



# Perrysburg Municipal Court

**Carrie L. Mancuso**  
Clerk of Court

**Judge Aram M. Ohanian**  
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**Scott T. Howard**  
Court Administrator

## **Perrysburg Municipal Court Novel COVID-19 Public Health Crisis Action Plan**

During the Novel COVID-19 Public Health Crisis, the Perrysburg Municipal Court is hereby modifying operations effective Monday, March 23, 2020. A summary of these modifications is outlined below:

Until further notice, the only unscheduled appearances permitted will be individuals appearing to resolve open warrants or bench warrants. Other unscheduled matters will need to be resolved at the next court date. The Court will no longer perform marriage ceremonies until further notice. Unscheduled matters that need to be addressed must be addressed through the filing of a motion.

### **Emergency Motions for Continuances in Criminal Cases due to the Pandemic.**

Beginning Monday, March 23, 2020, the Court will suspend certain local rules to permit individuals to file a motion for continuance in criminal or traffic cases due the Public Health Crisis. A template for these motions will be available on the Court's website for completion and submission via email, fax or e-filing. These modes of submission are preferred at this time.

### **Small Claims Cases**

All small claims cases scheduled with a court date between Monday, March 23, 2020, and Tuesday, May 12, 2020, are cancelled. These cases will be reset to a date after June 1. The Clerk will notify parties of the new court date. Incoming matters will be scheduled for a date after May 12 until further notice.

### **Proceedings in Aid and Garnishment Hearings**

All Proceedings in Aid and Garnishment Hearings with a court date between Monday, March 23, 2020, and Friday, May 12, 2020, are cancelled. These cases will be reset to a date after May 12. The Clerk will notify parties of the new court date. In addition, in garnishment cases where the defendant has submitted to the court a hearing request card or form the following order will be entered on the case:

*"Garnishment stayed. No deductions pending further hearing. Clerk to notify plaintiff, defendant and respondent."*

*Incoming matters will be scheduled after May 12 until further notice.*

**Assigned Civil Cases.**

The Judge/Magistrate will be taking individual action to reset their civil cases. Individuals with civil cases assigned should contact the court to determine whether they should report. Expect most civil cases scheduled for March/April to be rescheduled.

**In-Custody Arraignments**

All in-custody arraignment hearings will be conducted via videoconference with the Wood County Justice Center.

Effective March 16, 2020, the Perrysburg Municipal Court reduced reporting for those under active probation supervision.

Effective March 16, 2020, the Perrysburg Municipal Court is not accepting in-person payments for fines, court costs and restitution. Those wishing to make payments are instructed to utilize the Court's website, [www.perrysburgcourt.com](http://www.perrysburgcourt.com), or standard mail to make payments.

Effective March 16, 2020, the Perrysburg Municipal Court is permitting only the defendant/parties to the action and their respective counsel in the Courthouse. Those attending Court with another and are not a party to the action will not be permitted access to the Courthouse under these temporary rules.

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**IN THE MUNICIPAL COURT OF PERRYSBURG, WOOD COUNTY, OHIO**

**In Re:** \* **Administrative Order**  
**No. 2020-04**

**Temporary Order in Response** \*  
**to the Novel COVID-19 Public** \*  
**Health Crisis** \*

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The Presiding Judge of the Perrysburg Municipal Court, Wood County, Ohio, makes the following Findings of Fact and Administrative Order:

1. On March 9, 2020, Ohio Governor Mike DeWine issued Executive Order 2020-01D declaring a “State of Emergency” in response to the growing Novel COVID-19 Public Health Crisis.
2. On March 11, 2020, the World Health Organization officially declared the Novel COVID-19 to be a global “pandemic” requiring “urgent and aggressive action” to control the spread of the virus.

Based upon these Findings of Fact, the Perrysburg Municipal Court will develop a continuum of flexible responses in case the public health crisis escalates or increases in size and/or scope. The continuum of responses is intended to protect public health, to maintain essential court functions and to continue to protect the rights of all individuals served by the Court.

**IT IS THEREFORE ORDERED, ADJUDGED AND DECREED:**

1. It is the intention of the Perrysburg Municipal Court to remain open and maintain essential court operations and functions, subject to further orders of the Court.

2. The Local Court Rules of the Perrysburg Municipal Court (hereafter referred to as the "Court") may be temporarily adapted to allow the Court flexibility, within Constitutional limits, in response to the public health crisis.
3. The security policies of the Court may be temporarily amended or supplemented to protect the public health while maintaining essential court functions.
4. The Court hereby authorizes the use of audiovisual devices and technologies for all actions and proceedings which would be feasibly for use based upon the nature of the action or proceeding involved.
5. The public health crisis identified herein may be considered to be a finding of good cause for the granting of continuances of jury trials and hearings as deemed necessary.
6. The Court will have the lawful authority, within Constitutional limits, to do and direct to be done all things necessary to ensure the orderly and efficient administration of justice for the duration of the declared public health crisis.
7. The Court will maintain common sense procedures in dealing with the members of the public and the bar such as social distancing, as appropriate, and conducting our business remotely when practical to reduce contact personally when other means such as telephone conferences would accomplish the goal and help keep all parties healthy.
8. The Court will work with staff to take steps to maintain public areas and work areas in a clean and sanitized manner.
9. The Court will work with security staff to look into means to identify sick individuals who will be entering the Courthouse and take appropriate actions to ensure a healthy work environment.

**March 13, 2020**



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**Hon. Aram M. Ohanian**