To: All Members of the Bar

From: Judges Derryberry, Staley, Reed, & Kohlrieser

Re: Temporary Changes in Court Operations

Date: March 16, 2020

Attention Members of the Bar:

In light of recent mandates by Governor Dewine and in an effort to do our part in “social distancing” while maintaining court operations, the Allen County Common Pleas Court Judges (**all Divisions**) are implementing the following changes, *effective immediately and continuing until further notice*:

* The Clerk’s office will not take in-person filings, including original complaints, writs, petitions, etc. All filings with the respective Clerk’s offices are to be by **U.S. MAIL, FACSIMILE, OR EMAIL**. The originals of all fax or email filings must be available for inspection at any time by the Court or opposing counsel/party.
* During this time, all fees normally charged for *fax filing* are waived. (This does not affect all other costs).
* Documents requiring a judge’s signature are to be submitted via email to the appropriate court. Contact the respective Judge’s office for the correct email address.
* During this time, all deposits, including for original filings, and any other payments through the Clerk of Courts for the General Division or Domestic Relations Division are to be made on-line at: clerkofcourts.allencountyohio.com (“Make a Payment” tab) or by check.
* During this time, all deposits, including for original filings, and any other payments through the Juvenile Court are to be made on-line at: allenohiojuvenile.com (“Make a Court Payment” link) or by check.
* During this time, all deposits, including for original filings, and any other payments through the Probate Court are to be made on-line at: allenohioprobate.com (“Make a Court Payment” link) or by check.
* During this time, there will be no page restrictions for *fax filing* (all other page restrictions, if any, continue to apply).
* All civil pre-trials in the General Division and all pre-trials in the Probate, Juvenile, and Domestic Relations Divisions will be conducted by phone unless otherwise notified by the Court. Each Division of the Court will establish its own procedure based on its unique circumstances and types of cases.
* Please contact the Court prior to any currently scheduled hearing for any case specific concerns.

\*\* These changes in practice are subject to change at any time. Thank you for your assistance and patience as we strive to navigate these difficult and unfamiliar waters.