

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

IN RE:

GENERAL ORDERS FOR THE  
CONTINUED OPERATION OF THE  
WAYNE COUNTY JUVENILE AND  
PROBATE COURT

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JUDGE LATECIA E. WILES  
**ADMINISTRATIVE ORDER**

FILED  
WAYNE CO JUVENILE  
AND PROBATE COURT  
2020 MAR 19 PM 3:34  
LATECIA E. WILES  
JUDGE

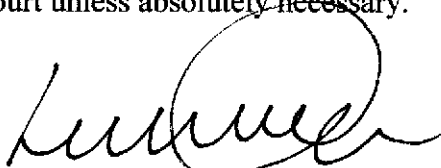
Due to Governor DeWine declaring a state of emergency as a result of the Coronavirus (COVID-19), the Wayne County Juvenile and Probate Court has implemented the following procedures to protect interested parties and court staff and assist in containment of the Coronavirus.

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 must still come to court, but are encouraged to fill out online forms and bring them with you in order to minimize your time at court. Applicants may be asked to wait in the corridor or Juvenile Court waiting area.
3. The Help Desk is closed until further notice, with one exception. All individuals who are currently scheduled for April 10<sup>th</sup> shall be served at the Help Desk.
4. 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.
5. 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.
6. In an emergency situation, filings by facsimile will be accepted. An individual wishing to fax a document to the Court should first obtain permission from the Court Administrator who can be reached at email at [courtadmin@waynecourts.org](mailto:courtadmin@waynecourts.org) or via phone at (330) 287-5561.
7. 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.

8. Hearing officers will determine whether to convert scheduled hearings to telephone conferences or video hearings on a case by case basis.
9. If a hearing is converted to a video hearing, counsel will receive an email from the Court with a link to click on at the time of the hearing. Counsel should have their client present at counsel's office, or have their client available via telephone at the time of the hearing. Counsel shall ensure that they are using a computer that has both a camera and microphone. Counsel can contact the Court Administrator in advance to test their equipment if so desired.
10. Name change hearings and adoptions will be continued until further notice.
11. Any other hearing that the Court determines to be not absolutely vital to the wellbeing of the parties may be continued at the hearing officer's discretion.
12. All probation reporting will take place by phone or video.
13. All Juvenile Detention Center and Youth Treatment Center family visits will take place by phone or video.
14. The Guardian of the Person training for March has been canceled. Guardians scheduled for the March training should contact the court for a new training date.
15. 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 teleworking, file access, expansion of Juvenile waiveable traffic offenses, and other such regulation to manage proceedings in consideration of public health and safety.
16. This order operates in conjunction with an Administrative Order also adopted by this Court entitled "ORDER DECLARING A JUDICIAL EMERGENCY AND CONTINUITY OF OPERATIONS OF THE COURT DUE TO COVID-19 PANDEMIC" and any amendments made thereto.

It is the intention of the Court to remain in operation to perform its essential functions. The General Orders herein are meant to discourage anyone from personally appearing in the offices of Wayne County Juvenile and Probate Court unless absolutely necessary.

IT IS SO ORDERED.

 3/19/2020  
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LATECIA E. WILES, Judge  
Wayne County Common Pleas Court  
Juvenile Division