



Hamilton County Juvenile Court

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Cincinnati, Ohio 45202-1332
www.juvenile-court.org

JOHN M. WILLIAMS
Administrative Judge
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**MELISSA A.
POWERS**
Judge
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Court Administrator
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Operational Update 3/26/2020

Under the leadership of Administrative Judge John Williams, the Hamilton County Juvenile Court took proactive steps to maintain essential functions of the Court and assist in preventing the spread of the coronavirus (COVID-19) disease during this State of Emergency. In developing the Court's Plan for Operation, the Court has consulted and collaborated with key stakeholders, which include, but are not limited to: Prosecutor's Office; Public Defender's Office; Hamilton County Department of Job & Family Services; ProKids; the Supreme Court of Ohio; Cincinnati Children's Hospital Medical Center; social service agencies; treatment providers and other local/state agencies. The Court prioritized the safety and well-being of the families and children we serve, our workforce and the public appearing in our Court.

COURT HEARINGS AND PLAN TO MINIMIZE PHYSICAL APPEARANCES:

Hamilton County Juvenile Court is limiting hearings to the following case types that include emergency and time-sensitive matters: plea and pretrial hearings for residents at the Youth Center; medical emergency filings; preliminary protective/shelter care hearings for children alleged to be abused, neglected or dependent; juvenile protection orders; and any other emergent filings that impact the safety and well-being of children or the community. The Court is reducing person-to-person contact when possible and suspending any non-essential appearances at Court by facilitating participation in the proceedings through the use of telephone or video conferencing when possible. If you have questions about how to participate in a hearing by telephone or video conference, please contact the Court at 946-9375.

All other hearings and mediations will be continued and rescheduled. You will receive notice of a new hearing date in the mail. Please contact the Court at 946-9375 if you are unavailable for the new date or if you have an emergent need and wish to request an expedited hearing.

All parties are encouraged to work cooperatively to exchange discovery and make good faith efforts to resolve any discovery disputes.

OBJECTIONS/MOTIONS TO SET ASIDE MAGISTRATE DECISIONS/ORDERS:

All oral arguments are cancelled until further notice and Objections and Motions to Set Aside filed during this pandemic will not be docketed for a hearing. A written transcript is generally necessary for the Judge to rule on the objection or motion. The party filing the objection or motion is responsible for providing the transcript. If you wish to order a transcript on a case

ending with a X assigned to Judge Williams, please call 513-946-9204. If you wish to order a transcript on a case ending with a Z assigned to Judge Powers, please call 513-946-9209. Preliminary rulings may be issued by the judge if a transcript has not been completed. Failure to provide a transcript in a timely fashion may result in the denial of the motion or objection. In lieu of oral arguments in this matter, all parties may submit written arguments to the Court. The Court will rule on the Objection or Motion to Set Aside after a review of the record, transcript and any written arguments submitted. You will receive an additional notice from the Court indicating when

UNOFFICIAL, TRUANCY, SCHOOL AND COMMUNITY DOCKETS:

All unofficial cases, including truancy/school/community dockets and Youth Court, have been cancelled until further notice. You will receive notice of a new hearing date in the mail. Please contact the Court at 946-9447 if you have questions about an unofficial hearing.

CLERK'S OFFICE AND ACCESS TO COURTS FOR FILING

The Clerk's Office will continue to accept in-person filings at 800 Broadway between the hours of 8:00 AM to 4:00 PM; however, attorneys and parties are encouraged to limit filings to emergency or time-sensitive matters. The Court is relaxing filing requirements during this pandemic and authorizing filings in the following manner for emergency and time-sensitive matters only:

- Fax Filings for Dependency cases: 513-946-9359
- Fax Filings for all other case types: 513-946-9450
- Email for Filings on Dependency cases: dependency_filings@juvcourt.hamilton-co.org
- Email for Filings on all other cases: clerks_office_filings@juvcourt.hamilton-co.org
- Secure Drop Box located in the entrance of the lobby at 800 Broadway-each filing must be sealed in an envelope. Documents cannot exceed 2" in depth.

When using fax, email or the lobby drop box for filing, please use the **Remote Filing Information Form**. If you have questions regarding payment, please contact the Clerk's Office at 946-9431.

Payment:

Payments can be made using MasterCard, Visa, Discover, American Express, check or money order. Cash may only be accepted when filing in-person. If you have questions regarding payment, please contact the Clerk's Office at 946-9431.

Notice: Law enforcement may continue to file delinquency and unruly complaints at the Youth Center located at 2020 Auburn Avenue. All delinquency and unruly complaints initiated by parents, custodians or private individuals shall be filed at the Clerk's Office located at 800 Broadway using the filing methods described above.

CHILD SUPPORT ENFORCEMENT: EXTENSION OF TIME FOR OBJECTIONS TO ADMINISTRATIVE ORDERS

The Hamilton County Child Support Enforcement Agency may continue to set administrative orders of child support as well as administrative modifications of previously established child support orders. When the Child Support Agency sets or modifies a child support order administratively, any party who wishes to object to that order and obtain a hearing will have

sixty (60) days from the date of the Administrative Order to file such objections. This extension of the typical fourteen day time period to object is necessary at this time due to the suspension of child support hearings until further notice due to the COVID-19 crisis.

CUSTODY AND COMPANIONSHIP CLINIC

The Custody and Companionship Clinic will be closed until to further notice.

PARENT COMMUNICATION WITH YOUTH CENTER RESIDENTS:

Parents who have questions about the health status of their children who are residents at the Youth Center or wish to request a telephone communication with their child should contact 946-2623.