and telephonic hearings shall be permitted where the Court finds it would promote the interest of justice and public safety, unless appearance by parties is deemed necessary.
6. Hearing officers will determine whether to convert scheduled hearings to telephone conferences or video hearings on a case by case basis.
7. If a hearing is converted to a video hearing, counsel and the litigants will receive an email from the Court with a link to click on at the time of the hearing. All counsel and parties shall use a computer with a microphone and camera, or the Zoom app which is available for download on all

smartphones, to participate if they are able. Alternatively, the party may be permitted to participate via phone only. Counsel is permitted to have their clients with them at their offices. Counsel can contact the Court Administrator in advance to test their equipment if desired. If the necessary equipment is not available in order to allow participation, the party or attorney shall notify the Court immediately in writing.

8. For any hearing set to occur via Zoom, a party must inform the Court in writing prior to the hearing, or at the beginning of the hearing, if that party does not wish to proceed via Zoom and would prefer the hearing take place in person.
  9. This Court will consider whether hearings are taking place via video or phone on a case by case basis. In making this decision, the Court will consider all factors, including, but not limited to the wishes of the parties, constitutional and substantial rights of the parties, the legislation enacted, any administrative orders issued by the Ohio Supreme Court, the technological capabilities of the parties, the best interest of the children involved, the nature of the proceeding, and the statutory deadlines at play in the case.
  10. Any other hearing that the Court finds is not essential to the wellbeing of the parties may be continued at the hearing officer's discretion.
  11. Probation reporting may take place by phone or video at the discretion of the probation officer.
  12. Juvenile Detention Center family visits may take place by phone or video at the discretion of the Juvenile Detention Center or by further order of the Court.
  13. Guardians who need to complete continuing education requirements shall complete courses online through the Ohio Supreme Court or arrange to view a previously recorded course at the Wayne County Probate Court by calling the clerk at (330) 287-5577 to arrange a time.
  14. In a guardianship proceeding requiring notice to the proposed ward, the applicant shall file a motion and proposed order to appoint a process server for the purpose of serving the proposed ward. The applicant shall also provide instructions to the Court as to how the court investigator can make contact with the proposed ward via video conference. The Court waives any requirement requiring a court investigator make contact in person with a proposed ward at this time.
  15. Until further order, the Court will allow guardians to fulfill the pre-meeting requirement under Superintendence Rule 66.08(B) by meeting with the ward via Facetime, Zoom or similar technology.
  16. The Court shall manage cases in other ways that may be deemed necessary to promote public health and safety, including reasonable continuance of non-essential court hearings, employee
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teleworking, file access, expansion of Juvenile waiveable traffic offenses, and other such regulation to manage proceedings in consideration of public health and safety.

17. All persons entering the Probate Court or Juvenile Court area of the courthouse may be required to wear a mask or other face covering on request from court staff or by order of the Court.
18. The Wayne County Juvenile and Probate Courts and their waiting areas are restricted to attorneys, litigants, necessary witnesses, and individuals who need to file documents. Attorneys are encouraged and may be required to schedule witnesses at specific times to avoid having witnesses congregate in the waiting areas.

This order supersedes and replaces all prior administrative orders governing operations during the COVID 19 pandemic.

IT IS SO ORDERED.



5/23/21

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LATECIA E. WILES, Judge  
Wayne County Common Pleas Court  
Probate and Juvenile Divisions